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Message from the President

Welcome to Laney College!

Long a leader in community-oriented education, Laney stands ready to take its students deep into the twenty-first century. Whether you’re focused on transferring to a four-year institution or looking to develop job and career skills, Laney features a program or course carefully matched to your needs. It is our hope that you will take full advantage of what is truly one of the Bay Area’s richest educational resources.

Laney offers a variety of up-to-date technical and vocational programs, associate’s degrees in over thirty fields, and a host of certificate programs. We believe strongly in helping students first time, continuing, and returning alike meet the demands of an ever-changing culture and economy. The instruction and experience students receive at Laney gives them the tools they need to succeed, academically, professionally, and personally.

Ours is a unique institution, and we are fiercely proud of its long history and ongoing commitment to service. A crucial part of that commitment is ensuring the quality of your education as well as your overall campus experience. Our success, after all, is inseparable from yours, and we must work every day to promote it.

People are, of course, our campus’s greatest asset; Laney’s wonderful diversity, set in the midst of a lively urban center, makes it particularly wealthy in human potential. We look forward to helping you use both our resources and your own potential to realize your fondest dreams and ambitions.

I wish you the best in all your endeavors, on campus and off.

Cordially,

[Signature]

Deborah G. Blue, Ph.D. President
Laney College Administration

Office of the President
Dr. Deborah G. Blue
Mr. Kari Kingori (Interim)
Ms. Yvonne Lewis

Office of Instruction
Dr. José M. Ortiz
Dr. Elnora T. Webb (Interim)
Dr. Gloria J. Vogt
Vacant
Vacant

Office of Student Services
Vacant
Dr. Nina Patterson (Interim)
Dr. Ed Wright (Interim)

President
Business and Administrative Services
Executive Assistant to the President

Vice President
Division Dean, Language Arts, Humanities and Social Sciences
Division Dean, Business, Mathematics, and Sciences
Division Dean, Vocational Technology
Division Dean, Arts and Communications

Vice President
Dean of Student Support Services/Matriculation
Dean of Student Support Services/EOPS/CalWORKs/DSPS

Laney College

The flagship of the Peralta Community College District, Laney College stretches across sixty acres in the lively center of resurgent downtown Oakland. Since 1970, when classes first met at its current location, Laney College has stood alongside the Oakland Museum of California and the Henry J. Kaiser Convention Center, just a few blocks from Lake Merritt. Bay Area Rapid Transit and AC Transit provide convenient transportation to the school and its surrounding public facilities. 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. Nothing 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.

Now serving a student body over 13,000 strong, Laney College is the largest of the four Peralta campuses. Laney offers associate degree in more than twenty liberal arts and science fields, and a significant number of its graduates go on to four-year schools 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 vocational training and career development a critical part of its mission, offering a wide variety of certificate programs and short-term courses.
Peralta Community College District

Board of Trustees
Mr. Lynn Baranco
Ms. Alona Clifton
Ms. Susan Duncan
Ms. Linda Handy
Mr. Darryl Moore
Dr. William Riley
Ms. Amey Stone

Student Trustees
Mr. William Chapple
Ms. Lana Spencer

District Administrators
Chancellor
Mr. Elihu Harris (Interim)

Senior Vice Chancellor for Finance and Administration
and Chief Operating Officer
Dr. Charles Taylor (Interim)

Senior Vice Chancellor for Educational Services
Ms. Judy Walters

The Peralta District

When it created the city’s first public trade school in 1915, the Oakland Unified School District 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.

As we begin the 21st century, the Peralta Community College District remains true to Oakland Unified’s original commitment to service. Even more, Peralta has evolved into a first-rate 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 set up as its vocational campus, Merritt as its business campus. A year later Merritt added a liberal arts division, and by 1955 it began granting associate’s 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, the Spanish military man to whom the 44,800 acres on which the six cities of the modern district lie were granted in August 1820, the Peralta Community College District determined to make each of its campuses a comprehensive college, offering vocational, occupational, and liberal arts courses.

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

The mission of the Peralta Community College District is to provide accessible, high-quality adult learning opportunities to meet the educational needs of the multicultural East Bay community. While the language and emphasis of the district’s statements have changed over the course of the last century, the ideals they point to remain constant. Throughout its history, Peralta has dedicated itself to creating opportunities for the people it serves and it will continue to do so.
General Information

Mission Statement

The mission of Laney College is based on the principles adopted by the Peralta Community College District Board of Trustees. Laney is committed to organizing its resources – human, financial, and technical – to provide appropriate educational programs and services to all adults. More specifically, the College is committed to:

- Providing equal access to educational opportunities and services to eligible individuals in the diverse communities that we serve.
- Providing instructional and student services to help students determine and attain their educational and/or occupational goals, and to become effective citizens with satisfying lives.
- Providing leadership, coordination and cooperation with community organizations in addressing the local and global educational and service needs of our community.

Accreditation

Laney College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707)569-9177, an institution accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Goals of the College

Laney College strives to serve the best interest of its community. Accordingly, the college is committed to the following goals:

- To maintain high standards in all college programs.
- To provide comprehensive general, transfer, and occupational education to enable students to acquire skills and knowledge to live and work effectively in society.
- To provide developmental education and support services to enable students to succeed in college.
- To provide counseling and a variety of student support services and programs to assist students in achieving their educational goals.

- To maintain educational quality through continual instructional review, improvement, and innovation.
- To provide life-long learning opportunities for those who want more knowledge about our ever-changing world.
- To help students develop a sense of self-confidence, individuality, and social and political responsibility.
- To assist students in developing an understanding and respect for people from diverse backgrounds.

Instructional Program

The Laney College instructional program is designed to provide:

1. General Education courses which provide the students with knowledge, skills, appreciations, attitudes and values which each individual needs for an effective and well-balanced life in a democratic society;

2. Occupational Education courses which lead directly to employment or upgrading after intensive training in theory and practical application in trade, technical, business and service occupations;

3. Transfer courses paralleling freshman and sophomore years at four-year institutions. Also included are courses which enable students to make up scholastic deficiencies while preparing for transfer to four-year colleges or universities;

4. English Curriculum for non-citizen and citizen students with English as a Second Language emphasis. This special program of courses in English is offered at Laney College for immigrants and resident citizens for whom English is not a native language. The courses are aimed at assisting the student in developing the following language skills in English: listening, speaking, reading, and writing. Descriptions of the special courses are given in the ANNOUNCEMENT OF COURSES, listed as English as a Second Language;

5. A variety of Continuing Education classes designed to provide maximum breadth and flexibility to meet the rapidly changing, continuing educational needs of the community;
Cooperative Work Experience Education which is a joint effort of the College and the community to provide the student with opportunities to relate his/her college education to a “real” employment situation. In this program the student receives income, experience, and college credits. The business community becomes the classroom. Through the combined program of employment and classroom study, a student learns the relationship between theory and practical application.

Student Services Programs
Student Services provides (1) enrollment services; e.g., admission, registration, assessment, orientation, counseling and financial services; and (2) programs to help students achieve their educational objectives; e.g., tutoring, career planning, health services, counseling, transfer information/guidance, veterans services, reentry, EOPS, scholarships, food services, and bookstore. Support services also are provided for those who have physical, economic, educational, and psychological handicaps.

Art Gallery
The June Steingart Gallery at Laney College 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 wherein interns learn the basics of managing a professional art gallery, including curatorial, and marketing and funding skills needed for a successful art exhibition program. The gallery is free and open to the public.

Organization of Classes
The College offers instruction in the Fall and Spring semesters as well as a Summer session and Weekend College. In addition to classes during the day, the College provides late afternoon, evening, and Saturday classes which permit working members of the community to earn an Associate Degree, 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.

Library/Listening-Viewing Center
The Library/Listening-Viewing Center is located in the “L” Building. The Center provides research, independent study and self-enrichment materials for students, faculty and staff. The Library collection includes books, magazines and journals, newspapers, microfilm, a variety of electronic databases, and access to the World Wide Web. Search the collection by using PEARL, the Peralta Libraries online catalog. ADA compliant workstations are available.

Librarians provide individual assistance, orientations and credit courses for students who need help using the print collection, databases and the World Wide Web. Other materials and services include: the textbook collection, English as a Second Language (ESL) collection, and copying machines. Handouts are available on a variety of topics, including: writing essays, research papers, and book reports; online search tips; literary criticism; college scholarships, etc.

The Listening-Viewing Center houses a variety of multimedia sources including: audio and videotapes, compact discs, and software. Computers are available for completing class assignments. The Center provides assistance in using the computers.

The Library/Listening-Viewing Center is committed to providing quality services and maintaining an environment conducive to study and research. Failure to comply with the Library Rules and Standards of Behavior may lead to suspension of Library privileges and/or other disciplinary action in accord with existing District policies.

Library Policy on Overdue Materials
Circulating materials are considered overdue when not returned at the time or date stamped on the material. Library users are responsible for returning materials on time and for replacing lost and/or damaged materials. Failure to do so forfeits grades, transcripts, diplomas, registration, and library privileges or any combination thereof. The right to grades, transcripts, diplomas, registration and library privileges shall be restored when the user (a) returns the overdue library materials; or (b) pays fine for overdue 2-hour or 2-day textbooks; or (c) pays the charge for replacement of the library materials, if such materials are lost or damaged.

Housing
Laney has no dormitory facilities. Students not living at home, including international students, must make their own arrangements for living quarters.
Using This Catalog
The Laney College Catalog describes the courses, programs and services of the college that are planned for the 2003-2005 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current or complete information may be obtained from the appropriate department or administrative office.

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 his/her 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.

Accuracy Statement
Laney College endeavors to present its programs and its policies to the public accurately and fairly. Those responsible for the preparation of this catalog, the class schedule and all other public announcements make every effort to ensure that the information presented is correct and up-to-date. However, the College reserves the right to add, amend, or repeal any rules, regulations, policies and procedures. The College assumes no responsibility for program changes or publication errors beyond its control.

Student Right-to-Know Disclosure
In compliance with the Student Right-to-Know and Campus Security Act of 1990 completion and transfer rates for students attending Laney College can be found on the Peralta Community College web site at http://www.peralta.cc.ca.us.
# Academic Calendar 2003-2004

## Fall Semester 2003

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>21</td>
<td>Th</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>August</td>
<td>23</td>
<td>S</td>
<td>Saturday Instruction Begins</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>M</td>
<td>Labor Day – Holiday Observances</td>
</tr>
<tr>
<td>September</td>
<td>4</td>
<td>Th</td>
<td>Last Day To Drop Full-term Credit Classes And Receive a Refund</td>
</tr>
<tr>
<td>September</td>
<td>6</td>
<td>S</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>September</td>
<td>8</td>
<td>M</td>
<td>Census Day – Instructor Verify Class Enrollment</td>
</tr>
<tr>
<td>*September</td>
<td>20</td>
<td>S</td>
<td>Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript</td>
</tr>
<tr>
<td>October</td>
<td>17</td>
<td>F</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>November</td>
<td>10</td>
<td>M</td>
<td>Veteran’s Day – Holiday Observance</td>
</tr>
<tr>
<td>November</td>
<td>26</td>
<td>W</td>
<td>Last Day to Withdraw and Receive a “W”</td>
</tr>
<tr>
<td>November</td>
<td>26</td>
<td>W</td>
<td>Attendance Verification Day – Instructors Verify Class Enrollment</td>
</tr>
<tr>
<td>November</td>
<td>27-28</td>
<td>Th-F</td>
<td>Thanksgiving – Holiday Observance</td>
</tr>
<tr>
<td>November</td>
<td>29</td>
<td>S</td>
<td>Saturday Classes Do Not Meet</td>
</tr>
<tr>
<td>December</td>
<td>13</td>
<td>S</td>
<td>Saturday Instruction Ends</td>
</tr>
<tr>
<td>December</td>
<td>15-19</td>
<td>M-F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December</td>
<td>19</td>
<td>F</td>
<td>Fall Semester Ends</td>
</tr>
</tbody>
</table>

*Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.

## Spring Semester 2004

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>15</td>
<td>Th</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>S</td>
<td>Saturday Instruction Begins</td>
</tr>
<tr>
<td>January</td>
<td>19</td>
<td>M</td>
<td>Martin Luther King Jr. Day - Holiday Observance</td>
</tr>
<tr>
<td>January</td>
<td>26</td>
<td>M</td>
<td>Last Day to Add Classes</td>
</tr>
<tr>
<td>January</td>
<td>27</td>
<td>T</td>
<td>Last Day to Drop Full-Term Credit Classes and Receive a Refund</td>
</tr>
<tr>
<td>February</td>
<td>3</td>
<td>T</td>
<td>Census Day – Instructors Verify Class Enrollment</td>
</tr>
<tr>
<td>*February</td>
<td>12</td>
<td>Th</td>
<td>Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript</td>
</tr>
<tr>
<td>February</td>
<td>13</td>
<td>F</td>
<td>Lincoln’s Birthday - Holiday Observance</td>
</tr>
<tr>
<td>February</td>
<td>14-15</td>
<td>S-Su</td>
<td>Saturday/Sunday Classes Do Not Meet</td>
</tr>
<tr>
<td>February</td>
<td>16</td>
<td>M</td>
<td>Washington’s Birthday – Holiday Observance</td>
</tr>
<tr>
<td>February</td>
<td>19</td>
<td>Th</td>
<td>Professional Day - Classes Do Not Meet</td>
</tr>
<tr>
<td>March</td>
<td>13</td>
<td>S</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>March</td>
<td>24</td>
<td>W</td>
<td>Professional Day - Classes Do Not Meet</td>
</tr>
<tr>
<td>April 5-11</td>
<td>M-Su</td>
<td>Spring Recess</td>
<td></td>
</tr>
<tr>
<td>April 12</td>
<td>M</td>
<td>Classes resume</td>
<td></td>
</tr>
<tr>
<td>April 26</td>
<td>M</td>
<td>Last Day to Withdraw and Receive a “W”</td>
<td></td>
</tr>
<tr>
<td>April 26</td>
<td>M</td>
<td>Attendance Verification Day – Instructors Verify Class Enrollment</td>
<td></td>
</tr>
<tr>
<td>May 21</td>
<td>F</td>
<td>Malcolm X’s Birthday - Holiday Observance</td>
<td></td>
</tr>
<tr>
<td>May 22</td>
<td>S</td>
<td>Saturday Instruction Ends</td>
<td></td>
</tr>
<tr>
<td>May 24-28</td>
<td>M-F</td>
<td>Final Examinations</td>
<td></td>
</tr>
<tr>
<td>May 28</td>
<td>F</td>
<td>Spring Semester Ends</td>
<td></td>
</tr>
</tbody>
</table>

*Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.
Academic Calendar 2004-2005
(Tentative)

Fall Semester 2004

August 19 Th Day and Evening Instruction Begins
August 21 S Saturday Instruction Begins
September 2 Th Last Day To Drop Full-term Credit Classes And Receive a Refund
September 4 S Last Day to Add Classes
September 6 M Labor Day – Holiday Observances
September 7 T Census Day – Instructor Verify Class Enrollment
*September 8 S Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
October 15 F Last Day to File Petitions for AA or AS Degree/Certificate
November 12 F Veteran’s Day – Holiday Observance
November 24 W Last Day to Withdraw and Receive a “W”
November 24 W Attendance Verification Day – Instructors Verify Class Enrollment
November 25-26 Th-F Thanksgiving – Holiday Observance
November 27 S Saturday Classes Do Not Meet
December 1 S Saturday Instruction Ends
December 3-17 M-F Final Examinations
December 17 F Fall Semester Ends

*Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.

Spring Semester 2005

January 10 M Day and Evening Instruction Begins
January 15 S Saturday Instruction Begins
January 17 M Martin Luther King Jr. Day - Holiday Observance
January 24 M Last Day to Add Classes
January 25 T Last Day to Drop Full-Term Credit Classes and Receive a Refund
February 1 T Census Day – Instructors Verify Class Enrollment
*February 10 Th Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
February 18 F Lincoln’s Birthday - Holiday Observance
February 19-20 S-Su Saturday/Sunday Classes Do Not Meet
February 21 M Washington’s Birthday – Holiday Observance
March 12 S Last Day to File Petitions for AA or AS Degree/Certificate
March 21 - 27 M-Su Spring Recess
March 28 M Classes resume
April 25 M Last Day to Withdraw and Receive a “W”
April 25 M Attendance Verification Day – Instructors Verify Class Enrollment
May 13 F Malcolm X’s Birthday - Holiday Observance
May 14 S Saturday Instruction Ends
May 16-20 M-F Final Examinations
May 20 F Spring Semester Ends

* Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.
Information and Assistance

FOR INFORMATION ABOUT

Adding and Dropping Classes
Admissions
Assessment
Associated Students of Laney College
Athletics
Business Services
Cafeteria
CalWORKs
Careers
Catalog (Purchase of)
Child Care
Clubs, Student
Community & Information Services
Copy Machine
Counseling & Academic Advising
Custodial
Degree Requirements
Disabled Students Services
Division Offices

Employment Services Center
Evening Supervisor
Extended Opportunity Programs & Services (EOPS)
Fees and Expenses
Financial Aid, Student Loans, etc.
Gender Equity Program
Grade Reports
Graduation Requirements and Petitions
Health Services
Information and Referral Booth
Instructors' Schedules, Office Hours
Internet Access
Library

Loans, Student
Lost and Found
Media Materials
Parking Special Permits for Faculty/Staff
Parking, Students (Semester)
Parking, Students (Daily)
Police, Safety Services

Public Information
Puent Program
Records and Transcripts
Residency Requirements
Room Usage, Facilities
Saturday Supervisor
Schedule of Classes
Scholarships
Textbooks, Course Supplies, etc.
Transfer to Four-Year Institution
Tuition, Out-of-State & International Students Fees
Tutoring
Veterans Affairs
Withdrawals from College

District Programs Housed at Laney College
Feralta Colleges TV (PCTV)
Retired Senior Volunteer Program

GO TO
Admissions & Records Office
Admissions & Records Office
Assessment
Student Activities
Athletic Office
College Business Office
Student Center
Student Center
Counseling Center
Bookstore
Child Care Center
Student Activities
Public Information Office
Library
Counseling Center
Custodial Services
Counseling Center
Disability Resource Center
Business/Math and Sciences
Communications/Art/PE
Language Arts, Humanities and Social Sciences
Vocational Technology
Student Center
Administration Bldg.
“A” Bldg.
Cashier’s Office
Financial Aid Office
Gender Equity Office
Admissions & Records Office
Admissions & Records Office
Nurse’s Office
Administration Bldg.
Division Offices
Library
General Services
Circulating Books
Library Card
Reference Books
Textbooks, 2 hour use
Financial Aid Office
Student Center
Listening Center
Administration Bldg.
Cashier’s Office
Parking Lot Machines
Administration Bldg.

Public Information Office
Transfer Center
Admissions & Records Office
Admissions & Records Office
Administration Bldg.
Administration Bldg.
Bookstore
Transfer Center
Bookstore
Transfer Center
Cashier’s Office
Tutorial Center
Veterans Office
Admissions & Records Office
Administration Bldg.
Administration Bldg.

LOCATED AT
“A” Bldg., Rm. 109
“A” Bldg., Rm. 109
“A” Bldg., Rm. 102
Student Center, 4th Floor, Rm. 413
Gym Building, Rm. 110
Administration Bldg. 8th Floor, Rm. 850
Main Floor
3rd Floor
Administration Bldg. 3rd Floor, Rm. 350
Student Center, lower level
E. 10th St. & 2nd Ave. 510-446-3576
Student Center, 4th Floor, Rm. 413
Administration Bldg. 8th Floor, Rm. 803
Library, 2nd Floor, Browsing Area
Administration Bldg. 3rd Floor, Rm. 350
Administration Bldg. Basement
Administration Bldg. 3rd Floor, Rm. 350
“E” Building, Rms. 251-253
Administration Bldg. 7th Floor, Rm. 709
Administration Bldg. 7th Floor, Rm. 707
Administration Bldg. 7th Floor, Rm. 715
Administration Bldg. 7th Floor, Rm. 706
Student Center, 3rd Floor, Rm. 300
Lobby
Rm. 106
Administration Bldg. 2nd Floor, Rm. 213
Administration Bldg. 2nd Floor, Rm. 201
Administration Bldg. 6th Floor, Rm. 607
“A” Bldg., Rm. 109
“A” Bldg., Rm. 109
Administration Bldg. 2nd Floor, Rm. 250
Lobby
Administration Bldg. 7th Floor
Library, 2nd Floor
Library, 2nd Floor, Information Desk
Library, 3rd & 4th Floor
Library, 2nd Floor, Loan Desk
Library, 2nd Floor
Library, 2nd Floor, Reserve Desk
Administration Bldg. 2nd Floor, Rm. 201
4th Floor, Rm. 414
Library, lower level, Rm. 104
8th Floor, Rm. 805, Business Office
Administration Bldg. 2nd Floor, Rm. 213
Parking Lot
8th Floor, Rm. 804, District Office Ext. 7236
Outside 510-446-7236
Administration Bldg. 8th Floor, Rm. 803
Administration Bldg. 3rd Floor, Rm. 301
“A” Bldg., Rm. 109
“A” Bldg., Rm. 109
Administration Bldg. 8th Floor, Rm. 802
Lobby
Student Center, lower level
Administration Bldg. 3rd Floor, Rm. 301
Student Center, lower level
Administration Bldg. 3rd Floor, Rm. 301
Administration Bldg. 2nd Floor, Rm. 213
Library, 4th Floor
Administration Bldg., 3rd Floor, Rm. 303
“A” Bldg., Rm. 109
9th Floor, Rm. 900
5th Floor, Rm. 514
Admissions, Registration and Enrollment Information

Eligibility for Admission
All persons 18 years or older who can profit from instruction are eligible for admission as a California resident or nonresident. Anyone under 18 years of age who is a high school graduate or has been awarded a GED or California High School Proficiency Certificate may also enroll.

Title 5 Regulations
It is the policy of the Peralta Community College District (unless specifically exempted by statute) that every course, course section, or class for which average daily attendance is to be reported for state aid, wherever offered and maintained by the District, 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 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Application Procedures
All students must complete application and enrollment procedures required by the College. Applications for admission may be obtained on the Internet at http://www.peralta.cc.ca.us, in the Class Schedules published each term, or from the College’s Admissions & Records Office in the Administration “A” Building, Room 109.

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

Admission of International Students
Special regulations govern the admission of foreign students. These students should contact the Office of International Education for applications and admissions information at (510) 466-7380 or FAX (510) 465-3257. The office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

High School Students
In accordance with California Education Code regulations, high school students may enroll as special part-time students. Enrollment must be recommended by their principal, with parental consent and approval by the Associate Vice Chancellor for Admissions and Records and Student Services. Units earned will be granted as college credit. It is the high school’s prerogative to grant high school credit for courses taken from the Peralta Colleges.

Resident and nonresident students enrolled under this program are exempt from paying the California Community College Enrollment Fee and Campus Center Use Fee. Nonresident students enrolling in classes for high school credit are exempt from paying Nonresident Tuition.

Residence Requirements
A person must have lived continuously in California for at least one year immediately preceding the residence determination date to be considered a resident for tuition purposes. Evidence must also be provided to indicate that the person has intent to make California his/her permanent home. The residence of an unmarried minor is that of the parents or legal guardian. The residence determination date is the day before a term begins for which the person is applying for admission.

It is the student’s responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

Nonresident Fee Exemption
Non-resident students who meet the following criteria are exempt from non-resident and capital outlay fees:
1. The student must have attended a California high school for three years or more
2. The student must have graduated from a California high school or attained the equivalent (e.g. GED or proficiency exam)
3. The student must file an affidavit with the college that indicates the student has applied for legalization or will apply as soon as he or she is eligible, if and only if, the students is without lawful immigration status.
Nonresident Tuition

Students who are not legal residents of California for one year prior to the first day of the term will be charged Nonresident Tuition at the rate of $164 per semester unit (subject to change). Nonresident students must pay Nonresident Tuition in addition to the Campus Community College Enrollment Fee and Campus Center Use Fee. High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying Nonresident Tuition.

Nonresident Capital Outlay Fee

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, and the Campus Center Use Fee. The Nonresident Capital Outlay Fee is $7 per semester unit for a maximum of $219 per year (subject to change).

Military Residence Exemption

Nonresident US military personnel on active duty in California (except those assigned for educational purposes to state supported institutions of higher education) and their dependents are granted a waiver of Nonresident Tuition until they are discharged from their military service. Their dependents are granted a waiver for a period of one year from date they enter California. Upon expiration of waivers, evidence must be provided as to the date student surrendered his/her out-of-state residence to become a resident of California. The student will be classified as a non-resident and charged Nonresident Tuition until one year has elapsed since the out-of-state residence was surrendered.

California Community College Enrollment Fee

All students are required to pay a California Community College Enrollment Fee. This fee will be collected at the time of enrollment into classes and shall be $11 per semester unit (subject to change). High school students admitted on a part-time basis upon recommendation of their principal are exempt from paying the Enrollment Fee.

Campus Center Use Fee

In addition to the California Community College Enrollment Fee, Nonresident Tuition and Nonresident Capital Outlay Fees, there will be a Campus Center Use Fee of $2 for each semester, to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying the Campus Center Use Fee. No Campus Center Use Fee is collected for Summer Session or for off-campus classes.

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 nonresident tuition. Grades, transcripts and diplomas will be withheld from students or former students who fail to pay loans, other fees or obligations which have been properly charged to him/her.

Enrollment Fees Refunds

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

Full-Term Classes:

A student who cancels his/her registration prior to the first day of instruction, or officially withdraws from all classes during the first two weeks of instruction, shall be entitled to a full refund less a $10 processing fee.

A student who officially completes a change of program during the first two weeks of instruction, and as a result reduces the number of units in which he/she is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.

If a student pays an Enrollment Fee of $10 or less, and cancels his/her registration or withdraws 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 after the last day to drop classes.

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:

A student enrolled in a short-term class or open-entry/open-exit class will receive a 100% refund if he/she officially withdraws on or before the first class meeting. A refund will not be received if he/she officially withdraws after the first class meeting.

Variable Unit Classes

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

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

A student may, upon request, obtain a refund up to
the end of the following term in which the refund was due. After that time the student will not be eligible for the refund.

Nonresident Tuition and Capital Outlay Fee Refund Schedule

- A 100% refund of the Nonresident Tuition and Capital Outlay Fee will be made for any class which is canceled by the college.
- A 90% refund of the units dropped will be made through the last day to add classes upon the student’s official withdrawal from any class.
- A 50% refund will be made upon the student’s official withdrawal from classes after the last day to add a class and prior to the Census Day in that term, as indicated in the college calendar.
- No refund will be made to any student on or after the first Census Day of the term.

Applications for authorization of refunds are made in the Cashier’s Office, Administration Building, 2nd Floor, Rm. 213.

California Community Colleges Board Financial Assistance Program

The Board of Governors for the California Community Colleges Financial Assistance Program provides low-income students with a way to pay the Enrollment Fee. To qualify for a BOGW (Board of Governor’s Waiver), one must be a California resident and one of the following statements must apply:

- Receive public assistance
- Meet a designated income standard
- Eligible for federal and/or state need-based financial aid.

Campus Parking and Traffic Regulations

Students must park their vehicles only in authorized lots on the southside of the campus and must pay a Parking Fee of 50 cents a day (two quarters, exact change only). YOU MUST OBTAIN A STUDENT DECAL TO BE DISPLAYED ON YOUR AUTOMOBILE WINDOW WITH THE DAILY PAID PARKING RECEIPT. Fall Semester parking permits can be purchased for $20.00 ($10.00 for a motorcycle permit) and $10.00 for summer session permit ($5.00 for a motorcycle permit). Both the decal and the parking permits are issued from the college Cashier’s Office.

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, green (30-minutes) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking. Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors park in a fee lot and pay 50 cents 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.

Matriculation
(Student Success Program)

Matriculation is a state mandated program and process which brings the College’s staff and resources into a partnership with students to ensure their educational success. This process is designed to help students from the moment they first apply until they complete their studies at a Peralta College. The agreement acknowledges RESPONSIBILITIES of both parties.

The Student Agrees to:

- Declare an educational goal.
- Meet with a counselor to discuss educational goals and develop an educational plan.
- Attend class regularly.
- Complete assignments and courses.
- Strive to make progress toward a defined goal.
- Seek out support services, as needed.

The College Agrees to:

- Provide students with a comprehensive assessment.
- Inform students about the College’s programs, services, and policies.
- Provide quality instruction and counseling.
- Assist students in developing an educational plan.
- Provide a variety of courses and programs.
- Offer support services and follow-up on student progress.

Matriculation Components

There are five components of matriculation that help ensure educational success, they are:

1. Admission - completing an admission application which will provide the college with information on the student’s educational plan and career goals.
2. Orientation - attending an Orientation to College session. Students are provided important information on how to succeed in college by acquainting them with the College’s facilities, rules, policies and procedures; its educational programs, course expectations, and other academic information.
3. Assessment - participating in an Assessment session, which measures current skill levels in reading, writing, and mathematics. Scores are one of several factors used for advising students in selecting appropriate courses. English As a Second Language (ESL) assessments are available to students for whom English is not their native language.

Counseling and Advisement - meeting with a counselor to identify educational and career goals, develop educational plan and select appropriate courses.

Follow-up - participating in follow-up support services. Special efforts will be made to assist (a) "undecided" students identify an educational and career goal; (b) students who are enrolled in precollege basic skills courses; and (c) students who have been placed on progress and/or academic probation.

A note for students with Disabilities

If you are a student with a physical, psychological, acquired brain impairment, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/Assessment/Advising process, please contact Disabled Students Programs and Services (DSP&S) at (510) 464-3428.

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

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

Any student who does not have an associate degree or high and enrolls in 12 or more semester units will also be considered a participant, regardless of the educational objective selected.

Although all students are strongly encouraged and welcomed to participate in the matriculation program, certain students may meet criteria for exemption from matriculation services or the assessment component. (See the following Peralta Community College District Exemption Policy.)

Exemption from Matriculation

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

1. Student has earned an Associate or higher degree from an accredited institution; or
2. Student is enrolling in fewer than 12 units and has declared one of the following educational objectives: Discover/formulate career interests, plans, goals; or Prepare for a new career (acquire job skills), or Advance in current job/career (update job skills); or Maintain certificate or license (e.g., nursing, real estate); or Acquire educational enrichment (intellectual, cultural); or Complete credits for high school diploma.

Note - All students may participate in any of the matriculation components, even though they qualify for exemption. The District Prerequisite Policy is enforced for all students, regardless of Matriculation status.

Exemption from Assessment Component Only

Students meeting at least one of the following conditions may be exempt from the assessment component:

1. Student has successfully completed (grade C or higher) college-level English and mathematics courses (transcript or grade report required); or
2. Student has, within the last three (3) years, taken an assessment test that can be used by Peralta staff to determine suitable placement in English and mathematics. Students who have received services for a learning disability in the last three years at any California community college, may be exempt from the assessment component. They should call the DSP&S office as soon as possible and make an appointment to see a counselor (464-3428).

Students' Rights and Responsibilities

Matriculating students wishing to claim exemption from any matriculation component or choosing not to participate must file the appropriate waiver form, available from the Assessment Center.
Programa de Éxito Estudiantil Matriculación

La matriculación es un programa y una serie de procedimientos impuestos por el Estado, mediante los cuales el personal y los recursos de el colegio, en conjunto con los estudiantes, aseguran el éxito de estos en sus estudios. Este proceso ha sido diseñado para ayudar a los estudiantes. Desde el primer momento que se matriculan hasta que completan sus estudios en los Colegios de Peralta. El acuerdo propone y reconoce las RESPONSABILIDADES mutuas entre la institución y el estudiante.

El estudiante se compromete a:
- Declarar sus metas educacionales.
- Reunirse inicialmente con un consejero para planificar stas y crear un plan de estudios cada y cuando sea necesario.
- Asistir a las clases regularmente
- Completar las tareas y los cursos del plan.
- Esforzarse por alcanzar las metas.
- Indagar por recursos y servicios que ayuden al estudiante lograr estas metas.

Laney College se compromete a:
- Proveer a los estudiantes con una evaluación comprensiva
- Informar a los estudiantes acerca de los programas, servicios y normas de la institución.
- Proveer consejera e información de primera
- Asistir a los estudiantes en el desarrollo de su plan educacional
- Proveer una gran variedad de cursos y programas
- Ofrecer servicios de ayuda y seguimiento colegial

Pasos para la matriculación

Hay cinco componentes en la matriculación, que ayudan a asegurar su éxito educacional que son:
- Matrícula – Llenar la solicitud de ingreso, la que provee a la institución de información acerca de todos los programas educativos y metas profesionales del estudiante.
- Orientación - Asistir a una sesión de orientación al colegio. Para que los estudiantes obtengan la información importante que logre que sus estudios sean exitosos, familiarizándolos con los recursos, reglas, normas y procedimientos; carreras y empleos, expectativas de los estudiantes, sobre cualquier otra cuestión que afecte su educación.
- Evaluación - Participar en una sesión de evaluación donde se mide el nivel actual de destreza del estudiante en lectura, escritura y matemáticas. Los resultados serán uno de los factores que se utilizan para aconsejar a los estudiantes en la selección de los cursos apropiados. También hay disponible une evaluación para todo estudiante de segunda lengua (ESL).
- Consejeros académicos - Reunirse con un consejero para identificar y desarrollar las metas particulares del estudiante y seleccionar los cursos adecuados a las metas.
- Seguimiento - Participar en otros servicios de apoyo al estudiante. Siempre se realizarán los esfuerzos especiales para ayudar: (a) a los estudiantes "indecisos" en identificar sus metas educacionales y profesionales; (b) a los estudiantes inscritos en cursos preuniversitarios de preparación en técnicas de estudio; y (c) a estudiantes a prueba en cuanto a su progreso y/o desempeño educativo.

Nota para estudiantes con Descapacidades

Todo estudiante que sufra de alguna incapacidad física, psicológica, visual, de comunicación, cognitiva o perjuicio cerebral que requiera ayuda especial para participar en la evaluación u otras partes del proceso de orientación o de consejería, debe comunicarse por adelantado con el Centro de Recursos para Estudiantes en el edificio “E”, salón 251 (464-3428) (V/TTD), o en el centro de evaluaciones (464-3259).

Seleccionando cualquiera de los siguientes objetivos educacionales se le proveerá a los estudiantes la oportunidad de participar en el programa de Éxito Estudiantil (Matriculación):
- Obtener un bachillerato (con o sin grado asociado)
- Obtener un certificado vocacional (sin transferencia a la universidad) de dos años o sin
- Obtener un certificado corta (sin transferencia)
- Mejorar habilidades básicas de inglés, de lectura y de matemáticas
- Metas no identificadas.
(Todo estudiante que no tenga un grado asociado o más alto y que se inscriba en 12 unidades o más por semestre se le considera participe sin importar la selección de sus activos educacionales.)

Aunque todos los estudiantes están invitados para participar en el programa de matriculación, algunos estudiantes podrán estar exentos de la matriculación y del componente de evaluación. (Ver la siguiente lista de extenciones del distrito de los colegios comunitarios del Distrito de Peralta (PCCD).
Exento de Matrículación.

Todo estudiante será exento de matrículación bajo las siguientes condiciones:

1) Si el estudiante ya tiene su grado asociado (A.A/ A.S) de otra institución; o

2) Si tiene menos de 12 unidades y ha decidido sus objetivos vocacionales entre los que siguen:
   - Descubrir y formular su carrera de acuerdo con sus preferencias y metas;
   - Prepararse para una nueva carrera (entrenamiento de trabajo vocacional);
   - Avanzar dentro de su empleo poniéndose al día;
   - Mantener un certificado o una licencia; por ejemplo de: enfermería, bienes raíces, etc., o
   - Adquirir enriquecimiento educacional ya sea intelectual, o cultural; o
   - Completar créditos para alcanzar el grado de Preparatoria (GED).

Nota –

Todos los estudiantes podrán participar en todos los aspectos componen de la matrículación aunque estén exentos; Es un componente de prequisito de las normas de la institución para todos los estudiantes sin importar el nivel de la matrículación.

Exención del componente de evaluación

Los estudiantes que cumplan una de las siguientes condiciones quedarán exentos.

1) Todo estudiante que haya completado sus estudios con una calificación de “C” o más a nivel de inglés colegial y de matemáticas (se require documentos); o

2) Todo estudiante que haya tomado este examen de evaluación (Assessment) en los últimos tres años, podría ser utilizado por el personal de peralta para determinar la colocación adecuada a nivel de inglés y de matemáticas. Los estudiantes que hayan recibido servicios a causa de alguna incapacidad física o cognitiva en los últimos tres años en los colegios de California serán exentos del servicio de evaluación. Ellos tienen que comunicarse con el Centro de Recursos para Estudiantes Incapacitados. Ellos deben llamar a la oficina de DSP&S lo más pronto posible para hacer una cita con un consejero (464-3428).

Derechos y Responsabilidades del Estudiante.

Todo estudiante que desee estar exento de cualquier componente de la matrículación e no participar debe llenar una solicitud apropiada en la oficina del centro de evaluación.
升學輔導
— 協助每一位同學走上成功途徑

Laney College 按照加州政府所設定的法令，特設有『升學輔導』，以學院的師資，配合和協助有志向學的同學，以至他們能學有所長，達到培訓人才的目標。整個過程自同學開始申請入學，直至他們在 Peralta 大學區完成學業；所有同學都應參與此升學輔導程序。

學院及同學雙方彼此同意並遵循下列的協議。

每位同學應遵守的是：

❖ 在學業上抉擇主修科系及學習的方針。
❖ 與輔導老師或教授會談，諮詢及討論，共同策劃學業上的進度。
❖ 按時上課。
❖ 定期完成作業、科目及課程。
❖ 力求上進，追求理想成績，達成所定的目標。
❖ 若有需要可向學院的支援組織查詢求助。

而校方亦同意：

❖ 為同學提供全面性的入學測試。
❖ 讓每位同學清楚了解學院設有的課程、服務及規章。
❖ 提供優良師資及輔導。
❖ 協助每位同學策劃學業上的進度及選修科目、課程。
❖ 提供多項不同的科目、課程。
❖ 以系統性的方式，按步就班去輔導每位同學的學習過程，並且按時檢討每一位的學業進度。

升學輔導的程序共分下列五部分：

1. 入學許可 — 同學須詳盡填寫入學申請表格，包括求學目標，選修科系及期望日後選擇的職業。

2. 新生指導 — 參加新生入學指導的講解會議。會議將提供有關學院的重要資訊，以協助新生了解學院內的設備、修訂的政策和規條、特別課程和教育方針，若熟知而採用得法，將有助早日順利完成學業。

3. 入學測試 — 藉此評估同學的教育程度，尤其是英文的寫作、閱讀能力及對數學的理解，用以核定求學計劃，及應選修的課程和學科。另有特為非以英文為母語的同學而設的 ESL 測試。

4. 諮詢輔導 — 定期與導師會面，商討選修的課程及學業的進度。

5. 跟進服務 — 學院亦為在學同學設有下列的服務：①協助在學同學明白了解自己的興趣和所長，從而決定求學方針及日後的職業 ②協助正在選讀大學預修課程的同學 ③協助在學習上有困難及進展緩慢者。

體障者同學請注意：
凡因體智障礙，視力欠佳，或溝通不便，在升學輔導的任何步驟上需特別協助者，請預早通知本院的障礙資源中心 (DSP&S)，聯絡電話為 510-464-3428。
下列同学均应参与『升学辅导』

- 若计划日後攻讀大學學士學位者（不論是否先完成副學士學位）；
- 修讀兩年制的副學士/職業性學位者（非轉學生）；
- 只修讀職業訓練證書（非轉學生）；
- 為改進英文的寫作閱讀能力和數學的理解之修讀者；
- 只暫時性選修課程，尚未決定主修科系者。

若同学未有副學士或更高的學位，而每學期選修十二個學分以上者，無論選讀任何科系，均須參與學院舉辦的『升學輔導』。

我們儘量鼓勵所有同學參與『升學輔導』，唯在以下情況的同學可申請免除。（Peralta大學區特准同學免除參與『升學輔導』的規章如下）

1. 若同學已擁有政府承認的學院頒發副學士或更高的學位；或
2. 每學期選修少於十二個學分，及已填報是基於以下目的而修讀者可申請免除『升學輔導』的程序。
   - 了解自己的興趣所長及潛能，籌劃日後攻讀的學科。
   - 為更換其他較好的職業而選修學科（學習新的工作技能）。
   - 為在現任的工作上爭取升職機會（改進工作技能）。
   - 維續證書或執照的有效性。
   - 增進智能或文化上的學識。
   - 修補學分以獲得高中文憑。

請注意：有免參與權的同學，仍可自願參與任何部份的『升學輔導』。

只想免考入學測試的規章如下：
任何同學若符合下列條件，即可申請免考入學測試：
1. 曾選修大學程度的英語及數學課程，成績合格（分數為 C 以上，須附上成績單為證）；或
2. 在過去三年內曾考入學測試，校方可藉此評估其英文的寫讀能力和數學的理解。另若同學過去三年內曾在任何加州社團大學選讀弱障學習課程；應儘早與本學院的弱障資源中心（DSP&S）聯繫，以約見輔導諮商。

同學的權利及責任：
若任何已參與『升學輔導』的同學期望退出，須到入學測試中心或向輔導老師索取申請表格，填寫後請交還校方。
QUY CHẾ NHẬP HỌC

Chương Trình Giúp Sinh Viên Thành Công Của Trường Đại Học Công Đồng Laney -

Quy Chỉ Nhập Học là một chương trình do tiểu bang quy định để giúp nhân viên học vụ trường đại học Công Đ congratulations với sinh viên để bao đảm đặt đến mức tiêu biểu học vấn của sinh viên. Phương pháp này được đưa ra để giúp sinh viên ngay từ lúc ghi danh cho đến khi hoàn tất chương trình học tại trường đại học Peralta.

Cả nhà trường lẫn sinh viên đều thỏa thuận nhận lấy các trách nhiệm riêng biệt.

Sinh Viên đồng ý:
- Cộng bô mục đích giáo dục.
- Tiếp xúc với một giới chức họ vánh để bàn thảo các mục đích giáo dục và để ra một chương trình học vấn.
- Tham dự giờ học đều đặn.
- Hoàn tất các bài làm và các môn học.
- Cố gắng theo đuổi một mục tiêu đã đề ra.
- Tìm kiếm những trợ giúp, khi cần thiết.

Nhà Trường Đồng Ý:
- Cung cấp các sinh viên một chương bao quát.
- Thông báo các sinh viên về những chương trình, dịch vụ, và chính sách của nhà trường.
- Cung cấp chương trình giáo dục phong phú và hướng dẫn đầy đủ.
- Trợ giúp sinh viên phát triển một chương trình học để đạt đến mục đích đã đề ra.
- Cung cấp một loạt các chương trình và môn học khác nhau.
- Đầu ra các dịch vụ giúp đỡ và tạo cơ sở thuận lợi cho việc học tập của sinh viên.

Các yêu tố phối hợp của Quy Chỉ nhập học

Có 5 yêu tố phối hợp của quy chế nhập học để bảo đảm cho sự thành công chương trình giáo dục, gồm có:

1. Ghi Danh Nhập Học - hoàn tất thủ tục nhập học sẽ giúp cho nhà trường nắm giữ chi tiết liên quan đến chương trình học và các mục đích nghề nghiệp của sinh viên.
2. Hướng Dẫn - tham dự một buổi hướng dẫn tại trường đại học. Sinh viên sẽ được cung cấp những chỉ tiêu quan trọng để thành công ở đại học qua việc làm quen với các phân khoa tại trường, các luật lệ, chính sách và các phương thức gom chương trình giáo dục, và các môn học, cũng những chỉ tiêu khác của chương trình học vấn.
4. Hướng dẫn và Cố vấn - Các gói tin đồ hướng dẫn để thảo luận và lựa chọn mục tiêu của nghề nghiệp và chương trình giáo dục, để ra một chương trình học tập, gồm cả việc lựa chọn lớp học thích hợp.
5. Theo dõi - tham gia theo dõi các dịch vụ hỗ trợ. Mục tiêu đặc biệt của các dịch vụ này là trợ giúp (a) những học sinh “chưa đứng khởi” chọn nghề nghiệp và chương trình học tập; (b) những sinh viên đã ghi tên theo học các lớp chuyển nghề nghiệp cần bản trước khi vào trường đại học; và (c) những sinh viên hiện đang ở trong tình trạng cần sự giúp đỡ của nhà trường.

Diểm lưu ý cho những sinh viên khuyết tất -

Nếu bạn là một sinh viên khiếm khuyết về thể lực, tâm lý, não bộ, suy nhược, thì giác, thông tin, hoặc bất khả năng học tập. Những người này cần được trợ giúp đặc biệt để tham dự vào việc ghi danh, trắc nghiệm trình độ, hay những chương trình Hướng dẫn/Hồi Nhập/Cố Văn, xin vui lòng liên lạc Chương Trình và Dịch Vụ...
dành cho Sinh Viên Khuyết Tật của chúng tôi (DSP&S) tại số (510) 464-3428.

Lựa chọn bất kỳ một trong các mục tiêu học viên được đặt để giúp các sinh viên có điều kiện tham gia vào Chương Trình Thành Công của Sinh Viên (Ghi Danh Vào Đại Học)

- Lấy một văn bằng cử nhân (có hoặc không có văn bằng căn sự)
- Lấy một văn bằng căn sự 2 năm/bảng chuyên nghiệp (không cần chuyển bậc cao hơn)
- Nhận được một chứng chỉ chuyên nghiệp (không cần chuyển trường)
- Cái tiến các khả năng căn bản Anh ngữ, đọc, và toán học.
- Chưa quyết định mục đích.

(Bất kỳ một sinh viên nào không có một văn bằng căn sự hay cao hơn và chỉ đánh từ 12 units trở lên trong một lục cao quý nhất (semester) đều được xem là một học viên, đủ không chọn mục tiêu học văn.)

Mạc dù mọi sinh viên đều được khuyến khích mạnh mẽ và hoan nghênh tham gia vào chương trình tham gia vào chương trình tham gia vào các trường đại học ở đây. Các ưu tiên có thể hỗ trợ học thuật được miến cảm được với các trường đại học hay các điều kiện tham gia. (Xin xem Quy Định Miễn Trừ của Hệ Thống Trưởng Đại Học Cộng Đồng Peralta được đây)

hay

Thông tin công việc/nghề nghiệp sẵn có (cập nhật khả năng công việc);

hay

Dự trữ chúng chỉ hay giấy phép hành nghề (chẳng hạn như y tá, địa ốc);

hay

Mở mang hấp thu kiến thức giáo dục (thuộc về lâm vụ sáng tác, văn hóa);

hay

Hoàn tất những tin chỉ cho văn bằng tốt nghiệp trung học.

Lưu ý -

Tất cả sinh viên đều có thể tham gia vào bất kỳ các yếu tố phối hợp của chương trình ghi danh vào đại học dự hội dự tiêu chuẩn đặc biệt. Luật lệ chính đôi hỏi đối kiến tại hệ thống đại học Peralta áp dụng cao tất cả các sinh viên, không định danh đến tình trạng của chương trình Ghi Danh Vào Đại Học.

Miễn trừ phần thẩm định khả năng:

Các sinh viên được ưa nhất một trong những điều kiện dưới đây sẽ được miễn phần thẩm định khả năng:

1.  Sinh viên nào đã hoàn tất các lớp học Arnh ngú và toán học trình độ đại học (diêm C hay cao hơn với phiếu điểm chứng minh); hoặc

2.  Sinh viên đã thi trải nghiệm nhập học trong vòng 3 năm qua, kết quả bạ thi đã được giao su tại Peralta sắp xếp cho những lớp Arnh ngú và Toán.

Những sinh viên đã nhận được các dịch vụ của chương trình khuyết vật trong vòng 3 năm qua tại bất cứ trường đại học nào ở tiểu bang California, cũng được miễn điều kiện nhập học.

Những sinh viên khuyết vật có thể gọi văn phòng DSP&S để hẹn gặp một giáo sư có văn đăng c抚摸, tại số 464-3428.

Quyền Lợi và Trách Nhiệm của Sinh Viên

Những sinh viên ghi tên nhập học muốn yêu cầu xin miễn bất cứ điều kiện nào trong chương trình ghi tên nhập học hay lựa chọn không tham gia chương trình đều phải điền vào đơn xin miễn tại Trung tâm Nhập Học.
Prerequisites, Corequisites and Recommended Preparation

The Peralta Community College District has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for students' academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. Students may enroll in a course without the recommended preparation, but are advised they might not derive as much benefit from instruction as they would have if they had satisfied the recommended 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, CR).

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

Recommended Preparation (Advisory) means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in a course or program.

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

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

Petition for Prerequisite/Corequisite Equivalency

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

Petition for Prerequisite/Corequisite Substitution

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

Petition for Prerequisite/Corequisite Challenge

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation in the Office of the Vice President of Instruction. 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 if attaining the degree or certificate specified in his or her Student Educational Plan.

3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.
The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.

5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

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 a subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student shall bear the initial burden showing that grounds exist for the challenge.

Program Preparation

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

Study Load

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

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges.

Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office.

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

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

Mid-Semester Enrollment

Qualified students may enroll in certain courses during a designated open enrollment period if openings in the classes are available. A list of courses open for mid-semester enrollment is available in the Admissions and Records Office and the Counseling Department.

Procedures and Policies Regarding Student Access to Education Records

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6, Article 6, Laney College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the college. The college’s procedures and policies must, of course, remain subject to any further modification made necessary or appropriate as a result of subsequent legislation or regulations. Questions regarding the legislation and Laney’s guidelines should be addressed to the Vice President of Student Services. Copies of the act and the regulations are available for review in that office.

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

1. To give presently or formerly enrolled Laney students “access” to their individual education records maintained at the college;

2. To protect such students’ rights to privacy by limiting the transfer of their records without their consent.

The law states that an institution is not required to grant “access” by students to certain materials which includes the following:

1. Information provided by a student’s parents relating to applications for financial aid or scholarships;

2. Information related to a student compiled by a Laney College employee;
   a. that is appropriate for such officer or employee’s performance of his or her responsibility,
   b. which remains in the sole possession of the maker thereof;
   c. medical, psychiatric, or similar records which are used solely in connection with treatment purposes and only available to recognized professionals or paraprofessionals in connection with such treatment (provided, however, that a physician or other professional of the student’s choice may review such records),
   d. information that is maintained by a law enforcement unit;
1. that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or which may be assigned by the district,
2. and that unit personnel do not have access to other student records,
3. and such information is kept apart from other student records,
4. and maintained solely for law enforcement purposes,
5. and is available only to other law enforcement officials of the same jurisdiction.

As provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas: admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

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

As required by the Act, the college reserves the right to publish at its discretion the following categories of information with respect to each student who is presently or has previously attended the college: the student's name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent/previous educational agency or institution attended by the student.

Students have a right to inform the college within a reasonable period of time that any or all of this so-called "directory information" should not be released without his/her prior consent. Laney College has not published an "Information Directory" and should one be compiled in the future, a public notice of intent will be provided.

The legislation further identifies exceptions to the written consent of release of records.

"Access" may be permitted to the following:
1. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student's application for, or receipt of, financial aid
4. Accrediting associations carrying out accrediting functions;
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, provided:
   a. Such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; and
   b. Such information will be destroyed when no longer needed for the purpose for which it is conducted.

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

Financial aid service is available to all students at the college Financial Aid Office. Students must apply each year beginning in January for the next academic year. Early applications receive first priority for available funds. Every effort will be made to offer assistance in the students' native languages. The Financial Aid Office is located in the Administration Building, 2nd Floor, Rm. 01.

En la oficina de Ayuda Financiera (Financial Aid Office) de esta institución universitaria hay servicios de ayuda financiera a la disposición de los estudiantes. Los estudiantes deben hacer solicitud cada año a partir del mes de enero para el siguiente año académico. Las solicitudes que se presenten primero recibirán prioridad en relación con los fondos disponibles. Se hará todo lo posible para ofrecer servicios de ayuda en el idioma nativo del estudiante. La Oficina de Ayuda Financiera está ubicada en el Edificio de la Administración (Administration Building), Salón 201.

Dịch vụ trợ giúp tài chính sẵn sàng giúp đỡ cho sinh viên có lợi tức thấp tại văn phòng Trợ Giúp Tài Chính thuộc Đại học Laney. Mỗi học niên, bắt đầu từ tháng giêng, sinh viên phải nộp đơn xin trợ giúp này. Những đơn góp sẽ được xếp vào diện ưu tiên. Các sinh viên hồi ức điều kiện nên liên lạc với văn phòng Trợ Giúp Tài Chính tại phòng 201, Administration Building để được hướng dẫn.

大學為學生設有多種助學金，學生必須每年一月開始申請下學年的助學金，因款項有限，先申請的會先被考慮；我們會盡力以各種不同的語言幫助學生。助學金的辦公室位於行政大廈 201 室。

All students applying for financial aid must complete the Federal Financial Aid Application which covers all programs including Federal Pell Grant, FWS (Federal Work Study Program), FSEOG (Federal Supplemental Educational Opportunity Grant), Federal Stafford Loan, the student will receive a Student Aid Report in the mail which will be assessed by the Financial Aid Office for eligibility. Students who wish to be considered for financial aid should submit their application as early as possible since processing the application may take six weeks or more. Students must apply each year for financial aid, beginning in January for the following academic year. Early applications receive first priority for available funds.

Facts Concerning Financial Aid
1. Students must complete the entire application and must be prepared to verify all information on the application.
2. When accepting a financial aid award, students must comply with federal, state and college regulations by defining their goals and must make satisfactory progress toward achieving those goals.
3. In determining aid eligibility, a total financial assessment of the applicant and/or his/her parents is taken into consideration. Financial aid is designed to be a supplement to existing available financial resources. In nearly every case, the applicant and/or his/her family is expected to meet some of the college and living costs.
4. Students must maintain regular attendance and a good academic standing with at least a 2.00 GPA. Students who are paid as full-time students (12 units or more) must complete at least 10 units. Students paid as a three quarter student (9-11 units) must complete at least 8 units. Students paid as a half-time student, (6-8 units) must complete at least 6 units. Failure to complete the required units will result in automatic probation for the next semester.
5. An appointment should be made with your counselor to determine the classes and the date the educational objective will be reached. Each student’s progress will be monitored at least once each academic year. Failure to maintain satisfactory progress for two semesters will result in cancellation of the financial aid award.
6. New students who are not high school graduates must prove their ability to benefit from the instruction provided at Laney College by passing a federally approved examination. Arrangements for taking the Ability to Benefit tests can be made through the Financial Aid Office. It is the student’s responsibility to check at the Financial Aid Office for current changes in regulations.

7. Checks for financial aid are disbursed from the Cashier’s Office (Administration Building, second floor) and should be picked up immediately as checks are canceled after 10 days from the issued date. Students must present their social security card with at least two forms of identification to pick up their financial aid check. One must be the Laney registration card and the second should contain a picture; e.g., California driver’s license or California ID card, Laney Student Body Card, etc.

8. It is the responsibility of the student to see that he/she is officially enrolled in the classes he/she is attending since the Financial Aid Office must assume the official school records of enrollment are correct. If any problems arise in connection with enrollment, it will be the responsibility of the student and the instructor to solve these problems. Checks will not be prepared for students with deficient units.

9. Agencies of the Federal Government have a right to review information on the financial aid application.

10. It will be the responsibility of the student to submit Academic Transcript from each school previously attended regardless of whether financial aid was received at that institution.

11. Financial Aid is limited during the summer (inquire at the Financial Aid Office).

12. Students who have attempted more than 90 semester units must file a petition form with the Financial Aid Office to determine eligibility. Attempted units will include classes for which a grade of “W”, “I”, “F”, credit or no credit is received.

13. Students who withdraw from all classes before the 60% mark of a semester will be assessed to return the unearned portion of financial aid received for that semester. Failure to repay a refund or overpayment will result in disqualification for all financial aid at all other colleges until the repayment is resolved.

Should financial aid be denied as a result of any or all of the policies above, students have the right to file a petition with the Financial Aid Petitions Committee. Petitions may be obtained from the Financial Aid Office.

For additional information regarding financial aid, consult the Financial Aid Handbook which can be obtained in the Financial Aid Office, Administration Building, Rm. 201, (510) 464-3414.

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**FEDERAL PELL Grant Program**

All Federal and State aid applicants must complete a FAFSA (Free Application for Federal Student Aid)

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>All undergraduate students may apply.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Grant program from the Federal Government to the student.</td>
</tr>
<tr>
<td>Apply</td>
<td>Beginning January 1.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amounts vary depending on Congressional appropriation and student’s cost of attendance, family size and income.</td>
</tr>
</tbody>
</table>

**Federal Supplemental Educational Opportunity Grant Program (FSEOG)**

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Eligibility for this program is based on financial need only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Grant program from the Federal Government to the student.</td>
</tr>
<tr>
<td>Apply</td>
<td>Beginning January 1.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amounts vary.</td>
</tr>
</tbody>
</table>

**Federal Work Study (FWS)**

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Same as for the Federal Supplemental Educational Opportunity Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Part time jobs on campus, and in community service.</td>
</tr>
<tr>
<td>Apply</td>
<td>Beginning January 1.</td>
</tr>
<tr>
<td>Amount</td>
<td>Varies with the minimum wage rate and number of hours worked. Normally students can earn between $1,000 and $3,500 per year.</td>
</tr>
</tbody>
</table>

**Federal Stafford Loan**

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Eligibility for the maximum amount varies depending upon the student’s class level. Students may apply when carrying six or more units at Laney College. Students must meet federal and college eligibility requirements.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Long term, low interest loan from the student’s bank.</td>
</tr>
<tr>
<td>Apply</td>
<td>Students must attend loan-counseling sessions. An educational plan must be completed with an Academic Counselor and submitted to the Financial Aid Office. Loan applications are available in the Financial Aid Office, Administration Building, 2nd Floor, Rm. 201. Applications are completed by appointment only.</td>
</tr>
<tr>
<td>Amount</td>
<td>Maximum is currently $2,625 for first-year students and $3500 for second-year students.</td>
</tr>
</tbody>
</table>
Other California Grants

The State of California, through the Student Aid Commission, sponsors Cal Grants A, B, and C. To qualify a student must be a California resident attending or planning to attend an eligible college in California and must complete a GPA verification form which is available in November for the next academic year. The deadlines for submitting the GPA verifications are March 2nd and September 2nd. As a service to students, Laney electronically transmits eligible GPA’s.

Cal Grant A, Entitlement and Competitive

The Cal Grant A covers tuition for students attending a four-year institution. This grant may be held, for in-reserve while a student attends community college.

Cal Grant B, Entitlement and Competitive

The Cal Grant B provides a living allowance for very low income students. This can be transferred to a four-year college.

Cal Grant C

The Cal Grant C is for students enrolled in a vocational program who demonstrate financial need.

Board of Governors Waiver (BOGW)

The California Community College Board of Governors, through the Chancellor’s Office, sponsors this waiver to pay the Enrollment Fee for eligible students. To qualify, a student must be a California resident, receive public assistance or meet a designated income standard, or be eligible for federal and / or state need-based financial aid.

Bureau of Indian Affairs Grant (BIA)

The Bureau of Indian Affairs grants assistance to eligible Native American students to meet their college costs. These students must be at least one-fourth Native American, Alaskan, or Aleut. The amount of grants varies depending on the students’ need and the availability of funds of the particular BIA agency.

Extended Opportunity Programs and Services (EOPS)

This program is created primarily for the recruitment and retention of students from under-represented groups who are both educationally and economically disadvantaged. Referrals for grants are made for full-time EOPS students only.

- Students must complete the Federal Financial Aid Application.
Student Services

The various Student Services departments attempt to serve all students enrolled at Laney College, as well as potential students in the community; i.e., the educationally, culturally, and financially disadvantaged; students with disabilities; transfer and vocational students; re-entry students; and day, evening, part-time and full-time students. For the location of the various services/programs, see page 9.

Assessment Center
The Assessment Center is designed to provide a number of assessment services to students and members of the community:
1. orientation to the college;
2. basic skills assessment in language usage, reading, and mathematics to assist students in selecting courses appropriate to their current skill levels and/or for use in consultation with counselors;
3. ESL (English as a Second Language) assessment tests.

The Assessment Center is located in the “A” Building, Rm. 102, (510) 464-3259.

Associated Students
The Associated Students of Laney College (ASLC) is the official organization of the student body. All students are encouraged to support the student body through active participation in student-body affairs.

Athletics
The college is a member of and participant in the Bay Valley Conference in several sports. All athletes must meet eligibility requirements of the Conference and the State Athletic Committee. Questions of eligibility should be directed to either the Athletic Director or one of the Athletic Counselors. The men’s team sports include football and baseball. The women’s team sports include Softball, Swimming/Diving, Track and Field, Volleyball and Water Polo.

Bookstore
The College Bookstore, located on the lower floor of the Student Center, carries textbooks, scholastic supplies, and various other items, (510) 464-3514. You can also visit the website for more information and/or to purchase books at www.laney.bkstr.com

REFUND POLICY
- Non-textbook items may be refunded or exchanged at any time with the original cash register receipt, provided the merchandise is in re-salable condition.
- ALL textbooks may be refunded with the original cash register receipt within SEVEN calendar days from the first scheduled day of classes or within TWO business days of purchase thereafter, providing books are returned in the same condition and packaging as originally purchased.
- If you have dropped the class (proof may be required), a full refund is available with your receipt for TWO weeks after the first day of class or the end of the add/drop period, whichever is first provided books are returned in the same condition and packaging as originally purchased.
- Textbooks purchased for summer term, short term, late term or weekend classes are refundable within TWO business days from the first scheduled day of classes or within TWO business days of purchase thereafter, providing books are returned in the same condition and packaging as originally purchased.
- Textbooks purchased during the last THREE weeks of classes or during exams are NOT refundable, but may be SOLD back under our book buy back policy
- Textbooks purchased with Financial Aid may be returned to the Bookstore for credit to your Financial Aid account. The same guidelines apply.
- Used book buying guide prices (BUYBACK) are available if your return is outside of these guidelines
- Please be careful before opening shrink-wrapped sets. Many contain electronic media and if opened, are only returnable if they are defective.
- Course readers and syllabi are NON REFUNDABLE.
Child Care
Laney College provides free, limited child-care services for pre-school children of qualified full-time students. The Children’s Center is administered by the Peralta Community College District.

Students who wish to enroll their children in the campus Children’s Center should apply directly at the Center located at East 10th Street and Second Avenue, (510) 464-3104.

Concurrent Enrollment and Cross Registration with Four-Year Colleges and Universities
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, Hayward; Mills College; Holy Names College; or John F. Kennedy University.

For more information about program eligibility criteria and participation in the program, make an appointment to see the Concurrent Enrollment counselor at the Counseling Department Office, Administration Building, room T350.

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

1. Educational planning for degrees, occupational certificates, and transfer to four-year institutions;
2. Evaluation of transcripts for graduation and transfer;
3. Career counseling and vocational test interpretation;
4. Help in developing good study skills;
5. Advising on academic problems;
6. Personal counseling and referral to off-campus services;
7. Classes and special workshops; e.g., Life/Career Planning.

The College requires all new students to participate in the Student Success Matriculation Program. Students must develop their first year “Educational Plan” with a counselor. (Refer to page 12).

Counselors are available by appointment through the Counseling Office located on the third floor of the Administration Building, Rm. 350, (510) 464-3152. For infrequent counseling needs or emergency problems, counseling services are available daily on a drop-in basis. Discussions of personal matters are confidential.

Disabled Students Programs and Services (DSPS)
The Disabled Students Programs and Services (DSPS) 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:

1. The Disability Resource Center: offers services according to individual needs and availability of resources. Services include: advocacy, counseling, vocational and educational planning, individually prescribed support services, such as on-campus transportation, mobility training, alternative media, registration assistance, and referral to the programs listed below.

2. Deaf Services: located in the “E” Building, Rm. 253, (510) 464-3299 or (510) 464-3400/TDD provides interpreting, registration, and other support services for students who are deaf or have hearing impairments.

3. Alternative Media Services: located in the Administration Building, Rm. 605, (510) 986-6980. Services provided include: printed Text Conversions to Braille, Large Print, and E-text, adaptive software & other access for Laney College Computer Labs, and closed captioning.

4. Workability III Program: located in the “E” Building, Rm. 253, (510) 464-3428 provides work development and placement services including job seeking skills classes.

DSPS also sponsors specialized educational programs:

1. Deaf College Access Network (Deaf CAN): a basic skills program designed for deaf students fluent (or gaining fluency) in American Sign Language (ASL). The program’s goal is to prepare students to succeed in vocational or academic programs.

2. The Learning Skills Program: for students with learning disabilities, offering individualized instruction in English, mathematics, study skills, and specialized tutoring for other Laney classes.

3. The High Tech Center: Adapted computer technology training and computer aided instruction for students with disabilities as referred by a DSP&S Counselor, using state-of-the-art hardware and software. A laboratory time is available for trained students to use the computers for class assignments.

Courses offered through the Disabled Students Programs and Services may be repeated for an unlimited number of times based on:

1. Need for adequate preparation for other courses;
2. Enhanced learning and continuing success in academic areas; and,
3. Measurable progress.

For these programs or services, appointments must be made with a DSPS Counselor in the Disability Resource Center, “E” Building, Rm. 251, (510) 464-3428 voice or TDD.
Extended Opportunity Programs & Services (EOPS)
The Extended Opportunity Programs and Services (EOPS) provides educational opportunity for non-traditional students who are educationally and economically disadvantaged. Support services include the following: registration assistance, orientation, counseling, peer advising, tutoring, transfer assistance, tuition fee waiver for CSU and UC transfers, book vouchers and financial assistance for eligible full-time students.

The EOPS Summer Readiness Program is designed to assist first-time college students who plan to attend Laney College in the Fall Semester. The program consists of six weeks of college readiness classes, counseling and educational and cultural excursions. Students will become acquainted with the faculty, campus and its resources.

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 educational goals. CARE offers the following services: counseling, orientation, personal development classes, support groups, peer advising, workshops, financial and child care assistance.

Students interested in more information should contact the EOPS Office, "A" Building, Rm. 106, (510) 464 3423.

Gender Equity Program
The Gender Equity Program provides services to students that will help mainstream men or women into vocational programs. The students are encouraged to pursue careers that are not traditionally pursued by men or women. Professional activities are also designed to overcome sex bias, stereotyping and discrimination in programs not traditionally attractive to women. Additionally, assistance is given to students to achieve their educational goals by providing support services and career information. The program coordinator's office is located in the Administration Building, Rm. 607, (510) 464-3275.

Health Services
The Health Services Program provides services to enhance the physical, emotional, and social well-being of the college community in order to increase their potential for success.

The following services are provided:
1. Nursing assessment and direction for self-care of health problems and referral to community health providers for major problems.
2. First aid and emergency care.
3. Wellness counseling for emotional and physical concerns.
4. Health screening of blood pressure.
5. Condom distribution program sponsored by ASLC.
6. T.B. testing for students.

Health Services also coordinates with other departments on campus to maintain a healthy educational environment.

Health Services is located in the Administration Building, Second Floor, Rm. 250, (510) 464-3516.

International Student Assistance
Special regulations govern the admission of international students. International students with F-1 status, and all prospective international students, should contact the International and Global Education Center for international student application and admissions information at (510) 465-3280, FAX (510) 465-3257 or EMAIL Globaled@Peralta. ccc.us.

The Peralta Community College District is proud to provide international student support services through the International and Global Education Center. Services include admissions and orientation, assistance with Immigration Naturalization Service regulations, counseling, advisement, activities and assistance with adjustment to the new living environment.

For further information on international education please contact the Office of International Affairs at (510) 587-7833.

Newspaper — Laney Tower
The campus newspaper, the Laney Tower, is produced by students of the Journalism Department. The Tower first published in 1952, has won many awards over the years and has trained many professional journalists. To join the newspaper staff, students should contact the Journalism Department, (510) 464-3459.

Phi Theta Kappa
Phi Theta Kappa is an international community college honor society established to promote 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.

Project Bridge
Project Bridge is a nationally recognized basic skill program which was developed in 1979 by Laney instructors. The afternoon program offers Reading, Writing, Mathematics, Computer Science, Ethnic Studies, and Sociology in a supportive learning community for students who want to prepare themselves for success in vocational or academic college-level classes. The evening program offers Writing and Mathematics classes. For more information contact the Project Bridge Office, "E" Building, Rm. 203, (510) 464-3411.
Puente Program

Puente Program is a two-semester English/writing program that uses Chicano/Latino literature and offers two unique support services—counseling and mentoring. Social activities are also an integral part of the program. For more information contact the Transfer Center, Administration Building, Room 301, (510) 464-3135.

Scholarships and Awards

The College maintains a limited listing of scholarships and awards which are sponsored by various alumni, professional groups and other friends of the College. Most scholarships are special merit awards which are used to give recognition to individuals who have distinguished themselves in areas of academic performance and co-curricular activities and who demonstrate financial need. Scholarship announcements are posted around the campus. Scholarship information is available at the Transfer Center, Administration Bldg., Third Floor, Room 301, (510) 464-3135.

Student Activities

Student activities are recognized as an integral part of the college curriculum. These activities are considered workshops in which many classroom concepts are put into practice. Students interested in forming new clubs, running for student body office, or other student activities should consult with the Student Activities Advisor whose office is located in the Student Center, Fourth Floor, Room 413, (510) 464-3536.

Student Ambassadors

Student Ambassadors are members of a team of diverse student leaders in good academic standing and who have demonstrated leadership abilities. Working closely with staff and faculty as representational and informational liaisons, participants will maintain the integrity of Laney College by creating a positive first and lasting community impression. In return, Ambassadors gain such benefits as: outstanding leadership training and experience, excellent “people skills,” strong social bonds, and lasting friendships. These special individuals represent Laney at College Fairs, high school recruitment visits, community events, graduation, and numerous other school-related activities.

Student Center

The centrally located, four-story Student Center on the Laney campus provides extracurricular and lounge facilities for day and evening students. The following offices are located in the Student Center: Laney College Bookstore, cafeteria, student government offices, Student Employment Services and the Workforce Development/CalWORKs Office.

Student Employment Services Center

Laney College is committed to helping students bridge the distance between training and employment through the Student Employment Services Center which offers a variety of services such as Career Fairs and referrals to full-time/part-time, permanent/temporary positions, workshops for job seeking skills, résumé preparation/review, and interviewing techniques. The Employment Services Center also has a computer workstation with state-of-the-art software including a laser printer. The workstation is equipped with the Internet and Career Exploration software. Students may schedule times to use the workstation for development of cover letters, résumés, job-related Internet surfing and other employment related needs.

Laney College provides students and graduates with free employment services for off-campus positions in business, community service organizations, industry, government agencies, and individual employers.

Students who wish to take advantage of these services must complete an Employment Application form in the Employment Services Center, Student Center, Room 300, (510) 464-3124. Email address is www.placement.laney@peralta.cc.ca.us.

Student Government

Officers elected by the students 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

The Student Council charters all student organizations. These organizations must submit a constitution approved by the Associated Students of Laney College. 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. All activities and events sponsored by student groups must be supervised by members of the faculty or staff.

A club or organization chartered by the Student Council must abide by policies set forth by the College. These policies require open membership and prohibit hazing or secret initiations.
Transfer Center
The Laney College Transfer Centers offers a variety of services to help students transfer to college in the California State University and University of California system, and Independent College and Universities including Historically Black Colleges.

- **Supportive Services**
  Workshops and seminars on transfer issues and concerns; application filing assistance, appointments with four-year college representatives; general education information; field trips to four-year colleges; reference books on higher education; scholarship information on college videos, catalogs, and directories; monthly calendar of transfer activities.

- **On-the-spot admissions** for students interested in transferring to Cal State University, Hayward and San Francisco State University

- **Guaranteed Admission Agreements** offer students the opportunity of entering a formal, written agreement with UC Davis, UC Santa Cruz and UC Riverside, whereby the university outlines the courses that must be completed before transferring.

- **Study-Group Program** offers students the opportunity to improve their understanding of math, English and other business courses by taking part in a study group designed to cover the materials of those courses. Study Group facilitators work closely with the instructors of those classes.

- **Scholarship Program** offers information on scholarship using search tools such as Eureka (computerized database) and a web page with monthly listings. For more information, visit the Transfer Center on the Third Floor of the Administration Building, Rm. T301 or call (510) 464-3135 and visit our website at http://www.peralta.cc.ca.us/laney/trancent.htm.

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 veteran's benefits are provided by the Veterans' Affairs Office Assistant located in the Administration Building, Third Floor, Rm. 303, (510) 464-3123.

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.

Failure to take the proper classes can result in an overpayment and the reduction or termination of benefits.

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 2.0 ("C" grade). This directive is separate and apart from Laney College’s Standards for Academic Dismissal.

Workforce Development/CalWORKs Program
The Laney Workforce Development/CalWORKs Program is designed to assist students making the transition from welfare to work and all those who are seeking short-term, vocational training. Services available include educational counseling, development of Student Education Plans that meet CalWORKs guidelines, work/study and internship positions, and assistance with job preparation and placement. CalWORKs recipients may be eligible for additional assistance with childcare, transportation, and educational supplies.

All other students who are interested in short-term vocational training, such as those referred by the Oakland Career Center, Dislocated Workers (Title III JTPA), or the California Training Board (EDD) can obtain information and counseling at the Workforce Development/CalWORKs office located in the Student Center, Rm. 327; (510) 986-6920.

Tutorial Center
The Tutorial Center aids students in achieving an enhanced understanding of their coursework. Assistance is provided through individual and small group sessions in basic, intermediate, and advanced subjects.

The Tutorial Center is located in the Laney College Library, Fourth Floor. For appointments and information, (510) 464-3507.
Transfer Information

Planning to Transfer

Students who wish to enter a four-year college or university after attending Laney College should take note of the following suggestions:

1. Read the four-year college or university catalog for admissions and other information, such as:
   a. Transfer requirements
   b. Major requirements and degrees offered
   c. General education or breadth requirements
   d. Application and financial aid deadlines

Many catalogs are available for review in the Transfer Center Catalog Room (Administration Building, Rm. 351) or in the Laney College Library.

2. 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.

**Important point:** Degree credit in the major can be expected only for those community college courses which parallel lower-division major courses required at the four-year institution.

3. Identify the courses (lower division prerequisites) which must be taken in preparation for the major as well as those required in the major.

4. 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.

5. Check the policies regarding the maximum number of units which may be transferable. A maximum of seventy (70) transferable semester or one hundred five (105) transferable 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 seventy 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 seventy semester/one hundred five quarter-unit maximum, may be applied where needed to meet specific lower division major and/or general education/breadth requirements.

Therefore, 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., over subscribed majors).

6. 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.

7. Catalogs and applications for admission 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.

8. 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.

Transfer to a Four-Year College or University

Students completing requirements for the Associate Degree and also planning 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.
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.

The Laney College Articulation Officer and counselors have copies of the updated articulation agreements between Laney College and the campuses of the California State University, the University of California campuses and some independent colleges, both in and out of state. Most agreements with CSU and UC campuses are available on the Internet, 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.

2+2 Articulation is the coordination of the last two years of a high school program with a two-year post-secondary certificate/Associate Degree program. This provides a mechanism for high school students to continue matriculation towards a planned vocational goal.

ASSIST
ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is California’s official statewide 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: 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’ve already taken, or plan to take and how those courses apply to a specific academic major or general education requirement.

ASSIST is accessible via the Internet at http://www.assist.org.

Intersegmental General Education Transfer Curriculum (IGETC)
The California State University System and the University of California instituted the Intersegmental General Education Transfer Curriculum (IGETC) in Fall, 1991. Students have the option of fulfilling General Education/Breadth in one of the following ways:

- IGETC
- the specific lower-division requirements of the school or college at the campus of choice.

The listing of courses that can be used toward meeting IGETC 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. (The 2003-2004 IGETC is available on page 43.)

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

1. Intersegmental General Education Transfer Curriculum (IGETC) - accepted by all CSU’s and UC’s, this option requires completion of all requirements in the GE pattern. (See IGETC course list on page 43.)

2. California State University General Education Breadth (CSU/GE Breadth) - accepted by all CSU’s, this option allows full certification (completion of all requirements) or partial certification (completion by area). (See CSU/GE Breadth course list on page 41.)

Students should file the certification request 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 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 type of certification. Students who transfer without certification will be subject to the general requirements of the campus or college to which they transfer.

(Depending on a student’s selected major, completion of either general education pattern may not be recommended. Consult with a counselor to develop appropriate education plan.)
Concurrent Enrollment and Cross Registration Program with Four-Year Colleges and Universities

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, Hayward; Mills College; Holy Names College; or John F. Kennedy University.

For more information about program eligibility criteria and participation in the program, make an appointment to see the Concurrent Enrollment counselor at the Counseling Department Office, Administration Building, Room T350.

Guaranteed Admission Agreements offer students the opportunity of entering a formal, written agreement with UC Davis, UC Santa Cruz and UC Riverside, whereby the university outlines the courses that must be completed before transferring.

The California Articulation Number System (CAN)

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses. The Laney College courses that have designated CAN numbers are listed on page 34-36. Students should consult the CAN system website at www.can.csus.edu for statewide information.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus' counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The counseling faculty will help students interpret this information.
## California Articulation Number (CAN) Courses

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<thead>
<tr>
<th>CAN COURSE</th>
<th>LANEY COURSE</th>
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<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTHR 1 Introduction to Physical Anthropology</td>
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<tr>
<td>CAN ANTH 4</td>
<td>ANTHR 3 Introduction to Social Anthropology</td>
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<tr>
<td>CAN ANTH 6</td>
<td>ANTHR 2 Introduction to Archaeology and Prehistory</td>
</tr>
<tr>
<td>CAN ART 2</td>
<td>ART 2 History of Ancient Art (Prehistoric to 1100 A.D.)</td>
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<tr>
<td>CAN ART 4</td>
<td>ART 4 History of Modern Art (1800 to Present)</td>
</tr>
<tr>
<td>CAN ART 8</td>
<td>ART 20+21+22 IntermediateDrawing and Composition + Continuing Drawing and Composition</td>
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<tr>
<td>CAN ART 20</td>
<td>ART 100 Beginning Printmaking</td>
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<tr>
<td>CAN ART SEQ A</td>
<td>ART 2+4 History of Ancient Art (Prehistoric to 1100 A.D.) + History of Modern Art (1800 to Present)</td>
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<tr>
<td>CAN BIOL 10</td>
<td>BIOL 2 Human Anatomy</td>
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<tr>
<td>CAN BIOL 12</td>
<td>BIOL 4 Human Physiology</td>
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<tr>
<td>CAN BIOL 14</td>
<td>BIOL 3 Microbiology</td>
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<tr>
<td>CAN BIOL SEQ A</td>
<td>BIOL 1A+1B General Biology</td>
</tr>
<tr>
<td>CAN BIOL SEQ B</td>
<td>BIOL 2+4 Human Anatomy and Human Physiology</td>
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<tr>
<td>CAN BUS 2</td>
<td>BUS 2 Financial Accounting</td>
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<tr>
<td>CAN BUS 4</td>
<td>BUS 1B Managerial Accounting</td>
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<tr>
<td>CAN BUS 8</td>
<td>BUS 2 Introduction to Business Law</td>
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<tr>
<td>CAN BUS SEQ A</td>
<td>BUS 1A+1B Financial Accounting + Managerial Accounting</td>
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<tr>
<td>CAN CHEM 2</td>
<td>CHEM 1A General Chemistry</td>
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<tr>
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<td>CHEM 1B General Chemistry</td>
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<td>CAN CHEM SEQ A</td>
<td>CHEM 1A+1B General Chemistry</td>
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<tr>
<td>CAN CHEM SEQ B</td>
<td>CHEM 30A+30B Introductory Inorganic Chemistry + Organic and Biochemistry</td>
</tr>
<tr>
<td>CAN CHIN 2</td>
<td>CHIN 1 Elementary Chinese (Mandarin)</td>
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<tr>
<td>CAN CHIN 4</td>
<td>CHIN 2 Elementary Chinese (Mandarin) Cont.</td>
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<tr>
<td>CAN CHIN 8</td>
<td>CHIN 3 Intermediate Chinese (Mandarin)</td>
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<td>CAN CHIN SEQ A</td>
<td>CHIN 1+2 Intermediate Chinese (Mandarin) + Cont.</td>
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<td>CAN CHIN SEQ B</td>
<td>CHIN 3+4 Intermediate Chinese (Mandarin) + Cont.</td>
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<tr>
<td>CAN CSCI 2</td>
<td>CIS 5 Introduction to Computer Science</td>
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<td>CAN CSCI 18</td>
<td>CIS 25 Object Oriented Programming Using C++</td>
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<tr>
<td>CAN CSCI 16</td>
<td>CIS 26 C Programming</td>
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<tr>
<td>CAN DRAMA 8</td>
<td>THART 10A Principles and Theory of Acting</td>
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<tr>
<td>CAN ECON 2</td>
<td>ECON 1 Principles of Economics (Macro)</td>
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## California Articulation Number (CAN) Courses

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<th>CAN COURSE</th>
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<td>CAN MATH 18</td>
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### California Articulation Number (CAN) Courses

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<td>MATH 3E</td>
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<td>PHYS 2A+2B</td>
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<tr>
<td>CAN PHYS SEQ B</td>
<td>PHYS 4A+4B + 4C</td>
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<td>SOC 1</td>
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- CAN MATH 22, CAN MATH 24, CAN MATH 26 correspond to LANEY MATH 3C, MATH 3F, MATH 3E respectively. CAN MATH SEQ B/C correspond to MATH 3A+3B +3C.
- CAN PHIL 2, CAN PHIL 8, CAN PHIL 10 correspond to PHIL 1, PHIL 20A, PHIL 20 B respectively. CAN PHIL SEQ A corresponds to PHIL 20A+20B.
- CAN PHYS 2, CAN PHYS 4, CAN PHYS 8, CAN PHYS 12, CAN PHYS 14 correspond to PHYS 2A, PHYS 2B, PHYS 4A, PHYS 4B, PHYS 4C respectively. CAN PHYS SEQ A/B correspond to PHYS 2A+2B PHYS 4A+4B + 4C.
- CAN PSY 2, CAN SOC 2, CAN SOC 4 correspond to PSYCH 1A, SOC 1, SOC 2 respectively.
- CAN SPAN 2, CAN SPAN 4, CAN SPAN 8, CAN SPAN 10 correspond to SPAN 1A, SPAN 1B, SPAN 2A, SPAN 2B respectively. CAN SPAN SEQ A/B correspond to SPAN 1A+1B SPAN 2A+2B.
- CAN SPCH 4, CAN SPCH 6 correspond to SPCH 45, SPCH 44.
- CAN STAT 2 corresponds to MATH 13.
University of California – All Campuses

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.

Transfer Admissions Requirements

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

High School Proficiency Examination

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

General Requirements

Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of “C” or better in each of these required courses, and earn an overall “C” (2.0) average in all transferable college coursework to be eligible to transfer. Students who met the Scholarship Requirement but did not meet the Examination Requirement must complete a minimum of 12 semester units of transferable work and earn an overall “C” (2.0) average in all transferable college coursework completed.

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:

a. Complete 60 semester units of transferable college credit with a grade-point average of at least 2.4, and
b. Complete a course pattern requirement to include:
   1. Two transferable college courses (3 semester units each) in English composition; and
   2. One transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; and
   3. 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.
Specific UC Requirements

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.

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 or a portion of the general education/breadth requirements before transferring.

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

University of California-Berkeley Campus
College of Letters and Science: 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 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.

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; it is updated periodically.

University Requirements for the Baccalaureate Degree
There are two requirements which all undergraduate students at the University must satisfy in order to graduate.

1. American History and Institutions
   Each campus of the University of California determines the way in which this requirement can be met for that campus. Students should consult the catalog for the University of California campus to which they plan to transfer, or see a counselor.

2. Subject A
   Each campus of the University of California determines the way in which this requirement can be met for that campus. Students should consult the catalog for the University of California campus to which they plan to transfer, or see a counselor.
The California State University

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

Transfer Requirements

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

1. Were eligible as a freshman at the time of application for admission or at the time of graduation from high school, provided you have been in continuous attendance at a college since graduation; or

2. Were eligible as a freshman except for the college preparatory subject requirements and have completed appropriate college courses in the missing subjects; or

3. Have completed at least 56 transferable semester units and have completed 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 semester (105 quarter) units earned in a community college may be transferred to the California State University. No upper division credit is allowed for courses taken in 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.

Making up Missing College Preparatory Subject Requirements

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 the Mathematics requirement on the CSU General Education Certification List.

All transfer applicants with 56 or more transferable semester units must complete all CSU General Education requirements in the Communication area (Area A1, 2 and 3) and in Mathematics (Area B4).

United States History, Constitution, and American Ideals Certification

Students must complete one course from both Sections 1 and 2 listed below to be certified that the requirements in U.S. History, Constitution and American Ideals have been met.

1. United States History
   African-American Studies 30, 31
   Asian/Asian-American Studies 45A
   History 7A, 7B, 17

2. United States Constitution, California State and Local Government
   African-American Studies 8
   Political Science 1, 16

NOTE: Refer to the CSU application for the Freshman Eligibility and Subject Requirements.
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 are 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.

See page 32 for general education certification procedures and page 41 for the 2003-2004 CSU/GE Breadth course list.
The California State University Breadth Requirements at Laney College 2003 – 2004
(Updated Annually)

Transfer to the CSU system requires completion of at least 56 transferable units. Of these a minimum of 30 units of General Education/Breadth must be completed, including all of Area A and Area B4, both of which require a minimum grade of "C."

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING - Minimum 9 semester units, 3 units from each sub-group.

A1 – Oral Communication
   Speech 1A, 1B, 44, 45

A2 – Written Communications
   English 1A, 2

A3 – Critical Thinking *
   English 1A, 5
   Philosophy 10
   * For some Engineering majors exceptions may apply. (See a counselor for details.)

AREA B: PHYSICAL – LIFE SCIENCES AND MATHEMATICS – Minimum 9 semester units, one from each sub-group (/L = with Lab).

B1 – Physical Science
   Astronomy 1, 10
   Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 30A/L, 30B/L, 50/L
   Geography 1, 9
   Geology 10
   Physical Science 10, 20
   Physics 2A/L, 2B/L, 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, 27**
   Psychology 12**

B3 – Laboratory Activity – one course from either B1 or B2 with laboratory; or one of the following:
   Anthropology 1L
   Biology 22A, 22B
   Geography 1L

B4 – Math, Quantitative Reasoning & Applications
   Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 50, 52A-C*
   Physics 4A, 4B, 4C
   *3 units required.

AREA C: ARTS and HUMANITIES – Minimum 9 semester units divided between the two sub-groups.

C1 – Arts
   Art 1, 2, 3, 4, 5, 6, 7
   Dance 1, 5A, 5B
   Music 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 9, 10, 12A, 12B, 14A, 14B, 15A, 15B
   Theatre Arts 1, 10A, 10B, 10C, 10D, 11A, 11B, 11C, 11D

C2 – Humanities
   African-American Studies 6A, 29, 45*
   Anthropology 7
   Asian/Asian-American Studies 30
   Chinese 1, 2, 3, 4
   English 1B, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B
   French 1A, 1B, 2A, 2B
   Humanities 30A, 30B, 31A, 31B, 40, 45*
   Mexican/Latin American Studies 30A, 30B
   Philosophy 1, 2, 20A, 20B, 30
   Sociology 30
   Spanish 1A, 1B, 2A, 2B, 40
   Speech 2A, 2B
   *Students receive credit and certification for one course only.

AREA D: SOCIAL SCIENCE – Social, Political, and Economic Institutions – Minimum of 9 semester units from at least 2 departments.

   African-American Studies 1, 2, 5, 8, 9, 11, 14A, 14B, 15, 16, 17*, 23, 29, 30, 31, 32, 35**
   Anthropology 2, 3, 5
   Asian/Asian-American Studies 17*, 21, 26, 29, 32, 35**, 45A, 45B
   Economics 1, 2
   Geography 1, 2, 3, 8
   History 2A, 2B, 3, 5, 7A, 7B, 17, 19, 32
   Mexican-Latin American Studies 12, 17*, 31, 35**
   Native American Studies 1, 17*, 35**
   Political Science 1, 2, 3, 4, 16, 18
   Psychology 1A, 1B, 7A, 7B, 7L, 24, 33
   Sociology 1, 2, 5, 13, 30, 45
   *Students receive credit for and certification for one course only.
   **Students receive credit for and certification for one course only.
AREA E: Lifelong Understanding and Self-Development –
Minimum 3 semester units.
African-American Studies 12, 14A, 14B
Asia/Asian-American Studies 32
Biology 27*, 28
Health Education 1
Learning Resources 57
Mexican-Latin American Studies 23
Psychology 6, 8, 12*, 30, 33
*Students receive credit and certification for one course only.

The California State University system requires all graduates to satisfy a requirement in U.S. History and American Ideals, U.S. Constitution, and California State and Local Government. (Not part of CSU/GE-Breadth; may be completed prior to transfer.)

United States History
African-American Studies 30, 31
Asian/Asian American Studies 45A
History 7A, 7B, 17

United States Constitution, California State and Local Government
African-American Studies 8
Political Science 1, 16
Transfer Information

Intersegmental General Education Transfer Curriculum

2003 – 2004

(Updated Annually)

Completion of all requirements in the Intersegmental General Transfer Curriculum (IGETC) will permit you to transfer from a community college to a campus in either the California State University (CSU) or the University of California (UC) system without the need, after transfer, to take additional lower – division, general education courses to satisfy campus general education requirements. All campuses will accept IGETC EXCEPT for UC, San Diego’s E. Roosevelt and Revelle Colleges; UC, Berkeley’s School of Business Administration; Schools of Engineering.

The IGETC is not advisable for all transfer students. If you are pursuing a major that requires extensive lower-division preparation you may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which you plan to transfer. Majors include, but are NOT LIMITED to: Engineering, Business, Pre-professional programs, sciences.

Restrictions: A student who is initially enrolled at a UC and is returning to the same UC campus (after attending a community college) is considered a “readmit” and cannot use IGETC. However students who initially enroll at a UC, attend a community college and return to a different UC campus, may be able to use IGETC, but should check with the campus they wish to attend. This restriction does not apply to students who have taken UC summer session or Extension classes only.

Certification: Be sure to request certification when you request final transcripts be sent to your choice of university or college. The course requirements for all areas MUST be completed before IGETC can be certified. All courses MUST be completed with grades of “C” or better. If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses (in areas 3, 4 or 5) you may be eligible to complete IGETC after transferring. See a counselor for details.

AREA 1 – ENGLISH COMPOSITION
CSU: 3 courses required, one from each group below. – UC: 2 courses required, one each from Group A and B

Group A: English Composition, 1 course, 3 semester (4-5 quarter) units
English 1A

Group B: Critical Thinking – English Composition, 1 course, 3 semester (4-5 quarter) units
English 5

Group C: Oral Communication (CSU requirement only) 1 course, 3 semester (4-5 quarter) units
Speech 1A, 1B, 44, 45

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 1 course, 3 semester (4-5 quarter) units
Math 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15

AREA 3 – ARTS AND HUMANITIES
At least 3 courses, with at least one from the Arts and one from the Humanities: 9 semester (12-15 quarter) units

ARTS:
Art 1, 2, 3, 4, 5, 6, 7
Music 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 10, 12A, 12B, 15A, 15B

HUMANITIES:
African-American Studies 29, 45*
Asian/Asian-American Studies 30
Chinese 3+, 4+
English 1B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 33A, 33B, 43, 44A, 44B
French 2A+, 2B+
History 3
Humanities 30A, 30B, 31A, 31B, 40, 45*
Mexican/Latin-American Studies 30A, 30B
Philosophy 1, 2, 20A, 20B
Spanish 2A+, 2B+, 40

* Students receive credit for one course only.
AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence: 9 semester (12-15 quarter) units
   African-American Studies 1, 5, 8, 9, 11, 12, 14A**, 14B**, 15, 17*, 23, 30, 31, 32
   Anthropology 2, 3, 5, 7
   Asian/Asian-American Studies 17*, 21, 26, 29, 32, 45A, 45B
   Economics 1, 2
   Geography 2
   History 2A, 2B, 5, 7A, 7B, 17, 19, 32
   Mexican/Latin American Studies 12, 17*, 23, 31
   Native American Studies 1, 17*
   Political Science 1, 2, 3, 4, 18
   Psychology 1A, 1B, 6, 7A**, 7B, 7L**, 24
   Sociology 1, 2, 5, 13, 30

*Students will receive credit for one course only.

AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES
At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by “L” in parentheses): 7-9 semester (9-12 quarter) units

PHYSICAL SCIENCES:
   Astronomy 1
   Chemistry 1A(L), 1B(L), 12A(L)**, 12B(L)**, 30A(L)**, 30B(L)**
   Geography 1, 1L
   Geology 10
   Physical Science 10**, 20
   Physics 2A(L)**, 2B(L)**, 4A(L)**, 4B(L)**, 4C(L)**, 10**

BIOLOGICAL SCIENCES:
   Anthropology 1, 1L
   Biology 1A(L), 1B(L), 2(L)**, 3(L), 4(L)**, 10(L)**, 11**, 20A(L)**, 20B(L)**, 27*
   Psychology 12*

*Students receive credit for one course only.

LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) – Complete 2 years of the same language of high school level work with a grade of “C” or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement Test, OR 550 on the College Board Achievement Test in Foreign Language OR complete 4-5 units from the courses below.

College Courses(s) that meet the proficiency level
   Chinese 1, French 1A, Spanish 1A

Note: Courses above proficiency level may also be used to meet this requirement. (+)

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (Not part of IGETC; may be completed prior to transfer).
   6 units, one course from Group 1 and one course from Group 2

   Group 1: Group 2:
   African-American Studies 8 African-American Studies 30, 31
   Political Science 1, 16 Asian-American Studies 45A
   History 7A, 7B, 17

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

+ Courses designated with an “+” may be counted in one area only.

** Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information

(L) Designates courses with a laboratory.
Academic Policy

Scholastic Standards
Each instructor assigns grades to students based on standards established as appropriate for each class. Written papers, participation in class discussions, mid-term 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.

Excess Units
Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in 18.5-21.5 units. To enroll in 22-25 units requires approval from the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units for all Peralta Colleges.

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

Enrollment in Conflicting Classes
Students are not permitted to enroll in classes that conflict or overlap in time schedules.

Auditing
Auditing of classes is not permitted. No person is allowed to attend a class unless enrolled in that class.

Classroom Recording (Audio/Tape)
Students must have permission from the instructor(s) to record (audio/tape) in the classroom.

Course Repetition Policy
Students may repeat a course for which the grading symbol of "D," "F," "NC," "IP," "W," or "MW" has been recorded. After the respective course(s) is (are) completed, the student may petition that the original grade, units and grade points not be computed in the cumulative GPA. Students should be advised that this is a procedure of the Peralta Community College District and may NOT reflect procedures of four-year institutions.

State regulations restrict the number of courses that can be repeated for credit, and the number of times they can be repeated. Courses that have been approved for repetition for credit are listed in the Class Schedule and the College Catalog, see page 250.

Procedure for Awarding "I", IP, MW, RD, and "W"

Symbol | Definition
--- | ---
I | INCOMPLETE

Academic work which is incomplete for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. Conditions for removal of the "I" shall be stated by the instructor in a written record which shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student, with a copy on file with the District Office of Admissions & Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned. A time extension beyond one year, but not to exceed one semester, may be granted by petition. The "I" symbol shall not be used in calculating units attempted, or for grade points.
IN PROGRESS
The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative 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" symbol shall not be used in calculating grade point averages.

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. The "MW" shall not be counted in determining progress probation or in calculating grade points for dismissal.

REPORT DELAYED
The "RD" symbol may be assigned by the District Director of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the 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.

WITHDRAWAL
A withdrawal reported to the District Director of Admissions and Records during the first four weeks of instruction (or thirty percent (30%) of instruction for the summer session and short-term courses) shall not be noted on the student's academic record.
A "W" symbol will be recorded on the student's transcript upon withdrawal between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30 to 75% of instruction for the summer session and short-term courses).

The academic record of a student who has not withdrawn from class nor 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 to determine academic probation but only to determine progress probation.
Students are responsible for obtaining drop cards and for submitting them to the Admissions & Records Office. Drop cards may be obtained in the Admissions & Records Office or from counselors. Students may also use the telephone enrollment system or the Internet to drop classes: www.peralta.cc.ca.us.
## Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Definition</th>
<th>Policy for Repeating Course with This Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Passing, less than satisfactory</td>
<td>Permitted. Upon petition original “D” will remain but will not be computed.</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
<td>Permitted. Upon petition original “F” will remain but will not be computed.</td>
</tr>
<tr>
<td>CR</td>
<td>0</td>
<td>Credit. At least satisfactory. Units awarded not counted in GPA. Only assigned for courses with CR/NC option.</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
<td>No Credit. “NC” means student did not fulfill the academic requirements of the course. Only assigned for courses with CR/NC option.</td>
<td>Permitted. Original “NC” will remain but will not be computed.</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal. “W” is assigned for students who withdraw officially from a class between the 5th and 14th weeks.</td>
<td>Permitted. Original “W” will remain but will not be computed.</td>
</tr>
<tr>
<td>MW</td>
<td>0</td>
<td>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.</td>
<td>Permitted. Original “MW” will remain but will not be computed.</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete. Incomplete academic work for unforeseeable and justifiable reasons at the end of the term.</td>
<td>Not Permitted</td>
</tr>
<tr>
<td>IP</td>
<td>0</td>
<td>In Progress</td>
<td>Permitted. Original “IP” will remain but will not be computed.</td>
</tr>
<tr>
<td>RD</td>
<td>0</td>
<td>Report Delayed</td>
<td>Not Permitted</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>UNITS ATTEMPTED</th>
<th>UNITS COMPLETED</th>
<th>GRADE/POINTS</th>
<th>UNITS</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Units</td>
<td>5 Units</td>
<td>A = 4 x</td>
<td>5</td>
<td>20 grade points</td>
</tr>
<tr>
<td>4 Units</td>
<td>4 Units</td>
<td>B = 3 x</td>
<td>4</td>
<td>12 grade points</td>
</tr>
<tr>
<td>3 Units</td>
<td>3 Units</td>
<td>C = 2 x</td>
<td>3</td>
<td>6 grade points</td>
</tr>
<tr>
<td>2 Units</td>
<td>2 Units</td>
<td>D = 1 x</td>
<td>2</td>
<td>2 grade points</td>
</tr>
<tr>
<td>0 Units</td>
<td>2 Units</td>
<td>CR = 0 x</td>
<td>2</td>
<td>0 grade points</td>
</tr>
<tr>
<td>14 Units</td>
<td>16 Units</td>
<td></td>
<td></td>
<td>40 grade points earned</td>
</tr>
</tbody>
</table>

Example

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

\[
\text{GPA} = \frac{40 \text{ grade points earned}}{14 \text{ units attempted}} = 2.85 \text{ GPA}
\]

Units for which the "W," "CR," "MW," "NC," or "I" were assigned are not counted in units attempted.

Attendance Policies

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

- 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.
- All instructors shall drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All marks must be recorded on the Census Rosters and Instructors' Class Records.
- It is the student's responsibility to drop from classes, with two exceptions: (1) Instructor's are to drop students on the Census Roster; and, (2) Instructors are to drop students on the Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.
- The instructor's decision to drop a student for not meeting the attendance requirements of the class is FINAL.
- 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 letter.

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.

Credit/No Credit Policy

In designated courses students may elect to take the courses for credit/no credit rather than receive a letter grade. This decision must be made prior to the 4th week of instruction (30% of instruction for summer session and short term classes). Upon successful completion of a credit/no credit course, the student earns the specified number of units and the record will show "CR" (which indicates a "C" grade or better). If the student's work is unsatisfactory the record will show "NC" (which indicates a "D" grade or below). All units of "CR" will be counted in satisfaction of community college curriculum requirements but will not be used in computation of GPA.

All courses listed in the Announcement of Courses section of the catalog fall into one of three categories:
1. Courses that may be taken either for a letter grade or credit/no credit. (These courses are designated in the catalog by a "★" immediately following the course number.);
2. Courses that may be taken for credit/no credit only (CR/NC);
3. Courses that may be taken for a letter grade only. A student may NOT repeat a course in which a grade
of “CR” was earned. A student may repeat a course in which a grade of “NC” was earned. Once designated, a credit/no credit (CR/NC) may not be changed to a letter grade. Students planning to transfer to a four-year institution are cautioned that in most cases courses in which a grade of “CR” was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of “CR” that will be counted toward a Bachelor's Degree. The student should consult the catalog of the transfer institution for more specific information on this subject.

Credit by Examination

A registered student who is attending classes, is in good-standing (not on probation), and has completed at least 6 units at Laney College may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses.) The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the Department Chairperson for the course involved.

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

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

Advanced Placement Policy

The Peralta Community College District is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement credit will be granted in the Peralta Community College District according to the following policy:

1. Students must be enrolled in the Peralta Community College District in order to apply for AP credit.
2. Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying the AP Credit.
3. Students will be granted credit for AP scores of three (3), four (4) or five (5) in specific subject areas (refer to list on page 51). 
4. Students will receive units of credit and grades of Credit (CR) on the Peralta transcript. 
5. Units earned by AP examinations may be used to meet Certificate and Associate Degree requirements. 
6. Units earned by AP examinations may be used towards CSU, General Education Breadth certification, (partial or full), according to the CSU approved list below.
7. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC), with the exception of critical thinking-English composition and oral communication requirements (Areas 1B and 1C). Credits earned by a score of 3 or higher on a designated AP examination can be applied when recognized by the college as equivalent to approved IGETC courses. Each individual AP examination can clear one course only.
8. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
9. Units of AP credit may not be used to satisfy the College's twelve (12) unit residency requirement.

Note: 
1. Some four-year institutions (e.g., out of state) may not accept AP credit.
2. The applicability and quantity of AP credits granted toward major/or baccalaureate degree requirements continues to be determined by the individual CSU and UC campus.
## Advanced Placement Procedures

Students wishing to apply for AP credit should:

1. Obtain a Petition for AP Credit from the Admissions and Records Office.
2. Attach official copies of AP score reports from the College Board or an official copy of the high school transcript (if it reports Advance Placement Examinations).
3. Take completed Petition and supporting documentation to a counselor for review.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SCORE</th>
<th>COURSE</th>
<th>UNITS</th>
<th>AA/AS</th>
<th>CSU-GE</th>
<th>UNITS</th>
<th>IGETC</th>
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<tr>
<td>Art History</td>
<td>3,4,5</td>
<td>Art 1 or 4</td>
<td>3</td>
<td></td>
<td>Area C1</td>
<td>3</td>
<td>Area 3/Arts</td>
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<td>Biology</td>
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<td>Biology 10</td>
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<td>Area B2 &amp; B3</td>
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<td>Area 5</td>
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<td>Chemistry</td>
<td>3,4,5</td>
<td>Chemistry 30A</td>
<td>4</td>
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<td>Area B1 &amp; B3</td>
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<td>Area 5</td>
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<td>Computer Science</td>
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<td>Economics: Macro</td>
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<td>Area 4</td>
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<td>3,4,5</td>
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<td>3</td>
<td></td>
<td>Area D2</td>
<td>3</td>
<td>Area 4</td>
</tr>
<tr>
<td>English: Language &amp; Composition</td>
<td>3,4,5</td>
<td>English 1A</td>
<td>4</td>
<td></td>
<td>Area A2</td>
<td>3</td>
<td>Area 1, Group A</td>
</tr>
<tr>
<td>English: Literature &amp; Composition</td>
<td>3,4,5</td>
<td>English 1A and 1B</td>
<td>8</td>
<td></td>
<td>Area A2 and C2</td>
<td>6</td>
<td>Area 1, Group A</td>
</tr>
<tr>
<td>French Language</td>
<td>3,4,5</td>
<td>French 1A</td>
<td>5</td>
<td></td>
<td>Area C2</td>
<td>6</td>
<td>UC Language req.</td>
</tr>
<tr>
<td>French Literature</td>
<td>3,4,5</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>Area C2</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>German Language</td>
<td>3,4,5</td>
<td>German 1A</td>
<td>5</td>
<td></td>
<td>Area C2</td>
<td>6</td>
<td>UC Language req.</td>
</tr>
<tr>
<td>Government and Politics: U.S.</td>
<td>3,4,5</td>
<td>Political Sciences 1</td>
<td>3</td>
<td></td>
<td>Area D8</td>
<td>3</td>
<td>Area 4</td>
</tr>
<tr>
<td>Gov't &amp; Politics: Comparative Gov't</td>
<td>3,4,5</td>
<td>Political Sciences 5</td>
<td>3</td>
<td></td>
<td>Area D8</td>
<td>3</td>
<td>Area 4</td>
</tr>
<tr>
<td>History: European</td>
<td>3,4,5</td>
<td>History 2A or 2B</td>
<td>3</td>
<td></td>
<td>Area D6</td>
<td>3</td>
<td>Area 4</td>
</tr>
<tr>
<td>History: United States</td>
<td>3,4,5</td>
<td>History 7A or 7B</td>
<td>3</td>
<td></td>
<td>Area D6</td>
<td>3</td>
<td>Area 4</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>Area C2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Latin: Literature</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>Area C2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>3,4,5</td>
<td>Math 3A</td>
<td>5</td>
<td></td>
<td>Area B4</td>
<td>3</td>
<td>Area 2</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>3,4,5</td>
<td>Math 3A or 3B</td>
<td>5</td>
<td></td>
<td>Area B4</td>
<td>3</td>
<td>Area 2</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3,4,5</td>
<td>Music 10</td>
<td>3</td>
<td></td>
<td>Area C1</td>
<td>3</td>
<td>Area 3/Arts</td>
</tr>
<tr>
<td>Music Listening &amp; Literature</td>
<td>3,4,5</td>
<td>Music 12A</td>
<td>3</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>Area 3/Arts</td>
</tr>
<tr>
<td>Physics R</td>
<td>3,4,5</td>
<td>Physics 2A</td>
<td>5</td>
<td></td>
<td>Area B1 &amp; B3</td>
<td>6</td>
<td>Area 5</td>
</tr>
<tr>
<td>Physics C (Mechanics)</td>
<td>3,4,5</td>
<td>Physics 4A</td>
<td>5</td>
<td></td>
<td>Area B1 and B3</td>
<td>3</td>
<td>Area 5</td>
</tr>
<tr>
<td>Physics C (Electricity &amp; Magnetism)</td>
<td>3,4,5</td>
<td>Physics 4B</td>
<td>5</td>
<td></td>
<td>Area B1 and B3</td>
<td>3</td>
<td>Area 5</td>
</tr>
<tr>
<td>Psychology</td>
<td>3,4,5</td>
<td>Psychology 1A</td>
<td>3</td>
<td></td>
<td>Area D9</td>
<td>3</td>
<td>Area 4</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3,4,5</td>
<td>Spanish 1A</td>
<td>5</td>
<td></td>
<td>Area C2</td>
<td>6</td>
<td>UC Language req.</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3,4,5</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>Area C2</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>Statistics</td>
<td>3,4,5</td>
<td>Math 13</td>
<td>4</td>
<td></td>
<td>Area B4</td>
<td>3</td>
<td>Area 2</td>
</tr>
</tbody>
</table>

Note: Students wishing to receive credit for AP examinations not on this list should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction at the student's home campus. These requests will be evaluated on a case-by-case basis.
Academic Recognition – Honor Roll
Students with a grade point average of 3.25 or better for a semester are honored by being placed on the Vice-President's list. In addition to the G.P.A., students must have completed 12 or more units.

The honor status GPA is completed on the basis of units attempted and completed District-wide. The student's honor status is assigned to the college where the majority of units were completed.

Academic Recognition – Associate Degree Honors
Students who receive the Associate Degree are graduated with "Honors" if they have an overall cumulative grade-point average of 3.25 to 3.49. Those with an overall cumulative grade-point average of 3.50 to 3.74 are graduated with "High Honors" and those with 3.75 to 4.0 are graduated with "Highest Honors". (All lower division units from regionally accredited degree granting institutions outside of Peralta District Colleges are included in the GPA calculation.)

The honor status GPA is computed on the basis of units attempted and completed District-wide, excluding non-Associate degree courses numbered 250-299, 348, and non-credit courses numbered 400-699. The student's honor status is assigned to the college awarding the Associate Degree.

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 scholastically deficient. There are two conditions of scholastic deficiency:

1. 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 his/her 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 his/her cumulative grade-point average is 2.0 or higher.

2. 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 "NCs" recorded reaches at least fifty percent (50%) 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 he/she has 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 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 been enrolled reaches or exceeds fifty percent (50%) in at least three (3) consecutive semesters, for which entries of "W," "I," and "NC" are recorded.

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

The Office of Vice President of Student Services will notify the student by mail when he/she is 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. A period of one year must have elapsed since the work to be alleviated was completed;

b. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;
c. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

PLEASE NOTE: When coursework is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Forms for filing under this policy may be obtained from the Laney College Admissions and Records Office.

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 10 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.

Transcript of Record

Official transcripts are mailed directly to other educational institutions upon written request by the student. There is a $4.00 charge for each "official" transcript after the first two (2) copies, which will be without charge. Transcripts made for student use are classified "unofficial" and there is no charge. Students must clear all financial obligations due the College before transcripts are mailed. Same day transcripts are not available, applications for a transcript should be made well in advance of the time when the record will be needed.

Unofficial transcripts are also available on the PCCD website: www.peralta.cc.ca.us.
Other District and College Policies and Procedures

Student Grievance and Due Process Policy and Procedures

The Peralta Community College District (PCCD) has developed the following policies and procedures to address student grievances and to assure due process.

A grievance is any complaint of a student involving the interpretation, application or alleged violation of District policies and procedures. A grievance may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

The following allegations are grounds for filing a grievance:

1. Violation of rights which a student is entitled to by law or District policy, including rules for student conduct, admission, probation, suspension or dismissal policies.
2. Act or threat of physical aggression.
3. Act or threat of intimidation or harassment.

Board Policy 4.43A, the Student Academic Grievance Procedure should be followed for a complaint alleging mistake, fraud, bad faith or incompetence in the academic evaluation of student performance.

Any student or employee who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services or Vice President of Instruction to file a complaint verbally or in writing, or may directly contact the District’s Affirmative Action Officer 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 page 62.

PROCEDURE

A. Step One: Informal Resolution

A student who has a complaint may, within thirty (30) school days of the allegation, request a meeting to resolve the complaint informally with (a) the person against whom he/she has the grievance; (b) the supervisor of the person against whom he/she has a grievance; or (c) the Vice President of Student Services or his/her designee. Regardless of whether a student has attempted informal resolution, he/she may proceed to Step Two by filing a formal complaint.

B. Step Two: Formal Complaint Procedure

1. A formal complaint must be filed by a student within ninety (90) school days of the alleged violation or at the time when he/she knew or should have known of the alleged violation. Failure to file a formal complaint within such a ninety (90) day period constitutes waiver of the student’s right to appeal.

2. A complaint must be filed on an approved complaint form and must include the following:
   a. The exact nature of the complaint (grounds).
   b. The specific details of the complaint (e.g., a chronology of the event and an explicit description of the alleged violation).
   c. A description of the informal meeting and attempted resolution, if any.

3. The complaint form should be filed with the Vice President of Student Services or his/her designee.

4. The Vice President of Student Services or his/her designee shall provide the person against whom the grievance has been filed with a copy of the grievance and a copy of the procedure.

5. The Vice President of Student Services or his/her 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.
6. The Vice President of Student Services or his/her designee shall make a request for records and documents from the student filing the complaint and the party against whom the complaint has been filed, and forward copies of all documents pertinent to the alleged violation to the College 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.

7. 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 classified employee, and one alternate, jointly appointed by Local 790 and the Classified Senate;
   d. One administrator, and one alternate, appointed by the College President;
   e. One student, and one alternate, appointed by the Student Government President.

5. 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.

   Any decision to reject findings of the committee must be supported by a summary findings of fact.

Final Action

The committee shall conduct the hearing and recommend decisions on the student's grievance, and base its recommendations to the Vice President of Student Services or his/her designee solely on the evidence submitted before the hearing and on the evidence and the testimony presented to the committee during the hearing. The Vice President of Student Services or his/her designee may accept the recommendation, return it to the committee for further review, or reject it. The Vice President of Student Services or his/her designee shall, within ten (10) school days, render his/her decision in writing to the grievied faculty, student and the committee.

Appeal Process

1. Either party (grieved or grievant) may submit a written appeal to the College President within ten (10) school days for review of the matter.

2. The College President shall issue a written decision to the parties and their representatives by certified mail within ten (10) school days of receipt of the appeal.

3. The College President's decision may be appealed to the Chancellor within ten (10) school days of the receipt of the decision.

4. The Chancellor, or his/her designee, shall issue a written decision to the parties and the representatives by certified mail within ten (10) school days of the receipt of the decision.

5. The Chancellor's, or his/her designee's, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

6. 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 Ed. Code 72122, and will issue a final decision within forty-five (45) school days after receipt of the decision.

7. All recommendations, resolutions, and actions taken by the PCCD shall be consistent with the State
Federal law, the PCCD Policies and Procedures, and the PCCD-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.)

Rights

1. 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 own choosing.
2. Written notice, including the date, time and place of the hearing shall be delivered to both parties at least ten (10) school days prior to the hearing. The notice shall be hand delivered or sent by certified mail and shall include a copy of the complaint.
3. In so far as is consistent with privacy laws, both parties (and their representatives) shall receive copies of all documents developed or utilized during the review by the committee of the complaint. This shall include documents added to the file.
4. Both parties shall be given adequate time (at least five (5) school days) to read and review all documents. This right may be waived by the respondent. 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 chairperson of the committee shall inform both parties orally of this fact at the commencement of the hearing.
5. The chairperson of the committee shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least five (5) school days before the hearing.
6. In accordance with Educ. 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 three (3) school days of the results, to the alleged victim, who shall keep such information confidential.

Guidelines

1. Evidence: 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. The strict 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 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.
2. 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.
3. The chairperson of the committee shall conduct the hearing. The chairperson 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.
4. 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.
5. Both parties (and their representatives) shall receive copies of all documents developed or utilized during the review of the complaint. This shall include documents added to the file.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
7. The chairperson of the committee may exclude a witness from the hearing when the witness is not giving testimony.
8. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
9. Any member of the committee may ask questions of any witness.
10. The committee may call in “expert witnesses” if the subject of the grievance is beyond their expertise.
11. 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.
12. The grievance committee shall make all evidence, written and oral, part of the record.
13. The hearing date may be postponed or continued at the discretion of the chairperson of the committee. Both parties shall be given notice of the new or continued hearing date.
14. 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.
STUDENT ACADEMIC GRIEVANCE
HEARING PROCEDURE

The Peralta Community College District (PCCCD) has developed the following policies and procedures to address student grievances alleging mistake, fraud, bad faith or incompetence in the academic evaluations of student performance. In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final. (Ed. Code Section 76221)

PROCEDURE
A. Step One: Informal Resolution
1. A student who has an academic complaint may, within thirty (30) school days of the allegation, make an appointment with the faculty against whom he/she has a grievance during his/her posted office hours or at a mutually agreed upon time, in order to discuss the student's complaint.
2. Should the faculty against whom he/she 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 or file a formal complaint.
3. Should the informal meeting fail to resolve the complaint to the student's satisfaction, the student may meet with the Division Dean of Instruction of the discipline or file a formal complaint.
4. Should the student choose to bypass Step One (Informal Resolution), he/she may initiate a formal complaint.

Step Two: Formal Complaint Procedure
1. A formal complaint must be filed by a student within 90 school days of the alleged violation or of the time when he/she knew or should have known of the alleged violation. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the students' right to appeal.
2. The complaint must be filed on an approved complaint form (available from the office of the Vice President of Student Services) which shall include the following:
   a. The exact nature of the complaint (grounds);
   b. The specific details of the complaint (e.g., a chronology of the event and an explicit description of the alleged violation);
   c. A description of the informal meeting and attempted resolution, if any;
   d. The specific resolution/remedy sought.
3. The complaint form should be filed with the Vice President of Student Services or his/her designee.
4. The Vice President of Student Services or his/her designee shall inform the student that a decision to recommend a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.
5. The Vice President of Student Services or his/her designee shall make a request for records and documents, and shall forward copies of all documents pertinent to the alleged violation to the College 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.
6. The College Grievance Committee shall be appointed for a term of one academic year as follows:
   a. The Vice President of Instruction, who shall chair the committee;
   b. Two faculty members, and one alternate, jointly appointed by the PFT and the Faculty Senate;
   c. One student, and one alternate, appointed by the President of the Associated Students;
   d. One administrator, and one alternate, appointed by the College President.

Hearing
Four-fifths of the members of the committee shall be present in order for the committee to act. Committee members shall be given five (5) school days notice of the hearing. In the event a member of the committee cannot attend, or is disqualified because of conflict of interest, the alternate shall serve. The votes of the majority of the members present (at least three (3) votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services or his/her designee.

Final Action
The committee shall conduct the hearing and recommend decisions on the student's grievance, and base its recommendations to the Vice President of Student Services or his/her designee solely on the evidence submitted before the hearing and on the evidence and the testimony presented to the committee during the hearing. The Vice President of Student Services or his/her designee may accept the recommendation, return it to the committee for further review, or reject it. The Vice President of Student Services or his/her designee shall, within ten (10) school days, render his/her decision in writing to the grievatory faculty, student and the committee. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.
Appeal Process

1. The faculty member or the student may submit a written appeal to the College President within ten (10) school days for review of the matter.

2. The College President shall issue a written decision to the parties and their representatives by certified mail within ten (10) school 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.

3. The College President’s decision may be appealed to the Chancellor within ten (10) school days of the receipt of the decision.

4. The Chancellor, or his/her designee, shall issue a written decision to the parties and the representatives by certified mail within ten (10) school 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.

5. The Chancellor’s, or his/her designee’s, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

6. 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 Ed. Code 72122, and will issue a final decision within forty-five (45) school 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.

7. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

8. All recommendations, resolutions, and actions taken by the PCCD shall be consistent with the State and Federal law, the PCCD Policies and Procedures, and the PCCD-PFT Collective Bargaining Agreement.

[In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.]

Guidelines

1. Evidence: 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. The strict 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 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.

2. 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.

3. The chairperson of the committee shall conduct the hearing. The charperson 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.

4. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent (PFT) may send an observer to any hearing.

Rights

1. At all steps of the process, both the student and faculty member have the right to be accompanied, advised and represented by a person or counsel of their own choosing.

2. Written notice, including the date, time and place of the hearing shall be delivered to both parties at least ten (10) school days prior to the hearing. The notice shall be hand delivered or sent by certified mail and shall include a copy of the complaint.

3. In so far as consistent with privacy laws, both parties (and their representatives) shall receive copies of all documents developed or utilized during the review of the complaint. This shall include documents added to the file.

4. Both parties shall be given adequate time (at least five (5) school days) to read and review all documents. This right may be waived by the respondent.

5. 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 chairperson of the committee shall inform both parties orally of this fact at the commencement of the hearing.

6. The chairperson of the committee shall provide the involved faculty member with a written summary of rights they may be entitled to by law or contract at least five (5) school days before the hearing.
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.

6. The chairperson of the committee may exclude a witness from the hearing when the witness is not giving testimony.

7. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

8. Any member of the committee may ask questions of any witness.

The committee may call "expert witnesses" if the subject of the grievance is beyond their expertise.

9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.

10. The grievance committee shall make all evidence, written or oral, part of the record.

11. The hearing date may be postponed or continued at the discretion of the chairperson of the committee. Both parties shall be given written notice of the new or continued hearing date.

12. A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated; in which case, the alternate committee member shall serve.

**Student Conduct and Due Process Policy**

Colleges will be guided by pertinent provisions of the California Education Code as to admission, probation, suspension, and dismissal of students in cases where disciplinary action is indicated. Except for short-term suspensions initiated by instructors and as provided for in the Education Code, only the College President has the authority to suspend or dismiss a student for disciplinary reasons.

A student excluded for disciplinary reasons from one college in the district may be denied admission to other colleges in the district. The President of a college may deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

**Student Rules for Student Conduct**

Students are responsible for complying with all 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 or prosecution by civil authorities. 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, policies regulating student organizations, and time, place and manner in regard to public expression.

2. Obstruction or disruption of teaching, research, administrative procedures or other college activities.

3. Physical or verbal abuse, or threat of such abuse, of any person on college-owned or controlled property or college sponsored or supervised functions; or conduct which threatens or endangers the health or safety of such person.

4. Theft of, damage to, or threat of damage to property of the college.

5. Unauthorized entry to or use of college facilities.

6. Dishonesty; i.e., cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records, or identification documents, etc.

7. Manufacture, sale, use, possession, distribution of alcoholic beverages or narcotic or hallucinogenic drugs on college property.

8. Disorderly conduct or lewd, indecent, or obscene behavior.

9. Insulting or abusing college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.

10. Refusal to comply with directions of District or College employees acting in the performance of their duties.

11. Willful misconduct which results in injury or death to a student or college personnel.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

13. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

B. Students facing disciplinary action for violations of college rules and regulations consistent with the Education Code are subject to any of the following actions:

1. Warning: An oral or written reprimand.

2. Temporary exclusion: Removal for the duration of the class period or activity.
3. Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension as provided in the Education Code, Section 66017.

4. Expulsion: Termination of student status as set forth in the notice of expulsion.

C. Disciplinary action may be imposed on a student by:

1. A college certificated employee who may place a student on probation or temporarily exclude the student from class and/or a college activity for the remainder of that class/activity period.

2. The President or Vice President of Student Services who may summarily suspend a student when deemed necessary for the welfare and safety of the college community.

3. The President may recommend "expulsion" to the Board of Trustees.

4. The Board of Trustees may terminate a student's privilege to attend any college of the District.

D. 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 4.43.

STUDENTS RIGHTS AND DUE PROCESS
When a charge is brought against a student by a representative of the college, or by another student, the procedures outlined below shall be utilized to guarantee fair and reasonable treatment to all concerned. The community college is bound by the California Penal Code, the California Administrative Code, and the policies and procedures of the Peralta Community College District.

Due Process

1. Notice of Charges
The Vice President of Student Services, within five (5) school days, must inform a student in writing (by certified mail, return-receipt requested) of the specific charge(s) against him/her and of the need to schedule an appointment with the Vice President. This appointment must be scheduled within three (3) school days after receipt of the Vice President's written notice.

2. Follow up
A student charged with misconduct must meet with the Vice President of Student Services 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 three (3) school days after receipt of the certified notification, the Vice President may proceed on the assumption that the charge(s) is (are) valid.

The conference with the Vice President 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) personally;

c. Informing the student in writing of possible disciplinary action that might be taken;

d. Presenting to the student the College Due Process Procedures.

3. One of the following alternatives 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. The student accepts the disciplinary action;

c. The student does not accept the disciplinary action, and within three (3) school days of the conference with the Vice President, the student's written notice of intent to appeal to the Student Due Process Committee is to be filed at the Office of the Vice President of Student Services.

Appeal Process

Step 1: Appeal to the Due Process Committee

1. Within two (2) school days of presenting written notice of intent to appeal, the student shall file a specific, written response to each of the charges. Any charge(s) to which the student does not respond shall be deemed valid.

2. The charges, the response, and the appeal will be referred to the Student Due Process Committee. The committee shall consist of a college administrator selected by the President of the College, other than the Vice President of Student Services or the Vice President's management staff; a student selected by the President of the Associated Students; a faculty member selected by the President of the Faculty Senate; and a classified employee selected by the President of the Classified Senate.

3. The committee shall convene within five (5) school days of the written notice of appeal to the Student Due Process Committee. The committee will conclude its hearing within three (3) school days and will then present a recommendation to the Vice President of Student Services, who is charged with carrying out the decision and will send the student a written notification (certified mail, return receipt requested).
Step 2: Appeal beyond the Student Due Process Committee

1. A student may within three (3) school days of the decision of the Student Due Process Committee appeal the decision in writing through the Vice President of Student Services to the President of the college.

2. The President or his/her designee will review all previously submitted documents and the decision of the Student Due Process Committee.

3. The President or his/her designee within three (3) school days of the appeal will render his/her decision.

4. The student will be notified of the President’s decision within three (3) school days.

5. A student may, within three (3) school days of the decision of the President, appeal the decision in writing to the Chancellor.

6. The Chancellor, or his/her designee, shall issue a written decision to the parties and the representatives by certified mail, return receipt requested within ten (10) school days of the receipt of the decision.

7. The Chancellor’s, or his/her designee’s, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

Step 3: Appeal to the Board of Trustees for Review

1. The Board of Trustees may accept a final appeal from the student.

2. The Trustees will review all previously submitted documents and the decision of the President and the Chancellor.

3. The Trustees will render their decision at the next scheduled Executive Session of the Board of Trustees’ Meeting.

4. The Trustees will notify the student of their decision not later than three school days (3) following their review of the case.

The decision of the Peralta Board of Trustees concludes the District’s Due Process Procedure.

NOTE: The Student Grievance and Due Process Policy section is under review.

Policy Prohibiting Discrimination and Discriminatory Harassment Toward Students

The Peralta Community College District, in accordance with applicable Federal and State laws and Board Policy, prohibits unlawful discrimination and discriminatory harassment towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical conditions (cancer related), disability, political views and affiliations, sexual orientation/preference, or transgender status at any stage in any and all of its programs and activities, including availability of its educational offerings; and other programs and activities such as financial aid and special services. To that end, the District will take immediate, appropriate steps to investigate complaints of discrimination to eliminate current discrimination and prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.

禁止對學生歧視政策
（包括性別和種族的騷擾和歧視）

依照聯邦、加州政府法律，和董事會的政策，Peralta初級大學學區禁止對學生在所有教育服務，校內活動項目（包括助學金，特別服務）有不合法的歧視，這包括：種族、宗教信仰、膚色、祖先、性別、來自國家、年齡（四十歲或以上）、婚姻狀況、健康狀況（癌症有關病症）、身體缺陷、政治觀點或附屬黨派、和性習慣。如有事件發生，學區會立刻依照程序來調查投訴，以清除現有的歧視和避免將來有歧視事情發生，學區禁止對被歧視或被騷擾投訴者和協助以上投訴者之有關人士有任何報復。

Chính Sách Cấm Kỳ Thị (kể cả phán quyết) Đối Với Học Sinh

Đại Học Công Đồng Quản áp dụng theo luật của Liên Bang, Tiểu Bang và Ban Giám Hiệu cảm kỳ thi đối với học sinh trên căn bản sắc dân, tún nương, màu da, tôn giáo, phái tín, nguồn gốc chính, tuổi (40 tuổi lên) tính trạng hôn nhân, điều kiện y tế (tiền quan tới bệnh ung thư) tàn tật, chuẩn kiến, đăng phái hay khuyết họng sở thích về chương trình và sinh hoạt gồm giáo dục, điều còn hiện như tiền tỷ và công việc đặc biệt. Tóm lại, Quản dùng biện pháp điều tra tức khắc những phản nàn về kỳ thi để loại bỏ việc kỳ thi đánh cơ và ngăn ngừa kỳ thi sau này. Quản cùng cảm chuyện trả thù cá nhân nào vi phạm phần trách hay tham gia việc kỳ thi hay phá phách kế khác.
Política que Prohíbe la Discriminación hacia los Estudiantes (Incluyendo la Discriminación y el Acoso Sexual y Racial)

El Distrito de los Colegios Universitarios Comunitarios de Peralta, de conformidad con las leyes federales y estatales pertinentes y con la Política de la Junta, prohíbe que los estudiantes sean sometidos a discriminación y acoso discriminatorio ilícitos basados en la raza, las creencias, el color, la ascendencia, la religión, el sexo, el origen nacional, la edad (40 años de edad o más), el estado civil, los problemas médicos (relacionados con el cáncer), las incapacidades, las afiliaciones y opiniones políticas, la orientación/preferencia sexual o la transmutación de sexo en cualquier etapa, en cualquiera de los programas y actividades del Distrito, incluyendo la disponibilidad de los ofrecimientos educacionales; y en otros programas y actividades como la ayuda financiera y los servicios especiales. Por ello, el Distrito investigará las quejas de discriminación inmediatamente, siguiendo los pasos pertinentes, a fin de eliminar la discriminación actual y evitar discriminación futura. El Distrito prohíbe las represalias contra cualquier individuo que presente una queja o participe en una investigación con relación a discriminación o acoso discriminatorio.

Procedures Prohibiting Sexual, Racial, and Disability Harassment and Discrimination Toward Students

A. Dissemination

The policy and 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.

The policy and procedures will also be disseminated to students at each college’s new student orientation and at periodic workshops to be scheduled by each college’s Vice President of Student Services.

The policy and procedures will also be disseminated to each faculty member, all members of the administrative staff, and all members of the support staff both at time of hire and at the beginning of each school year.

The policy and procedures shall also be displayed in a prominent location at each college along with the other notices regarding the college’s procedures and standards of conduct. A copy of the Policy and Procedures shall be made available to any person expressing a verbal complaint about such matters.

B. Sexual, Racial, and Disability Harassment And Discrimination Defined

The Peralta Community College District expressly forbids sexual, racial, and disability harassment of its students by faculty, administrators, supervisors, District employees, other students, vendors or members of the general public. The District also prohibits discrimination of its students by subjecting any student to adverse or differential treatment, or depriving that student of any benefits of the District because of that student’s sex, race, or disability. Furthermore, the District prohibits retaliation against any individual who files a complaint or participates in a discrimination inquiry.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of a student’s academic status, or progress.

2. Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.

3. The conduct has the purpose or effect of having a negative impact upon a student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
Submission to, or rejection of, the conduct by a student is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Any other such conduct that may have an effect on a student’s learning environment or his or her ability to enjoy any privileges or benefits provided by the District.

The prohibition of racial harassment similarly enjoins conduct or incidents based on race that may interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District.

The prohibition of disability harassment similarly enjoins conduct or incidents based on disability that may exclude an individual from participation in or be denied the benefit of the services, programs, or activities provided by the District to other non-disabled students.

A harassing environment is created if conduct of a sexual or racial nature or conduct based on student’s disability is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program by the District or to create a hostile or abusive educational environment.

C. Examples of Prohibited Harassment

Sexual racial, disability harassment includes, but is not limited to, the following examples of conduct that is undertaken because of the sex, race, or disability of the student victim:

1. Unwanted physical touching (beyond normal greetings).
2. Displays of offensive materials, objects, photos, etc., with a sexual, racial, or disabled theme.
3. Situations affecting a student’s studying and learning conditions and making the learning environment unpleasant and uncomfortable, whether the actions are purposeful or not.
4. Verbal insults (in reference to gender, race, sexual orientation, or disability).
5. Rumors designed to cause the individual emotional distress or place him or her in a bad light.
6. Physical assault.
7. Unwelcome direct propositions of a sexual nature.
8. Subtle pressures for unwelcome sexual activity, an element of which may be conduct such as repeated and unwanted staring.
9. A pattern of conduct not legitimately related to the subject matter of a course, which is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program or to create a hostile or abusive educational environment, that includes one or more of the following:
   (a) comments of a sexual/racial nature or which are demeaning or derogatory based on a disability, or
   (b) sexually explicit statements, questions, jokes, or anecdotes.
10. Unwanted attempts to establish a personal relationship.
11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:
   (a) unnecessary touching, patting,hugging, or brushing against a person’s body,
   (b) remarks of a sexual nature about a person’s anatomy or clothing, or
   (c) remarks about sexual activity or speculations about a previous sexual experience.

All persons should be aware that conduct towards a student that is not specifically identified in this policy may nonetheless constitute impermissible sexual, racial or disability harassment.

D. Academic Freedom and Freedom of Speech

As participants in a public institution, the faculty and staff of the Peralta Community College District enjoy significant free speech protections found in the First Amendment of the United States Constitution and Article I Section I of the California Constitution. The right of academic freedom includes a special area of protected speech. Consistent with the principles of academic freedom, course content and teaching methods remain the province of individual faculty members. Academic freedom, however, is not limitless. Academic freedom does not protect classroom speech that is unrelated to the subject matter of the course or in violation of federal or state anti-discrimination laws. Some speech may constitute environmental sexual harassment, harassment based on another impermissible characteristic or discrimination. If a faculty member engages in unwelcome sexual behavior or other improper behavior based on a characteristic protected by this policy that has the purpose or effect of unreasonably interfering with an employee’s work environment or a student’s academic performance or creates a hostile and intimidating work or academic environment, then it may constitute environmental harassment or discrimination, as outlined in Board Policy and these implementing procedures.

The District must balance these two significant interests: the right of academic freedom and the right to be free from discrimination and harassment. The First Amendment protections, including those of academic
freedom, are not absolute. When a faculty member raises academic freedom as a defense against charges of discrimination or discriminatory harassment, the District must examine the nature and context of the faculty member's behavior. A key to this examination is determining whether the behavior of the faculty member is related to his or her legitimate academic judgments within the context of furthering the institution's legitimate mission.

Nothing in the District's Discrimination and Discriminatory Harassment Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. These challenges should be done in a manner that, in the professional judgment of the faculty member, is most pedagogically advisable. Indeed, this is at the core of academic freedom; however, faculty members may not interject into the academic setting an element of discrimination or discriminatory harassment that is unrelated to any legitimate educational objective. Nor, may a faculty member create, or allow, the educational setting to be so charged with discrimination or discriminatory harassment, that our students are prevented from effectively participating in the academic environment. As such, faculty members must be aware that the District will investigate and respond to employee or student complaints that involve course content in accordance with its general discrimination and discriminatory harassment policy and faculty members may be subject to discipline for egregious conduct, in the same manner as provided in Board Policy and any implementing procedures for all other District employees.

The Peralta Community College District is committed to insuring that the academic freedom rights of our faculty are secure, and to insuring our students an academic environment free of discrimination and harassment. Nothing in this section is intended to abrogate rights of Academic Freedom stated in the collective bargaining agreement with the Peralta Federation of Teachers.

2. Rationale
The District's educational mission is promoted by professionalism in faculty/student, as well as supervisor/subordinate, relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and supervisors that harm this atmosphere undermine professionalism and hinder fulfillment of the educational mission. Trust and respect are diminished when those in positions of authority abuse their power in such a context as to violate their duty to the educational community and undermine the trust placed in the District as a public employer and an educational institution.

3. Ethical Violation
Recognizing that the unequal power of adult consenting parties is inherent in consensual relationships between supervisor and employee or student and teacher, the District will view it as unethical behavior if faculty members or supervisors engage in romantic relations with students enrolled in their classes or employees under their supervision even though both parties appear to have consented to the relationship.

4. Presumption of a Policy Violation
The faculty member or supervisor who contemplates a romantic relationship with a student or employee must realize the complexity of the situation and its potential negative consequences. Regardless of consent or mutual attraction, the faculty member or supervisor generally will be judged guilty of sexual harassment if any complaint eventually emerges, either from the partner in the relationship or from his or her fellow students or co-workers. A romantic relationship between any minor employee or student and an adult employee is presumptively deemed not to be a consensual relationship and constitutes sexual harassment.

5. Voluntary Consent Not a Defense
Faculty members and supervisors exercise power over students and their subordinates, whether in giving or failing to give praise, criticism, performance evaluations, promotions or other similar actions. Romantic relationships between faculty members and students, or between supervisors and subordinates, can destroy necessary professional relationships. Voluntary consent by the student or subordinate is always suspect, given the asymmetric nature of the relationship. Moreover, such unprofessional behavior, or even the appearance of such may affect other students, faculty, and staff, because it gives one student or subordinate the appearance, correctly or incorrectly, of power or favor at the expense of others.

E. Consensual Relationships

1. Definitions

(a) The terms "instructors" and "faculty member" are defined as any person who teaches in the District, is in an academic position, or by virtue of their position has control or influence on student performance, behavior, or academic career.

(b) A "District employee" is defined as any person who is employed by the Peralta Community College District, or acts as its agent and operates within the District's control.
Harassment and Discrimination Complaint Procedures

In order to accomplish the task of prohibiting discrimination and harassment, the District's Affirmative Action Officer is assigned the responsibilities of overseeing and investigating any charges or complaints of discrimination or harassment. The District’s Affirmative Action Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.

The District’s Affirmative Action Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.

In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:

1. Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.

2. Student discrimination or harassment complaints may be filed with the District’s Affirmative Action Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7230).

3. Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:

   College of Alameda
   Building A, Room 111
   (510) 748-2204

   Laney College
   Tower Building, Room 813
   (510) 464-3161

   Merritt College
   Building P, Room 311
   (510) 436-2478

   Vista Community College
   2020 Milvia St, Berkeley, 3rd Floor
   (510) 981-2820

4. All complaints not filed directly with the District’s Affirmative Action Officer should be immediately forwarded to that Officer on the approved District form.

5. Whenever any person brings charges of unlawful discrimination to the District Affirmative Action Officer’s attention, that Officer shall:

   (a) inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;

   (b) notify the complainant of the procedures for filing a complaint;

   (c) discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and

   (d) advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.

   (e) Immediately upon receipt of a complaint, the District’s Affirmative Action Officer will forward a copy to the State Chancellor’s Office on the appropriate form.

   (f) The District’s Affirmative Action Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.

   (g) Upon receipt of the complaint, the District Affirmative Action Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.

6. Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District’s unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complaining apprised of the progress of the investigation.
7. Complaints will be handled promptly in an appropriately confidential manner — that is, the District’s Affirmative Action Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.

8. The results of the investigation shall be set forth in a written report which shall include at least all of the following:
   (a) description of the circumstances giving rise to the complaint;
   (b) a summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
   (c) an analysis of any relevant data or other evidence collected during the course of the investigation; and
   (d) a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.

9. Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:
   (a) a written notice setting forth:
      1) a copy or summary of the District’s investigative report;
      2) the District’s determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person’s privacy rights; and
      3) the complainant’s right to appeal to the District governing board and the Chancellor.

Likewise, the accused individual shall be notified of the outcome of the investigation.

10. If the allegation of sexual, racial, or disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment. The District’s policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student’s First Amendment rights to free speech and the accused individual’s right to due process.

11. Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor’s decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor’s decision. All appeals shall be filed with the Chancellor’s Office at 333 East 8th Street, Oakland, CA 94606. Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final, if the Board does not act within forty-five (45) days. The student may then appeal the final District decision to the State Chancellor’s Office within thirty (30) days. The Office of Affirmative Action will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor’s Office.

Within 150 days of receiving the complaint and after the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint, findings of the investigation, the District’s proposed resolution, the letter to the complainant informing him or her of the proposal, and any relevant material to the State Chancellor’s Office.

**Discrimination Complaint Procedures**

The Peralta Community College District as a public institution, prohibits discrimination in any and all of its activities, including: employment; procuring of goods and services; availability of its educational offerings; and other programs and activities such as financial aid and special services.

In order to accomplish these tasks, the Office of Equal Opportunity is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions.

The Office of Equal Opportunity will handle both student and employee complaints by working with the Deans of Student Services for student complaints and with the Deans of Instruction for employee complaints.

To ensure that students and employees of the District are aware of the provisions of this policy, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.
The following procedures are in compliance with the guidelines of state law:

1. Student discrimination complaints may be filed with the Office of Student Services at each campus.

2. Employee complaints may be filed with the Office of Instruction at each campus.

3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.

   a. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor’s Office on the appropriate form.

   b. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.

4. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.

5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.

6. After a proposed resolution is developed and approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor’s Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.

7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District’s proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor’s Office.

**Sexual Assault Policy and Procedures**

1. **POLICY**

   1.1 Unlawful sexual assault is a criminal activity prohibited in all employee and student areas, buildings, properties, facilities, service areas, satellite centers of the PCCD and all non-District areas where Peralta classes/instruction are conducted. It is the policy of the PCCD to ensure, to the extent possible, that students, faculty and staff who are victims of a sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District or its colleges, shall receive information, follow-up services and referrals to local community treatment centers.

   1.2 Each college, through the Office of the Vice President of Student Services, shall make available sexual assault awareness information to students and employees.

2.0 **DEFINITION OF SEXUAL ASSAULT**

(Ed. Code 67385)

2.1 "Sexual Assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

3.0 **PROCEDURE**

The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program. This listing of resources and services shall be updated by each college’s Vice President of Student Services and the District’s Risk Manager or other designated employees, annually, no later than August 1, or more frequently as required. This includes:

1. Making available to students and staff, District policy on sexual assault.

2. Meeting legal reporting requirements.

3. Identifying available services for the victim.

4. Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.

5. Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

6. Providing confidentiality.

3.1 It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

3.1.1 Any student, faculty or staff member who is a victim of sexual assault at a District facility referred to in Section 1.1 of this policy, is encouraged to notify the Vice President of Student Services. The Vice President of Student Services, with the consent of the victim, shall notify the Campus/District Police Services.

3.1.2 Pursuant to legal requirements, the Campus/District Police will notify the appropriate local law enforcement agency of the reported sexual assault,
and obtain an ambulance to transport the victim to the hospital, as necessary.

3.1.3 In accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify student and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.

3.1.4 In cases of violent crimes considered to be a threat to other students and employees, each college’s President or the Chancellor of the District shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.

3.1.5 Upon notification of a sexual assault, the Campus/District Police Services will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee who is a victim of sexual assault will receive a copy of this policy.

3.1.6 The listing of resources and services shall be available through the Campus/District Police Services, each college’s Counseling Department and Health Services Unit.

3.1.7 A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:

**EMPLOYEES**
Criminal prosecution
Civil prosecution
District disciplinary process:
Violation of this policy will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.

**STUDENTS**
Criminal prosecution
Civil prosecution
District disciplinary process:
Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at any of the District’s colleges. Violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program. Student discipline shall be accomplished in accordance with provisions of Article 3 of the Title 3, Division 7, Part 47, of the California Education Code.

**NON-STUDENT/EMPLOYER**
Criminal prosecution Civil prosecution

3.1.8 A victim of sexual assault shall be kept informed by the college president/designee or the Chancellor of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

3.1.9 The Counseling Department and Health Services shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

3.1.10 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the media, concerned students, parents, and Peralta employees not involved in the assault or its investigation, will be handled by the college’s Public Information Office or the District’s Office of Marketing in accordance with these regulations; the Family Educational Right and Privacy Act, applicable California Education and Administrative Code sections, and Peralta Community College District Policy.

**4.0 DISSEMINATION**

4.1 These procedures shall be published in all student, faculty and staff handbooks, each college’s catalog and schedule of classes and other printed material deemed appropriate by each college’s Vice President of Student Services.

4.2 These procedures will also be disseminated at each college’s orientation and at periodic workshops to be scheduled by each college’s Vice President of Student Services.

**Academic Adjustments and Auxiliary Aids and Services for Students with Disabilities**

The Peralta Community College District, consisting of four colleges and other programs of higher education and vocational training, commits itself to a policy of equal opportunity and nondiscrimination for students with disabilities. It is the policy of the District to provide reasonable modifications, academic adjustments, and auxiliary aids and services consistent with federal, state, and local laws and regulations.
In the case of dispute involving a student’s request for or provision of academic adjustments and auxiliary aids and services or a student’s inquiry regarding the District’s compliance with applicable laws and regulations, the Division Dean supervising the program to which the request or inquiry is directed must review the matter and make an interim decision pending any resolution through the Student Grievance Procedure, Board Policy 1.43. The findings and decision of the Grievance Committee may be directly appealed to the District Equal Opportunity Officer.

**Academic Accommodation Procedures for Students with Disabilities**

Pursuant to Section 504 of the Rehabilitation Act of 1973, Title 5, Section 56027, and Board Policy 5.24, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic accommodations. Pursuant to Title 5, Sections 56000-56088 the District has developed Disabled Student Programs and Services (DSP&S) at each college to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids.

The goal of all academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

1. **When a student requests disability-related services, the student’s disability is verified by the DSP&S professional** according to state-mandated criteria. If the student is deemed eligible for services and wishes to appeal this decision, he/she will follow the District Student Grievance Procedure. Concurrently, the college ADA Coordinator will review the case and make an interim decision pending resolution through the student grievance procedure. The finding of the grievance committee may be appealed directly to the District Affirmative Action Officer.

2. The DSP&S professional, in consultation with the student, determines educational limitations based on the disability and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:
   a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments;
   b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of guide dogs, mobility assistants, or attendants in the classroom;
   c. Testing accommodations such as extended time for test taking and distraction-free 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 obtained.
   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, video captioning.

3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommodations. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with the DSP&S professional for the delivery of academic accommodations. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic accommodations with the disabled student in coordination with faculty, as appropriate. The DSP&S professional will assist with providing the appropriate accommodations and appropriate follow up for DSP&S students. An example of appropriate follow up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an accommodation.

**Grievance Procedures**

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional to schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District Student Grievance Procedure. Concurrently, the college ADA Coordinator or designee will review the case and make an interim decision pending resolution through the student grievance procedure. If the issue is still not resolved, the student may appeal directly to the District Affirmative Action Officer.

**Meeting General Education Degree Requirements:**

When the severity of the disability of an otherwise qualified student precludes successful completion of a
course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite—if appropriate for the disability as determined by a qualified DSP&S Specialist—and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements. The Evaluation Team will consist of the DSP&S Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction. The team may consult, as appropriate, with DSP&S professionals, Associate Vice Chancellor for Admissions and Records and Student Services, and the college Vice President of Instruction in order to make a decision. 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.

Meeting Major or Certificate Requirements

The process for evaluating requests for major or certificate requirements is the same as stated in the section 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 course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills. 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.

Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

Evaluation of Substitution/Waiver Request

Part 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.

Part B. Evaluation of Request

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.

The Evaluation Team consists of the DSP&S Coordinator, the Department Chair (or an Instructor) from the discipline of the course or major for which a substitution is being requested and the Dean of Instruction with responsibility for the Division, which includes the discipline of the course substitution. The Evaluation Team meeting is to be chaired by the Dean of Instruction and should consult with the Associate Vice Chancellor for Admissions and Records and Student Services, DSP&S professionals, and the College Vice President of Instruction as appropriate.

The Evaluation Team will assess student requests based on the following criteria:

- 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.
- Evidence of the student’s earnest efforts to meet the graduation requirement, which may include:
  - Consistent and persistent efforts in attempting to meet all graduation requirements.
  - Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.
  - Regular attendance (i.e., meeting the attendance requirements of the course); completion of all course assignments.
  - Use of all appropriate and available services such as tutorial assistance or instructional support classes.
  - Use of all appropriate and available academic accommodations such as test accommodations.
  - Agreement among the student, DSPS Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability, the student would not be able to
successfully complete the course requirements, even with accommodations.

- Evidence that the student is otherwise qualified such as:
  - 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.
  - 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.
  - Information about alternatives to the course in question based on the learning/academic goals of that course.

**Meeting General Education Degree Requirements**

The Evaluation Team's decision will be made by majority vote. If the Team recommends a course substitution, the Team will request the department to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the Verification of disability and Educational Limitations Form, then the College Vice President of Instruction and the Associate Vice Chancellor for Admissions and Records and Student Services shall be included in the evaluation process to assist with the identification of an appropriate course substitution.

To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Associate Vice Chancellor for Admissions and Records and Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

**Meeting Major/Certificate Requirements**

The process for evaluating requests for major/certificate requirements 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 requirements.

**Grievance Procedure**

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the Student Grievance Procedure. The finding of the grievance committee may be appealed directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

**Weapons Policy**

The unauthorized use, possession or storage of weapons, fireworks, or explosives is prohibited on any Peralta College premise (including vehicles) or at any Peralta Community College-sponsored activity. Weapons may include, but are not limited to, firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, and clubs.

**Smoke Free Campus**

Laney College is a smoke-free campus. Smoking is not permitted in any of the college's facilities.

**Drug Free Campus**

It is the policy of the Peralta Community College District to maintain a campus where students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and from abuse of alcohol.

For purposes of this policy, 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; District or private vehicles while being used for official District business.

All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of Article 3 of Title 3, Division 7, Part 47, of the California Education Code.

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.

The District shall provide annual notice to its students of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the District and community resources available for counseling and rehabilitation of those with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy and administrative regulations.
(Footnotes)

1. DSP&S professional, as defined pursuant to Title 5 Sections 56006, 56048, 56060, 56064 and 56066, is the professional authorized to make these determinations.

2. When a student completes a comparable course as established by an Evaluation Team.

3. That is, the department in which the student is asking for the course substitution. The departments of the Colleges must go through the normal curriculum process in determining these appropriate course substitutions.
Associate Degree Requirements

Requirements for graduation with an Associate Degree are prescribed by the State Chancellor's Office and the Board of Trustees of the Peralta Colleges. Degrees are conferred when students have met the prescribed requirements. It is the student's responsibility to file a Petition for an Associate Degree by the deadline specified in the College Calendar, (see page 7-8 for all deadlines). 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 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
5. A "C" grade or better is required in:
   Area 4a – English Composition
   Area 4b – Mathematics
   Each course in the major

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, in any of the Peralta Colleges. Students' catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed.*
   OR
2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements of the Degree/Certificate are completed.*
   OR
3. The regulations current at the time the students files and receives the Degree/Certificate.*

*All students, regardless of the date of entering any one of all the Peralta Colleges, must fulfill the General Education requirements specified in the 1991-93 or subsequent catalogs for Associated Degree.

NOTE: While a course might satisfy more than one General Education requirement, it may not be counted more than once for this purpose. (See exception for Ethnic Studies courses.)

The withdrawal symbol ("W") constitutes enrollment.
Associate Degree Program  
General Education

General Education Requirements for the Associate in Arts and Associates in Science degrees 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:
One course with a minimum value of 3 semester units from the following:

- Anthropology: 1
- Astronomy: 1, 10
- Biology: 1A, 1B, 2, 3, 4, 10, 11, 12A, 12C, 20A, 20B, 24, 27*, 28
- Chemistry: 1A, 1B, 12A, 12B, 30A, 30B, 50
- Geography: 1, 9
- Geology: 10
- Physical Science: 10, 20
- Physics: 2A, 2B, 4A, 4B, 4C, 10
- Psychology: 12*
  * Students receive credit for one course only.

AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES
One course with a minimum value of 3 semester units.

- African-American Studies: 1, 2, 5, 8, 9, 11, 12, 14A, 14B, 15, 16, 17*, 23, 30, 31, 32, 35***
- Anthropology: 2, 3, 5
- Asian/Asian-American Studies: 17*, 21, 26, 29, 30, 32, 35***, 45A, 45B
- Biology: 27**
- Business: 5, 10
- Economics: 1, 2
- Education: 1
- Geography: 2, 3, 8
- Health Education: 1
- History: 2A, 2B, 3, 5, 7A, 7B, 17, 19, 32
- Journalism: 62
- Labor Studies: 10, 13, 20, 21, 22
- Mexican and Latin-American Studies: 12, 17*, 23, 30A, 30B, 31, 35***
- Native American Studies: 1, 17*, 35***
- Political Science: 1, 2, 3, 4, 16, 18
- Psychology: 1A, 1B, 6, 7A, 7B, 8, 12**, 24, 30, 33
- Sociology: 1, 2, 5, 13, 30, 45
  * Students receive credit for one course only.
  ** Students receive credit for one course only.
  *** Students receive credit for one course only.

AREA 3 - HUMANITIES
One course with a minimum value of 3 semester units.

- African-American Studies: 6A, 29, 45*
- Anthropology: 7
- Art: 1, 2, 3, 4, 5, 6, 7, 40
- Asian/Asian-American Studies: 30
- Chinese: 1, 2, 3, 4
- Dance: 1
- French: 1A, 1B, 2A, 2B, 30A, 30B
- Humanities: 30A, 30B, 31A, 31B, 40, 45*
- Japanese: 1A, 50A, 50B
- Mexican and Latin-American Studies: 30A, 30B
- Music: 1A, 1B, 2A, 2B, 9, 10, 12A, 12B, 15A, 15B
- Philosophy: 1, 2, 10, 20A, 20B, 30
- Sociology: 30
- Spanish: 1A, 1B, 2A, 2B, 30A, 30B, 40, 60A, 60B
- Speech: 2A, 2B, 19
  * Students receive credit for one course only.

AREA 4 – LANGUAGE AND RATIONALITY
One course from each sub-area must be completed.

4a. English Composition: One course with a minimum value of 3 semester units.
- English: 1A, 1B, 2, 5, 201A, 201B, 211
- English as a Second Language: 21A, 21B

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

Plan I: Completion of one course, 3 semester units minimum:
- Mathematics: 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 50, 52ABC**, 201, 202, 203, 210ABCD*, 211ABCD*, 220AB-CDEFG*
ASSOCIATE DEGREE REQUIREMENTS

Plan II: Credit by Examination of Mathematics
201 or 210ABCD:
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:
One course with minimum value of 1 semester unit.
Architectural/Engineering Technology: 104A, 104B, 204
Business: 24, 38, 40, 43A, 43B, 219, 237, 245B, 245E
Computer Information System: All courses numbered 1 – 248, except CIS 211.
Construction Management: 31
Learning Resources: 211AB
Machine Technology: 30

4d. Oral or Written Communication, or Literature:
One course with minimum value of 3 semester units.
Business: 201
English: All courses numbered 1 through 247 except 48, 49, 205, 206AB, 209
English as a Second Language: 21A, 21B
Journalism: 21
Media Communications: 100A, 100B, 100C, 100D
Speech: 1A, 1B, 2A, 2B, 15B, 19, 44, 45

AREA 5 – ETHNIC STUDIES:
One course with a minimum value 3 semester units
African-American Studies: 1, 2, 5, 6A, 8, 9, 11, 12, 14A, 14B, 15, 16, 17*, 23, 29, 30, 31, 32, 35***, 45**
Anthropology: 5
Art: 7
Asian/Asian-American Studies: 17*, 21, 30, 32, 35***, 45A, 45B
English: 31, 231
History: 17, 19
Humanities: 45**
Mexican/Latin-American Studies: 12, 17*, 23, 30A, 31, 35***
Music: 15A, 15B
Native American Studies: 1, 17*, 35***
Sociology: 5
* Students receive credit for one course only.
** Students receive credit for one course only.
*** Students receive credit for one course only.

If any Ethnic Studies course listed in Area 5 also fulfills the Humanities, Language and Rationality, or Social Behavioral Sciences requirement, it should be noted that the units for the course are calculated once only.

Major Field: 18 Semester Units (Minimum)
A listing of major fields available at Laney College follows this section. Specific requirements for the major are described either in the following listing or in the section “Announcement of Courses” immediately preceding the department’s course descriptions.
A grade of “C” or better is required in each course in the major. A course may be used to satisfy both a General Education and a major requirement.

Majors for the Associate in Arts Degree
African-American Studies
Details for this major are listed preceding the description of African-American Studies courses.

Art
Major requirements for each of the following options for this major are listed preceding the description of Art courses.

- Ceramics
- Communication Graphics (Advertising Design)
- Fine Arts

Arts and Humanities
A minimum of 20 units in one or more of the following area: art, humanities, literature, music, philosophy, theatre arts, any course from Area 3.

Asian/Asian-American Studies
Details for this major are listed preceding the description of Asian/Asian-American Studies courses.

Business
Requirements for each of the following major options are listed preceding the description of business courses.

- Accounting
- Business Administration
- Business Information Systems
- Marketing and Sales
Computer Information Systems
Requirements for each of the following options are listed preceding the description of Computer Information Systems courses.
- Computer Information Specialist
- Computer Programming
- Management Information Systems Programming
- Software Support & Testing
- System Administration Technical Support & Hardware

Dance
Details for this requirement are listed preceding the description of Dance courses.

Ethnic Studies
Details for this major are listed on page 172.

Journalism
Details for this major are listed preceding the description of Journalism courses.

Language Arts
A minimum of 20 units in one or more of the following area: English, Foreign Languages, Journalism, Speech.

Mathematics
Details for this major are listed preceding the description of Mathematics courses.

Media Communications
Requirements for each of the following major options are listed preceding the description of the Media Communications courses.
- Television Broadcasting
- Television Production
- Television Technology

Mexican/Latin-American Studies
Details for this major are listed preceding the description of Mexican/Latin-American Studies courses.

Music
Details for this major are listed preceding the description of Music courses.

Social Sciences
A minimum of 20 units in one or more of the following areas: anthropology, economics, geography, history, political science, psychology, sociology, any course from Area 2.

Theatre Arts
Details for this major are listed preceding the description of Theatre Arts courses.

General Curriculum
A minimum of 20 units of work distributed as follows:
- Creative Arts and Humanities. A minimum of 6 units selected from a combination of at least two of the following areas: art, cinema/film related courses, foreign languages, humanities, literature or related courses, music, philosophy, theatre arts or any course from Area 3.
- Natural Sciences. A minimum of 6 units including at least one life science (anatomy, biology, ecology, microbiology, physical anthropology, physiology or psychology 12) and one physical science (astronomy, chemistry, geology, physical geography, physical science, or physics).
- Social Sciences. A minimum of 6 units selected from a combination of at least two of the following areas: anthropology, economics, geography, history, political science, psychology, sociology, or any course from Area 2. Physical anthropology and physical geography may be used as either a life science or a social science.
- At least two additional units must be completed in any of the above areas leading to a General Curriculum major.
Occupational Fields

Details for fulfilling the major field requirements for the Associate in Arts degree in the following occupational curricula are listed preceding the description of the courses for each area.

- Banking and Finance
- Cosmetology
- Graphic Arts (Printing Technology with options in Applied Graphic Design/Digital Imaging and Press and Imaging Technology)
- Labor Studies
- Management and Supervision

Majors for the Associate in Science Degree

Science

A minimum of 20 units in life science (anatomy, bacteriology, biology, ecology, physical anthropology, physiology) and/or physical science (astronomy, chemistry, engineering, geology, physical geography, physical science, physics).

Occupational Fields

Details for fulfilling the major field requirements for the Associate in Science degree in the following occupational curricula are listed preceding the description of courses for each area.

- Architectural and Engineering Technology (with options in Architectural Technology and Engineering Technology)
- Carpentry
- Construction Management
- Culinary Arts (with options in Baking and Cooking)
- Environmental Control Technology (Formerly Air Conditioning and Refrigeration Technology)
- Machine Technology
- Photography
- Welding Technology
- Wood Technology

Certificate of Skills (CS)

A Certificate of Skills is granted in certain programs or to certain courses which have certificate requirements of up to and including 5.5 semester units. A grade of “C” or better is required in each course. These programs do not qualify for the Certificate of Completion.

Certificate of Achievement (CA)

A Certificate of Achievement is granted in certain programs for which 6 – 17.5 semester units are required. A grade of “C” or better is required in each course. These do not qualify for the Certificate of Completion. The receipt of a Certificate of Achievement is indicated on the student’s transcript.

Certificate of Completion (CC)

One-year and/or two-year Certificates of Completion are granted in occupational fields to students who complete the required courses in accordance with prescribed standards. The requirements for the Certificate vary with each occupational curriculum; some may require more than one or two years to complete depending on course scheduling.

Requirements include a minimum of 18 semester units in the certificate program, a grade of “C” or better in each certificate course and at least 12 units of associate degree level work completed at Laney College. Details of the requirements for each occupational field are listed preceding the description of those programs.

It is the student’s responsibility to file a “Petition for a Certificate of Completion/Achievement” by the deadline specified in the College Calendar, (see the Class Schedule for all deadlines). 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. (Certificates do not meet the criteria for graduation with honors.)

One-year Certificates of Completion are offered in the following occupational fields:

- Banking and Finance
- Environmental Control Technology (Formerly Air Conditioning and Refrigeration Technology)

Two-year Certificates of Completion are offered in the following occupational fields:

- Architectural and Engineering Technology (with options in Architectural Technology and Engineering Technology)
- Business (with options in Accounting, Business Administration, Business Information Systems, Marketing and Sales and Retail Management*)
- Carpentry
- Construction Management
- Cosmetology
- Culinary Arts (with options in Baking and Cooking)
- Graphic Arts (with options in Applied Graphic Design/Digital Imaging and Press and Imaging Technology)
- Labor Studies
Machine Technology
Management and Supervision
Media Communications (with options in Television Broadcasting, Television Production, and Television Technology)
Photography
Welding Technology
Wood Technology
*State approval pending

**Associate Degree and Certificates**
Following is a list of areas of study described in this catalog for which Certificates of Achievement (CA), Certificates of Completion (CC) and Associate Degrees (AA/AS), are awarded:

**African-American Studies**  AA
**Architectural and Engineering Technology**  CC, AS

**Art:**
Ceramics  AA
Communication Graphics (Advertising Design)  AA
Fine Arts  AA
Arts and Humanities  AA

**Asian/Asian-American Studies**  AA

**Biological Sciences:**
Bioscience with emphasis in Biotechnology  CA

**Business:**
Accounting  CC, AA
Banking and Finance  CC, AA
Business Administration  CC, AA
Business Information Systems  CC, AA
Management and Supervision  CC, AA
Marketing and Sales  CC, AA
Retail Management (State approval pending)  CC
Carpentry  CC, AS

**Computer Information Systems:**
Computer Information Specialist  CC, AA
Computer Programming  CC, AA
Computer Technician  CA
Internet Programming  CA
Management Information Systems Programming  CC, AA
Software Development  CA
Software Support & Testing  CC, AA
Software Testing  CA
System Administration Technical Support, & Hardware Intergration  CC, AA
Technical Administrative  CA
Web Content Creation  CA

**Construction Management**  CC, AS

**Culinary Arts:**
Baking  CC, AS
Cooking  CC, AS
Dance  AA
Environmental Control Technology (Formerly Air Conditioning and Refrigeration Technology)
Ethnic Studies  AA

**General Curriculum**  AA

**Graphic Arts (Printing Technology):**
Applied Graphic Design/Digital Imaging  CC, AA
Press and Imaging Technology  CC, AA

**Journalism**  AA
Labor Studies  CC, AA
Language Arts  AA
Machine Technology  CC, AS
Mathematics  AA

**Media Communication:**
Television Broadcasting  CC, AA
Television Production  CC, AA
Television Technology  CC, AA
Mexican/Latin-American Studies  AA
Music  AA
Photography  CC, AS
Science  AS

**Social Sciences**  AA
Theatre Arts  AA

**Welding Technology**  CC, AS
Wood Technology  CC, AS

**Cooperative Work Experience**
Students in some majors may receive credit toward the Associate Degree for on-the-job work experience in areas related to their college course of study. Students should register for work experience courses during registration.

**Licensure**
The College program in Cosmetology is designed to prepare students to take the State examination for a license to practice in this field.
Occupational Fields Offered at Other Peralta Colleges

For the following programs which are not offered at Laney College, the students is referred to the College of Alameda, Merritt College or Vista College.

College of Alameda:
- Apparel Design and Merchandising
- Auto Body and Paint
- Automotive Technology
- Aviation Maintenance Technology
- Business (see catalog for details)
- Dental Assistant
- Diesel Mechanics
- Human Development Services

Merritt College:
- Administration of Justice *
- Business *
- Certified Nurse Assistant/Home Health Aide
- Child Development *
- Community Social Services *
- Computer Information Systems *
- Emergency Medical Technician I
- Environmental Design and Energy Technology
- Environmental Hazardous Materials Technology
- Environmental Management and Restoration Technology *
- Health Occupations
- Landscape Horticulture *
- Nursing (Associate Degree)
- Nutrition and Dietetics *
- Paralegal Studies
- Radiologic Science
- Real Estate
- Recreation and Leisure Services
- Vocational Nursing
* See Merritt Catalog for details

Vista College:
- American Sign Language
- Biotechnology
- Business (see catalog for details)
- Multi Media
- International Trade
- Travel Industry
Announcement of Courses

Curriculum Patterns/Announcement of Courses
All departments are listed alphabetically. Curriculum patterns that are required for the Certificate of Completion 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 Announcement of Courses are offered every semester.

Prerequisites
Refer to page 20 for explanation and policies.

Baccalaureate Level Courses
All Liberal Arts and Vocational courses numbered 1 through 199 are recommended by the faculty of Laney College as appropriate for Baccalaureate credit.

Numbering System
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 400-499*; and non-credit courses are numbered 500-699.

Courses selected for transfer follow guidelines of the California State University system and the University of California system. Independent colleges and universities may accept any course(s) they deem appropriate.

* Note: Apprenticeship courses are non-degree applicable and non-transferable, while Cooperative Education courses are degree applicable and transferable.

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
Regulations governing 49 Independent Study courses:
I. Laney College
   a. Maximum units earned in one department: May be repeated for up to a maximum of 5 units per department (individual departments may choose a lower maximum).
   b. Maximum units earned during one semester: During any one semester, the total number of units earned in all 49 courses attempted may not exceed 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.

49. Independent Study 0.5-5 UNITS
Hours to be arranged
Prerequisite: (1) Consent of the instructor and department chairperson. Student must submit written request, including outline of the project to instructor and obtain written approval by the end of the second week of the semester. (2) Meet prerequisites as outlined by individual departments.

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

Liberal Arts Courses 0.5-5 UNITS

Course Description:

488A-ZZ: 2488A-ZZ: 3488A-ZZ Selected Topics in Subject

5 hours lecture, 0-15 hours laboratory

Prerequisite: Prerequisites are determined by the department according to the nature of the course offered.

Designed for in-depth investigation of topics not covered by regular catalog offerings. Course content, hours, and unit credit to be determined by the appropriate department in relation to community-student interest and/or available staff. May be offered as a seminar, lecture, or laboratory class.

Additional courses may be offered under the 300 series; consult the Schedule of Classes for complete information.

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

Occupational Courses 0.5-9 UNITS

Course Description:

488A-ZZ: 2488A-ZZ: 3488A-ZZ Selected Topics in Subject

9 hours lecture, 0-27 hours laboratory

Prerequisite: Prerequisites are determined by the department according to the nature of the course offered.

Designed for in-depth investigation of topics not covered by regular catalog offerings. Course content, hours, and unit credit to be determined by the appropriate department in relation to community-student interest and/or available staff. May be offered as a seminar, lecture, or laboratory class.

Additional courses may be offered under the 300 series; consult the Schedule of Classes for complete information.

Community Services Courses

The 800 series of course numbers will be used for community services courses; consult the Schedule of Classes for complete information.

Distance Education

Distance education takes place when a teacher and student(s) are geographically separated by physical distance, 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 online, telecourses and teleweb, (reproduced television courses that can be viewed on PCTV or videotape-closed caption) and mixed media.

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.

Symbols

The following symbols are used in this catalog:

"★" Courses designated by a “★” immediately following the course number means they may be taken either for a letter grade or on a credit/no credit basis.

"UCΟ" Designates unit limitation by the University of California. See your counselor for details.

"UCΟ" 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 Abbreviations

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<th>Field</th>
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African-American Studies

The African American Studies Program provides students with a wide range of courses by and through which to understand the history and culture of African Americans. Students will find this program to be a multi-disciplinary learning experience involving an examination of African American social psychology, history, politics, economics, religion, arts, literature, and other socio-cultural dimensions.

REQUIREMENTS FOR THE MAJOR

Total Required Units 21

I. Complete the following:
   AFRAM 1, 5, 8, 14A or 14B, and 30

II. Select one of the following:
    AFRAM 31 or 32

III. Select one of the following:
     AFRAM 2, 9, 11, 15, 20A, 20B, or 23

Note: Courses may be applied to Associate Degree General Education requirements.

For Associate Degree General Education requirements, refer to page 74.

1. Introduction to African-American Studies 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU, UC.
   Survey and analysis of the contemporary African-American experience in America: Emphasis on analysis of problems of poverty, racism, and violence. 2202.11
   AA/AS area 2, 5; CSU area D; IGETC area 4

2. Minority Economic Survival 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU.
   Concentration on those areas of the American economy that affect minorities most: Buying and selling market, taxation, investments, minority employment, banking, income distribution, and poverty. 2202.11
   AA/AS area 2, 5; CSU area D

5. The African-American Family in the United States 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU, UC.
   The African-American family from Africa to America: Emphasis on male-female relationships and major obstacles to African-American family growth and development in the United States. 2202.11
   AA/AS area 2, 5; CSU area D; IGETC area 4

6A. African-American Philosophy 3 UNITS
    3 hours lecture
    Acceptable for credit: CSU, UC.
    Survey of African-American social and political thought in works of historical and contemporary philosophers; concepts of human rights, social justice and the historical experience of racial subordination.
    AA/AS area 3, 5; CSU area C2 2202.11

8. African-American Politics 3-4 UNITS
   3-4 hours lecture
   Acceptable for credit: CSU, UC.
   Analysis and understanding of major trends and developments in the politics of African-Americans: Emphasis on these politicians within the two-party system.
   AA/AS area 2, 5; CSU area D; IGETC area 4 2202.11
9. Study of Caucasian Attitudes and Effect on African-American Minority

3 hours lecture

Acceptable for credit: CSU, UC.

Origins and analysis of Caucasian attitudes toward the African-American minority from the perspective of history, sociology, and politics. AA/AS area 2, 5; CSU area D; IGETC area 4

11*. Perceptions of the African-American Male in America

3 hours lecture

Acceptable for credit: CSU, UC.

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

12. Psychology of African-Americans

3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

Principles of psychology as they relate to the African-American community: Selected social problems such as prejudice and desegregation, racial conflict, and deviancy in the community from an African-American perspective. AA/AS area 2, 5; CSU area E; IGETC area 4

14 A-B. Social Psychology of African-American Male/Female Relationships

3-3 UNITS

3 hours lecture

African-American Studies 14A is not prerequisite to African-American Studies 14B.

Acceptable for credit: CSU, UC. CSU, UC.

Study and application of psychosociological concepts and research techniques exploring the dynamics of African-American male-female relationships(14A). Psychology of male-female communications with analysis of interpersonal phenomena(14B). AA/AS area 2, 5; CSU area D, E; IGETC area 4

15*. African-American Women: Poverty, Politics, and Power

3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

Analysis of poverty as it affects African-American women: Breaking the cycle of poverty, power versus empowerment. AA/AS area 2, 5; CSU area D; IGETC area 4

16. Administration of Criminal Justice and Minority Communities

3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Overview of the criminal justice system in the United States as it affects minorities: Arrest, trial, sentencing, and treatment process. AA/AS area 2, 5; CSU area D

17. Perspectives on American Racism

3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC. CSU, UC.

Explores the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican and Latin-American, and Native American perspectives. AA/AS area 2, 5; CSU area D

20 A-B. Field Studies in the African-American Community

3-3 UNITS

2 hours lecture, 3 hours laboratory

Acceptable for credit: CSU.

Experience at community-based agencies and organizations addressing critical issues facing the African-American community.

23 *. Perceptions of African American Women

3 UNITS

3 hours lecture

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


3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

African-American historical and cultural experience in the United States will be evaluated as to its content, artistic quality, and relevance for African-Americans in the modern world. AA/AS area 3, 5; CSU area C2, D; IGETC area 3
0. African-American History: Africa to 1865
3 UNITS

3 hours lecture

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

1. African-American History: 1865 to 1945
3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

A/AS area 2, 5; CSU area D; IGETC area 4

2. African-American History: 1945 to the Present
3-4 UNITS

3-4 hours lecture

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

35. Women of Color
3 UNITS

3 hours lecture

Not open for credit to students who have completed or are currently enrolled in Asian and Asian American Studies 35, Mexican and Latin American Studies 35, or Native American Studies 35.
Acceptable for credit: CSU, UC.

Interdisciplinary examination of 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.
A/AS area 2, 5; CSU area D

45. Religion and the African-American Church in America
3 UNITS

3 hours lecture

Not open for credit to students who have completed or are currently enrolled in Humanities 45.
Acceptable for credit: CSU, UC.

Survey and analysis of the role of the church on social, political, economic, and psychological development of African-Americans.
A/AS area 3, 5; CSU area C2; IGETC area 3

48 AA-ZZ. Selected Topics in African-American Studies
0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics.

49. Independent Study in African-American Studies
0.5-5 UNITS

Acceptable for credit: CSU, UC.

See section on Independent Study.

248 AA-ZZ. Selected Topics in African-American Studies
0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.

251. 20th Century Ethnic Literature
1.5 UNITS

In Poetry, Prose and Film

3 hours lecture (9-week course)

Enrollment in Project Bridge required.

Corequisite: Computer Information Systems 211 and 255; and English 290AB or 292AB; and English 291AB or 293AB; and Mathematics 290AB or 291AB.

Non-degree applicable

Examination of themes and styles of selected African-American and Hispanic-American writers through literature and film.
Anthropology

In the broadest sense, Anthropology is the systematic study of human beings, biological, historical and socio-cultural. Through courses in Physical Anthropology and Socio-cultural Anthropology students will gain insight into how people live and work in a diverse society. In particular, they will develop a basic understanding of human behavior, past and present, through social and cultural groups. Through Anthropology courses, students will not only learn more about how social behavior evolved since the beginning of human life, but how such things as customs, tools, beliefs, resources and values develop(ed) and are transmitted over generations.

1. Introduction to Physical Anthropology 3 UNITS
3 hours lecture
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.
(CAN Anthropology 2) 2202.00
AA/AS area 1; CSU area B2; IGETC area 5

1 L. Physical Anthropology Laboratory 1 UNIT
4 hours laboratory
Prerequisite or corequisite: Anthropology 1.
Acceptable for credit: CSU, UC.
An adjunct laboratory to Anthropology 1: Work with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution.
CSU area B3; IGETC area 5 2202.00

2. Introduction to Archaeology and Prehistory 3 UNITS
3 hours lecture
Acceptable for credit: CSU, UC.
World prehistory as reconstructed from the archeological and physical evidences of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archeological methods, techniques and problems.
(CAN Anthropology 6) 2202.20
AA/AS area 2; CSU area D; IGETC area 4

3. Introduction to Social and Cultural Anthropology 3 UNITS
3 hours lecture
Acceptable for credit: CSU, UC.
Cross cultural analysis of social and cultural factors of human behavior in the recent past and present.
(CAN Anthropology 4) 2202.00
AA/AS area 2; CSU area D; IGETC area 4

5. American Indian History and Culture 3 UNITS
3 hours lecture
Acceptable for credit: CSU, UC.
Survey of American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development. 2202.13
AA/AS area 2, 5; CSU area D; IGETC area 4

7. Anthropological Perspectives on Magic, Religion and Witchcraft 3 UNITS
3 hours lecture
Acceptable for credit: CSU, UC.
Comparative study of religious systems and world views that focuses on magic, religion, and witchcraft: Ritual, myth, religion as a form of social control; shamanism; religious use of drugs; Neo-Paganism and Voodoo.
AA/AS area 3; CSU area C2; IGETC area 4 2202.00

48 AA-ZZ. Selected Topics in Anthropology 0.5-5 UNITS
0.5-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics. 2202.00

49. Independent Study in Anthropology 0.5-5 UNITS
Acceptable for credit: CSU, UC.
See section on Independent Study. 2202.00

248 AA-ZZ. Selected Topics in Anthropology 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 2202.00
Apprenticeship

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

**431. Mill and Cabinet Maker Apprentice**  
2 UNITS

1 hour lecture, 3 hours laboratory

Prerequisite: Be a registered apprentice in the Mill and Cabinet Maker Apprentice Program.

Non-degree applicable

Application of hand, portable, and stationary power tools; layout and print reading; fabrication techniques; static lamination construction and millwork as it applies to the cabinet-making trades. 0952.51

**4. Molder and Coremaker Apprentice**  
1 UNIT

3 hours laboratory

Prerequisite: Be a registered apprentice in the Molder and Coremaker Apprentice Program.

Non-degree applicable

Special casting industry: Molding and coremaking, grat ing, risering, melting, and other special processes. 0956.01

**441. Roofer Apprentice**  
3 UNITS

4 hours lecture

Prerequisite: Be a registered apprentice in the Roofer Apprentice Program.

Non-degree applicable

Designed for apprentices who are working toward journeyman certificates in roofing and waterproofing. 0952.91

**5. Cosmetology Apprentice**  
1-4 UNITS

4 hours lecture

Prerequisite: Be a registered apprentice in the Cosmetology Apprentice Program.

Non-degree applicable

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

**456. Barber Apprentice**  
1-4 UNITS

4 hours lecture

Prerequisite: Be a registered apprentice in the Barber Apprentice Program.

Non-degree applicable

Designed for apprentices who are engaged in acquiring a state license in Barbingering. 3006.00

**460. Plastering Hod Carrier**  
(State Approval Pending)  
4 UNITS

3 hours lecture, 3 hours laboratory

Recommended preparation: Students should possess at least an eighth grade math competency and able to read at the tenth grade level.

Non-degree applicable

The theory and practice of plastering in support of plastering construction. 0952.60

**461. Masonry Tenders/Hod Carrier**  
(State Approval Pending)  
4 UNITS

3 hours lecture, 3 hours laboratory

Recommended preparation: Students should possess at least an eighth grade math competency and able to read at the tenth grade level.

Non-degree applicable

The theory and practice in support of plastering and masonry construction. 0952.60
Architectural and Engineering Technology

The Architectural and Engineering Technology Department offers vocational and paraprofessional programs in architectural and engineering 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 engineering offices. Supplemental courses offer students a broad architectural, engineering, and general education background and enable them to continue their education in architecture at the university level.

For lower division engineering courses, refer to Engineering Department, page 158.

### Architectural Technology

#### REQUIREMENTS FOR THE CERTIFICATE

<table>
<thead>
<tr>
<th>Total Required Units</th>
<th>40</th>
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#### FIRST SEMESTER

<table>
<thead>
<tr>
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<th>Units</th>
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<tr>
<td>A/ET</td>
<td>10</td>
<td>Introduction to Design Professions and</td>
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<td>Architectural Administration</td>
<td></td>
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<tr>
<td>A/ET</td>
<td>13</td>
<td>Architectural Drafting and Design I</td>
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<tr>
<td>A/ET</td>
<td>107</td>
<td>Architectural History and Theory</td>
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#### SECOND SEMESTER

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<tr>
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<tr>
<td>A/ET</td>
<td>35</td>
<td>Perspectives, Shades and Shadow I</td>
<td>2</td>
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<tr>
<td>A/ET</td>
<td>103</td>
<td>Materials of Construction</td>
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#### THIRD SEMESTER

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<tr>
<td>A/ET</td>
<td>33</td>
<td>Architectural Drafting and Design III</td>
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<tr>
<td>A/ET</td>
<td>100</td>
<td>Measurements and Plane Surveying I</td>
<td>8</td>
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<tr>
<td>PHYS</td>
<td>2A+</td>
<td>General Physics</td>
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#### FOURTH SEMESTER

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<tr>
<td>A/ET</td>
<td>43</td>
<td>Architectural Drafting and Design IV</td>
<td>2</td>
</tr>
<tr>
<td>A/ET</td>
<td>105</td>
<td>Introduction to Statics and Structural Mechanics</td>
<td>3</td>
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<tr>
<td>ENGL</td>
<td>1A+</td>
<td>Composition and Reading</td>
<td></td>
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</tbody>
</table>

* Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

#### Recommended Courses

- Architectural & Engineering Technology 45, 104A, 104B, 108
- Art 60, 70
- English 1B, 53
- Photography 10
- Speech 1A, 1B or 45
Engineering Technology

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 28

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>A/ET</td>
<td>14</td>
<td>Mechanical Drafting and Design I</td>
<td>4</td>
</tr>
<tr>
<td>A/ET</td>
<td>35</td>
<td>Perspective, Shaews and Shadows I</td>
<td>2</td>
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SECOND SEMESTER

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<tr>
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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>A/ET</td>
<td>24</td>
<td>Mechanical Drafting and Design II</td>
<td>4</td>
</tr>
<tr>
<td>A/ET</td>
<td>100</td>
<td>Measurements and Plane Surveying I</td>
<td>3</td>
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THIRD SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>A/ET</td>
<td>34</td>
<td>Mechanical Drafting and Design III</td>
<td>4</td>
</tr>
<tr>
<td>A/ET</td>
<td>105</td>
<td>Introduction to Statics and Structural Mechanics</td>
<td>3</td>
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</table>

FOURTH SEMESTER

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<thead>
<tr>
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<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>A/ET</td>
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<td>Mechanical Drafting and Design IV</td>
<td>4</td>
</tr>
<tr>
<td>NGL</td>
<td>1A+</td>
<td>Composition and Reading</td>
<td>4</td>
</tr>
</tbody>
</table>

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses

Architectural & Engineering Technology 104A, 104B, 108

English 1B or 2

Speech 1A, 1B or 45
10. Introduction to Design Professions

2 hours lecture

Acceptable for credit: CSU, UC. Introduction to the history, practice and administration of architecture and related design professions: Operations, coordination and management of an architectural office. 0953.01

13. Architectural Drafting and Design I

2 hours lecture, 6 hours laboratory

Prerequisite: Architectural and Engineering Technology 211.

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. 0953.01

14. Mechanical Drafting and Design I

2 hours lecture, 6 hours laboratory

Prerequisite: Architectural and Engineering Technology 211.

Acceptable for credit: CSU. Introduction to mechanical and civil engineering graphic procedures, conventions, and industry standards. Preparation of two dimensional scaled and dimensioned drawings. Sectioning, auxiliary views, and assembly drawings. 0953.02

17. Structural Steel Detailing

2 hours lecture, 4 hours laboratory

Acceptable for credit: CSU. Introduction to methods and procedures of structural steel detailing: Preparation of shop drawings; introduction to equipment, projections, and fabrication of structural steel; simple frame beams. 0953.00

23. Architectural Drafting and Design II

2 hours lecture, 6 hours laboratory

Prerequisite: Architectural and Engineering Technology 13.

Acceptable for credit: CSU, UC. Continuation of Architectural and Engineering Technology 13. Advanced study and practice in lettering, freehand sketching, 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 Uniform Building Code in the semester project design. 0953.01

24. Mechanical Drafting and Design II

4 UNIT: 2 hours lecture, 6 hours laboratory

Prerequisite: Architectural and Engineering Technology 14.

Acceptable for credit: CSU. Fundamental principles of research, planning, design and construction of mechanical devices and civil engineering projects, including industry standards for graphic document preparation. Two and three dimensional drawings. 0953.0

33. Architectural Drafting and Design III

4 UNIT:

2 hours lecture, 6 hours laboratory

Prerequisite: Architectural and Engineering Technology 23.

Acceptable for credit: CSU. Continuation of Architectural and Engineering Technology 23. Preliminary and final design, and presentation drawings for 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, ink and color media; field trips to construction projects and architects’ offices. 0953.03

34. Mechanical Drafting and Design III

4 UNIT:

2 hours lecture, 6 hours laboratory

Prerequisite: Architectural and Engineering Technology 24.

Acceptable for credit: CSU. Application of research, planning and design techniques in the preparation of documents for engineering projects using industry standards for engineering design and drawing. 0953.0

35. Perspective, Shades and Shadows I

2 UNIT:

1 hour lecture, 3 hours laboratory

Prerequisite: Architectural and Engineering Technology 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 of architectural/structural elements; freehand sketching. 0953.00
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Architectural Drafting and Design IV</td>
<td>4</td>
<td>2 hours lecture, 6 hours laboratory. Prerequisite: Architectural and Engineering Technology. Acceptable for credit: CSU.</td>
</tr>
<tr>
<td>44. Mechanical Drafting and Design IV</td>
<td>4</td>
<td>2 hours lecture, 6 hours laboratory. Prerequisite: Architectural and Engineering Technology. Acceptable for credit: CSU.</td>
</tr>
<tr>
<td>45. Perspective, Shades and Shadows II</td>
<td>2</td>
<td>2 hours lecture, 3 hours laboratory. Prerequisite: Architectural and Engineering Technology. Acceptable for credit: CSU, UC.</td>
</tr>
<tr>
<td>AA-ZZ. Selected Topics in Architectural and Engineering Technology</td>
<td>0.5-9</td>
<td>7 hours lecture, 0-27 hours laboratory. Acceptable for credit: CSU. Section on Selected Topics.</td>
</tr>
<tr>
<td>100. Measurements and Plane Surveying I</td>
<td>3</td>
<td>2 hours lecture, 3 hours laboratory. Prerequisite: Mathematics 50 or 52C. Acceptable for credit: CSU, UC. Principles of elementary plane surveying including levelling, angle measurement, bearings and azimuths, traversing, topographic mapping and areas and volumes. Students will learn and perform both office and field work.</td>
</tr>
<tr>
<td>101. Measurements and Plane Surveying II</td>
<td>3</td>
<td>2 hours lecture, 3 hours laboratory. Prerequisite: Architectural and Engineering Technology 100. Acceptable for credit: CSU, UC. Route and construction surveying, GIS applications, introduction to geodetic surveying, photogrammetry and astronomical observations, and continuing practice in office and field work. This class will focus on preparing students to take the Land Surveyor in Training examination.</td>
</tr>
<tr>
<td>103. Materials of Construction</td>
<td>2</td>
<td>2 hours lecture. Prerequisite: Architectural and Engineering Technology 13. Acceptable for credit: CSU. Description and demonstration of various construction/structural and finish materials; characteristics and qualities necessary for proper selection and use.</td>
</tr>
<tr>
<td>104 A. Beginning Computer Aided Drafting (CAD)</td>
<td>3</td>
<td>2 hours lecture, 4 hours laboratory. Prerequisite: Architectural and Engineering Technology 23 or 24. 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. AA/AS area 4c</td>
</tr>
</tbody>
</table>
105. Introduction to Statics and Structural Mechanics  
3 hours lecture  
Prerequisite: Mathematics 203 or 211D.  
Acceptable for credit: CSU, UC≥.  
Basic principles of statics and structural mechanics: Effects of loads and loading on building frames; determining preliminary sizes of key building elements; various elements in framing system.  0953.00

107. Architectural History and Theory  
3 hours lecture  
Offered Spring Semester.  
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 our present day construction methods.  0953.01

108. Civil Engineer Drafting  
4 UNITS  
2 hours lecture, 6 hours laboratory  
Prerequisite: Architectural and Engineering Technology 100.  
Acceptable for credit: CSU.  
Introduction to civil engineering practice and calculations including angle measurement, maps and site plans, traversing, levelling and profiles, road and pipeline design, and earthwork drawing and calculation.  0953.00

200. Special Projects Laboratory  
1-2 UNITS  
3-6 hours laboratory  
Open laboratory for students working on selected projects providing an opportunity for development of advanced individual interest.  0953.00

204. Computer Aided Drafting Laboratory - CAD Lab  
1 UNIT  
4 hours laboratory  
Prerequisite or corequisite: Architectural/Engineering Technology 104A or 104B.  
Supervised computer aided drafting laboratory designed as an adjunct to Architectural/Engineering Technology 104A and 104B.  0953.00

211. Fundamentals of Drafting Techniques  
4 UNITS  
2 hours lecture, 6 hours laboratory  
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.  0953.4

248 AA-ZZ. Selected Topics in Architectural and Engineering Technology  
0.5-9 UNITS  
0-9 hours lecture, 0-27 hours laboratory  
See section on Selected Topics.  0953.4
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.

Ceramics

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.

REQUIREMENTS FOR THE MAJOR

Total Required Units 28

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART</td>
<td>41</td>
<td>Basic Design</td>
<td>2</td>
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<tr>
<td>ART</td>
<td>80</td>
<td>Beginning Ceramics</td>
<td>2</td>
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**SECOND SEMESTER**

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<tr>
<th>Dept.</th>
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<th>Units</th>
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<tbody>
<tr>
<td>ART</td>
<td>20</td>
<td>Beginning Drawing and Composition</td>
<td>2</td>
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<tr>
<td>ART</td>
<td>70</td>
<td>Beginning Sculpture</td>
<td>2</td>
</tr>
<tr>
<td>ART</td>
<td>81</td>
<td>Continuing Ceramics</td>
<td>2</td>
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**THIRD SEMESTER**

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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART</td>
<td>40</td>
<td>Color Dynamics: The Interaction of Color</td>
<td>3</td>
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<tr>
<td>ART</td>
<td>71</td>
<td>Continuing Sculpture</td>
<td>2</td>
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<tr>
<td>ART</td>
<td>82</td>
<td>Intermediate Ceramics</td>
<td>3</td>
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<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ART</td>
<td>2+</td>
<td>History of Ancient Art (Prehistoric to 1100 A.D.)</td>
<td>3</td>
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<tr>
<td>ART</td>
<td>3+</td>
<td>History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.)</td>
<td>3</td>
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<tr>
<td>ART</td>
<td>4+</td>
<td>History of Modern Art (1800 to Present)</td>
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**FOURTH SEMESTER**

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<tr>
<td>ART</td>
<td>83</td>
<td>Advanced Ceramics</td>
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<tr>
<td>ART</td>
<td>84A</td>
<td>Special Projects: Ceramics</td>
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<tbody>
<tr>
<td>ART</td>
<td>50</td>
<td>Beginning Painting</td>
<td>2</td>
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<tr>
<td>ART</td>
<td>60</td>
<td>Beginning Painting: Watercolor</td>
<td>2</td>
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</table>

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

**Recommended Courses**

Art 2*, 3*, 4*, 5, 6, 21, 72, 73, 84B, 84C, 84D, 118A, 118B, 118C, 118D
Chemistry 30A

* If not taken previously.
Communication Graphics
(Advertising Design)

Communication Graphics is a recommended preparation for students preparing to transfer to four-year institutions or professional art schools to develop careers in such fields as advertising, display, illustration, packaging, and printing.

REQUIREMENTS FOR THE MAJOR

Total Required Units 26.5-27.5

FIRST SEMESTER

<table>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART</td>
<td>20</td>
<td>Beginning Drawing and Composition</td>
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<tr>
<td>ART</td>
<td>41</td>
<td>Basic Design</td>
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<tr>
<td>GRART</td>
<td>12</td>
<td>Designing for Print and Multimedia</td>
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SECOND SEMESTER

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<th>Units</th>
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<tbody>
<tr>
<td>ART</td>
<td>25</td>
<td>Beginning Figure Drawing and Composition</td>
<td>2</td>
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<tr>
<td>ART</td>
<td>40+</td>
<td>Color Dynamics: The Interaction of Color</td>
<td>3</td>
</tr>
<tr>
<td>ART</td>
<td>60</td>
<td>Beginning Painting: Watercolor</td>
<td>2</td>
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<tr>
<td>GRART</td>
<td>14A</td>
<td>Electronic Desktop Publishing</td>
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<tr>
<td></td>
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<td>(QuarkXPress)</td>
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THIRD SEMESTER

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<th>Units</th>
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<tbody>
<tr>
<td>ART</td>
<td>42</td>
<td>Intermediate Design: Color</td>
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<tr>
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<td>14B</td>
<td>Electronic Desktop Publishing</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Pagemaker)</td>
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</tr>
<tr>
<td>GRART</td>
<td>210A</td>
<td>Adobe Photoshop Basics</td>
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Select one of the following:

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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>100</td>
<td>Beginning Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART</td>
<td>104</td>
<td>Beginning Etching</td>
<td>2</td>
</tr>
<tr>
<td>ART</td>
<td>108</td>
<td>Beginning Lithography</td>
<td>2</td>
</tr>
<tr>
<td>ART</td>
<td>112</td>
<td>Beginning Screen Printing</td>
<td>3</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses
Art 26 or 30, 35, 50 or 55, 90A and any Art History course
Media Communications 103A
Photography 10, 221C
Psychology 1A

Fine Arts

The major applies towards an Associate in Arts Degree and/or to transfer to an art program at a four-year institution or professional art school. The diversity of subject matter enables students to focus on a variety of professional careers.

REQUIREMENTS FOR THE MAJOR

Total Required Units 35(minimum)

I. At least one course in each of the following areas:
   - Basic or Intermediate design
   - Color dynamics
   - Painting
   - Sculpture

II. At least two courses in each of the following areas:
   - Art History
   - Drawing
   - Figure drawing

III. Twelve (12) units selected in special projects, intermediate, and/or advanced work from the areas listed above and/or portraiture, watercolor painting, printmaking (etching, lithography, screen printing), ceramics.

For Associate Degree General Education requirements, refer to page 74.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to Art History</td>
<td>3</td>
<td>Lecture 3</td>
</tr>
<tr>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to art purposes, principles and forms; basic understanding of stylistic development and methods of analysis with emphasis on 20th century art. AA/AS area 3; CSU area C1; IGETC area 3</td>
<td></td>
<td>1001.00</td>
</tr>
</tbody>
</table>

| 2. History of Ancient Art (Prehistoric to 1100 A.D.)        | 3     | Lecture 3 |
| Acceptable for credit: CSU, UC                               |       |        |
| Survey of major visual art forms of early civilizations: includes Mesopotamian, Egyptian, Aegean, Greek, Roman, Early Christian, and Byzantine painting, sculpture, and architecture. (CAN Art 2) (CAN Art Sequence A when taken with Art 4) AA/AS area 3; CSU area C1; IGETC area 3 |       | 1001.00|

| 3. History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.) | 3     | Lecture 3 |
| Acceptable for credit: CSU, UC                               |       |        |
| Major visual art forms of Western cultures during Medieval, Renaissance, Baroque and Rococo periods: Survey of the foremost artists and their works. AA/AS area 3; CSU area C1; IGETC area 3 |       | 1001.00|

| 4. History of Modern Art (1800 to Present)                  | 3     | Lecture 3 |
| Acceptable for credit: CSU, UC                               |       |        |
| Major visual art forms and movements of the 19th and 20th centuries: Concentration on the foremost painters, sculptors and architects of the modern period and their works. AA/AS area 3; CSU area C1; IGETC area 3 |       | 1001.00|

| 5. History of Asian Art (Past to Present)                   | 3     | Lecture 3 |
| Acceptable for credit: CSU, UC                               |       |        |
| Major visual arts of Asia: Emphasis on painting, ceramics, sculpture, and architecture. (CAN Art 4) (CAN Art Sequence A when taken with Art 2) AA/AS area 3; CSU area C1; IGETC area 3 |       | 1001.00|

| 6. History of African Art and Related Cultures (Past to Present) | 3     | Lecture 3 |
| Acceptable for credit: CSU, UC                               |       |        |
| History of African art through sculpture, crafts, architecture, jewelry, and musical instruments. AA/AS area 3; CSU area C1; IGETC area 3 |       | 1001.00|

| 7. History of African-American Art (Past to Present)        | 3     | Lecture 3 |
| 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. AA/AS area 3, 5; CSU area C1; IGETC area 3 |       | 1001.00|

| 20. Beginning Drawing and Composition                        | 2     | Lecture 1, Laboratory 3 |
| 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. (CAN Art 8 when taken with Art 21 and Art 22) |       | 1002.10|

| 21. Continuing Drawing and Composition                      | 2     | Lecture 1, Laboratory 3 |
| Acceptable for credit: CSU, UC                               |       |        |
| Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white, and in color. (CAN Art 8 when taken with Art 20 and Art 22) |       | 1002.10|

| 22. Intermediate Drawing and Composition                    | 3     | Lecture 2, Laboratory 4 |
| Acceptable for credit: CSU, UC                               |       |        |
| Exploration in drawing through a series of related works. Individual interests developed. (CAN Art 8 when taken with Art 20 and Art 21) |       | 1002.10|

| 23. Advanced Drawing and Composition                       | 3     | Lecture 2, Laboratory 4 |
| Acceptable for credit: CSU, UC                               |       |        |
| Advanced drawing techniques applied to selected subjects and goals. |       | 1002.10|
24 A-B-C-D☆. Special Projects: Drawing 2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Independent exploration and experimentation in special areas of drawing. 1002.10

25☆. Beginning Figure Drawing and Composition 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Understanding the figure from quick sketches to long careful studies of the live model: Fundamentals of anatomy, proportion, drawing techniques and composition. 1002.10

26☆. Continuing Figure Drawing and Composition 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuing drawing from the live model introducing more advanced problems. 1002.10

27☆. Intermediate Figure Drawing and Composition 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Course emphasis is on composition and color in figure drawing from the live model. 1002.10

28☆. Advanced Figure Drawing and Composition 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Advanced drawing from the live model with emphasis on developing an individual style. 1002.10

29 A-B-C-D☆. Special Projects: Figure Drawing 2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Allows student time for continued study and development of special projects in figure drawing. 1002.10

30☆. Beginning Figure Drawing: Anatomy 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Study and drawing of the human form using live models: Emphasis on basic problems of line, gesture, volume, and anatomy. 1002.10

31☆. Continuing Figure Drawing: Anatomy 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 30 using live models: Emphasis on problems of proportion and perspective. Anatomy is stressed. 1002.10

32☆. Intermediate Figure Drawing: Anatomy 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 31 using live models: Emphasis on anatomy for achieving realistic drawing. Review of drawing principles and techniques. 1002.10

33☆. Advanced Figure Drawing: Anatomy 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 32 using live models: Emphasis on anatomically realistic likeness using longer poses. 1002.10

34 A-B-C-D☆. Freehand Perspective Drawing 2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Techniques and principles of creating the illusion of three-dimensional objects and space on a two-dimensional surface, including one-, two-, three-point perspective. 1002.10

35☆. Beginning Portraiture 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10
60. Continuing Portraiture 2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Drawing portraits from the live model: Emphasis on composition, position, clothing, and color.

37. Intermediate Portraiture 3 UNITS
2 hours lecture, 4 hours laboratory

Acceptable for credit: CSU.

Drawing portraits from the live model: Achieving a likeness of the model in various media with emphasis on developing a personal style.

38. Advanced Portraiture 3 UNITS
2 hours lecture, 4 hours laboratory

Acceptable for credit: CSU.

A professionally oriented course structured around a variety of simulated portrait commissions: Executed in a variety of media (may include both drawing and painting).

39 A-B-C-D. Special Projects in Portraiture 2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU.

Allows advanced student to develop an individual style and portfolio of consistent works suitable for an exhibition.

40. Color Dynamics: The Interaction of Color 3 UNITS
2 hours lecture, 4 hours laboratory

Acceptable for credit: CSU, UC.

Color interaction as developed by Josef Albers whose discoveries are widely used today in all the visual arts. The student will carry out a series of studio problems designed to sharpen color perception, to increase sensitivity to color relationships, and to help the student discover a new kind of space, tension, rhythm, form, and harmony through interaction of color.

41. Basic Design 2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Fundamental elements of design: Dot, line, plane, volume, space, color texture and light; laboratory experience in visual composition and layout emphasizing two-dimensional design.

42. Intermediate Design: Color 2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Studio problems in color and design with emphasis on the use of color in visual composition. May include two- and three-dimensional design in a variety of media.

43. Advanced Design: Color 2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Continuation of Art 42 explores problems in visual composition: Emphasis on the interaction of color and form; may include two-dimensional and/or three-dimensional.

45 A-B-C-D. Special Projects in Design 2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC. allows student to develop advanced skills, individual styles, and portfolios in design.

48 AA-XX. Selected Topics in Art 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics.

49. Independent Study in Art 0.5-5 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

See section on Independent Study.

50. Beginning Painting 2 UNITS
1 hour lecture, 3 hours laboratory

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.

51. Continuing Painting 2 UNITS
1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Emphasizes composition using oils, acrylics, and mixed media (may include live models).
52★. Intermediate Painting 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 51: Emphasis on more independent and complex activities and projects. 1002.10

53★. Advanced Painting 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Emphasis on developing greater clarity in personal imagery and painting style: Development of a professional portfolio. 1002.10

54 A-B-C-D★. Special Projects: 2-2-2 UNITS
Painting
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Allows student time for 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

55★. Beginning Oil Painting and Related Drawing Techniques 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Oil painting for beginning students to include color mixing, composition, and related drawing techniques. 1002.10

56★. Continuing Oil Painting and Related Drawing Techniques 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 55: Students develop skills in painting and making aesthetic judgments while creating still life arrangements in oil. 1002.10

57★. Intermediate Oil Painting and Related Drawing Techniques 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Intermediate level oil painting which advances from still life arrangements to compositions using the figure as subject. 1002.10

58★. Advanced Oil Painting and Related Drawing Techniques 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Advanced level oil painting further exploring the figure as subject. 1002.10

60★. Beginning Painting: Watercolor 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Fundamentals of washes, brushwork, color, and special effects in transparent, wet-into-wet and opaque techniques as applied to various subject matter. 1002.11

61★. Continuing Painting: Watercolor 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Extended development of skills, techniques, content creative experimentation and individual expression in watercolor painting processes. 1002.10

62★. Intermediate Painting: Watercolor 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Creativity, composition, and individual expression through watercolor techniques emphasized: Concentrated work in specific areas. 1002.10

63★. Advanced Painting: Watercolor 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Individual goals designed by student with instructor: Concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

64 A-B-C-D★. Special Projects: 2-2-2 UNITS
Watercolor Painting
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Allows student time for continued study and skill development in advanced watercolor projects. 1002.10

70★. Beginning Sculpture 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Experiments in creative problems involving use of media such as water-based clay, wire, wood, paper, magnesite, and plaster: Work in non-objective and representational subject matter. 1002.20
1★. Continuing Sculpture 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 70 with emphasis on materials such as plaster, concrete, welded steel, wood, and cast metal.

2★. Intermediate Sculpture 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 71 with emphasis on various techniques such as mold-construction, color, and metal welding.

73★. Advanced Sculpture 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 72 with greater emphasis upon advanced techniques: Creative sculptural concepts involving various media.

74 A-B-C-D★. Special Projects: 2-2-2-2 UNITS
Sculpture
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Allows student time for continued study and skill development in advanced sculpture projects.

75★. Beginning Figure Sculpture 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Introduction to direct modeling from the live model using various media.

76★. Continuing Figure Sculpture 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 75: Direct modeling from the live model; emphasis on proportion and composition using various media.

77★. Intermediate Figure Sculpture 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 76: Direct modeling from the live model; emphasis on accurate, sensitive, expressive modeling of the human figure.

78★. Advanced Figure Sculpture 3 UNITS
2 hours lecture, 4 hours laboratory
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.

79 A-B-C-D★. Special Projects: 2-2-2-2 UNITS
Figure Sculpture
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Allows student time for continued study and skill development in advanced figure sculpture projects.

80★. Beginning Ceramics 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Introduction to forming techniques, design, glazing, and firing.

81★. Continuing Ceramics 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 80: Emphasis on design problems and skill development in forming, glazing, and firing processes.

82★. Intermediate Ceramics 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 81: Emphasis on glaze formulation, firing, and further skill development in forming processes.

83★. Advanced Ceramics 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 82: Emphasis on individual expression. Experimentation in glazes, clay bodies, and kiln firing.

84 A-B-C-D★. Special Projects: 2-2-2-2 UNITS
Ceramics
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Allows student time to explore and experiment in special areas of ceramics.
90 A-B*. Illustration 3-3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU.
Development of illustrations from original concept to finished art in variety of media: Pencil, pen and ink, wash, and mixed media. 1013.00

91 A-B*. Advanced Illustration 3-3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU.
Continuation of Art 90B: Exploration of advanced illustration techniques and style, camera-ready art work, and development of portfolio. 1013.00

100*. Beginning Printmaking 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Combinations of printmaking processes: Conventional and experimental techniques in lithography, etching, mono-printing, relief printing, and collograph. 1013.00
(CAN Art 20)

101*. Continuing Printmaking 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 100: Emphasis on color, larger scale projects, and non-traditional methods. 1013.00

102*. Intermediate Printmaking 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 101: Emphasis on multi-plate color printing and its refinement. 1013.00

103*. Advanced Printmaking 3 UNITS
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 102: Allows time for student to experiment with advanced techniques and to refine editioning skills. 1013.00

104*. Beginning Etching 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Introduction to etching (intaglio printmaking) process and edition printing techniques. 1013.00

105*. Continuing Etching 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 104: Emphasis on techniques of etching such as hard and soft ground, aquatint, sugar lift, and dry point on zinc plates; introducing use of color. 1013.00

106*. Intermediate Etching 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 105: Emphasis on photo-etching multi-plate color printing and registration, and edition printing. 1013.00

107*. Advanced Etching 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 106: Refinement of multi-plate color proofing, printing and editioning techniques with emphasis on students' personal interests in the field. 1013.00

108*. Beginning Lithography 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Printmaking covering the principles of stone lithography. 1013.00

109*. Continuing Lithography 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 108: Stone lithography with introduction to aluminum plate lithography. 1013.00

110*. Intermediate Lithography 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 109: Emphasis on color printing, registration, editioning, and press technique. 1013.00

111*. Advanced Lithography 2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.
Continuation of Art 110: Emphasis of photo processes. 1013.00
128 A-B-C-D. Special Projects:  2-2-2-2 UNITS
Asian Brush Painting
1 hour lecture, 3 hours laboratory
Acceptable for credit:  CSU, UC.
Allows student time for continued study and development of special projects in Asian Brush Painting.

223☆. Beginning Art Gallery Management
1.5 UNITS
1 hour lecture, 1.5 hours laboratory
Practical experience in all phases of art exhibit including field trips: Research in art exhibit design and philosophy.

224☆. Continuing Art Gallery Management
1.5 UNITS
1 hour lecture, 1.5 hours laboratory
Continued research and related theory; budget analysis; lighting techniques and installation.

225☆. Intermediate Art Gallery Management
1.5 UNITS
1 hour lecture, 1.5 hours laboratory
Comparison of exhibition design theories; planning for special events; choosing and arranging art work.

226☆. Advanced Art Gallery Management
1.5 UNITS
1 hour lecture, 1.5 hours laboratory
Writing an artist statement, introduction for exhibits, and grant writing; planning for community outreach.

248 AA-ZZ☆. Selected Topics in Art
0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics.
Asian/Asian-American Studies

The Asian/Asian American Studies Program (AAAS) includes courses concentrating on Asia as well as courses concerning Asian peoples and Asian Americans in the America. 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.

REQUIREMENTS FOR THE MAJOR

Total Required Units 18 (minimum).
Students must complete at least one course from both Area I and Area II.

I. Asian/Asian-American Studies 17+, 32, 45A, 45B
   African American Studies 17+
   Mexican/Latin American Studies 17+
   Native American Studies 17+

II. Asian/Asian-American Studies 21, 26, 29, 30
    Chinese 1, 2, 3, 4
    Japanese 50A, 50B

+ Credit given for one course only.

Note: Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.
32. Asian-American Psychology

3 hours lecture

Acceptable for credit: CSU, UC.

Principles of psychology as they relate to the growth and development of Asian-Americans.

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

35. Women of Color

3 hours lecture

Not open for credit to students who have completed or are currently enrolled in African American Studies 35, Mexican and Latin American Studies 35, or Native American Studies 35.

Acceptable for credit: CSU, UC.

Interdisciplinary examination of 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.

AA/AS area 2, 5; CSU area D

45 A*. Asian-American History to 1945

3 hours lecture

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.

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

45 B*. Asian-American History from 1945 to the Present

3 hours lecture

Acceptable for credit: CSU, UC.

Asian-American history from 1945 to the present: The “new” Asian immigration, assimilation, Asian-American empowerment, and community development.

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

48 AA-ZZ. Selected Topics in Asian/Asian-American Studies

0.5-5 units

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.*

See section on Selected Topics.
49. Independent Study in Asian/Asian-American Studies 0.5-5 UNITS

0.5-5 hours lecture

Acceptable for credit: CSU, UC.

See section on Independent Study.

248 AA-ZZ. Selected Topics in Asian/Asian-American Studies 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.

AA/AS area 5
Astronomy

1. Introduction to Astronomy 3 UNITS
   3 hours lecture
   Not open for credit to students who have completed or are currently enrolled in Astronomy 10.
   Recommended preparation: Mathematics 201 or 210D, and 202.
   Acceptable for credit: CSU, UC.
   General facts and principles of the science of astronomy: History, solar system, stars and their evolution, sidereal system, and cosmology.
   AA/AS area 1; CSU area B1; IGETC area 5

10. Descriptive Astronomy 3 UNITS
    3 hours lecture
    Not open for credit to students who have completed or are currently enrolled in Astronomy 1.
    Acceptable for credit: CSU, UC.
    Introduction to astronomy: Topics include the astronomy of the earth, the solar system, and the stars.
    AA/AS area 1; CSU area B1

48 AA-ZZ. Selected Topics in Astronomy 0.5-5 UNITS
   0-5 hours lecture, 0-15 hours laboratory
   Acceptable for credit: CSU, UC.
   See section on Selected Topics.

248 AA-ZZ. Selected Topics in Astronomy 0.5-5 UNITS
   0-5 hours lecture, 0-15 hours laboratory
   See section on Selected Topics.
Banking and Finance

The Banking and Finance program prepares students for entry-level positions in banks, savings and loan associations, and credit unions. This program is offered on an open entry/exit basis.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 21-27

FIRST SEMESTER

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<td>211A-D</td>
<td>Data Input Applications</td>
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<td>212A-D</td>
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SECOND SEMESTER

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* When the Banking and Finance major is applied to the Associate Degree these additional courses are required.

+ Course may be applied to Associate Degree Education requirement.

For Associate Degree General Education requirements, refer to page 74.

48 AA-ZZ. Selected Topics in Banking and Finance 0.5-9 UNITS

0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.

See section on Selected Topics. 0504.00

54. Principles of Banking 3 UNITS

3 hours lecture

Course number assigned by the American Institute of Banking; 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

55. Money and Banking 3 UNITS

3 hours lecture

Course number assigned by the American Institute of Banking; 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 type operations of financial institutions; workings of monetary and fiscal policies; functions and powers of the Federal Reserve. 0504.00

56. Bank Management 3 UNITS

3 hours lecture

Course number assigned by the American Institute of Banking; 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
210 A-B-C-D. Banking Fundamentals  1-1-1-1 UNIT

3 hours lecture, 3 hours laboratory

Orientation to banking and bank career: Teller stamps and usage; 10-key and computer keyboard

Introduction(210A). Types of checking-savings accounts, deposit slips, verifying amount of cash deposits; 10-key readiness and letter reaches in keyboarding(210B).

Guidelines in check cashing/savings withdrawals, role-

play on customer/teller, stop-payments and holds; 10-

key addition and keyboarding basic techniques(210C).

Issuing and paying cashier’s checks, money orders, drafts, bonds, Protectorgraph and Micro-Encoder, 10-

key subtraction and keyboarding special operations;

balancing cash and closing teller window, demonstra-

tion and practice of teller sheets, preparing cash pre-

paid items, 10-key fixed decimal and keyboarding busi-

ness letters(210D).

211 A-B-C-D. Data Input Applications  1-1-1-1 UNIT

3 hours lecture, 3 hours laboratory

Check filing, photographing checks, 10-key debit/credit balancing, achieving typing speed and accuracy(211A). Proofing direction, NCR machine, 10-key multiplication by addition(211B). Account information, responding to inquiries, 10-key multiplication by subtraction(211C). Microfilming and segregating inactive and dormant accounts, practice of the uses of microfilming/microfiche viewer; 10-key multiplication accumulation; safe deposit rentals, opening and closing safe deposit box, 10-key multifactor negative(211D).

212 A-B-C-D. Banking Calculations  1-1-1-1 UNIT

and Computer Applications

3 hours lecture, 3 hours laboratory

Opening new accounts, telephone usage, 10-key cash problem reconciliations(212A). Customer relations and complaints, 10-key speed drills in two-column timings(212B). Branch services to new and existing customers, marketing bank services, 10-key three-column speed drills(212C). Banking vocabulary, four-column speed drills in 10-key typing reports; interviewing techniques, resume writing and mock interview, 10-key multicoloumn drills(212D).

248 AA-ZZ. Selected Topics in Banking and Finance  0.5-9 UNITS

0-9 hours lecture, 0-27 hours laboratory

See section on Selected Topics.

COPED 456 C. Cooperative Education  1-4 UNITS

Occupational Work Experience in Banking and Finance
Biological Sciences

The Life Sciences Department consists of Biological Sciences courses. These are designed to meet such student needs as: (1) transfer to four-year institutions; (2) fulfilling lower division requirements in the Biological Sciences majors; (3) preprofessional and para-medical requirements.

CERTIFICATE OF ACHIEVEMENT:

BIOSCIENCE WITH EMPHASIS IN BIOENGINEERING

Total Required Units 17
SUMMER

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FALL

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<td>10</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM</td>
<td>30A</td>
<td>Introductory Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>COPED</td>
<td>484A**</td>
<td>Occupational Work Experience in Biotechnology</td>
<td>(1-4)</td>
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SPRING

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOI</td>
<td>3</td>
<td>Microbiology</td>
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<tr>
<td>CHEM</td>
<td>30B</td>
<td>Introductory Organic and Biochemistry</td>
<td>4</td>
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<tr>
<td>COPED</td>
<td>484A**</td>
<td>Occupational Work Experience in Biotechnology</td>
<td>(1-4)</td>
</tr>
</tbody>
</table>

* Preparation for science course, not applicable to the certificate.

** Enrollment in Cooperative Education courses throughout the year is a condition for continuance in the program, but units earned are not applicable to the certificate.

1. A-B. General Biology 5-5 UNITS
3 hours lecture, 6 hours laboratory
Prerequisite for Biological Sciences 1A: Chemistry 1A.
Prerequisite for Biological Sciences 1B: Biological Sciences 1A.

Acceptable for credit: CSU, UC.
Introduction to cell structure and function, metabolism, molecular and organismal genetics, animal physiology (1A). Origin of life, evolution, classification, plant structure and function, ecology (1B). 0401.10
(CAN Biology Sequence A)
AA/AS area 1; CSU area B2, B3; IGETC area 5

2. Human Anatomy 5 UNITS
4 hours lecture, 3 hours laboratory
Prerequisite: Biological Sciences 10.

Acceptable for credit: CSU, UC.
Gross and regional anatomy of the human body; individual microscopic study of histological preparations of tissues and organs. Laboratory work with dissected human cadavers and other mammalian organisms. (CAN Biology 10)
(CAN Biology Sequence B when taken with Biology 4)
AA/AS area 1; CSU area B2, B3; IGETC area 5

3. Microbiology 5 UNITS
4 hours lecture, 3 hours laboratory
Prerequisite: Chemistry 1A or 30A.

Recommended preparation: Biological Sciences 10.

Acceptable for credit: CSU, UC.
Survey of the various microscopic agents of particular importance to humans with emphasis on those involved in infectious diseases; host defenses against diseases; elements of infection chains, and means utilized for breaking the chains. 0401.10
(CAN Biology 14)
AA/AS area 1; CSU area B2, B3; IGETC area 5
1. Human Physiology 5 UNITS
4 hours lecture, 3 hours laboratory

Recommended preparation: Biological Sciences 2.

Acceptable for credit: CSU, UC

Study of functions of living organism and its parts. Includes laboratory work with physiological apparatus and techniques.

10. Introduction to Biology 4 UNITS
4 hours lecture, 3 hours laboratory

Students with previous credit in Biological Sciences 11 receive only 1 unit of credit for Biological Sciences 10.

Not open for credit to students who have completed or are currently enrolled in Biological Sciences 1A and 1B.

Acceptable for credit: CSU, UC

Introduction to biology through study of structure, function, interrelationships, genetics, ecology, and evolution of all life forms from bacteria to animals. Enhanced by selected laboratory experiments.

11. Principles of Biology 3 UNITS
2 hours lecture

Not open for credit to students who have completed or are currently enrolled in Biological Sciences 1A, 1B, and 10.

Acceptable for credit: CSU, UC

Introduction to biology through study of structure, function, interrelationships, genetics, ecology, and evolution of all life forms from bacteria to animals.

12 A. General Ecology 3 UNITS
2 hours lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Survey of ecological principles: Physical and biotic nature of environment, and interrelationships of all species in major biomes of the world.

12 C. California Ecology 3 UNITS
2 hours lecture, 3 hours laboratory

Minimum of three day-long field trips are required and will be counted as part of the laboratory time.

Prerequisite: Biological Sciences 12A or Biological Sciences 12B at College of Alameda.

Acceptable for credit: CSU, UC.

Examination of the biotic provinces, vegetation types, and natural communities of California including the urban areas.

20 A-B. Human Anatomy and Physiology 5-5 UNITS

4 hours lecture, 3 hours laboratory

Recommended preparation for Biological Sciences 20A: Biological Sciences 24, Chemistry 30A.

Prerequisite for Biological Sciences 20B: Biological Sciences 20A.

Acceptable for credit: CSU, UC

Study of the structure and function of human organ systems, including biological chemistry, cytology, histology, and skeletal, muscular and nervous systems. Dissection and laboratory study of human (cadavers); gross and microscopic study of animal organs; physiological experiments and demonstrations (20A). Study of the structure and function of human organ systems, including special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary, reproductive systems, and metabolism. Dissection and laboratory study of human cadavers; gross and microscopic study of animal organs; physiological experiments and demonstrations (20B).

22 A-B. Human Dissection Laboratory 1-1 UNIT
3-3 hours laboratory

Prerequisite or Corequisite for Biological Sciences 22A and 22B: Biological Sciences 2 or 20A or 24.

Biological Sciences 22A is not prerequisite to Biological Sciences 22B.

Acceptable for credit: CSU.

Exploration of human anatomy through dissection of a cadaver with detailed studies of a particular body region and the related cross-sectional anatomy.
24. Basic Human Anatomy and Physiology
3 hours lecture, 3 hours laboratory
Acceptable for credit: CSU.
Fundamentals of structure and function of human organ systems. Includes dissected mammalian tissues, laboratory experiments, and medical disease relationships.
AA/AS area 1; CSU area B2, B3

27. Human Sexuality
3 hours lecture
Not open for credit to students who have completed or are currently enrolled in Psychology 12.
Acceptable for credit: CSU, UC.
Explores and analyzes the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural, urogenital systems of both sexes, birth control devices, and pregnancy.
AA/AS area 1, 2; CSU area B2, E; IGETC area 5

28. Human Nutrition
3 hours lecture
Acceptable for credit: CSU, UC.
Principles of nutritional science: Nutrients and their chemical and physiological roles in metabolism; nutrient requirements of humans.
AA/AS area 1; CSU area E

40. Infectious Diseases
2 hours lecture
Not open for credit to students who have completed or are currently enrolled in Biology 31 at College of Alameda or Nutrition 10 at Merritt College.
Acceptable for credit: CSU.
Introduction to etiology, epidemiology, pathogenesis, treatment, management and prevention of common infectious diseases.

41. AIDS: Facts and Issues
1 hour lecture
Acceptable for credit: CSU.
Introduction to virology, epidemiology, pathology, immunology, and diagnosis of Acquired Immune Deficiency Syndrome (AIDS); related public health issues.
The Business Department offers a wide variety of courses for students planning to: (1) develop business skills for immediate employment; (2) upgrade knowledge and skills in specific occupational areas; (3) transfer to four-year institutions with a major in the field of business. Four major options are outlined as well as Banking and Finance, and Management and Supervision.

Accounting

Requirements for the Certificate

Total Required Units 38-47

First Semester

<table>
<thead>
<tr>
<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>US</td>
<td>10+</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>202**</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>204AB</td>
<td>Business Machine Calculations</td>
<td>2</td>
</tr>
<tr>
<td>US</td>
<td>230D</td>
<td>Beginning Keyboarding</td>
<td>1</td>
</tr>
</tbody>
</table>

Second Semester

| BUS   | 1A  | Financial Accounting                | 4     |
| US    | 5+  | Human Relations in Business         | 3     |
| BUS   | 201***| Business Communications            | 3     |
| ECON  | 1*+ | Principles of Economics (macro-economics) | 3     |

Third Semester

| BUS   | 1B  | Managerial Accounting              | 4     |
| BUS   | 21  | Payroll Accounting                 | 2     |
| BUS   | 24+ | Computerized Accounting Principles | 3     |
| ECON  | 2**| Principles of Economics (micro-economics) | 3     |

Fourth Semester

| BUS   | 2   | Introduction to Business Law       | 3     |
| BUS   | 4   | Cost Accounting                    | 3     |
| BUS   | 54* | Small Business Management          | 3     |
| BUS   | 209 | Fundamentals of Income Tax         | 4     |

* When the Accounting major is applied to the Associate Degree these additional courses are required.
** Mathematics 201 or 210ABCD or a more advanced Mathematics course may be substituted for Business 202.
*** English 1A or 201A or 201B may be substituted for Business 201.
+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses

Real Estate 2A
Speech 45
Banking and Finance

For course descriptions refer to Banking and Finance Department, page 106.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 21-27

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BNK/F</td>
<td>210A-D</td>
<td>Banking Fundamentals</td>
<td>4</td>
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<tr>
<td>BNK/F</td>
<td>211A-D</td>
<td>Data Input Applications</td>
<td>4</td>
</tr>
<tr>
<td>BNK/F</td>
<td>212A-D</td>
<td>Banking Calculations and Computer Applications</td>
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</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BNK/F</td>
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<td>Principles of Banking</td>
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</tr>
<tr>
<td>BNK/F</td>
<td>55</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>BNK/F</td>
<td>56</td>
<td>Bank Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>20*</td>
<td>General Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON</td>
<td>1**+</td>
<td>Principles of Economics (macro-economics)</td>
<td>3</td>
</tr>
</tbody>
</table>

* When the Banking & Finance major is applied to the Associate Degree these additional courses are required.

+ Course may be applied to Associate Degree General Education requirement.

Business Administration

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 32-33

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1A</td>
<td>Financial Accounting</td>
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</tr>
<tr>
<td>BUS</td>
<td>10</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td></td>
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<td>Select one of the following:</td>
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</tr>
<tr>
<td>BUS</td>
<td>20I</td>
<td>Business Communications</td>
<td></td>
</tr>
<tr>
<td>ENGL</td>
<td>1A*</td>
<td>Composition and Reading</td>
<td></td>
</tr>
<tr>
<td>ENGL</td>
<td>201A</td>
<td>Preparation for Composition and Reading</td>
<td></td>
</tr>
<tr>
<td>ENGL</td>
<td>201B</td>
<td>Preparation for Composition and Reading</td>
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SECOND SEMESTER

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<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS</td>
<td>2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
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</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS</td>
<td>5</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>ECON</td>
<td>1</td>
<td>Principles of Economics (micro-Economics)</td>
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FOURTH SEMESTER

<table>
<thead>
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<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON</td>
<td>2</td>
<td>Principles of Economics (micro-Economics)</td>
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<tr>
<td>MATH</td>
<td>13**</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

* English 1A is required for students who plan to transfer.

** In addition to statistics, calculus is usually required prior to transfer. Students should check with a counselor for specific information on this and additional transfer requirements.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses

Management and Supervision 61, 64
Business Information Systems

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 43

FIRST SEMESTER (11 units)

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>US</td>
<td>205</td>
<td>Filing and Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>207A</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>237</td>
<td>Microsoft Windows</td>
<td>2</td>
</tr>
<tr>
<td>US</td>
<td>230DEF</td>
<td>Beginning Keyboarding</td>
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SECOND SEMESTER (14 units)

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>US</td>
<td>38</td>
<td>Introduction to Microcomputers and Business Software</td>
<td>4</td>
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<tr>
<td>BUS</td>
<td>201***</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>202**</td>
<td>Business Mathematics</td>
<td>3</td>
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Select one of the following:

| BUS | 245B | Word Processing Using WordPerfect          | 4     |
| BUS | 245E | Word Processing Using Microsoft Word       | 4     |

THIRD SEMESTER (11 units)

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<tbody>
<tr>
<td>BUS</td>
<td>204AB</td>
<td>Business Machine Calculation</td>
<td>2</td>
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<td>BUS</td>
<td>221ABC</td>
<td>Office Procedures and Practices</td>
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<tr>
<td>US</td>
<td>20</td>
<td>General Accounting</td>
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Select one of the following:

| BUS | 5+  | Human Relations in Business                | 3     |
| US  | 10  | Introduction to Business                   | 3     |

FOURTH SEMESTER (7 units)

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<tr>
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<td>Advanced Word Processing Applications</td>
<td>3</td>
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</table>

and select one of the following:

| BUS   | 43A | Introduction to Lotus 1-2-3 for Business Applications | 4     |
| BUS   | 43B | Introduction to Microsoft Excel             | 4     |

** Mathematics 201 or 210ABCD or a more advanced mathematics course may be substituted for Business 202.

*** English 1A or 201A or 201B may be substituted for Business 201.

+ Course may be applied to Associate Degree General Education Requirement.

For Associate Degree General Education Requirements, refer to page 74.

Recommended Courses
Business 24, 40, 54, 231DEF
Economics 2
Real Estate 2A
Speech 45

Management and Supervision

For course descriptions refer to Management and Supervision Department, page 199.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 18

<table>
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<tbody>
<tr>
<td>BUS</td>
<td>5</td>
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<td>BUS</td>
<td>56</td>
<td>Human Resources Management</td>
<td>3</td>
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<tr>
<td>M/SVN 60</td>
<td>Introduction to Management</td>
<td>3</td>
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<tr>
<td>M/SVN 61</td>
<td>Psychology of Management</td>
<td>3</td>
<td></td>
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<tr>
<td>M/SVN 64</td>
<td>Organization and Management</td>
<td>3</td>
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<tr>
<td>M/SVN 82</td>
<td>Essentials of Managerial Communication</td>
<td>3</td>
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</table>

For Associate Degree General Education requirements, refer to page 74.
Marketing and Sales

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 25-33

FIRST SEMESTER

<table>
<thead>
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<th>Dept.</th>
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<th>Units</th>
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<tbody>
<tr>
<td>BUS</td>
<td>1A*</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS</td>
<td>10+</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS</td>
<td>75</td>
<td>Salesmanship</td>
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SECOND SEMESTER

<table>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
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<td>4</td>
</tr>
<tr>
<td>BUS</td>
<td>5+</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>70</td>
<td>Introduction to Marketing</td>
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THIRD SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>38+</td>
<td>Introduction to Microcomputers and Business Software</td>
<td>4</td>
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FOURTH SEMESTER

<table>
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<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS</td>
<td>72</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>74</td>
<td>Introduction to Advertising</td>
<td>3</td>
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</tbody>
</table>

* When the Marketing and Sales major is applied to the Associate Degree these additional courses are required.

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses
Business 54, 201, 230DEF
Economics 2
Real Estate 2A
Speech 45

Retail Management
(State approval pending)

REQUIREMENTS FOR THE CERTIFICATE

Total required Units 32-33

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS</td>
<td>5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>20</td>
<td>General Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>54</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>56</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>70</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>72</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>202*</td>
<td>Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>BUS</td>
<td>207A**</td>
<td>Business English</td>
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<tr>
<td>SPCH</td>
<td>1A</td>
<td>Introduction to Speech</td>
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Select one of the following:

<table>
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<tr>
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<th>No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS</td>
<td>38</td>
<td>Introduction to Microcomputers and Business Software</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
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<td>Introduction to Computer Information Systems</td>
<td>4</td>
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</table>

and select one of the following:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS</td>
<td>237</td>
<td>Microsoft Windows</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>209</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS</td>
<td>210</td>
<td>Microcomputer Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>233</td>
<td>Introduction to Internet</td>
<td>2</td>
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</tbody>
</table>

* Mathematics 201 or 210ABCD or a more advanced Mathematics course may be substituted for Business 202.

** English 1A or 201A or 201B may be substituted for Business 207A.
1. Financial Accounting 4 UNITS

* hours lecture

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.

(CAN Business 2) 0502.00

(CAN Business Sequence A when taken with Business 1B)

1. Managerial Accounting 4 UNITS

* hours lecture

Prerequisite: Business 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.

(CAN Business 4) 0502.00

(CAN Business Sequence A when taken with Business 1A)

2. Introduction to Business Law 3 UNITS

* hours lecture

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.

(CAN Business 8) 0501.00

4. Cost Accounting 3 UNITS

* hours lecture

Prerequisite: Business 1B.

Acceptable for credit: CSU.

Manufacturing accounting theory and problems, records and financial statements, elements of cost, elements of process, specific job order, and standard cost accounting from the managerial point of view.

5. Human Relations in Business 3 UNITS

* hours lecture

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.

AA/AS area 2 0501.00

10. Introduction to Business 3 UNITS

* hours lecture

Acceptable for credit: CSU, UC.

Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government business relation.

AA/AS area 2

20. General Accounting 3 UNITS

* hours lecture

Not open for credit to students who have completed or are currently enrolled in Business 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.

21. Payroll Accounting 2 UNITS

* hours lecture

Prerequisite: Business 1A.

Acceptable for credit: CSU.

Social security and withholding tax laws as applied to a payroll practice set with standard forms, and State and Federal reports.

24. Computerized Accounting Principles 3 UNITS

* hours lecture, 3 hours laboratory

Prerequisite: Business 1A or 20.

Acceptable for credit: CSU.

Intensive practical application of theory and procedures of accounting utilizing computerized accounting systems in single proprietorship, partnership and corporate forms of business.
38★. Introduction to Microcomputers 4 UNITS
and Business Software
(Formerly Bus 227)
3 hours lecture, 3 hours laboratory

Prerequisite or Corequisite: Business 230D, or Business 215A at Vista College, or Business 233A at College of Alameda.

Acceptable for credit: CSU.
Basic machine operations of the IBM PC or compatible computer; the Disk Operating System (DOS) and various business software: Word processing, spreadsheet, database management, and integrating applications.
AA/AS area 4c 0514.00

40★. Introduction to Dbase IV for Business Applications 4 UNITS
3 hours lecture, 3 hours laboratory

Recommended preparation: Ability to type 30 words per minute.

Acceptable for credit: CSU.
Creation, access, and modification of database: Working interactively with applications and concepts of programming; menu-driven system; differences between original version and program upgrades.
0514.00

43 A★. Introduction to Lotus 1-2-3 for Business Applications 4 UNITS
3 hours lecture, 3 hours laboratory

Not open for credit to students who have completed or are currently enrolled in Computer Information Systems 42.

Recommended preparation: Working knowledge of PC-compatible computer.

Acceptable for credit: CSU.
Introduction to spreadsheets using Lotus 1-2-3 Windows version on the PC with emphasis on business application programs. Use of basic worksheet commands, graph commands, data management commands and keyboard macros. Formulas and logical, mathematical, and statistical functions; formatting and editing; charts; spreadsheet design; relative and absolute addressing; linking with other software programs.
AA/AS area 4c 0514.00

43 B★. Introduction to Microsoft Excel for Business Applications 4 UNITS
3 hours lecture, 3 hours laboratory

Recommended preparation: Knowledge of basic mathematics skills and working knowledge of PC-compatible computer.

Acceptable for credit: CSU.
Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on business application programs. Calculations using functions and formulas; modify, change, and format cell entries; save retrieve, and print a worksheet. Includes linking and consolidating spreadsheets, creating charts, working with database features, and the use of macros.
AA/AS area 4c 0514.00

48 AA-ZZ. Selected Topics in Business 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.
See section on Selected Topics.
0501.00

49. Independent Study in Business 0.5-5 UNITS
Acceptable for credit: CSU.
See section on Independent Study.
0501.0

54. Small Business Management 3 UNITS
3 hours lecture

Acceptable for credit: CSU.
Functions and objectives of an executive: Definition of duties, basic knowledge of administration and organization; practice through case studies in making business decision.
0506.0

56★. Human Resources Management 3 UNITS
3 hours lecture

Acceptable for credit: CSU.
Introduction to human resources management, and an understanding of the 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.
0506.0
0. Introduction to Marketing 3 UNITS
3 hours lecture
Acceptable for credit: CSU.
Basic principles and related management concerns in the fields of marketing; practical uses of marketing, consumer needs, and motivations in the development of marketing strategy.

12. Principles of Retailing 3 UNITS
3 hours lecture
Offered Spring Semester.
Acceptable for credit: CSU.
Retail stores from management's perspective: Principles and practices used in merchandising; operational problems of the firm; trends in merchandising; case method techniques of actual on-the-job problems.

14. Introduction to Advertising 3 UNITS
3 hours lecture
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.

15. Salesmanship 3 UNITS
3 hours lecture
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, thics, motivation, suggestion, and persuasiveness.

201. Business Communications 3 UNITS
3 hours lecture
Recommended preparation: English 250D.
Effective planning and composition of various types of business communications emphasizing 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.
AA/AS area 4d

202. Business Mathematics 3 UNITS
3 hours lecture
Use of basic mathematical principles in solving business problems including simple interest, compound interest, installment sales, trade and cash discounts, markup percents, pricing discounts, notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds.

204 A-B. Business Machine Calculation 1-1 UNIT
1 hour lecture, 3 hours laboratory
Self-paced
Students completing Business 204A-B will not receive credit for Business 203 at Merritt College.
Recommended preparation: Business 202 or Mathematics 250 or 251D.
Operation of commonly used electronic and printing calculators; coverage of basic arithmetic and business mathematics tools; practice in the manipulation of decimals, percents, and reciprocals.

205. Filing and Records Management 3 UNITS
3 hours lecture
Recommended preparation: Ability to type 25 words per minute.
Study and application of basic alphabetic filing rules, numeric and subject filing; storage and retention of records; microfilm and microfiche operations; filing and records management.

207 A. Business English 3 UNITS
3 hours lecture
Emphasis is on required expressions of ideas for writing in the world of work. College level materials present principles of grammar including syntax, punctuation, spelling, proofreading, editing and an introduction to the communication process - all of which are needed to write and speak effectively for the world of work.

209. Fundamentals of Income Tax 4 UNITS
4 hours lecture
Study of federal and California tax laws and procedures relating to individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift and estate taxes.
210★. Financial Management and Investments 3 UNITS
3 hours lecture
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.

219★. Computer Literacy 1 UNIT
1.5 hours lecture, 1.5 hours laboratory (9-week course)
Not open for credit to students who have completed or are currently enrolled in Computer Information Systems 205.

Introduction to computers and information technology for people with no background in nor knowledge of computers. Students may need to purchase supplies. AA/AS area 4c

2 hours lecture, 3 hours laboratory
Students completing Business 221A-C will not receive credit for Business 220 at Merritt College.
Prerequisite for Business 221A: Business 205 and 251D.
Individualized, self-paced course in office procedures and practices. Units earned based on competency achieved.

230 D-E-F. Beginning Keyboarding 1-1-1 UNIT [self-paced]
2 hours lecture, 3 hours laboratory
Students may enroll up to the 8th week of the semester. Introduction to computer keyboard: Basic skill development (230D). Basic formats for various business forms (230E). Emphasis on skills improvement and speed development to 35 words per minute (230F).

231 D-E-F. Intermediate Keyboarding 1-1-1 UNIT [self-paced]
2 hours lecture, 3 hours laboratory
Students may enroll up to the 8th week of the semester. Continued computer keyboarding skills: Emphasis on accuracy control (231D). Developing tables with various features (231E). Variations of business forms and financial statements; speed development to 42 words per minute (231F).

237★. Microsoft Windows 2 UNITS
1 hour lecture, 3 hours laboratory
Introduction to the concepts, features, and procedure necessary for being an efficient and effective Windows user.

245 B★. Word Processing Using WordPerfect 4 UNITS
3 hours lecture, 4 hours laboratory
Recommended preparation: Business 230F, or 215B at Vista College or 233B at College of Alameda.
Use of WordPerfect word processing software on IBM/IBM compatible personal computers: Production of mailable copy from machine dictation, handwritten and draft materials.

245 E★. Word Processing Using Microsoft Word 4 UNITS
3 hours lecture, 3 hours laboratory
Recommended preparation: Business 230F, or 215B at Vista College or 233B at College of Alameda.
Use of Microsoft Word word processing software on IBM/IBM-compatible personal computers: Production of mailable copy from machine dictation, handwritten and draft materials.

246★. Advanced Word Processing Applications 3 UNITS
2 hours lecture, 3 hours laboratory
Prerequisite: Business 245B or 245E; or Business 238A or 247B at College of Alameda; or Business 244B at Merritt College; or Business 242C at Vista College.
Complete range of advanced word processing applications for the production of mailable documents and production timed writings.

248 AA-ZZ. Selected Topics in Business 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics.

501. Computer Laboratory for Business 0 UNIT
Laboratory hours to be arranged
Corequisite: Any computer based Business course.
Open-entry, open-exit computer laboratory to support objectives of Business computer-based courses.
COPED 456 A. Cooperative Education
Occupational Work Experience in Accounting 0502.00

COPED 456 D. Cooperative Education
Occupational Work Experience in Business Administration 0506.00

COPED 456 J. Cooperative Education
Occupational Work Experience in Marketing and Sales 0509.00

COPED 456 P. Cooperative Education
Occupational Work Experience in Business Information Systems 0514.00
Carpentry

The program is designed to instruct students in the principles of carpentry and provide participation in all phases of the building process. Carpentry students build a new house and/or remodel existing structures in partnership with the City of Oakland.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 34.5

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<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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<td>CARP</td>
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<td>Foundations and Forms Construction</td>
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<tr>
<td>CARP</td>
<td>211</td>
<td>Elements of Construction</td>
<td>3.5</td>
</tr>
<tr>
<td>CARP</td>
<td>220</td>
<td>Rough Framing</td>
<td>3</td>
</tr>
<tr>
<td>CARP</td>
<td>221</td>
<td>Advanced Elements of Construction</td>
<td>3.5</td>
</tr>
<tr>
<td>CARP</td>
<td>230</td>
<td>Stair Building and Framing</td>
<td>2</td>
</tr>
<tr>
<td>CARP</td>
<td>231</td>
<td>Roof Framing</td>
<td>3</td>
</tr>
<tr>
<td>CARP</td>
<td>232</td>
<td>Residential Plumbing for Carpenters</td>
<td>1.5</td>
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<tr>
<td>CARP</td>
<td>233</td>
<td>Residential Electrical for Carpenters</td>
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<td>CARP</td>
<td>240A</td>
<td>Construction Rehabilitation</td>
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<tr>
<td>CARP</td>
<td>240B</td>
<td>Construction Rehabilitation</td>
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<tr>
<td>CONMT</td>
<td>11</td>
<td>Construction Estimating I/Residential Projects</td>
<td>3</td>
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<tr>
<td>CONMT</td>
<td>210</td>
<td>Residential Building Codes for Carpenters</td>
<td>3</td>
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<tr>
<td>MATH</td>
<td>220A*</td>
<td>Technical Mathematics with Algebra - Part 1 (Lab)</td>
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<td>220B*</td>
<td>Technical Mathematics with Algebra - Part 2 (Lab)</td>
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<td>220C*</td>
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<tr>
<td>MATH</td>
<td>220D*</td>
<td>Technical Mathematics with Algebra - Part 4 (Lab)</td>
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<tr>
<td>MATH</td>
<td>220E*</td>
<td>Technical Mathematics with Geometry - Part 1 (Lab)</td>
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<tr>
<td>MATH</td>
<td>220F*</td>
<td>Technical Mathematics with Geometry - Part 2 (Lab)</td>
<td>0.5</td>
</tr>
</tbody>
</table>

* Mathematics 201 or 210ABCD or a more advanced Mathematics course may be substituted.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses
Architectural & Engineering Technology 12, 23, 100
Carpentry 218, 251A, 251B
Construction Management 22
Electricity/Electronics Technology 217
Mathematics 220G
Welding Technology 201

200. Special Projects Laboratory | 1-4 UNITS
3-12 hours laboratory
Open laboratory for students needing upgrading or specific carpentry skills, and selected carpentry projects.

210. Foundations and Forms Construction | 3.5 UNITS
2 hours lecture, 5 hours laboratory
Exploration and application of various foundation types; layout and construction of concrete forms for actual foundation pour; purpose of mud sills, concrete piers, and alternate forming materials.

211. Elements of Construction | 3.5 UNITS
2 hours lecture, 5 hours laboratory
Manipulative skills with hand and power tools; mathematical problems and interpretation of working drawings; development of leadership skills while performing various methods of framing and applying interior / exterior finishes; exploring innovative building techniques.

218*. Residential Light Steel Framing | 2 UNITS
Construction
1 hour lecture, 3 hours laboratory
Hands-on course emphasizing fundamentals of utilizing light frame steel for residential framing in place or wood-raised floor construction, wall framing and trussed-roof fabrication; building codes; blueprint reading; estimating and inspections.

220. Rough Framing | 3 UNITS
1 hour lecture, 6 hours laboratory
Various types of framing for floors and walls; backin used in houses and selected heavy construction.

221. Advanced Elements of Construction | 3.5 UNITS
2 hours lecture, 5 hours laboratory
Installation and fabrication of interior and exterior finishes; principles of finishing materials for interiors including finishing floors, walls and ceilings; developing working drawings.
30. Stair Building and Framing  2 UNITS
1 hour lecture, 3 hours laboratory
Lairbuilding: Types, terminology, calculations, railings, codes, layout, and rough framing. 0952.10

31. Roof Framing  3 UNITS
2 hours lecture, 3 hours laboratory
Offered Fall Semester.
Basic layout and calculations for roof framing: Framing square tables and applications; materials take-off, cutting, and assembly of various roofing styles. 0952.10

32. Residential Plumbing for Carpenters  1.5 UNITS
1 hour lecture, 1.5 hours laboratory
Basic plumbing skills needed by carpenters in construction of new or remodeled homes. Manipulative skills with hand and power tools. 0952.10

233. Residential Electrical for Carpenters  1.5 UNITS
1 hour lecture, 1.5 hours laboratory
Basic electrical installation and specifications for wiring a new or remodeled residential home. Practical hands-on experience, overview of electrical theory and codes. 0952.10

240 A-B. Construction Rehabilitation  2-2 UNITS
1 hour lecture, 3 hours laboratory
Principles of preparatory demolition for rehabilitation. Remodeling and reconstruction of existing structures: replanning; interpretation of specifics; identification of structural damage; project scheduling(240A). Continuation of cognitive and manipulative skills development(240B). 0952.10

248 AA-ZZ. Selected Topics in Carpentry  0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics. 0952.10

251 A. Introduction to the Skilled Trades I  3 UNITS
1 hour lecture, 6 hours laboratory (9-week course)
Introduction to the skilled trades as it relates to residential construction and related fields. Basic instruction in the use of hand tools, power tools, blueprint reading, safety, measuring, residential electrical, drywall, and carpentry mathematics. 0952.10

251 B. Introduction to the Skilled Trades II  3 UNITS
4 hours lecture, 6 hours laboratory (9-week course)
Continuation of Carpentry 251A with emphasis on basic plumbing and shop carpentry. 0952.10

COPED 466 G. Cooperative Education 1-4 UNITS
Occupational Work Experience in Carpentry 0952.10
Chemistry

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).

Students are encouraged to meet with a counselor or a chemistry faculty member for guidance in course preparation and selection.

1 A. General Chemistry 5 UNITS
3 hours lecture, 3 hours laboratory, 3 hours lecture demonstration

Prerequisite: Mathematics 203 or 211D.

Recommended preparation: Chemistry 30A or 50.

Acceptable for credit: CSU, UC.

Atomic theory, chemical bonding, states of matter, dispersed systems; may include thermodynamics and organic chemistry.

(CAN Chemistry 2)
(CAN Chemistry Sequence A when taken with Chemistry 1B)
AA/AS area 1; CSU area B1, B3; IGETC area 5

1 B. General Chemistry 5 UNITS
3 hours lecture, 3 hours laboratory, 3 hours lecture demonstration

Prerequisite: Chemistry 1A.

Acceptable for credit: CSU, UC.

Electrochemistry, kinetics, equilibrium, thermochemistry, acid base theory. Systematic survey of chemistry of metals and non-metals; may include organic and nuclear chemistry. Laboratory may include qualitative analysis of selected cations and anions.

(CAN Chemistry 4)
(CAN Chemistry Sequence A when taken with Chemistry 1A)
AA/AS area 1; CSU area B1; IGETC area 5

12 A. Organic Chemistry 5 UNITS
3 hours lecture, 6 hours laboratory

Prerequisite: Chemistry 1B.

Acceptable for credit: CSU, UC.

Introduction to structures, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms; spectroscopy and other analytical techniques to structures. Laboratory work: Reactions, purification-methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation.

AA/AS area 1; CSU area B1, B3; IGETC area 5
2 B. Organic Chemistry 5 UNITS
3 hours lecture, 6 hours laboratory

---requisite: Chemistry 12A.

Acceptable for credit: CSU, UC.

Organic functional groups and interactions of poly-functional compounds; infrared spectroscopy; nuclear magnetic resonance; mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work: Reaction, purification-methods, measurements, ultistep syntheses, qualitative analysis, use of instrumentation.  

A/AS area 1; CSU area B1, B3; IGETC area 5

50. Beginning Chemistry 4 UNITS
3 hours lecture, 3 hours laboratory

Students who have not had high school chemistry should consider this course as preparation for Chemistry 1A.

Recommended preparation: Mathematics 201 or 210D.

Acceptable for credit: CSU, UC.

Fundamental principles and descriptive matter of elementary chemistry: Introduction to matter and energy, metric measurements, atomic structure, chemical bonding, chemical reactions, calculations using chemical formulas and chemical equations, energy relationships in chemical and physical changes, properties of gases and solutions.  

A/AS area 1; CSU area B1, B3

248 AA-ZZ. Selected Topics in Chemistry 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.

30 A. Introductory Inorganic Chemistry 4 UNITS
3 hours lecture, 3 hours laboratory

---requisite: Mathematics 201 or 210D.

Acceptable for credit: CSU, UC.

Principles of inorganic chemistry: Concepts of atomic structure as a basis for understanding valence, formulas, equations, and chemical reactions; states of matter; important elements and their compounds; solutions; nuclear energy; organic introduction.

(CAN Chemistry Sequence B when taken with Chemistry 30B)

A/AS area 1; CSU area B1, B3; IGETC area 5

30 B. Introductory Organic and Biochemistry 4 UNITS
3 hours lecture, 3 hours laboratory

---requisite: Chemistry 30A.

Acceptable for credit: CSU, UC.


(CAN Chemistry Sequence B when taken with Chemistry 30A)

A/AS area 1; CSU area B1, B3; IGETC area 5

48 AA-ZZ. Selected Topics in Chemistry 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics.

1. Independent Study in Chemistry 0.5-5 UNITS

Acceptable for credit: CSU, UC.

See section on Independent Study.
1★. Elementary Chinese (Mandarin)  5 UNITS

5 hours lecture

This course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC.

Introduction of pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese or Pu Tong Hua.

(CAN Chinese 2)
(CAN Chinese Sequence A when taken with Chinese 2)
AA/AS area 3; CSU area C2; IGETC area Language

2★. Elementary Chinese (Mandarin)  5 UNITS

(Continuation)

5 hours lecture

Prerequisite: Chinese 1.

Acceptable for credit: CSU, UC.

Continuation of Chinese 1: Study and practice in speaking, understanding, reading, and writing Mandarin Chinese characters.

(CAN Chinese 4)
(CAN Chinese Sequence A when taken with Chinese 1)
AA/AS area 3; CSU area C2; IGETC area Language

3★. Intermediate Chinese (Mandarin)  5 UNITS

5 hours lecture

Prerequisite: Chinese 2.

Acceptable for credit: CSU, UC.

Expansion of grammar, sentence patterns, Mandarin Chinese characters, word compounds and culturally related readings, writings, and discussions.

(CAN Chinese 8)
(CAN Chinese Sequence B when taken with Chinese 4)
AA/AS area 3; CSU area C2; IGETC area Language

4★. Intermediate Chinese (Mandarin)  5 UNITS

(Continuation)

5 hours lecture

Prerequisite: Chinese 3.

Acceptable for credit: CSU, UC.

Continuation of Chinese 3: Additional study of Mandarin Chinese characters and word compounds; expansion of reading, writing, and speaking exercises.

(CAN Chinese 10)
(CAN Chinese Sequence B when taken with Chinese 3)
AA/AS area 3; CSU area C2; IGETC area Language

48 AA-ZZ★. Selected Topics in Chinese  0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics.

49★. Independent Study in Chinese  0.5-5 UNIT

0-5 hours lecture

Acceptable for credit: CSU, UC.

See section on Independent Study.

248 AA-ZZ★. Selected Topics in Chinese  0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.
Computer Information Systems

The Computer Information Systems Department provides students with the computer skills necessary to the workplace, and the analytic and technical knowledge necessary to progress to four-year institutions. Through ongoing discussion and analysis, a multi-path technical preparation program in Computer Information Systems has been developed which meets industry standards for technical support personnel and academic pursuits.

Five major options are available. For each, students must complete the Core Curriculum as well as courses listed under each option. Students may refer to CIS department's web site at http://www.laney.edu/cis for more up-to-date information.

Core Curriculum:

Total Required Units 24-25

<table>
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<tr>
<td>CIS</td>
<td>5</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>CIS</td>
<td>6</td>
<td>Introduction to Computer Programming</td>
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<tr>
<td>CIS</td>
<td>201A</td>
<td>Introduction to Computer Hardware I</td>
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<tr>
<td>CIS</td>
<td>208A</td>
<td>Introduction to Operating Systems</td>
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<td>CIS</td>
<td>3</td>
<td>Computer-Related Mathematics and Applications</td>
<td>4</td>
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<tr>
<td>CIS</td>
<td>30</td>
<td>Data Communications and Networks</td>
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<td>CIS</td>
<td>39A</td>
<td>UNIX Operating System I</td>
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<td>CIS</td>
<td>217</td>
<td>Windows 2000</td>
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<td>BUS</td>
<td>201</td>
<td>Business Communications</td>
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<td>201B</td>
<td>Preparation for Composition and Reading</td>
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</table>

Select one of the following (Writing):

CIS 39A UNIX Operating System I
CIS 217 Windows 2000
BUS 201 Business Communications
ENGL 1A Composition and Reading
ENGL 201A Preparation for Composition and Reading
ENGL 201B Preparation for Composition and Reading

For Associate Degree General Education requirements, refer to page 74.

Computer Information Specialist

Emphasis on how to use, install, configure, integrate, support, and program a variety of software applications on different operating systems and hardware platforms.

DEGREE MAJOR/CERTIFICATE REQUIREMENTS

Total Required Units 44-49

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<td>Introduction to Computer Information Systems</td>
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<td>Introduction to Network Administration</td>
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<td>CIS</td>
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<td>Introduction to Database Management</td>
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<td>Interface Design Using Visual Basic</td>
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<tr>
<td>CIS</td>
<td>201B</td>
<td>Introduction to Computer Hardware II</td>
<td>2</td>
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<td>CIS</td>
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<td>Introduction to the Internet</td>
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<td>World Wide Web Publishing I</td>
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</table>

For Associate Degree General Education requirements, refer to page 74.

Computer Programming

Prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry; serves as a partial foundation for continued education at four-year institutions.

DEGREE MAJOR/CERTIFICATE

REQUIREMENTS

Total Required Units 46-49

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>70</td>
<td>Microcomputer Assembly Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>25</td>
<td>Object Oriented Programming Using C++</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>26</td>
<td>C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>27</td>
<td>Data Structures and Algorithms in C</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>36</td>
<td>Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>67A</td>
<td>Interface Design Using Visual Basic</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>67B</td>
<td>Application Development Using Visual Basic</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>64</td>
<td>Internet Programming in JavaScript</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>65</td>
<td>CGI Programming</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>66</td>
<td>XML Documents and Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

For Associated Degree General Education requirements, refer to page 74.
Management Information Systems Programming

 Prepares students for careers in consulting, information management, and programming: Emphasis on business applications.

DEGREE MAJOR/CERTIFICATE REQUIREMENTS

Total Required Units 49-50

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>26</td>
<td>C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>32</td>
<td>Systems Analysis and Business</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>40</td>
<td>Introduction to Database Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select one of the following (Programming):</td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td>16</td>
<td>Cobol Programming I</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>36</td>
<td>Java Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>41</td>
<td>Database Programming</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and select one of the following (Network Administration):</td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td>39B</td>
<td>UNIX System Administration</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>218</td>
<td>Windows 2000 Server</td>
<td>4</td>
</tr>
<tr>
<td>BUS</td>
<td>10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>24</td>
<td>Computerized Accounting Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

For Association Degree General Education requirements, refer to page 74.

Recommended Course
Computer Information Systems 233

Computer Technician

The program prepares students for entry-level position in computer hardware repair and support. Recipients of this certificate are able to assemble, troubleshoot, and diagnose Intel-based computers. The student will receive a fundamental introduction to network hardware, and have proficiency administering Windows 2000 servers.

The coursework provides an adequate preparation for industry certification for both A+ and Network+, and partial preparation for CCNA (Cisco Certified Network Administrator).

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Total Required Units 15

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>75A</td>
<td>Cisco Network Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CIS</td>
<td>75B</td>
<td>Cisco Network Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>CIS</td>
<td>201A</td>
<td>Introduction to Computer Hardware I</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>201B</td>
<td>Introduction to Computer Hardware II</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>208A</td>
<td>Introduction to Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CIS</td>
<td>218</td>
<td>Windows 2000 Server</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended Course
Computer Information Systems 73
Internet Programming

This program prepares students for entry-level positions in Internet programming. Recipients of this certificate will find themselves developing interactive web sites, (whether as front-end site solutions or back-end data gathering and manipulation), or developing stand-alone, custom applications with Internet functionality.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Total Required Units 14

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>64</td>
<td>Internet Programming in JavaScript</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>65</td>
<td>CGI Programming</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>66</td>
<td>XML Documents and Applications</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>234B</td>
<td>World Wide Web Publishing II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select four units from the following (CIS 36 OR CIS 67A)</td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td>36</td>
<td>Java Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td>67A</td>
<td>Interface Design Using Visual Basic</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>67B</td>
<td>Application Development Using Visual Basic</td>
<td>2</td>
</tr>
</tbody>
</table>

Software Development

This program prepares students for entry-level positions in software development. The student will obtain a strong foundation in Java and Visual Basic programming, two of the most highly used development environments in the software industry.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Total Required Units 16

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>25</td>
<td>Object Oriented Programming Using C++</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>26</td>
<td>C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>36</td>
<td>Java Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>67A</td>
<td>Interface Design Using Visual Basic</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>67B</td>
<td>Application Development Using Visual Basic</td>
<td>2</td>
</tr>
</tbody>
</table>
Software Support and Testing

Resolve configuration management problems in software development environment; execute pre-written test scripts and document test results, and prepare test materials; read and interpret technical documents.

DEGREE MAJOR/CERTIFICATE REQUIREMENTS

Total Required Units 42-46

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>6</td>
<td>Introduction to Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td>CIS</td>
<td>26</td>
<td>C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>27</td>
<td>Data Structures and Algorithms in C...</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>208B</td>
<td>Operating Systems Scripting</td>
<td>1</td>
</tr>
<tr>
<td>COPED</td>
<td>462+</td>
<td>Cooperative Education</td>
<td>1-4</td>
</tr>
<tr>
<td>ENGL</td>
<td>53</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

+ Minimum of one unit required.

For Associate Degree General Education requirements, refer to page 74.

Software Testing

This program prepares students for entry-level positions in software testing. The certificate is intended to provide the student with a well-rounded foundation for a successful career in testing. The program exposes the student to four operating systems (Windows, DOS, UNIX, and the Macintosh OS), and the student learns to develop scripts under three different operating systems. The student will obtain a strong introduction to programming, via C programming, and utilizes this understanding for success in the Software Testing course, as well as learning to develop and analyze graphical user interfaces. Because software testing involves writing test plans and debug reports, the certificate includes a course in technical writing.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Total Required Units 17

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>26</td>
<td>C Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>63</td>
<td>Software Testing</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>67A</td>
<td>Interface Design Using Visual Basic</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>201A</td>
<td>Introduction to Computer Hardware I..</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>208A</td>
<td>Introduction to Operating Systems</td>
<td>1</td>
</tr>
<tr>
<td>CIS</td>
<td>208B</td>
<td>Operating Systems Scripting</td>
<td>1</td>
</tr>
<tr>
<td>ENGL</td>
<td>53</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

System Administration, Technical Support, and Hardware Integration

Emphasis on the administration of various software systems; configure and install hardware, software, and network connections; perform repairs on hardware and debug software problems; and respond to associate requests.

DEGREE MAJOR/CERTIFICATE REQUIREMENTS

Total Required Units 38-42

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>201A</td>
<td>Introduction to Computer Hardware I..</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>201B</td>
<td>Introduction to Computer Hardware II.</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>202</td>
<td>Macintosh Hardware</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>203</td>
<td>Network Hardware</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>208B</td>
<td>Operating Systems Scripting</td>
<td>1</td>
</tr>
<tr>
<td>COPED</td>
<td>462+</td>
<td>Cooperative Education</td>
<td>1</td>
</tr>
</tbody>
</table>

Select one of the following:

CIS 39B UNIX System Administration
CIS 219A Novell Netware Administration

+ Minimum of one unit required.

For Associate Degree General Education requirement refer to page 74.
Technical Administrative

This program prepares students for careers in office administration and office management. Recipients of this certificate qualify for positions as executive assistants, administrative assistants, technical support staff and office managers.

Administrative assistants are being asked to take on more and more responsibility as well as manage new demands with skill and efficiency. Today's administrative professional needs to know how to use the latest technology, including updating and/or creating a simple web page, handling data entry, along with possessing a good foundation with the core office applications (word processing, spreadsheets, presentation, and databases). This certificate program will help administrative professionals gain the skills to make them even a greater asset to the organization.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Total Required Units 16

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>40</td>
<td>Introduction to Database Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS</td>
<td>209</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS</td>
<td>233</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td>ENGL</td>
<td>53</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS</td>
<td>233*</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
</tbody>
</table>

*Eligible for waiver.

Web Content Creation

This program prepares students for entry-level positions involving developing content for the Internet (although the skills are transferable to other mediums). Recipients of this certificate will find themselves developing, supporting and maintaining medium-to large-scale web sites; developing content-driven interactive web pages; and producing 2D and video content for Internet distribution.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

Total Required Units 12-14

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS</td>
<td>233*</td>
<td>Introduction to Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>234B</td>
<td>World Wide Web Publishing II</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>234C</td>
<td>Web Creation with Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>242A</td>
<td>Digital Animation with Flash</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>242B</td>
<td>Digital Video</td>
<td>2</td>
</tr>
<tr>
<td>CIS</td>
<td>242C</td>
<td>Digital Audio Production I</td>
<td>2</td>
</tr>
</tbody>
</table>
1★. Introduction to Computer Information Systems 4 UNITS
3 hours lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.
General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, data base management and presentation software, and a brief introduction to web browsing and email.

AA/AS area 4c

16★. Cobol Programming I 4 UNITS
3 hours lecture, 4 hours laboratory

Acceptable for credit: CSU, UC.
Basic principles of American National Standard COBOL and structured programming (batch and interactive); production of printed reports, including page and column headings; COBOL arithmetic; conditional statements and tests; PERFORM statement and properly formed switches; editing for validity; group and final totals; multiple input formats; related applications.

AA/AS area 4c

20★. Microcomputer Assembly Language 4 UNITS
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 3 or 6 or 26.

Acceptable for credit: CSU, UC.
An introduction to IBM PC Assembly Language. Topics covered include input/output operations; use of files; program flow controls; interaction with DOS via interrupts; pointers and arrays; strings; and structured programming.

AA/AS area 4c

25★. Object Oriented Programming Using C++ 4 UNITS
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 6 or 26, or 10 at Merritt College.

Acceptable for credit: CSU, UC.
Object oriented methods of software development including the design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism.

AA/AS area 4c

26★. C Programming 4 UNITS
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 3 and, Computer Information Systems 6 or 20.

Acceptable for credit: CSU, UC.
Fundamental program and data structures which comprise C programs: Functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output.

AA/AS area 4c
27★ . Data Structure and Algorithms in C
3 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 26.

Acceptable for credit: CSU, UC.

Use of abstract forms of data in the C programming language: Concepts; implementation and applicability of different forms of data to various programming problems.

AA/AS area 4c

32★ . Systems Analysis and Business
3 hours lecture, 3 hours laboratory

Acceptable for credit: CSU.

Planning and development of a computer controlled, database management system for a representative business.

AA/AS area 4c

38★ . Cobol Programming II
3 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 16.

Acceptable for credit: CSU, UC.

Advanced applications using a mainframe implementation of the COBOL language; Table handling; processing of sequential, indexed and relative files; sequential and random access; use of the SORT statement; two-file logic; COBOL sub-programs; JCL.

AA/AS area 4c

30★ . Data Communications and Networks
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 1 or 5.

Acceptable for credit: CSU.

Serial communications, modems, the phone network, file-transfer, protocols, X-modem, Z-modem, Kermit, physical networks, cabling, Arcnet, Etheret, Token-ring, network operating systems, Novell, other networks, servers, workstations, security, network administration, alternatives to networks.

AA/AS area 4c

31★ . Introduction to Network Administration
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 6 or 26.

Acceptable for credit: CSU.

Introduction to network administration: Covers the introductory skills, knowledge, and attributes necessary to work with and administer local area networks.

AA/AS area 4c

36★ . Java Programming Language
3 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 25 or 26 or 215 at Vista College.

Recommended preparation: A beginning Internet course such as CIS 233 or 237 at Vista College.

Acceptable for credit: CSU, UC.

Introduction to object-oriented program design using Java: Overview of the programming language including the development of applets for web pages and stand-alone applications.

0704.00

37★ . Advanced Microcomputer Programming
3 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 20 and 26.

Acceptable for credit: CSU, UC.

An introduction to advanced programming techniques and systems programming on microcomputers.

AA/AS area 4c

0704.00

39 A★ . UNIX Operating Systems
3 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 5.

Acceptable for credit: CSU.

The UNIX operating system: Emphasis on file system, e-mail, shell commands and programming, editing, programming tools, administrative structures, and utilities.

AA/AS area 4c

0703.00

39 B★ . UNIX System Administration
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 39A.

Acceptable for credit: CSU.

Introduction to the procedures for administrating a UNIX system.

AA/AS area 4c

0703.00
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>39C</td>
<td>UNIX Server Administration</td>
<td>4</td>
<td>3 hours lecture, 3 hours laboratory</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Computer Information Systems 39B or recent UNIX system administration experience.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to advanced topics related to establishing and implementing technologies for network services among UNIX and non-UNIX clients over WANs and LANs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AA/AS area 4c</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 40A         | Introduction to Database Management      | 4     | 3 hours lecture, 3 hours laboratory                                         |
|             | Not open for credit to students who have completed or are currently enrolled in Business 40. |
|             | Recommended preparation: Computer Information Systems 1 or 5. |
|             | Acceptable for credit: CSU.              |       |                                                                             |
|             | Creation, access, and modification of database: Working interactively with applications and concepts of programming; menu-driven systems; differences between original version and program upgrades. |
|             | AA/AS area 4c                            |       |                                                                             |

| 41A         | Database Programming                     | 4     | 3 hours lecture, 3 hours laboratory                                         |
|             | Prerequisite: Computer Information Systems 40. |
|             | Acceptable for credit: CSU.              |       |                                                                             |
|             | Programming in database management systems; e.g., DBASE, Paradox, Foxpro: Database design, programming structures, strategies, and techniques. |
|             | AA/AS area 4c                            |       |                                                                             |

| 42A         | Introduction to Spreadsheet Applications | 4     | 3 hours lecture, 3 hours laboratory                                         |
|             | Not open for credit to students who have completed or are currently enrolled in CIS 42 A and/or 42B. |
|             | Recommended preparation: Computer Information Systems 1 or 5 or 200 at Vista College. |
|             | Acceptable for credit: CSU.              |       |                                                                             |
|             | Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying, financial functions; logical functions; forecasting trends; lookup tables; "pivot tables"; graphic design for financial statements; statistical operations (regression analysis); macro programming. |
|             | AA/AS area 4c                            |       |                                                                             |

| 45A         | Introduction to Desktop Publishing on the Macintosh I | 5     | 4 hours lecture, 3 hours laboratory                                         |
|             | Acceptable for credit: CSU.                |       |                                                                             |
|             | Introduction to personal publishing software on the Macintosh computer: Publishing processing; integration of word, picture and forms processing producing high quality documents; use of dot-matrix and laser printers; preparation of camera-ready copy. |
|             | AA/AS area 4c                            |       |                                                                             |

| 45B         | Introduction to Desktop Publishing on the Macintosh II | 5     | 4 hours lecture, 3 hours laboratory                                         |
|             | Acceptable for credit: CSU.                |       |                                                                             |
|             | Advanced use and understanding of publishing software on a Macintosh computer: Use and transformation of different electronic graphical processing software; bit-map vs. other graphical descriptions including the postscript computer language; use of scanners and associated software, use of high quality output devices and associated software; use of type-manipulation software. |
|             | AA/AS area 4c                            |       |                                                                             |

| 48          | AA-ZZ. Selected Topics in Computer Information Systems | 0.5-9 | 0-9 hours lecture, 0-27 hours laboratory                                    |
|             | Acceptable for credit: CSU, UC.            |       |                                                                             |
|             | See section on Selected Topics.            |       |                                                                             |

| 49A         | Independent Studies in Computer Information Systems | 0.5-5 | 0.5-5 units                                                                 |
|             | Acceptable for credit: CSU.                |       |                                                                             |
|             | See section on Independent Study.          |       |                                                                             |

<p>| 61A         | Structure and Interpretation of Computer Programs | 5     | 4 hours lecture, 3 hours laboratory                                         |
|             | 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. |
|             | AA/AS area 4c                            |       |                                                                             |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>64★</td>
<td>Internet Programming in JavaScript</td>
<td>2</td>
<td>0703.00</td>
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<tr>
<td>65★</td>
<td>CGI Programming</td>
<td>2</td>
<td>0703.00</td>
</tr>
<tr>
<td>66★</td>
<td>XML Documents and Applications</td>
<td>2</td>
<td>0704.00</td>
</tr>
<tr>
<td>67A★</td>
<td>Interface Design Using Visual Basic</td>
<td>2</td>
<td>0703.00</td>
</tr>
<tr>
<td>67B★</td>
<td>Application Development Using Visual Basic</td>
<td>2</td>
<td>0703.00</td>
</tr>
<tr>
<td>73</td>
<td>Networking Concepts</td>
<td>4</td>
<td>0703.00</td>
</tr>
<tr>
<td>75A★</td>
<td>Cisco Network Architecture I</td>
<td>3</td>
<td>0703.00</td>
</tr>
</tbody>
</table>

**Notes:**
- **33★. Software Testing**
  - 4 UNITS
  - 3 hours lecture, 3 hours laboratory
  - Recommended preparation: Computer Information Systems 6 or 25 or 26.
  - Acceptable for credit: CSU.
  - Emphasis on: Following test plans; design and detail test cases and procedures; execute and document test results utilizing current software test standards.

- **64★. Internet Programming in JavaScript**
  - 2 UNITS
  - 3 hours lecture, 3 hours laboratory (9-week course)
  - Prerequisite: Computer Information Systems 16 or 26, and 234A.
  - Recommended preparation: Computer Information Systems 36.
  - Acceptable for credit: CSU.
  - Develop web-based interactive programs using JavaScript.

- **65★. CGI Programming**
  - 2 UNITS
  - 3 hours lecture, 3 hours laboratory (9-week course)
  - Prerequisite: Computer Information Systems 16 or 26, and 234A.
  - Recommended preparation: Computer Information Systems 39A and 234B.
  - Acceptable for credit: CSU.
  - Implementing CGI application in Perl and C, with an emphasis on form handlers, shopping carts, search pages and databases access.

- **66★. XML Documents and Applications**
  - 2 UNITS
  - 1.5 hours lecture, 1.5 hours laboratory
  - Prerequisite: Computer Information Systems 234A.
  - Recommended preparation: Computer Information Systems 234B.
  - Acceptable for credit: CSU.
  - Documents and applications developed using the extensible Markup Language (XML and XSL for d.t.):
    - Web document authoring meta-language that is used to separate data from its visual representation.

- **67A★. Interface Design Using Visual Basic**
  - 2 UNITS
  - 1.5 hours lecture, 1.5 hours laboratory
  - Prerequisite: Computer Information Systems 6.
  - Recommended preparation: Computer Information Systems 5.
  - Acceptable for credit: CSU.
  - Graphic user interfaces: Using Microsoft Visual Basic, and study interface design.

- **67B★. Application Development Using Visual Basic**
  - 2 UNITS
  - 1.5 hours lecture, 1.5 hours laboratory
  - Prerequisite: Computer Information Systems 26 and 67A.
  - Recommended preparation: Computer Information Systems 5.
  - Acceptable for credit: CSU.
  - Developing Windows-based software application using Microsoft Visual Basic, including enterprise development.

- **73. Networking Concepts**
  - 4 UNITS
  - 3 hours lecture, 3 hours laboratory
  - Prerequisite: Computer Information Systems 1 or 5.
  - Networking concepts: Network architecture, hardware, software, concepts, protocols and standards.

- **75A★. Cisco Network Architecture I**
  - 3 UNITS
  - 2 hours lecture, 3 hours laboratory
  - Prerequisite: Computer Information Systems 208B.
  - Recommended preparation: Computer Information Systems 5.
  - Acceptable for credit: CSU.
  - First of the Cisco Academy series: Introduction to current and emerging networking technologies including computer basics, network terminology, protocols, network standards, LANs, WANs, OSI model, cabling projects, routers, and LAN topologies.
75B★ . Cisco Network Architecture II  3 UNITS
2 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 75A.

Acceptable for credit: CSU.

Second session of the Cisco Academy series: Routing theory; hardware components; setup and startup; router configuration; testing configurations of networks of routers; router protocols, building and troubleshooting simple LANs and TCP/IP and IP addressing.

AA/AS area 4c 0703.00

75C★ . Cisco Network Architecture III  3 UNITS
2 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 75B.

Acceptable for credit: CSU.

Third session Cisco Academy series: Case studies in sophisticated router and switch configurations using IGRP and IPX protocols, LAN design, Virtual LANs, Access control lists, network troubleshooting and management.

AA/AS area 4c 0703.00

75D★ . Cisco Network Architecture IV  3 UNITS
2 hours lecture, 3 hours laboratory

Prerequisite: Computer Information Systems 75C.

Acceptable for credit: CSU.

Fourth session of Cisco Academy series: Case studies in WANs and WAN design, PPP and ISDN Protocols, Frame Relay, Network Management, and preparation for CCNA Exam.

AA/AS area 4c 0703.00

201A★ . Introduction to Computer Hardware I  2 UNITS
3 hours lecture, 3 hours laboratory (9-week course)

Not open for credit to students who have completed or are currently enrolled in CIS 201 at College of Alameda or Merritt College.

Introduction to computer hardware: Emphasis on maintaining and servicing computer equipment, fundamental computer subsystems, common computer problems, troubleshooting techniques, repair procedures, and preventative maintenance.

AA/AS area 4c 0703.00

201B★ . Introduction to Computer Hardware II  2 UNITS
3 hours lecture, 3 hours laboratory (9-week course)

Not open for credit to students who have completed or are currently enrolled in CIS 201 at College of Alameda or Merritt College.

Continuation of CIS 201A: Emphasis on maintenance and operation of computer peripheral equipment. Fundamental concepts, common problems, troubleshooting techniques, repair procedures and preventative maintenance.

AA/AS area 4c 0703.00

202★ . Macintosh Hardware  2 UNITS
3 hours lecture, 3 hours laboratory (9-week course)

Recommended preparation: Computer Information Systems 201A and 201B.

Hands-on foundation in Macintosh hardware and system issues.

AA/AS area 4c 0703.00

203★ . Network Hardware  2 UNITS
3 hours lecture, 3 hours laboratory (9-week course)

Recommended preparation: Computer Information Systems 201A and 201B.

Hands-on foundation in Local Area Network technology.

AA/AS area 4c 0703.00

205★ . Computer Literacy  1 UNIT
1.5 hours lecture, 1.5 hours laboratory (9-week course)

Not open for credit to students who have completed or are currently enrolled in Business 219.

Introduction to computers and information technology for people with no background in nor knowledge of computers. Students may need to purchase supplies.

AA/AS area 4c 0703.00

208A★ . Introduction to Operating Systems  1 UNIT
1.5 hours lecture, 1.5 hours laboratory (9-week course)

Designed to guide users through the intricacies of several operating systems: Topics include the OS's file system, internal commands, and support utilities.

AA/AS area 4c 0703.00
08B★. Operating Systems Scripting 1 UNIT
1.5 hours lecture, 1.5 hours laboratory (9-week course)
Creating custom scripts in several operating systems, towards developing automated tasks.
AA/AS area 4c

209★. Introduction to Windows 1 UNIT
0.5 lecture, 1.5 lecture (9-week course)

Recommended preparation: Computer Information Systems 205 or Business 219.
An introduction to graphical user interfaces using Microsoft Windows.
AA/AS area 4c

211★. Using Microcomputer Software 0.5 UNIT
1.5 hours Laboratory
Using IBM or Macintosh PC software.
AA/AS area 4c

217★. Windows 2000 4 UNITS
3 hours lecture, 3 hours laboratory
Windows 2000: Emphasis on file system email, shell commands and programming, editing, programming tools, administrative structures, and utilities.
AA/AS area 4c

218★. Windows 2000 Server 4 UNITS
3 hours lecture, 3 hours laboratory

Recommended preparation: Computer Information Systems 233.
Introduction to the networking technology and implementation of Microsoft enterprise networking. Emphasis on basics of Windows 2000 Server installation and configuration; TCP/IP Implementation, networking technology, and certification process for Microsoft.
AA/AS area 4c

219★. Novell Netware Administration 4 UNITS
3 hours lecture, 3 hours laboratory
Supervise the operation of a Novell Network.
AA/AS area 4c

233★. Introduction to Internet 2 UNITS
3 hours lecture, 3 hours laboratory (9-week course)

Recommended preparation: Computer Literacy.
Using the Internet for access to information resources: Access methods, resources and how to use them.
AA/AS area 4c

234A★. World Wide Web Publishing I 2 UNITS
3 hours lectures, 3 hours laboratory (9-week course)

Recommended preparation: Computer Information Systems 233, and Graphic Arts 12.
Creating and publishing Web pages over the Internet using the Hypertext Markup Language.
AA/AS area 4c

234B★. World Wide Web Publishing II 2 UNITS
3 hours lecture, 3 hours laboratory (9-week course)

Prerequisite: Computer Information Systems 233 and 234A.
Continuation of CIS 234A with emphasis on: Advanced HTML and layout techniques; client-side image maps; CGI scripting; introduction to Cascading style sheets and dynamic scripting.

234C★. Web Creation with Dreamweaver 2 UNITS
1.5 hours lecture, 1.5 hours laboratory (9-week course)

Prerequisite: Computer Information Systems 234B.

Create and manage web sites and pages using Macro-media Dreamweaver. Learn to author web sites which incorporate DHTML, Java Script through “behaviors”, rollovers, and techniques for managing large-scale web sites.
242A★. Digital Animation with Flash  2 UNITS
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: Computer Information Systems 1.
Recommended preparation: Computer Information Systems 234A.
Creating digital animation and interactive vector graphics for the production of animation and interactive content for the internet and other applications using Macromedia Flash.  0703.00
AA/AS area 4c

242B★. Digital Video  2 UNITS
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: Computer Information Systems 234A.
General overview of digital video editing techniques, digital video formats and compression schemes for distribution of digital video via CDs and over the web. Includes hands-on experience with creating short digital videos for the web, presentations, and multimedia applications distributed via CD-ROM.  0703.00
AA/AS area 4c

242C★. Digital Audio Production I  2 UNITS
1.5 hours lecture, 1.5 hours laboratory
Corequisite: Computer Information Systems 1 or 5 or 205.
Creating digital audio for radio, music, Internet, film and video: Digital audio theory, recording, editing, mixing, and mastering of sound using Pro Tools Digital Audio Workstation.  0703.00

244★. Introduction to Digital Multimedia F/X  5 UNITS
4 hours lecture, 3 hours laboratory
Recommended preparation: Computer Information Systems 45A or 45B or 233, or Graphic Arts 12 or 14, or Photography 30A.
Digital methods of multimedia emphasizing morphing, Quicktime compression, hypertext, midi, sound editing, CD-ROM, and digital presentation programs.  0703.00
AA/AS area 4c

248 AA-ZZ. Selected Topics in Computer Information Systems  0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics.  0703.00

255. Computer Literacy Preparation  1 UNITS
(Project Bridge)
1.5 hours lecture, 1.5 hours laboratory (9-week course)
Corequisite: African-American Studies 251 or Sociology 290; and Computer Information Systems 211; and English 290AB or 292AB; and English 291AB or 293AB; and Mathematics 290AB or 291AB.
Enrollment in Project Bridge required.
Non-degree applicable
Designed to acquaint students with the capabilities, impact, uses and manual operations of the computer: Terminology needed to read menus, prompts, and text books required in Computer Literacy, CIS 205.  4930.00

260. Preparation for Computer Literacy for the Deaf  2 UNITS
1 hour lecture, 3 hours laboratory
Recommended preparation: Fluency in American Sign Language.
Recommended for deaf students.
Non-degree applicable
Designed to acquaint deaf students whose primary language is American Sign Language with basic knowledge of the capabilities, impact, and uses of the computer: English terminology needed to read menus, prompts, and other English materials such as manuals required in Computer Literacy, CIS 205; hands-on experience with the standard keyboard and microcomputer.  4930.00

COPED 462 A. Cooperative Education  1-4 UNITS
Occupational Work Experience in Computer Information Systems  0703.00

COPED 462 B. Cooperative Education  1-4 UNITS
Occupational Work Experience in Computer Programming  0704.00

COPED 462 C. Cooperative Education  1-4 UNITS
Occupational Work Experience in Management Information Systems Programming  0704.00
Construction Management

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.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units: 33

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CONMT</td>
<td>10</td>
<td>Introduction to Construction Practices</td>
<td>3</td>
</tr>
<tr>
<td>CONMT</td>
<td>11</td>
<td>Construction Estimating I/Residential Projects</td>
<td>3</td>
</tr>
<tr>
<td>CONMT</td>
<td>12</td>
<td>Uniform Building Codes I</td>
<td>3</td>
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**SECOND SEMESTER**

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<td>Construction Estimating II/Commercial Projects</td>
<td>3</td>
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<tr>
<td>CONMT</td>
<td>22</td>
<td>Uniform Building Codes II</td>
<td>3</td>
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<tr>
<td>CONMT</td>
<td>30</td>
<td>State Contracting License Law</td>
<td>3</td>
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<tr>
<td>CONMT</td>
<td>220</td>
<td>Blueprint Reading and Interpretation</td>
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**THIRD SEMESTER**

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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
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<td>Computer Applications in Contracting</td>
<td>3</td>
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<tr>
<td>CONMT</td>
<td>32</td>
<td>Materials and Methods of Construction</td>
<td>3</td>
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<tr>
<td>CONMT</td>
<td>40</td>
<td>Construction Contracts and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CONMT</td>
<td>230</td>
<td>Building Inspections</td>
<td>3</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses
- Architectural & Engineering Technology 100
- Business 1A, 20
- Chemistry 1A, 30A, 50
- English 1A, 53
- Mathematics 220A, 220B, 220C, 220D
- Physics 2A, 4A, 10

**10. Introduction to Construction Practices**

3 hours lecture

Acceptable for credit: CSU.

Analysis of trades and their roles in construction practices; analysis of how construction jobs are organized; labor movement changes; equipment applications for residential and commercial construction. 0957.01

**11. Construction Estimating I/Residential Projects**

3 hours lecture

Acceptable for credit: CSU.

Estimating residential building projects: Materials and labor costs; time management; bidding strategies. 0957.01

**12. Uniform Building Codes I**

3 hours lecture

Acceptable for credit: CSU.

Origin, rationale, legal basis, and application of the Uniform Building Code. 0957.01


3 hours lecture

Acceptable for credit: CSU.

Estimation of multi-unit buildings and small commercial projects: Interpretation of general conditions, plans, and specifications; labor costs; grade in overhead and profit; application of the critical path method. 0957.01

**22. Uniform Building Codes II**

3 hours lecture

Acceptable for credit: CSU.

Continuation of Uniform Building Codes I: Requirements of the Codes in residential and commercial construction. 0957.01
30. State Contracting License Law 3 UNITS

3 hours lecture

Offered Fall Semester.

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; Mechanic’s liens.

31. Computer Applications in Contracting 3 UNITS

2 hours lecture, 3 hours laboratory

Acceptable for credit: CSU.

How to computerize a small business: Accounting, scheduling, construction project management, estimating, and database programs.

32. Materials and Methods of Construction 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Applications and maintenance of construction materials including their strength, durability, and degree of fine resistance.

40. Construction Contracts and Specifications 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Legal nature of contracts: Subcontracts and their specifications, Master Format, documentations, defaults, remedies, negotiations, and arbitration.

42. Managing Residential Remodeling Projects 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Maintain control of remodeling projects: Steps required from idea to finished project.

210. Residential Building Codes for Carpenters 3 UNITS

3 hours lecture

Building codes applicable to the residential carpenter.

220. Blueprint Reading and Interpretation 3 UNITS

3 hours lecture

Concepts, development, and interpretation of working drawings for the builder, subcontractor, craftsman, superintendent, material supplier, owner, and specifications writer.

230. Building Inspections 3 UNITS

3 hours lecture

Areas requiring inspection: Emphasis on the International Conference of Building Officials (ICBO) guidelines and preparation for inspections licensing examination.

248 AA-ZZ. Selected Topics in Construction Management 0.5-9 UNITS

0-9 hours lecture, 0-27 hours laboratory

See section on Selected Topics.

COPED 466 H. Cooperative Education 1-4 UNITS

Occupational Work Experience in Construction Management

0957.01
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.

450. General Work Experience 1-3 UNITS

Hours to be arranged

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU.

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relation skills. Employment need not relate to educational or occupational goals.

456 A-472 C. Occupational Work Experience

Hours to be arranged

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer session, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU.

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

(Note: Course study under this section may be repeated three times.)

456 A. Occupational Work Experience in Accounting 1-4 UNITS

0502.00

456 C. Occupational Work Experience in Banking and Finance 1-4 UNITS

0504.00

456 D. Occupational Work Experience in Business Administration 1-4 UNITS

0506.00

456 H. Occupational Work Experience in Labor Studies 1-4 UNITS

0516.00
456 I. Occupational Work Experience 1-4 UNITS in Management and Supervision 0506.30

456 J. Occupational Work Experience 1-4 UNITS in Marketing and Sales 0509.00

456 P. Occupational Work Experience 1-4 UNITS in Business Information Systems 0514.00

458 A. Occupational Work Experience 1-4 UNITS in Cosmetology 3007.00

460 A. Occupational Work Experience 1-4 UNITS in Media Communications 0603.00

462 A. Occupational Work Experience 1-4 UNITS in Computer Information Systems 0703.00

462 B. Occupational Work Experience 1-4 UNITS in Computer Programming 0704.00

462 C. Occupational Work Experience 1-4 UNITS in Management Information Systems Programming 0704.00

466 A. Occupational Work Experience 1-4 UNITS in Environmental Control Technology 0945.10

466 B. Occupational Work Experience 1-4 UNITS in Architectural Technology 0953.01

466 G. Occupational Work Experience 1-4 UNITS in Carpentry 0952.10

466 H. Occupational Work Experience 1-4 UNITS in Construction Management 0957.00

466 J. Occupational Work Experience 1-4 UNITS in Engineering Technology 0953.02

466 K. Occupational Work Experience 1-4 UNITS in Graphic Arts 0936.00

466 L. Occupational Work Experience 1-4 UNITS in Machine Technology 0956.30

466 M. Occupational Work Experience 1-4 UNITS in Welding Technology 0956.50

466 N. Occupational Work Experience 1-4 UNITS in Wood Technology 0952.50

468 A. Occupational Work Experience 1-4 UNITS in Photography 1012.20

470 D. Occupational Work Experience 1-4 UNITS in Vocational Nursing 1203.20

472 B. Occupational Work Experience 1-4 UNITS in Culinary Arts/Baking 1306.31

472 C. Occupational Work Experience 1-4 UNITS in Culinary Arts/Cooking 1306.32

484 A. Occupational Work Experience 1-4 UNITS in Biotechnology 0430.00

478 A-B-C. Apprentice Work Experience

*Hours to be arranged*

Corequisite: Concurrent enrollment in an apprentice training course and employment as an apprentice.

Apprentices may enroll in no more than four units in this course per semester with a maximum total of 16 units, on the basis of 75 hours work experience per semester for one unit.

Non-degree applicable

Correlation of employment experience to classroom study for more effective vocational training.

478 A. Apprentice Work Experience 1-4 UNITS in Mill & Cabinet Maker 0952.51

478 B. Apprentice Work Experience 1-4 UNITS in Molder & Coremaker 0956.01

478 C. Apprentice Work Experience 1-4 UNITS in Roofer 0952.91
Cosmetology

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 ours 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 will be accepted when space is available, providing they have not achieved more than 300 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.

REQUIREMENTS FOR THE CERTIFICATE

DAY PROGRAM

Total Required Units 51

FIRST SEMESTER

<table>
<thead>
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<tr>
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<td>Cosmetology Theory I</td>
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<td>210L</td>
<td>Cosmetology Laboratory I</td>
<td>7</td>
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<td>COSM</td>
<td>211</td>
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<tr>
<td>COSM</td>
<td>212</td>
<td>Chemical Services/Haircutting I</td>
<td>1</td>
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<tr>
<td>COSM</td>
<td>213</td>
<td>Hairstyling Services/Haircutting I</td>
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<tr>
<td>COSM</td>
<td>214</td>
<td>Haircolor Services/Haircutting I</td>
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<tr>
<td>COSM</td>
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<td>Facials I</td>
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SECOND SEMESTER

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<td>COSM</td>
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<tr>
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<td>222</td>
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<tr>
<td>COSM</td>
<td>223</td>
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<tr>
<td>COSM</td>
<td>224</td>
<td>Haircolor Services/Haircutting II</td>
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<tr>
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<td>Facials II</td>
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THIRD SEMESTER

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<td>234</td>
<td>Haircolor Services/Haircutting III</td>
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<td>COSM</td>
<td>235</td>
<td>Facials III</td>
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FOURTH SEMESTER

Select one of the following:

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<th>Dept.</th>
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<td>COSM</td>
<td>200</td>
<td>Special Projects Laboratory</td>
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For Associate Degree General Education requirements, refer to page 74.
200. Special Projects Laboratory 1-7 UNITS
3-21 hours laboratory

Prerequisite: Completion of lecture and laboratory courses from any level.
Laboratory experience in all phases of Cosmetology: Developing proficiency, accuracy and speed. 3007.00

201. Manicurist Theory 7 UNITS
7 hours lecture

Corequisite: Cosmetology 201L.
Principles and Procedures in all phases of manicuring and pedicuring: Applied principles of bacteriology, anatomy, physiology and chemistry of nails, hands, and arm structure; disorders and diseases of the nail; sanitation; health and safety/hazardous substances; salon management; state rules and regulations. 3007.00

201 L. Manicurist Laboratory 6 UNITS
18 hours laboratory

Corequisite: Cosmetology 201.
Laboratory experience in all phases of manicuring, pedicuring, and related operations. 3007.00

210. Cosmetology Theory 5 UNITS
5 hours lecture

Corequisite: Cosmetology 210L or 210LE, 211, 212, 213, 214, 215.
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 and physiology. 3007.00

210 L. Cosmetology Laboratory 7 UNITS
22.5 hours laboratory

Corequisite: Cosmetology 210, 211, 212, 213, 214, 215.
Practical training for beginning level skills in all phases of beauty culture. 3007.00

210 LE. Cosmetology Laboratory I 5 UNITS
15 hours laboratory

Corequisite: Cosmetology 210, 211, 212, 213, 214, 215.
Practical training for beginning level skills in all phases of beauty culture. 3007.00

211. Manicuring and Pedicuring I 1 UNIT
1 hour lecture

Corequisite: Cosmetology 210, 210L or 210LE, 212, 213, 214, 215.
Beginning manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics; public health; safety; onychology structure and function; nail shapes; water and oil manicures; mens’ manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

212. Chemical Services/Haircutting I 1 UNIT
1 hour lecture

Corequisite: Cosmetology 210, 210L or 210LE, 211, 213, 214, 215.
Beginning 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 curl neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; stature, face, and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

213. Styling Services/Haircutting I 1 UNIT
1 hour lecture

Corequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.
Beginning 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. 3007.00

214. Haircolor Services/Haircutting I 1 UNIT
1 hour lecture

Corequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 215.
Beginning 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; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00
215. Facials I
1 hour lecture

Corequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214.

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; packs and masks; daytime make-up.

3007.00

220. Cosmetology Theory II
5 UNITS
5 hours lecture

Prerequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220L or 220LE, 221, 222, 223, 224, 225.

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

220 L. Cosmetology Laboratory II
7 UNITS
2.5 hours laboratory

Prerequisite: Cosmetology 210, 210L, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 221, 222, 223, 224, 225.

Practical training for intermediate level skills in all phases of beauty culture.

3007.00

220 LE. Cosmetology Laboratory II
5 UNITS
1.5 hours laboratory

Prerequisite: Cosmetology 210, 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 221, 222, 223, 224, 225.

Practical training for intermediate level skills in all phases of beauty culture.

3007.00

221. Manicuring and Pedicuring II
1 UNIT

1 hour lecture

Prerequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 220L or 220LE, 222, 223, 224, 225.

Intermediate level manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics; public health; safety; onychology structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk and paper wraps; artificial nails; hazardous waste disposal; mens' manicures; arm and hand massage; pedicuring; foot and ankle massage.

3007.00

222. Chemical Services/Haircutting II
1 UNIT

1 hour lecture

Prerequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 220L or 220LE, 221, 223, 224, 225.

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

223. Hairstyling Services/Haircutting II
1 UNIT

1 hour lecture

Prerequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 220L or 220LE, 221, 222, 224, 225.

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
224. Haircolor Services/Haircutting II 1 UNIT

1 hour lecture

Prerequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 225.

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.

225. Facials II 1 UNIT

1 hour lecture

Prerequisite: Cosmetology 210, 210L or 210LE, 211, 212, 213, 214, 215.

Corequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224.

Intermediate level 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; packs and masks; daytime make-up, lash and brow tinting; hair removal; false lashes; evening and corrective make-up; electrical facials.

230. Cosmetology Theory III 5 UNITS

5 hours lecture

Prerequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224, 225.


Advanced level cosmetology theory. Instruction in 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, chemistry; laboratory technician training; MSDS requirements; hazardous waste disposal; desk and receptionist training; career exploration and planning; salon management; sales and marketing.

230 L. Cosmetology Laboratory III 7 UNITS

22.5 hours laboratory

Prerequisite: Cosmetology 220, 220L, 221, 222, 223, 224, 225.


Practical training for advanced level skills in all phases of beauty culture. Preparation for California State Board of Cosmetology examination for licensure as cosmetologist.

230 LE. Cosmetology Laboratory III 5 UNITS

15 hours laboratory

Prerequisite: Cosmetology 220, 220LE, 221, 222, 223, 224, 225.


Practical training for advanced level skills in all phases of beauty culture. Preparation for California State Board of Cosmetology examination for licensure as cosmetologist.

231. Manicuring and Pedicuring III 1 UNIT

1 hour lecture

Prerequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224, 225.


Advanced level manicuring and pedicuring: Terminology and definitions, disinfection and sanitation; tools and equipment; nail cosmetics and chemistry; public health; safety; onychology structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk and paper wraps; artificial nails; fiberglass and gel nails; nail art and design; hazardous waste disposal; mens’ manicures arm and hand massage; pedicuring; foot and ankle massage.
232. Chemical Services/Haircutting III 1 UNIT
1 hour lecture

Prerequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224, 225.


Advanced 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 curl; 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; texturizers; 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 haircuts.

233. Hairstyling Services/Haircutting III 1 UNIT
1 hour lecture

Prerequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224, 225.


Advanced 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 haircuts; low and high elevation haircutting, clipper cutting; texturizing and slithering; combination elevation haircutting.

234. Haircolor Services/Haircutting III 1 UNIT
1 hour lecture

Prerequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224, 225.


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; dyeing 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.

235. Facials III 1 UNIT
1 hour lecture

Prerequisite: Cosmetology 220, 220L or 220LE, 221, 222, 223, 224, 225.


Advanced level facial and skin care: Disinfection sanitation; public health; safety precautions; tools and equipment; skin care cosmetics; skin analysis; terminology and definitions; skin cleansing; massage; plain facials; eyebrow arching; packs and masks; daytime make-up, lash and brow tinting; hair removal; false lashes; evening and corrective make-up; electrical facials; high fashion and fantasy make-up; comedone removal; chemical skin peels.

240 LE. Cosmetology Laboratory IV 5 UNITS
15 hours laboratory

Prerequisite: Cosmetology 230, 230LE, 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.

248 AA-ZZ. Selected Topics in Cosmetology 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory

See section on Selected Topics.

252 A-B-C-D. Advanced Hairstyling 2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory

Recommended preparation: Current California Cosmetology License.

Non-degree applicable

Continuing theory, discussion, and practice of current methods and techniques used in hairstyling, haircutting, coloring and permanent waving of hair; professionalism; salesmanship; attitudes and ethics.
260 A-B-C-D. Cosmetician Theory I 1-1-1-1 UNIT
1-4 hours lecture
All course levels required for completion of this topic
and need not be taken in sequence.
Corequisite: Cosmetology 260L/ABCDE.

Non-degree applicable
Basic cosmetician theory, principles and procedures:
Communicable diseases; bacteriology, sanitation, disinfec-
tion; cosmetic chemistry; anatomy and physiology; ski-

260 L/A-B-C-D-E. Cosmetician Laboratory I
3-15 hours laboratory
All course levels required for completion of this topic
and need not be taken in sequence.
Corequisite: Cosmetology 260ABCD.

Non-degree applicable
Basic cosmetician technical, principles and procedures:
Draping the client, cleansing the skin, professional
massage techniques(260L/A). Plain facials, specialty
masks and packs, electrical machines in skin care(260L/B).
Electrical facials, light therapy, aromatherapy with
essential oils(260L/C). Acne treatments, superfluous
hair removal(260L/D). Lash and brow tinting, eyelash
applications, and professional make-up
techniques(260L/E).

270 A-B-C-D. Cosmetician Theory II 1-1-1-1 UNIT
1-4 hours lecture
All course levels required for completion of this topic
and need not be taken in sequence.
Prerequisite: Cosmetology 260ABCD and 260L/ABCDE.
Corequisite: Cosmetology 270L/ABCDE.

Non-degree applicable
Continued cosmetician technical, principles and proce-
dures; Communicable diseases; bacteriology, sanitation,
disinfection; cosmetic chemistry; anatomy and physi-
ology; skin disorders and diseases(270A). Massage tech-
niques; plain facials; electric modalities; electrical fa-
cials; light therapy(270B). Aromatherapy; nutrition(270C).
Acne skin conditions; specialty masks and packs; superfluous
hair removal; eyebrow and eyelash tinting; eyelash application; color psychology;
make-up application(270D).

270 L/A-B-C-D-E. Cosmetician Laboratory II
3-15 hours laboratory
All course levels required for completion of this topic
and need not be taken in sequence.
Prerequisite: Cosmetology 260ABCD and 260L/ABCDE.
Corequisite: Cosmetology 270ABCD.

Non-degree applicable
Continued cosmetician technical, principles and proce-
dures: Draping the client, cleansing the skin, profes-
sional massage techniques(270L/A). Plain facials, spe-
cialty masks and packs, electrical machines in skin care(270L/B). Electrical facials, light therapy, aroma-
therapy with essential oils(270L/C). Acne treatments, superfluous
hair removal(270L/D). Lash and brow tinting, eyelash applications, and professional make-up
techniques(270L/E).

COPED 458 A. Cooperative Education
Occupational Work Experience in Cosmetology 3007.00
Culinary Arts

The two certificate programs (majors) in this department are Baking and Cooking. They provide students with the knowledge, skills, and attitudes which enhance successful employment in the various job classifications of the Culinary Arts industry. The programs include pre-employment courses, supervised experience prior to employment, extension classes, and short-term workshops for upgrading skills. Many classes are approved by Retail Bakers Association (RBA) and National Restaurant Association (NRA).

Baking

The major in Baking prepares students for employment in retail bakeries, and in industrial and commercial establishments as pastry cooks or bakers.

Cooking

The major in Cooking offers technical trade theory and practical laboratory experiences in basic 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.

Note: Program includes frequent application of fractions, decimals, and percents. Mathematics 251AB recommended for students who want a review.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 43

FIRST SEMESTER

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<td>Safety and Sanitation in Food Service</td>
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For Associate Degree General Education requirements, refer to page 74.

Cooking

Total Required Units 43

FIRST SEMESTER

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<td>211L</td>
<td>Introduction to Culinary Arts</td>
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<td>Cooking Techniques (any two levels)</td>
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<tr>
<td>CULIN</td>
<td>Classical Cookery</td>
<td>8</td>
</tr>
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</table>

For Associate Degree General Education requirements, refer to page 74.
10. Meat Analysis 3 UNITS
3 hours lecture

Acceptable for credit: CSU.
Introduction to the prime cuts of beef, veal, lamb and pork; techniques and skills to bone and tie poultry, cut fish and prepare shellfish. 1306.32

11. Introduction to Hospitality Management 3 UNITS
3 hours lecture

NRA ProMgt approved.

Acceptable for credit: CSU.
Philosophy of management in the hospitality and food services industry; leadership styles. 1307.00

48 AA-ZZ. Selected Topics in Culinary Arts 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.
See section on Selected Topics. 1306.30

200★. Special Projects Laboratory 1-2 UNITS
3-6 hours laboratory

Recommended preparation: 2 semesters of any Culinary Arts baking courses.
Open laboratory for students needing upgrading of specific culinary skills, and selected culinary projects. 1306.30

201. Front Desk Hospitality Operations 3 UNITS
2 hours lecture, 3 hours laboratory

Systematic approach to front office hotel procedures from the reservations process to check-out and payment; effective management emphasizing planning and evaluation of operations; human resources management. 1306.10

202 A. Supervision: Food Preparation and Service 4 UNITS
12 hours laboratory

Basic principles and responsibilities of restaurant cooking, table service and food line service; related terminology; ingredient uses and preparations. 1306.10

210. Retail Baking I 10 UNITS
2 hours lecture, 24 hours laboratory

TB test required by second week of class.
Introduction to baking theory and practice: Care and use of equipment; safety precautions; health and sanitation; scaling of ingredients and mixing basic doughs; theory of ingredients, their functions in doughs, and preparation of basic desserts; bakery goods sold only in retail bake shops. 1306.31

211. Introduction to Culinary Arts-Theory 2 UNITS
2 hours lecture

NRA ProStart class.
Corequisite: Culinary Arts 211L.
Food service industry: History of commercial food production; overview of careers and trends in the culinary arts profession including hotel, restaurant, and catering management. 1306.32

211 L. Introduction to Culinary Arts 8 UNITS
24 hours laboratory

TB test required by second week of class.
NRA ProStart class.
Corequisite: Culinary Arts 211.
Practical experience in: Breakfast cookery, salads and dressing preparation; table service by serving in the Culinary Arts Department restaurant for faculty and students. 1306.32

213. Safety and Sanitation in Food Service 3 UNITS
3 hours lecture

NRA ProMgt approved.
Safety and sanitation in the food service industry. 1306.30

220. Retail Baking II 10 UNITS
2 hours lecture, 24 hours laboratory

Prerequisite: Culinary Arts 210.
Intermediate baking skills: Theory and practice in the areas of sanitation, baking chemistry, and baking methods and ingredients. 1306.3
21. Cooking Theory and Skills 2 UNITS
*2 hours lecture
NRA ProStart class.
Prerequisite: Culinary Arts 211 and 211L.
Corequisite: Culinary Arts 221L.
Culinary operations: Systems of kitchen organizations; functions of all kitchen stations; principles of food storage and preparation; overview of hotel and restaurant kitchen operations. 1306.32

22. A La Carte Cooking 8 UNITS
*4 hours laboratory
*RA ProStart class.
Prerequisite: Culinary Arts 211 and 211L.
Corequisite: Culinary Arts 221.
Basic preparation and cooking methods with emphasis on a la carte cooking. Prepares student for entry-level position in commercial hotels and restaurants. 1306.32

222 A-B-C-D. Banquet and Institutional Serving and Cooking Techniques 4 UNITS
3 hours lecture, 27 hours laboratory (6-week course)
RA ProStart class.
Designed to introduce students to banquet and institutional preparation, cooking, and service; terminology; sanitation and safety; professional responsibilities. 1306.32

30. Retail Baking III 10 UNITS
2 hours lecture, 24 hours laboratory
Prerequisite: Culinary Arts 220.
Advanced baking skills: Principles and practices of mixing methods for a variety of cakes, cookies, and breads; related chemistry; standardized production in breads and pie making. 1306.31

31. Food Analysis I 2 UNITS
2 hours lecture
Prerequisite: Culinary Arts 221 and 221L.
Corequisite: Culinary Arts 231L.
Beginning principles and methods of cooking: Identification, preparation, and cooking of meats, poultry, fish, and vegetables; stocks and soups; major sauces and derivatives; use of spices. 1306.32

231 L. Advanced Cooking Techniques 8 UNITS
24 hours laboratory
Prerequisite: Culinary Arts 221 and 221L.
Corequisite: Culinary Arts 231.
Laboratory practice for Culinary Arts 231. 1306.32

240. Retail Baking IV 10 UNITS
2 hours lecture, 24 hours laboratory
Prerequisite: Culinary Arts 230.
Problem solving of bakery product faults. 1306.31

241. Food Analysis II 2 UNITS
2 hours lecture
Prerequisite: Culinary Arts 231 and 231L.
Corequisite: Culinary Arts 241L.
Advanced principles and methods of cooking: Meat, poultry, fish, vegetables, stocks and soups, major sauces and derivatives, use of spices; cold foods preparation; principles and techniques of butchering. 1306.32

241 L. Classical Cookery 8 UNITS
24 hours laboratory
Prerequisite: Culinary Arts 231 and 231L.
Corequisite: Culinary Arts 241.
Principles and methods of classical cookery: Identification, selection, preparation, and cookery of meats, poultry, fish; vegetables; salads and dressings; sandwiches and garnet-manger dishes; soups and sauces. 1306.32

248 AA-ZZ. Selected Topics in Culinary Arts 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics. 1306.30

250. French Gourmet Cooking 2 UNITS
2 hours lecture
Non-degree applicable
A Chef demonstration cooking class for the professional cook. Culinary methods and preparation of classical items including Cuisine Bourgeoise, Cuisine Minceur, and Cuisine Nouvelle. Students taste all food prepared to train the palate. 1306.32
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<tr>
<td>251</td>
<td>Catering Process</td>
<td>0.5-2</td>
<td>1.5-6 hours laboratory&lt;br&gt;TB test required by second week of class.</td>
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<td>NRA ProMgt approved.</td>
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<td></td>
<td>Non-degree applicable&lt;br&gt;Elementary principles in preparing set-ups, and</td>
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<td></td>
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<td></td>
<td>serving foods and beverages for parties and other special occasions.</td>
</tr>
<tr>
<td>252 A</td>
<td>General Baking I</td>
<td>2</td>
<td>1 hour lecture, 4 hours laboratory&lt;br&gt;TB test required by second week of</td>
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<tr>
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<td>class.</td>
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<td></td>
<td>Non-degree applicable&lt;br&gt;Basic principles of baking: Responsibilities of a</td>
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<td></td>
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<td></td>
<td>baker, baking terminology, ingredient use, sanitation, and shop safety.</td>
</tr>
<tr>
<td>252 B</td>
<td>General Baking II</td>
<td>2</td>
<td>1 hour lecture, 4 hours laboratory&lt;br&gt;Prerequisite: Culinary Arts 252A.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Non-degree applicable&lt;br&gt;Baking theories and materials: Basic processes and</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>formula development.</td>
</tr>
<tr>
<td>252 C</td>
<td>General Baking III</td>
<td>2</td>
<td>1 hour lecture, 4 hours laboratory&lt;br&gt;Prerequisite: Culinary Arts 252B.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-degree applicable&lt;br&gt;Intermediate level study of formula development:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Principles; mixing methods; basic business practices used in retail bakeries.</td>
</tr>
<tr>
<td>252 D</td>
<td>General Baking IV</td>
<td>2</td>
<td>1 hour lecture, 4 hours laboratory&lt;br&gt;Prerequisite: Culinary Arts 252C.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-degree applicable&lt;br&gt;Advanced level theory and laboratory practice in R-</td>
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<tr>
<td></td>
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<td></td>
<td>e; Retail Baking: Product development; supervisory skills in the bake shop.</td>
</tr>
<tr>
<td>254 A</td>
<td>Cake Decorating I</td>
<td>1</td>
<td>1 hour lecture, 2 hours laboratory&lt;br&gt;TB test required by second week of</td>
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<tr>
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<td>class.</td>
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<td></td>
<td>Non-degree applicable&lt;br&gt;Principles and techniques of cake icing and decorat-</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>ing: Basic floral designs, borders, and writing.</td>
</tr>
<tr>
<td>254 B</td>
<td>Cake Decorating II</td>
<td>1</td>
<td>1 hour lecture, 2 hours laboratory&lt;br&gt;Prerequisite: Culinary Arts 254A.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Non-degree applicable&lt;br&gt;Advanced level principles and techniques of cake</td>
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<td></td>
<td>icing and decorating: Balanced designs of borders, flowers and writing;</td>
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<td>special projects.</td>
</tr>
<tr>
<td>254 CH</td>
<td>Cake Decorating III</td>
<td>1</td>
<td>1 hour lecture, 2 hours laboratory&lt;br&gt;Prerequisite: Culinary Arts 254B.</td>
</tr>
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<td></td>
<td>Non-degree applicable&lt;br&gt;Professional level: Principles and techniques of</td>
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<td>wedding cake designs with fresh flower arrangements; principles in cake air-</td>
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<td>brushing.</td>
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<tr>
<td>255 A-B-C-D</td>
<td>Commercial Baking 4-4-4-4</td>
<td>5</td>
<td>6 hours lecture, 18 hours laboratory (6-week course)&lt;br&gt;Offered Summer Session.</td>
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<td>TB test required by second week of class.</td>
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<td></td>
<td>Prerequisite for Culinary Arts 255B: Culinary Arts 255A.</td>
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<td></td>
<td>Prerequisite for Culinary Arts 255C: Culinary Arts 255B.</td>
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<tr>
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<td></td>
<td>Prerequisite for Culinary Arts 255D: Culinary Arts 255C.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Non-degree applicable&lt;br&gt;Principles of commercial baking: Terminology; ingre-</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>dients; use of equipment; safety; shop sanitation(255A). Materials used in</td>
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<td></td>
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<td></td>
<td>commercial baking; basic processes and formula development(255B). Intermediate level of formula development; mixing methods; basic business practices used in commercial bakeries(255C). Advanced methods of baking; product development; cost controls; supervisory skills(255D).</td>
</tr>
<tr>
<td>COPED 472 B</td>
<td>Cooperative Education</td>
<td>1-4</td>
<td>Occupational Work Experience in Culinary Arts/Baking</td>
</tr>
<tr>
<td>COPED 472 C</td>
<td>Cooperative Education</td>
<td>1-4</td>
<td>Occupational Work Experience In Culinary Arts/Cooking</td>
</tr>
</tbody>
</table>
Dance

The Dance major offers an area of emphasis within the liberal Arts education and/or preparation for professional work. Courses include the theoretical and technical aspects of dance as well as experience in related arts and science.

REQUIREMENTS FOR THE MAJOR

Total Required Units 29

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>24**</td>
<td>Basic Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>DANCE</td>
<td>1**</td>
<td>History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANCE</td>
<td>5A**</td>
<td>Rhythmic Analysis</td>
<td>2</td>
</tr>
</tbody>
</table>

Select one of the following:

| DANCE 10A | Ballet........................................ | 1 |
| DANCE 20A | African-Haitian Dance........................| 1 |
| DANCE 22A | West African Dance..........................| 1 |
| DANCE 24A | Ballroom Dance................................| 1 |
| DANCE 30A | Jazz Dance....................................| 1 |
| DANCE 40A | Modern Dance.................................| 1 |
| DANCE 44A | Salsa........................................| 1 |
| DANCE 50A | Jazz Tap.....................................| 1 |
| DANCE 55A | Polynesian Dance............................| 1 |

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE</td>
<td>3A**</td>
<td>Dance Composition</td>
<td>2</td>
</tr>
<tr>
<td>DANCE</td>
<td>6A**</td>
<td>Dance Production</td>
<td>2</td>
</tr>
</tbody>
</table>

Select one of the following:

| DANCE 10B | Ballet........................................ | 1 |
| DANCE 20B | African-Haitian Dance........................| 1 |
| DANCE 22B | West African Dance..........................| 1 |
| DANCE 24B | Ballroom Dance................................| 1 |
| DANCE 30B | Jazz Dance....................................| 1 |
| DANCE 40B | Modern Dance.................................| 1 |
| DANCE 44B | Salsa........................................| 1 |
| DANCE 50B | Jazz Tap.....................................| 1 |
| DANCE 55B | Polynesian Dance............................| 1 |

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE</td>
<td>5B**</td>
<td>Rhythmic Analysis</td>
<td>2</td>
</tr>
<tr>
<td>THART</td>
<td>40A+</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

| DANCE 10C | Ballet........................................ | 1 |
| DANCE 20C | African-Haitian Dance........................| 1 |
| DANCE 22C | West African Dance..........................| 1 |
| DANCE 24C | Ballroom Dance................................| 1 |
| DANCE 30C | Jazz Dance....................................| 1 |
| DANCE 40C | Modern Dance.................................| 1 |
| DANCE 44C | Salsa........................................| 1 |
| DANCE 50C | Jazz Tap.....................................| 1 |
| DANCE 55C | Polynesian Dance............................| 1 |

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE</td>
<td>3B**</td>
<td>Dance Composition</td>
<td>2</td>
</tr>
<tr>
<td>DANCE</td>
<td>6B**</td>
<td>Dance Production</td>
<td>2</td>
</tr>
<tr>
<td>THART</td>
<td>40B</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

| DANCE 10D | Ballet........................................ | 1 |
| DANCE 20D | African-Haitian Dance........................| 1 |
| DANCE 22D | West African Dance..........................| 1 |
| DANCE 24D | Ballroom Dance................................| 1 |
| DANCE 30D | Jazz Dance....................................| 1 |
| DANCE 40D | Modern Dance.................................| 1 |
| DANCE 44D | Salsa........................................| 1 |
| DANCE 50D | Jazz Tap.....................................| 1 |
| DANCE 55D | Polynesian Dance............................| 1 |

* Biological Sciences 2 and 4 OR Biological Sciences 20A and 20B may be substituted.

** Course sequence may vary depending on semester offered.

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

**Recommended Courses**

Anthropology 3  
Music 10, 15A, 15B  
Theatre Arts 10A, 11A
1★. History of Dance 3 UNITS
3 hours lecture
Offered Fall Semester.
Acceptable for credit: CSU, UC.
Theory and history of dance as an art form, educational medium, and therapeutic tool; contributions of choreographers and artists.
AA/AS area 3; CSU area C1

3  A-B★. Dance Composition 2-2 UNITS
1 hour lecture, 3 hours laboratory
Offered Spring Semester.
Acceptable for credit: CSU, UC.
Elements of dance composition: Improvisation, selection, organization and evaluation of choreographic ideas culminating in the presentation of original solo and groups dance studies in a performance.
CSU area C1

5  A-B★. Rhythmic Analysis 2-2 UNITS
1 hour lecture, 3 hours laboratory
Offered Fall Semester.
Acceptable for credit: CSU, UC.
Rhythmic analysis of movement and musical forms accompanying dance; moving rhythmic patterns and metric combinations.
CSU area C1

6  A-B★. Dance Production 2-3 UNITS each level
1 hour lecture, 3-6 hours laboratory
Offered Spring Semester.
Acceptable for credit: CSU, UC.
Staging of student and faculty compositions emphasizing lighting, staging, costuming, music and publicity.

10 A-B-C-D★. Ballet 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Study and development of the skills and techniques of ballet.

20 A-B-C-D★. African-Haitian Dance 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Study and development of skills and techniques of African-Haitian dance emphasizing the Katherine Dunham technique.

22 A-B-C-D★. West African Dance 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Traditional West African dance forms reflecting history, folklore, culture, language, and costumes of various ethnic groups (22A). Continuing development of proficiency in dance (BCD).

24 A-B-C-D★. Ballroom Dance 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Instruction in Latin-American dances which range from familiar social dances popular in past decades: Rumba, Cha-Cha, Tango, Samba, Merengue, and Pachanga to the pulsating and physically exciting contemporary Hispanic dances, such as Lambada, Salsa, and the Mambo.

30 A-B-C-D★. Jazz Dance 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Development of proficiency in technique: Skills related to rhythm, dance production, stagecraft, and choreography.

40 A-B-C-D★. Modern Dance 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Development of the skills and techniques of modern dance.

44 A-B-C-D★. Salsa 1-1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Examination of roots of salsa: Rumba, Cha-Cha, Mambo, Merengue, Rueda, casino and club style dancing. Emphasis on dance technique, rhythmic training and culture.

48 AA-ZZ★. Selected Topics in Dance 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics.

49★. Independent Study in Dance 0.5-5 UNITS
0.5-5 hours lecture
Acceptable for credit: CSU, UC.
See section on Independent Study.
DANCE

0 A-B-C-D*. Jazz Tap 1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
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

5 A-B-C-D*. Polynesian Dance 1-1-1 UNIT
3 hours laboratory
Acceptable for credit: CSU, UC.
Study and development of traditional Pacific Island dances with emphasis on Hula, Tahitian, New Zealand Maori, and Samoan dances. 1008.00

200 A-B-C-D*. Non-strenuous Stretch and Strength for Dancers 1 UNIT
3 hours laboratory
Stretch and strengthening exercises for the entire body. Designed for students desiring less strenuous activity. 1008.00

48 AA-ZZ*. Selected Topics in Dance 0.5-5 UNITS
5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 1008.00
Economics

Economics is the social scientific study of how individuals, organizations and societies 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.

1. **Principles of Economics**  
   (Macro-Economics)  
   3 UNITS  
   
   *3 hours lecture*  
   Not open for credit to students who have completed or are currently enrolled in Economics 11 at Merritt College.

   **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.  
   (CAN Economics 2)  
   AA/AS area 2; CSU area D; IGETC area 4

2. **Principles of Economics**  
   (Micro-Economics)  
   3 UNITS  
   
   *3 hours lecture*  
   Economics 1 is not prerequisite to Economics 2.

   **Acceptable for credit:** CSU, UC.

   Forms of business organization; theory of the firm within competitive and noncompetitive markets; distribution of income; poverty; labor issues; agriculture.  
   (CAN Economics 4)  
   AA/AS area 2; CSU area D; IGETC area 4

49. **Independent Study in Economics**  
   0.5-5 UNITS  
   **Acceptable for credit:** CSU, UC.

   See section on Independent Study.

248 AA-ZZ. **Selected Topics in Economics**  
   0.5-5 UNITS  
   *0-5 hours lecture, 0-15 hours laboratory*  
   See section on Selected Topics.
Education

11. Introduction to the Field of Education 3 UNITS
   
   3 hours lecture

   Acceptable for credit: CSU, UC.
   
   Historical and sociological analysis of the education system and careers in teaching; Study of principles of effective instructional models, with emphasis on student-centered and culturally-relevant methods; research of resources for curriculum and instruction; and observation of teaching practices in local schools. 0801.00

2 AA-ZZ. Selected Topics in Education 0.5-5 UNITS

   5 hours lecture, 0-15 hours laboratory

   Acceptable for credit: CSU.

   Core section on Selected Topics. 2107.50

248 AA-ZZ. Selected Topics in Education 0.5-5 UNITS

   5 hours lecture, 0-15 hours laboratory

   Core section on Selected Topics. 2107.50
Electricity/Electronics Technology

The Electricity/Electronics offerings are designed to provide a knowledge-base and practical skills necessary to many careers. A fundamental knowledge of electricity and electronics are part of what drives all technology of the 21st century. In particular, anyone desiring careers in telecommunications, electronics product development (including computers and microprocessor driven equipment), Bio-Science Technologies (including anyone using medical equipment), construction, manufacturing, engineering and transportation must consider one or more of these classes. These courses are necessary for anyone involved with facility or plant maintenance, Homeowners and consumers will find many of the courses useful to aid them in selection of consumer products and effecting general household repairs.

201. Electricity for Other Majors 4 UNITS
3 hours lecture, 3 hours laboratory
Ohm's law and power; electrical materials; electromagnetism; DC motors and generators; alternating current, inductance and circuits; capacitance and circuits; wiring of 1 phase-3 wire, and 3 phase-3 wire service entrance systems. 0934.00

206*. Cabling Technician 4 UNITS
4 hours lecture, 12 hours laboratory (9-week course)
Various kinds of cables used in the Telecommunication Industry: Emphasis on installation application of connectors. 0934.00

210. Introduction to Electricity/Electronics 4 UNITS
3 hours lecture, 3 hours laboratory
Basics of electricity: Electrical component and measurements; magnetism and electromagnetism; alternating current; electronics basic; diodes; transistors. 0934.00

211 A. Electricity I 4 UNITS
3 hours lecture, 3 hours laboratory
Basic concepts of electricity; basic electrical circuits; electrical materials; Ohm's law and power; combination resistor circuits; magnetism and electromagnetism; generator and motors. 0934.00

211 B. Electricity II 4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Electricity/Electronics Technology 211A.
Alternating current analysis; inductance, inductive circuits; transformers, capacitance; capacitive circuits, and RLC circuits. 0934.00

212 A. Mathematics I for Electricity 4 UNITS
3 hours lecture, 3 hours laboratory
Algebraic operations on cardinal numbers; graphs; determinants; circuit performance analysis of basic DC electrical series, parallel, and divider circuits. 0934.00

212 B. Mathematics II for Electricity 4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Electricity/Electronics Technology 212A.
Application of trigonometry to electricity: Number systems and Boolean algebra. Computation of electrical parameters and circuit performance analysis of basic electrical AC series, AC parallel, and AC complex circuits. 0934.00

214 A. Electronics I 4 UNITS
3 hours lecture, 3 hours laboratory
Semiconductor diodes, zener diodes, bipolar transistors; junction field-effect transistors, metallic-oxide semiconductor field-effect transistors, and unijunction transistors. 0934.00

214 B. Electronics II 4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Electricity/Electronics Technology 214A.
Concepts of programmable unijunction transistor (PUT); silicon-controlled rectifiers, diacs/tracs (THYRISTORS); optoelectronic devices, operational amplifiers, and 555 precision timer IC. 0934.00

215 A. AC-DC Machinery I 4 UNITS
3 hours lecture, 3 hours laboratory
Operating principle of DC generators; DC motors, manual and automatic controls on motor; polyphase circuits and transformers. 0934.00
215 B. AC-DC Machinery II 4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Electricity/Electronics Technology 215A.
Characteristics of 3-phase alternators, 3-phase squirrel-
age induction motor, engine-driven generator, electro-
mechanical and solid-state relays, manual starting comp-
ensators, synchronous motors, and 3-phase motor con-
rollers.
0934.90

216 A. Industrial Control I 4 UNITS
3 hours lecture, 3 hours laboratory
Principles of motor controls, motor starters, and pilot
devices; relays and contactors; installing control sys-
ems; DC and AC motor controls.
0934.90

216 B. Industrial Control II 4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Electricity/Electronics Technology 216A.
Controller input/output and programming; processor
unit numbering system; ladder logic diagrams; timers
and counters; troubleshooting.
0934.90

217. Residential House Wiring 4 UNITS
3 hours lecture, 3 hours laboratory
Wiring a single family house: Electrical installation
specifications; lighting branch circuits; special purpose
outlets; service entrance calculations; remote control
systems.
0934.40

218. Commercial Electrical Wiring 4 UNITS
3 hours lecture, 3 hours laboratory
Commercial electrical wiring: Emphasis on branch cir-
cuit requirements and installation; specifications; re-
ote lighting controls; emergency power system; cir-
cuit breakers, fuses, and overcurrent protection.
0934.40

219. Industrial Electrical Wiring 4 UNITS
3 hours lecture, 3 hours laboratory
The unit substation; feeder bus system; signalling sys-
tem; motors and controllers; lighting and system pro-
tection; electrical specifications of industrial building
plan.
0934.40

248 AA-ZZ. Selected Topics in 0.5-9 UNITS
Electricity/Electronics Technology
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics.
0934.00
Engineering

The Engineering Department includes those courses that are normally taken in the lower division Engineering programs at four-year institutions. Engineering is not a major for the Associate Degree; however, the courses may be applied to the Science major.

Students are advised to see their counselor, to access transfer information via the ASSIST website (www.assist.org), and to refer to the catalog of the college/university they plan to attend to ensure all prerequisite courses for the Engineering major are completed. In addition to the Engineering courses, the following list represents an example of what is usually required:

Chemistry 1A, 1B (additional courses required for chemical engineering).
English 1A, 1B
Mathematics 2, 3A, 3B, 3C, 3E, and 3F
Physics 4A, 4B, 4C

35. Engineering Mechanics-Statics  3 UNITS

3 hours lecture

Prerequisite: Mathematics 3C and Physics 4A.

Acceptable for credit: CSU, UC.

Vectorial treatment of principles of the static of particles and rigid bodies: Applications to problem of two-dimensional and three-dimensional systems; centroid and moments of inertia, structures, friction, and principles of virtual work.

(CAN Engineering 6)

45. Properties of Materials  3 UNITS

2 hours lecture, 3 hours laboratory

Prerequisite: Chemistry 1A and Physics 4A.

Recommended preparation: English 1A.

Acceptable for credit: CSU, UC.

Study of crystalline and noncrystalline structure and the microstructure that determine the thermodynamic, mechanical, electronic, magnetic, and environmenta properties of metallic, ceramic, polymeric, composite, and electronic materials.

(CAN Engineering 4)

17. Introduction to Electrical Engineering  3 UNITS

3 hours lecture

Prerequisite: Physics 4B.

Prerequisite or Corequisite: Mathematics 3F or 3D at Merritt College.

Acceptable for credit: CSU, UC.

Basic circuit elements, modeling, critical laws and network theorems. Techniques for analysis of lumped, linear circuits including operational amplifiers. Analysis of AC circuits and power; semiconductor diodes and rectifier design.

(CAN Engineering 12)

22. Engineering Graphics  3 UNITS

1 hour lecture, 6 hours laboratory

Acceptable for credit: CSU, UC.

Fundamentals of technical drawings and design, description geometry, vector geometry, and graphical computation. CAD techniques used in solving problems.

(CAN Engineering 2)
English

English Course Numbering guide

Non-Degree Applicable and Non-Transferable:
English 250ABCD, through 293A-B

Associate Degree Applicable and Non-Transferable:
English 201AB, through 248AA-ZZ

Transferable to UC and/or CSU, and
Associate Degree Applicable:
English 1A, through 53

1 A. Composition and Reading 4 UNITS
4 hours lecture
Prerequisite: English 201B, ESL 21B or appropriate placement through multiple measures assessment process.

Acceptable for credit: CSU, UC.
Instructing in reading and writing of expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively.

(CAN English 2)
(CAN English Sequence A when taken with English 1B)
AA/AS area 4a, 4d; CSU area A2, A3; IGETC area 1A

1 B. Composition and Reading 4 UNITS
4 hours lecture
Prerequisite: English 1A.

Acceptable for credit: CSU, UC.
Continued expository writing based on careful reading of selected plays, poems, and novels.

(CAN English 4)
(CAN English Sequence A when taken with English 1A)
AA/AS area 3, 4a, 4d; CSU area C2, IGETC area 3

2. Advanced Expository Writing 3 UNITS
3 hours lecture
Prerequisite: English 1A.

Acceptable for credit: CSU, UC.
Writing, discussing, editing, and analyzing expository prose.

AA/AS area 3, 4a, 4d; CSU area A2

5. Critical Thinking in Reading and Writing 3 UNITS
3 hours lecture
Prerequisite: English 1A.

Acceptable for credit: CSU, UC.
Develops the ability to analyze, criticize and advocate ideas. Examines relationship of language to logic, inductive and deductive, facts, inferences, judgments, formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills.

AA/AS area 4a, 4d; CSU area A3; IGETC area 1B
10 A-B. Creative Writing 3-3 UNITS
3 hours lecture

Prerequisite: To English 10A and 10B: English 1A.
English 10A is not prerequisite to English 10B.
Acceptable for credit: CSU, UC.
Writing fiction, poetry, drama, and careful analysis of the techniques used by established writers.
AA/AS area 3, 4d; CSU area C2

12. Film: The Twentieth Century Medium 3 UNITS
3 hours lecture

Acceptable for credit: CSU, UC.
Film as a contemporary medium and a means of communication: Viewing and reviewing the history and language of the factual and fictional films; film making and its effect on contemporary society.
AA/AS area 3, 4d; CSU area C2; IGETC area 3

17 A-B. Shakespeare 3-3 UNITS
3 hours lecture

Prerequisite: To English 17A and 17B: English 1A.
English 17A is not prerequisite to English 17B.
Acceptable for credit: CSU, UC.
Study of selected works of Shakespeare.
AA/AS area 3, 4d; CSU area C2; IGETC area 3

20. Introduction to Dramatic Literature 3 UNITS
3 hours lecture

Prerequisite: English 1A.
Acceptable for credit: CSU, UC.
Survey of history and literature of theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and 20th century.
AA/AS area 3, 4d; CSU area C2; IGETC area 3

26. Survey of the Bible As Literature 3 UNITS
3 hours lecture

Prerequisite: English 1A.
Acceptable for credit: CSU, UC.
Close reading and discussion of the Old Testament, New Testament, and Apocrypha with emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian.
AA/AS area 3, 4d; CSU area C2; IGETC area 3

30 A-B. Introduction to American Literature 3-3 UNITS
3 hours lecture

Prerequisite: To English 30A and 30B: English 1A.
English 30A is not prerequisite to English 30B.
Acceptable for credit: CSU, UC.
Survey of American literature from pre-colonial beginnings to Walt Whitman (30A). American romanticism to literature of the twentieth century (30B).
CAN English 14 English 30A
CAN English 16 English 30B
CAN English Sequence B) English 30A and 30B
AA/AS area 3, 4d; CSU area C2; IGETC area 3

31. Survey of African-American Literature 3 UNITS
3 hours lecture

Prerequisite: English 1A.
Acceptable for credit: CSU, UC.
Major works in African-American literature: Covering the earliest literature through the Harlem Renaissance to the present.
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

32 A-B. Contemporary Women Writers 3-3 UNITS
3 hours lecture

Prerequisite: To English 32A and 32B: English 1A.
English 32A is not prerequisite to English 32B.
Acceptable for credit: CSU, UC.
Survey of contemporary fiction, poetry and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers.
AA/AS area 3, 4d; CSU area C2

33 A-B. Introduction to Contemporary Literature 3-3 UNITS
3 hours lecture

Prerequisite: To English 33A and 33B: English 1A.
English 33A is not prerequisite to English 33B.
Acceptable for credit: CSU, UC.
Selected literature of the twentieth century: Thematic and stylistic aspects of the individual work. European writers to 1970(33A). 1970 to the present with emphasis on American and British writers (33B).
9. Latin American Literature in Translation 3 UNITS
   hours lecture
   Prerequisite: English 1A.
   Acceptable for credit: CSU, UC.
   Survey of Latin American literature which has been translated and published in English: Emphasis on social, historical, and cultural perspectives from Mexico, the Caribbean, and Central and South America. 1503.00
   AA/AS area 3, 4d; CSU area C2

43. Introduction to the Study of Poetry 3 UNITS
   hours lecture
   Prerequisite: English 1A.
   Acceptable for credit: CSU, UC.
   Introduction to the elements of poetry: Imagery, sound, form, tone and diction. 1503.00
   CAN English 20)
   AA/AS area 3, 4d; CSU area C2; IGETC area 3

44 A-B. Masterpieces of World Literature 3-3 UNITS
   3 hours lecture
   Prerequisite for English 44A and 44B: English 1A.
   English 44A is not prerequisite to English 44B.
   Acceptable for credit: CSU, UC.
   Lecture and discussion on selected masterpieces of world literature from classics to the present. 1503.00
   AA/AS area 3, 4d; CSU area C2; IGETC area 3

48 AA-ZZ*. Selected Topics in English 0.5-5 UNITS
   1-5 hours lecture, 0-15 hours laboratory
   Acceptable for credit: CSU, UC*
   *see section on Selected Topics. 1501.00

49. Independent Study in English 0.5-5 UNITS
   Acceptable for credit: CSU, UC*
   See section on Independent Study. 1501.00

53. Technical Writing 3 UNITS
   3 hours lecture
   Prerequisite: English 1A.
   Acceptable for credit: CSU.
   Analysis of the organization, style, format of both technical and non-technical writing and training in preparation of informal and formal reports related to the student's field of interest. Research reports, progress reports, proposals, status reports, and user manuals. AA/AS area 4d 1501.00

201 A-B. Preparation for Composition and Reading 3-3 UNITS
   3 hours lecture
   Prerequisite for English 201A: English 250D or 292B or 292EB or satisfactory multiple measures assessment of writing skills, and English 251D or 293B or satisfactory multiple measures assessment of reading skills.
   Prerequisite for English 201B: English 201A.
   Intermediate approach to preparation for paragraph and theme development: Expository writing teachings on simple and complete thesis statements as a means of better organization of ideas. 1501.00
   AA/AS area 4a, 4d

205. Vocabulary and Context 3 UNITS
   3 hours lecture
   Enrichment of student's vocabulary through words used in context. 1501.00

206 A-B. English Grammar 3-3 UNITS
   3 hours lecture
   Prerequisite for English 206B: English 206A.
   Review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure. 1501.00

209. Writing the Research Paper 1-2 UNITS
   1-2 hours lecture
   Designed to provide the skills for compiling a term (library research) paper. Part I: Development of researchable questions. Part II: Instruction in organization and narrowing of topics, methods of outlining, writing a bibliography, taking notes, documenting with footnotes, and using library research materials. 1501.00
210 A-B. Creative Writing 3-3 UNITS
3 hours lecture
English 210A is not prerequisite to English 210B.
Writing fiction, poetry, drama, and careful analysis of
techniques used by established writers. 1507.00
AA/AS area 3, 4d

211. Introduction to Critical Thinking 3 UNITS
3 hours lecture
Develops the ability to analyze, criticize and advocate
ideas. Relationship of language to logic, induction and
deduction, facts, inferences, judgments, formal and in-
formal 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

217 A-B. Shakespeare 3-3 UNITS
3 hours lecture
English 217A is not prerequisite to English 217B.
Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

220. Introduction to Dramatic Literature 3 UNITS
3 hours lecture
Survey of history and literature of theater focusing on
major theatrical periods: Classical, Elizabethan, Resto-
ration, and 20th Century. 1501.00
AA/AS area 3, 4d

226. Survey of the Bible As Literature 3 UNITS
3 hours lecture
Close reading and discussion of the Old Testament,
New Testament, and Apocrypha with emphasis on liter-
ary forms, philosophical ideas, literary themes, and
symbolism; nonsectarian. 1503.00
AA/AS area 3, 4d

230 A-B. Introduction to American Literature 3-3 UNITS
3 hours lecture
English 230A is not prerequisite to English 230B.
Survey of American literature from pre-colonial begin-
nings to Walt Whitman(230A). American romanticism
to literature of the twentieth century(230B). 1503.00
AA/AS area 3, 4d

231. Survey of African-American Literature 3 UNITS
3 hours lecture
Major works in African-American literature: Covering
the earliest literature through the Harlem Renaissance
to the present. 1503.00
AA/AS area 3, 4d, 5

232 A-B. Contemporary Women Writers 3 UNITS
3 hours lecture
English 232A is not prerequisite to English 232B.
Survey of contemporary fiction, poetry and autobiogra-
phy of women writers: Emphasis on cross-cultural,
perspectives and the works of African, African-Ameri-
can, Asian, Native American, Hispanic, Jewish, and
Northern European women writers. 1503.00
AA/AS area 3, 4d

233 A-B. Introduction to Contemporary Literature 3 UNITS
3 hours lecture
English 233A is not prerequisite to English 233B.
Selected literature of the twentieth century: Themati-
cal and stylistic aspects of the individual work. European
texts to 1970(233A). 1970 to the present with empha-
sis on American and British writers(233B). 1503.00
AA/AS area 3, 4d

239. Latin American Literature in Translation 3 UNITS
3 hours lecture
Survey of Latin American literature which has been
translated and published in English: Emphasis on
social, historical, cultural perspectives from Mexico
the Caribbean, Central and South America. 1503.00
AA/AS area 3, 4d

243. Introduction to the Study of Poetry 3 UNITS
3 hours lecture
Introduction to the elements of poetry: Imagery, sound,
form, tone and diction. 1503.00
AA/AS area 3, 4d

244 A-B. Masterpieces of World Literature 3-3 UNITS
3 hours lecture
English 244A is not prerequisite to English 244B.
Lecture and discussion on selected masterpieces of
world literature from classics to the present. 1503.00
AA/AS area 3, 4d
248 AA-ZZ. Selected Topics in English 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 1501.00

250 A-B-C-D. Basic Writing 1-3 UNITS each level
1-3 hours lecture
Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.
Recommended preparation for English 250D: English 250A-C.
Non-degree applicable
Review of organizing materials and writing sentences paragraphs correctly including spelling, grammar, and punctuation. 4930.21

251 A-B-C-D. Basic Reading 1-3 UNITS each level
1-3 hours lecture
Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.
Recommended preparation for English 251D: English 251A-C.
Non-degree applicable
Practice in techniques to improve basic reading skills: Analysis and correction of individual reading problems. 4930.70

253 A-B. Computer Assisted Composition 0.5-1 UNIT
1.5-3 hours laboratory
Non-degree applicable
Introduction to writing using the computer: Practice in writing and revising essays and other related writing exercises. 1501.00

254. Spelling and Word Structures 3 UNITS
3 hours lecture
Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.
Non-degree applicable
Improvement of spelling ability through the systematic study and application of rules which are basic to English spelling. 4930.20

262★. Advanced English: SAT Preparation 0.5 UNIT
1 hour lecture, 0.5 hour laboratory (10-week course)
Senior high school students desiring to prepare effectively for the Scholastic Aptitude Test (SAT). Current enrollment in the University of California at Berkeley's Partnership program and permission from the high school principal to participate in the Saturday College program is required.
Non-degree applicable
SAT preparation: Test strategies; form and content; principles and usage of grammar. 1501.00

290 A-B. Introduction to Writing (Project Bridge I) 1-3 UNITS each level
3 hours lecture
Recommended for students who are underprepared for the demands of college writing.
Enrollment in Project Bridge required.
Corequisite: African-American Studies 251 or Sociology 290; and Computer Information Systems 211 and 255; and English 291AB; and Mathematics 290AB.
Non-degree applicable
Introduction to composing, structuring, and editing from personal experience essays, interviews, responses to literature, and other expository journal entries; fluent writing with basic sentence structure(290A). Structuring and editing the paragraph and essay(290B). 4930.21

290 E/A-B. Introduction to Writing (Night Bridge) 1-3 UNITS each level
3 hours lecture
Recommended for students who are underprepared for the demands of college writing.
Non-degree applicable
Introduction to composing, structuring, and editing from personal experience essays, interviews, responses to literature, and other expository journal entries; fluent writing with basic sentence structure(290E/A). Structuring and editing the paragraph and essay(290E/
291 A-B. Introduction to Reading (Project Bridge I)

3 hours lecture
Recommended for students who are underprepared for the demands of college reading.

Enrollment in Project Bridge required.
Corequisite: African-American Studies 251 or Sociology 290; and Computer Information Systems 211 and 255; and English 290AB; and Mathematics 290AB.

Non-degree applicable
Introductory reading skills: Practice in the context of reading from a variety of literary forms; decoding (word attack) and vocabulary building(291A). Drawing inferences and identifying main ideas and author's intent(291B).

292 A-B. Intermediate Writing (Project Bridge II)

3 hours lecture
Recommended for students who are underprepared for the demands of college writing.

Enrollment in Project Bridge required.
Corequisite: African-American Studies 251 or Sociology 290; and Computer Information Systems 211 and 255; and English 293AB; and Mathematics 291AB.

Non-degree applicable
Intermediate class in composing, structuring, editing essays and a researched essay: Focus on elementary research techniques and on basic grammar and sentence and sentence structure review(292A). Focus on the more fully developed essay and on more advanced grammar and sentence structure(292B).

292 E/A. Intermediate Writing (Night Bridge)

3 hours lecture
Recommended for students who are underprepared for the demands of college writing.

Non-degree applicable
Intermediate class in composing, structuring, editing essays and a researched essay: Focus on elementary research techniques and on basic grammar and sentence and sentence structure review.
The English as a Second Language (ESL) Department offers courses designed to develop reading, writing, listening and speaking skills at the beginning, intermediate and advanced levels to students whose native language is not English. The ESL Program will enable ESL students to develop the language proficiency needed to succeed in their academic as well as vocational course work in order to help them make a more meaningful transition to life in the United States.

Suggested Guideline for Student Level of Difficulty

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<tbody>
<tr>
<td>Speaking</td>
<td>#250A #250B</td>
<td>#200A #200B</td>
<td>#200C #203B</td>
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<td>Writing</td>
<td>#251A #251B</td>
<td>#201A #201B</td>
<td>#21A #21B #202B</td>
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<td>Grammar</td>
<td>#252A #252B</td>
<td>#202A #202B</td>
<td>#202C #203B #23</td>
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<td>Reading</td>
<td>#253A #253B</td>
<td>#203A #203B</td>
<td>#205A #205B #210</td>
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<tr>
<td>Vocabulary</td>
<td>#205A #205B</td>
<td>#256</td>
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<td>&amp; Context</td>
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<tr>
<td>Spelling &amp; Phonics</td>
<td>#256</td>
<td>#257A #257B</td>
<td>#205A #205B</td>
<td>#203B #203B</td>
<td>#205A #205B</td>
<td>#210</td>
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<tr>
<td>Pronunciation</td>
<td>#258</td>
<td>#205A #205B</td>
<td>#203B #203B</td>
<td>#205A #205B</td>
<td>#210</td>
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<tr>
<td>Conversation</td>
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<tr>
<td>Listening</td>
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</tr>
</tbody>
</table>

21 A★. Writing 5
(Composition/Reading)

5 hours lecture

Prerequisite: English as a Second Language 201B or appropriate placement through multiple measures assessment process.

Recommended preparation: English as a Second Language 202C.

Acceptable for credit: CSU, UC.

Advanced level of writing: Focus on reading; developing ideas; writing expository essays. 4930.81

AA/AS area 4a, 4d

21 B★. Writing 6
(Composition/Reading)

5 hours lecture

Recommended for students taking, or planning to take English 1A.

Prerequisite: English as a Second Language 21A or appropriate placement through multiple measures assessment process.

Recommended preparation: English as a Second Language 202C.

Acceptable for credit: CSU, UC.

High advanced level of reading and writing. Focus on developing critical thinking skills; writing expository essays; introduction to writing a research paper. 4930.81

AA/AS area 4a, 4d

23★. Reading 5

4 hours lecture

Recommended for ESL students who are taking English 1A.

Prerequisite: English as a Second Language 203B or appropriate placement through multiple measures assessment process.

Acceptable for credit: CSU.

Advanced level of reading for students planning to take English 1A. Analytical and critical reading of college level materials. 4930.81
48 AA-ZZ☆. Selected Topics in English As a Second Language 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU.
See section on Selected Topics. 4930.81

49☆. Independent Study in English As a Second Language 0.5-5 UNITS
Acceptable for credit: CSU.
See section on Independent Study. 4930.81

200 A☆. Speaking 3 5 UNITS
5 hours lecture
Prerequisite: English as a Second Language 250B or appropriate placement through multiple measures assessment process.
Low intermediate level of speaking: Emphasis on grammar skills to improve both fluency and accuracy in American English. 4930.81

200 B☆. Speaking 4 5 UNITS
5 hours lecture
Prerequisite: English as a Second Language 200A or appropriate placement through multiple measures assessment process.
High intermediate level of speaking: Emphasis on grammar skills to improve fluency and accuracy in American English. 4930.81

200 C☆. Speaking 5 5 UNITS
(Academic Speaking Skills)
4 hours lecture
Prerequisite: English as a Second Language 200B.
Continuation of high intermediate level of spoken American English: Through various forms of media, mini-lectures, problem solving, teacher-student presentations, role playing, and small-group discussions, students will apply learned English language patterns, structures, and vocabulary in everyday speech. 4930.81

201 A☆. Writing 4 5 UNITS
5 hours lecture
Prerequisite: English as a Second Language 251B or appropriate placement through multiple measures assessment process.
Recommended preparation: English as a Second Language 202A.
Low intermediate level of writing: Introduction to basic academic writing skills; expanding paragraphs into simple essays. 4930.81

201 B☆. Writing 4 5 UNITS
5 hours lecture
Prerequisite: English as a Second Language 201A or appropriate placement through multiple measures assessment process.
Recommended preparation: English as a Second Language 202B.
High intermediate level of writing: Further development of academic writing skills with a focus on well-developed paragraphs and short essays. 4930.81

202 A☆. Grammar 3 3 UNITS
3 hours lecture
Prerequisite: English as a Second Language 252B or appropriate placement through multiple measures assessment process.
Low intermediate level of English grammar; introduction to complex grammar structures and sentence patterns. 4930.81

202 B☆. Grammar 4 3 UNITS
3 hours lecture
Prerequisite: English as a Second Language 202A or appropriate placement through multiple measures assessment process.
High intermediate level of English grammar: Continuation and expansion of 202A. 4930.81

202 C☆. Grammar 5 3 UNITS
3 hours lecture
Prerequisite: English as a Second Language 202B or appropriate placement through multiple measures assessment process.
Advanced level of English grammar: Focus on expanding, refining, and applying complex grammar skills to formal writing. 4930.81

203 A☆. Reading 3 4 UNITS
4 hours lecture
Prerequisite: English as a Second Language 253B or appropriate placement through multiple measures assessment process.
Low intermediate level of reading: Emphasis on development of academic vocabulary; expanding critical skills essential for college level reading. 4930.81
203 B★. Reading 4  
4 hours lecture

Prerequisite: English as a Second Language 203A or appropriate placement through multiple measures assessment process.

High intermediate level of reading: Further development in academic vocabulary and critical reading skills essential for reading literature and college textbooks.

205 A★. Vocabulary and Idioms in Context 3  
3 hours lecture

Prerequisite: Appropriate placement through multiple measures assessment process.

Intermediate level of vocabulary through the study of words and idioms as used in context.

205 B★. Vocabulary & Word Analysis in Context 4  
3 hours lecture

Prerequisite: English as a Second Language 205A or appropriate placement through multiple measures assessment process.

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations.

208A. Conversation 3  
3 hours lecture

Prerequisite: English as a Second Language 208 or placement at the intermediate level through assessment.

Intermediate level of spoken English: Emphasis on conversational skills, necessary in extended conversations with native speakers; knowledge of American culture; discussion experiences and asking for advice.

209★. Listening 3  
3 hours lecture

Prerequisite: Appropriate placement through multiple measures assessment process.

Intermediate level of listening: Intensive study and practice in listening comprehension of both formal and informal English.

210★. English Through American Songs  
3 hours lecture

Study of a broad range of American songs to develop ESL students' vocabulary and use of syntax; to strengthen listening, comprehension, and pronunciation. Examination of cultural, historical and social issues related to the songs' themes.

248 AA-ZZ★. Selected Topics in English As a Second Language  
0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.

250 A★. Speaking 1  
5 UNITS

5 hours lecture

Recommended preparation: Appropriate placement through multiple measures assessment process.

Non-degree applicable

High beginning level of speaking: Emphasis on basic grammar skills; practice in speaking and understanding American English.

250 B★. Speaking 2  
5 UNITS

5 hours lecture

Prerequisite: English as a Second Language 250A or appropriate placement through multiple measures assessment process.

Non-degree applicable

Continuation of the listening and speaking skills introduced in 250A.

251 A★. Writing 1  
5 UNITS

5 hours lecture

Recommended preparation: English as a Second Language 252A or appropriate placement through multiple measures assessment process.

Non-degree applicable

High beginning level of writing: Emphasis on basic sentences; punctuation rules; short narrative and descriptive paragraphs.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Type</th>
<th>Prerequisite</th>
<th>Recommended Preparation</th>
<th>Non-degree Applicable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>251 B★.</td>
<td>Writing 2</td>
<td>5</td>
<td>Lecture</td>
<td>English as a Second Language 251A or appropriate placement through multiple measures assessment process.</td>
<td></td>
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<td>Continuation of writing skills introduced in English as a Second Language 251A.</td>
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<tr>
<td>252 A★.</td>
<td>Grammar 1</td>
<td>5</td>
<td>Lecture</td>
<td>Appropriate placement through multiple measures assessment process.</td>
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<td></td>
<td>High beginning level of English grammar: Review and practice of basic grammar structures; sentence patterns; parts of speech.</td>
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<tr>
<td>252 B★.</td>
<td>Grammar 2</td>
<td>5</td>
<td>Lecture</td>
<td>English as a Second Language 252A or appropriate placement through multiple measures assessment process.</td>
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<td>Continuation and expansion of basic grammar skills and sentence patterns introduced in English as a Second Language 252A.</td>
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<tr>
<td>253 A★.</td>
<td>Reading 1</td>
<td>3</td>
<td>Lecture</td>
<td>Appropriate placement through multiple measures assessment process.</td>
<td></td>
<td></td>
<td>High beginning level of reading: Focus on basic vocabulary development; techniques for reading comprehension.</td>
</tr>
<tr>
<td>253 B★.</td>
<td>Reading 2</td>
<td>3</td>
<td>Lecture</td>
<td>English as a Second Language 253A or appropriate placement through multiple measures assessment process.</td>
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<td></td>
<td>Continuation of the reading skills introduced in English as a Second Language 253A.</td>
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<tr>
<td>257 A★.</td>
<td>Pronunciation 3</td>
<td>3</td>
<td>Lecture</td>
<td>English as a Second Language 256.</td>
<td></td>
<td></td>
<td>Improvement in pronunciation, intonation and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles.</td>
</tr>
<tr>
<td>257 B★.</td>
<td>Pronunciation 4</td>
<td>3</td>
<td>Lecture</td>
<td>English as a Second Language 257A or appropriate placement through multiple measures assessment process.</td>
<td></td>
<td></td>
<td>Continuation of 257A: Improvement in pronunciation, intonation and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles.</td>
</tr>
<tr>
<td>258★.</td>
<td>Conversation 2</td>
<td>3</td>
<td>Lecture</td>
<td>Appropriate placement through multiple measures assessment process.</td>
<td></td>
<td></td>
<td>Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities.</td>
</tr>
<tr>
<td>261★.</td>
<td>ESL for Job Readiness</td>
<td>4</td>
<td>Lecture</td>
<td>English as a Second Language 253A or appropriate placement through multiple measures assessment process.</td>
<td></td>
<td></td>
<td>Emphasis is on verbal communication skills and cultural knowledge needed for staying employed and advancing on the job.</td>
</tr>
</tbody>
</table>
262. ESL in the Workplace  4 UNITS
4 hours lecture
Recommended for the basic ESL students, level 1, 2.
Non-degree applicable
Emphasis is on verbal communication skills and cultural knowledge needed for staying employed and advancing on the job. 4930.82

263. ESL for Culinary Arts  4 UNITS
1 hour lecture
English Language skills for Culinary Arts: Vocabulary, safety and sanitation, and customer service. Computer use is encouraged. 4930.82

264. ESL for the Skilled Trades  3 UNITS
3 hours lecture
Development and strengthening of workplace English language skills in the Skilled Trades including: Names of tools, safety, listening to instructions, reading diagrams, communication, safety, and workplace culture in the U.S. 4930.82

265. ESL for Cosmetology  3 UNITS
3 hours lecture
English language skills for Cosmetology: Vocabulary, test-taking skills, safety and sanitation, and customer service. 4930.82

268. Developing Effective Communication Skills  1 UNIT
2 hours lecture (9-week course)
Recommended preparation: Appropriate placement through multiple measures assessment process.
Non-degree applicable
Introduction to the rhythm and intonation of the English language through conversation: Vowels, word-final and word-initial sounds; vowels and consonants. Students will practice speaking and learn how to monitor their own speech. 4930.82

270. ESL Computer Lab  0.5-3 UNITS
1.5-9 hours laboratory
Designed for ESL students who have completed, or are currently enrolled in ESL or vocational courses: Development of basic computer literacy skills such as keyboard and word processing to complete class assignments. 4930.82

501. ESL Learning Lab  0 UNIT
Laboratory hours to be arranged
The ESL Learning Lab provides one-on-one tutoring and workshops on selected grammar and writing topics to help students in levels 3-6 overcome barriers to reaching their vocational and academic goals. 4930.82
Environmental Control Technology

A technical program which offers the necessary theory and opportunity to develop the skills essential for employment in the air conditioning, refrigeration, and heating industry. Students completing the suggested curriculum can seek employment as mechanics, operating engineers, technicians, and sales engineers.

**REQUIREMENTS FOR THE CERTIFICATE**

Total Required Units 32

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>E/ET</td>
<td>201*</td>
<td>Electricity for Other Majors</td>
<td>4</td>
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<tr>
<td>ECT</td>
<td>10</td>
<td>Domestic Refrigeration and Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>ECT</td>
<td>11</td>
<td>Mechanical and Electrical Devices</td>
<td>4</td>
</tr>
<tr>
<td>ECT</td>
<td>210</td>
<td>Basic Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>WELD</td>
<td>201</td>
<td>Welding for Other Majors</td>
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**SECOND SEMESTER**

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<td>CONMT</td>
<td>220</td>
<td>Blueprint Reading and Interpretation</td>
<td>3</td>
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<tr>
<td>ECT</td>
<td>20</td>
<td>Air Conditioning and Heating Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>ECT</td>
<td>221</td>
<td>Principles and Practice of Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>ECT</td>
<td>222</td>
<td>Special Processes and Devices</td>
<td>4</td>
</tr>
</tbody>
</table>

* REFRI 60 may be substituted for E/ET 201 if completed prior to Fall, 1993.

For Associate Degree General Education requirements, refer to page 74.

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10. **Domestic Refrigeration and Troubleshooting** 4 UNITS

3 hours lecture, 3 hours laboratory

Recommended corequisite: Environmental Control Technology 11 and 210.

Acceptable for credit: CSU.

Practical application of domestic air conditioning and refrigeration: Control components and up-to-date methods of installing, maintaining, diagnosing, and repairing system components.

11. **Mechanical and Electrical Devices** 4 UNITS

3 hours lecture, 3 hours laboratory

Recommended corequisite: Environmental Control Technology 10 and 210.

Acceptable for credit: CSU.

Basic concepts of electrical principles: AC circuits, electrical machinery, and controls as used in air conditioning, refrigeration and heating.

20. **Air Conditioning and Heating Principles and Practices** 4 UNITS

3 hours lecture, 3 hours laboratory

Prerequisite: Environmental Control Technology 10, 11, and 210.

Recommended corequisite: Environmental Control Technology 221 and 222.

Acceptable for credit: CSU.

Properties and treatment of air: Psychrometric chart, ventilation, filtering, air distribution, and diffusion; types of systems and their application; heat gain determination; load calculation and equipment selection; electric pneumatic and electronic control system, and system components.

48 AA-ZZ. Selected Topics in 0.5-9 UNITS

Environmental Control Technology

0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.

See section on Selected Topics.

0945.10
100. Special Projects Laboratory  1-4 UNITS
3-12 hours laboratory
Prerequisite: Environmental Control Technology 10, 11, and 210.
Individually specialized within the area of environmental control systems.

210. Basic Environmental Technology  4 UNITS
3 hours lecture, 3 hours laboratory
Recommended corequisite: Environmental Control Technology 10 and 11.
Analysis of environmental systems, cycles and classification: Thermodynamic properties of refrigerants, heat transfer; system design and operation involving a detailed investigation of basic components and their application; refrigerated enclosures; vapor barriers; insulation and its application; analysis of source and calculation of heat gain; system lubrication and contamination problems.

221. Principles and Practice of Environmental Technology  4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Environmental Control Technology 10, 11, and 210.
Recommended corequisite: Environmental Control Technology 20 and 222.
Analysis of more complex environmental systems: Detailed investigation of component requirements; pressure-enthalpy diagram and its use; heat pumps; low temperature defrost methods; closed circuit and evaporative condensers; secondary systems; capacity control including required piping and instrumentations; multiplex and multistage system; electric motors and drives; wiring of control system components.

222. Special Processes and Devices  4 UNITS
3 hours lecture, 3 hours laboratory
Prerequisite: Environmental Control Technology 10, 11, and 210.
Recommended corequisite: Environmental Control Technology 20 and 221.
Application and up-to-date methods of maintaining, diagnosing and repairing: Heating, humidifying, dehumidifying and filtering systems; absorption type refrigeration equipment; thermoelectric refrigeration equipment; chilled water and transportation refrigeration systems.

248 AA-ZZ. Selected Topics in Environmental Control Technology  0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics.

250 A-B. Forced Air Heating and Air Conditioning  1-1 UNIT
1 hour lecture, 1 hour laboratory
Non-degree applicable
Air conditioning systems and equipment used for residential and small commercial buildings: Air distribution equipment, layout, controls, service and checklist services.

COPED 466 A. Cooperative Education  1-4 UNITS
Occupational Work Experience in Environmental Control Technology
Ethnic Studies

The Ethnic Studies Department offers an opportunity for all students to increase their understanding of cultural heritages and the forces at work among minority groups.

Students may elect one or more of the following majors: African-American Studies, Asian/Asian-American Studies, Ethnic Studies, Mexican/Latin-American Studies and Native American Studies. These Studies provide a broad background for students planning to: (1) pursue a degree in Ethnic Studies or related field at a four-year institution; (2) enter governmental or community oriented programs.

REQUIREMENTS FOR THE MAJOR

Total Required Units 18

I. Select two of the following:

AFRAM 8, 23, 32

II. Completion of:

HIST 17

Select one of the following:

M/LAT 12, 30A, 30B

III. Select two of the following:

ASAME 21, 30, 32, 45A, 45B

Note: Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A★</td>
<td>Elementary French</td>
<td>5 hours</td>
<td>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; aural-oral practice in language laboratory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lecture</td>
<td>(CAN French 2) CAN French Sequence A when taken with French 1B AA/AS area 3; CSU area C2; IGETC area Language</td>
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<tr>
<td>1 B★</td>
<td>Elementary French</td>
<td>5 hours</td>
<td>Study and practice in speaking, understanding, reading, and writing French; aural-oral practice in language laboratory. (CAN French 4) CAN French Sequence A when taken with French 1A AA/AS area 3; CSU area C2; IGETC area Language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lecture</td>
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</tr>
<tr>
<td>2 A★</td>
<td>Intermediate French</td>
<td>3-5 hours</td>
<td>Grammar review, conversation and composition based on readings in French. (CAN French 8) CAN French Sequence B when taken with French 2B AA/AS area 3; CSU area C2; IGETC area 3 &amp; Language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lecture</td>
<td></td>
</tr>
<tr>
<td>2 B★</td>
<td>Intermediate French</td>
<td>5-5 hours</td>
<td>Grammar review, conversation and composition based on reading in French. (CAN French 10) (CAN French Sequence B when taken with French 2A) AA/AS area 3; CSU area C2; IGETC area 3 &amp; Language</td>
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<td></td>
<td>lecture</td>
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<tr>
<td>30 A-B★</td>
<td>Beginning Conversational French</td>
<td>3-3 hours</td>
<td>This course provides an introduction to speaking simple, modern French and on modern French culture: Develops vocabulary and mastery of structure through focus on application rather than on traditional terminology. Acceptable for credit: CSU.</td>
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<td></td>
<td></td>
<td>lecture</td>
<td>Recommended preparation for French 30B: French 30A. AA/AS area 3</td>
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<tr>
<td>48 AA-ZZ★</td>
<td>Selected Topics in French</td>
<td>0.5-5 hours</td>
<td>This course provides an introduction to speaking simple, modern French and on modern French culture: Develops vocabulary and mastery of structure through focus on application rather than on traditional terminology. Acceptable for credit: CSU.</td>
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<tr>
<td></td>
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<td>lecture,</td>
<td>See section on Selected Topics.</td>
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<td>laboratory</td>
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<tr>
<td>49★</td>
<td>Independent Study in French</td>
<td>0.5-5 hours</td>
<td>This course provides an introduction to speaking simple, modern French and on modern French culture: Develops vocabulary and mastery of structure through focus on application rather than on traditional terminology. Acceptable for credit: CSU.</td>
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<tr>
<td></td>
<td></td>
<td>lecture</td>
<td>See section on Independent Study.</td>
</tr>
<tr>
<td>248 AA-ZZ★</td>
<td>Selected Topics in French</td>
<td>0.5-5 hours</td>
<td>This course provides an introduction to speaking simple, modern French and on modern French culture: Develops vocabulary and mastery of structure through focus on application rather than on traditional terminology. Acceptable for credit: CSU.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lecture,</td>
<td>See section on Selected Topics.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>laboratory</td>
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</tbody>
</table>
Geography

The discipline of Geography involves the study of the earth’s surface and the spatial variations associated with both natural and human phenomena such as climate, vegetation, landforms, resource development and utilization, cultural diversity, etc. Through courses in physical, economic and cultural geography, students will develop an understanding of the character of particular regions (e.g. California) and the many ways that humans, past and present, have used and impacted the earth’s surface. By taking geography classes at Laney College, students will learn about the interrelationships between biological, physical, and human systems and the changes and consequences they engender on the global environment.

1. Physical Geography 3 UNITS
3 hours lecture

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. (CAN Geography 2)
AA/AS area 1; CSU area B1, D; IGETC area 5

1 L. Physical Geography Laboratory 1 UNIT
3 hours laboratory

Prerequisite or Corequisite: Geography 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.
CSU area B3; IGETC area 5

2. Cultural Geography 3 UNITS
3 hours lecture

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, ethnic, systems of agriculture, urbanization, political units, economic organization and resource exploitation. (CAN Geography 4)
AA/AS area 2; CSU area D; IGETC area 4

3. World Regional Geography 3 UNITS
3 hours lecture

Acceptable for credit: CSU, UC.

Introduction to the world’s major geographic regions: survey of interrelationships between population distribution, levels of cultural and economic development, political organization, land use patterns and resource use, and environmental components such as climate, water, resources, and landforms. Emphasis is on spatial perspectives and cultural differentiation. 2206.00
AA/AS area 2; CSU area D

6. Introduction to Mapping 3 UNITS
3 hours lecture

Acceptable for credit: CSU, UC.

Introduction to mapping: Focus is upon interpretation of commonly used maps and mapping techniques. Topics include interpretation of topographic maps, scale, map projections, map symbols, measurement, grid systems, surveying, analysis of digital maps and satellite imagery, field use of compasses and data collection using global positioning systems (GPS). 2206.00

8. Geography of California 3 UNITS
3 hours lecture

Acceptable for credit: CSU, UC.

Introduction to California’s diverse geography: Topics include California’s physical and cultural geography. Physical geography includes location, geology, landforms, natural hazards, climate, vegetation, and water resources. Historically developed cultural themes include the Native American and Hispanic origins, Asian migration, land use patterns and economic development, agricultural regions, population growth, and ethnic diversity. Human-environment interactions and regional and cultural diversity are considered throughout. Field trips may be included. 2206.00
AA/AS area 2; CSU area D
3. Weather and Climate  3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

Introduction to the Earth’s atmosphere: Topics include atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds, air masses and fronts, cyclones, tornados, hurricanes, weather forecasting, climate classification, and climate change. Focus is upon atmospheric processes, circulation patterns and weather patterns.

AA/AS area 1; CSU area B  2206.00
10. Introduction to Geology 3 UNITS

3 hours lecture

Acceptable for credit: CSU; UC.

Survey of the structure and materials that compose the outer portions of the earth and geologic processes responsible for sculpturing the earth: Nature and role of rocks and minerals; dynamics of volcanism, earthquakes, plate tectonics, continental drift, metamorphism, running water, ground water, glaciation, weathering and erosion. Two one-day field trips required. 1914.00 (CAN Geology 2)

AA/AS area 1; CSU area B1; IGETC area 5
Graphic Arts (Printing Technology)

Applied Graphic Design/ Digital Imaging

This certificate or AA degree program offers hands-on experience for students interested in combining artistic reactivity 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.

Requirements for the Certificate

Total Required Units: 31

First Semester

<table>
<thead>
<tr>
<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRART</td>
<td>10</td>
<td>Typography</td>
<td>6</td>
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<tr>
<td>GRART</td>
<td>12</td>
<td>Designing for Print and Multimedia</td>
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Second Semester

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<tr>
<td>GRART</td>
<td>20</td>
<td>Production Art and Design</td>
<td>6</td>
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<tr>
<td>GRART</td>
<td>220A</td>
<td>Paste-Makeup Techniques</td>
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Third Semester

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<tr>
<td>GRART</td>
<td>30</td>
<td>Electronic Imaging Systems</td>
<td>6</td>
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<td>GRART</td>
<td>220B</td>
<td>Electronic Paste-Makeup Techniques</td>
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Fourth Semester

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<tr>
<td>GRART</td>
<td>40</td>
<td>Digital Pre-Press Applications</td>
<td>6</td>
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Total Required Units: 26.5

First Semester

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<tr>
<td>GRART</td>
<td>11ABC</td>
<td>Press and Imaging Technology I-II</td>
<td>7</td>
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<tr>
<td>GRART</td>
<td>12</td>
<td>Designing for Print and Multimedia</td>
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Second Semester

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<tr>
<td>GRART</td>
<td>14A</td>
<td>Electronic (Desktop) Publishing</td>
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<tr>
<td>GRART</td>
<td>21ABC</td>
<td>Press and Imaging Technology IV-VI</td>
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Third Semester

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<th>Title</th>
<th>Units</th>
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<tr>
<td>GRART</td>
<td>31ABC</td>
<td>Press and Imaging Technology VII-IX</td>
<td>7</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.
10. Typography 6 UNITS
2 hours lecture, 12 hours laboratory

Acceptable for credit: CSU.

Introduction to type and letter forms as a design element. Exploring traditional methods of type composition with an understanding of terminology, measurement and alignment transitions into the use of computers through page layout applications. Hands-on design projects demonstrate the students understanding of typographical concepts.

11 A. Press and Imaging Technology I 2.5 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Orientation to the graphic arts industry: Safety presswork procedures on automatic duplicator size presses; press adjustments; make-ready, sheet control and color matching; bindery operations.

11 B. Press and Imaging Technology II 2.5 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Presswork procedures on automatic presses; press adjustments and basic maintenance; continued emphasis on make-ready, press sheet control and color matching; bindery operations.

11 C. Press and Imaging Technology III 2 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Presswork procedures on automatic presses; press adjustments and basic maintenance; continued emphasis on press sheet control, color matching; and multi-color printing; intermediate bindery operations.

12. Designing for Print and Multimedia 3 UNITS
3 hours lecture

Acceptable for credit: CSU.

Designed for desktop publishers/multimedia specialists, graphic artists, editors, and individuals who design or order imaging (especially useful for those involved in electronic desktop publishing or multimedia production). Design concepts, layouts, writing specifications, production steps and utilizing printing technology in meeting the needs of the digital or printed piece.

14 A. Electronic Desktop Publishing 2.5 UNITS
(QarkXpress)
2 hours lecture, 2 hours laboratory

Recommended preparation: Business 219, or Computer Information Systems 205.

Acceptable for credit: CSU.

Application of "Page Layout" software utilized in the Graphic Arts/Multimedia industries for digitized pages. Provides experience in production of various basic publications and integrates use of scanners and laser output devices.

14 B. Electronic Desktop Publishing 2.5 UNITS
(PageMaker)
2 hours lecture, 2 hours laboratory

Prerequisite: Graphic Arts 14A.

Acceptable for credit: CSU.

Application of "Page Layout" software utilized in the Graphic Arts/Multimedia industries for digitized pages. Provides experience in production of various basic publications and integrates use of scanners and laser output devices.

14 C. Electronic Desktop Publishing 2.5 UNITS
(In Design)
2 hours lecture, 2 hours laboratory

Prerequisite: Graphic Arts 14A.

Acceptable for credit: CSU.

Application of "Page Layout" software utilized in the Graphic Arts/Multimedia industries for digitized pages. Provides experience in production of various basic publications and integrates use of scanners and laser output devices.

20. Production Art and Design 6 UNITS
2 hours lecture, 12 hours laboratory

Recommended preparation: Graphic Arts 10.

Acceptable for credit: CSU.

Introduction to commercial and advertising typography: Typeface selection, styles, compatibility, and copyfitting for text and display type.
A. Press and Imaging Technology IV
2.5 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Continued experiences in offset printing and imaging technologies: Plate preparation and press operations; adjustments, care and operation of offset duplicators. Quality printing of screens, halftones, duotones. 0936.03

B. Press and Imaging Technology V
2.5 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Continued experiences in offset printing and imaging technologies: Plate preparation and press operations; adjustments, care and operation of offset duplicators. Color process printing. 0936.03

C. Press and Imaging Technology VI
2 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Continued experiences in offset printing and imaging technologies: Plate preparation and press operations; adjustments, care and operation of offset duplicators. Color process printing with the use of electronic technology for color control, densitometry, dot gain meters and color control strips. 0936.03

30★. Electronic Imaging Systems
6 UNITS
3 hours lecture, 12 hours laboratory

Recommended preparation: Computer skills and typing skills at 30 wpm.

Acceptable for credit: CSU.

Typeset and keyboarding for computerized photo-composition: Programming, storage, file management system for disk drive photo-typesetting and personal computers. Introduction to Graphic Arts software. 0936.02

31 A. Press and Imaging Technology VII
2.5 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Advanced commercial lithography: Image assembly, printing multiple color images on commercial quality lithopresses and exploration of digital imaging techniques and practices. Operation of stream feed large format presses and multiple tower presses. 0936.03

31 B. Press and Imaging Technology VIII
2.5 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Advanced commercial lithography: Image assembly, printing multiple color images on commercial quality lithopresses and exploration of digital imaging techniques and practices. Operation of stream feed large format presses and multiple tower presses. 0936.03

31 C. Press and Imaging Technology IX
2 UNITS
3 hours lecture, 12 hours laboratory (6-week course)

Acceptable for credit: CSU.

Advanced commercial lithography: Image assembly, printing multiple color images on commercial quality lithopresses and exploration of digital imaging techniques and practices. Operation of stream feed large format presses and multiple tower presses. 0936.03

40★. Digital Pre-Press Applications
6 UNITS
2 hours lecture, 12 hours laboratory

Prerequisite: Graphic Arts 30.

Acceptable for credit: CSU.

Applications of typo-graphical and general printing knowledge to electronic (desktop) digital pre-press and to laser printer or high resolution output device. Software for interactive pagination and multimedia presentations. 0936.02

48 AA-ZZ. Selected Topics in Graphic Arts
0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.

See section on Selected Topics. 0936.00

200. Special Projects Laboratory
1-2 UNITS
3-6 hours laboratory

Prerequisite: Graphic Arts 14C or 40 or 41.

Laboratory setting providing opportunities for development of advanced and/or individual skills in graphic arts. 0936.00
201 A-B-C-D. Advanced Typesetting 2-2-2-2 UNITS
6 hours laboratory
Prerequisite for Graphic Arts 201A: Graphic Arts 40.
Prerequisite for Graphic Arts 201B: Graphic Arts 201A.
Prerequisite for Graphic Arts 201C: Graphic Arts 201B.
Prerequisite for Graphic Arts 201D: Graphic Arts 201C.
Operation of advanced computerized photocomposition: Formatting frontend and output unit; programming and processor operation(201A). Continuation of cognitive and manipulative skills development(201B-C-D). 0936.02

210 A. Adobe PhotoShop Basics 2.5 UNITS
2 hours lecture, 2 hours laboratory
Recommended preparation: Business 219, or Computer Information System 205, or Graphic Arts 230.
Basics software operations 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, Filters, and Print Media File Preparation will be explored through hands-on projects. AA/AS area 4c 0936.02

210 B. Advanced PhotoShop for Web Graphics 2.5 UNITS
2 hours lecture, 2 hours laboratory
Prerequisite: Graphic Arts 210A.
Application of software skills used in Adobe PhotoShop Basics for the purpose of implementing graphic design principles and elements for visual appeal and communications as applied in electronic displays such as: World Wide Web, Multimedia Presentations, Interactive Design, and other Electronically Transmitted Images. Emphasis on publication of images using PhotoShop with other software such as: ImageReady Dreamweaver and others. AA/AS area 4c 0936.02

211 A. Adobe Illustrator Basics 2.5 UNITS
2 hours lecture, 2 hours laboratory
Recommended preparation: Business 219, or Computer Information System 205, or Graphic Arts 230.
Introduction to "draw" software utilized in the Graphic Arts/Multimedia industries for digitized illustration and drawing of imagery. AA/AS area 4c 0936.02

211 B. Advanced Adobe Illustrator 2.5 UNITS
2 hours lecture, 2 hours laboratory
Prerequisite: Graphic Arts 211A.
Application of "draw" software utilized in the Graphic Arts/Multimedia industries for digitized illustrative and drawing of imagery: Logos, Posters, Publication Illustrations, Custom Environments, Advanced Typography, Page Layout, Perspective Grids, Brush Techniques, and other techniques will be explored through hands-on projects. 0936.02
AA/AS area 4c

212 A. Software for Multimedia (Director) 2 UNITS
1 hour lecture, 3 hours laboratory
Recommended preparation: Computer Information System 205.
Basics of software utilized in the Multimedia industry for authoring web and interactive CD based production. 0936.02

220 A. Paste-Makeup Techniques 2 UNITS
6 hours laboratory
Prerequisite: Graphic Arts 12.
Basic paste-makeup techniques for camera-ready art of graphic reproduction: Production of photo-mechanics for commercial, newspaper, and business forms f., black/white offset printing; exploration of mechanically separated color for simple "spot color" printing. 0936.02

220 B. Electronic Paste-Makeup Techniques 2 UNITS
6 hours laboratory
Prerequisite: Graphic Arts 220A.
Basic techniques of traditional paste-makeup applied to electronic imaging technology: Comparisons of current electronic technology to traditional methodology. Exploration of basic "spot" color separation techniques for traditional pasteup, as well as the electronic des top. 0936.02

230. Computer Basics for Graphics 1 UNIT
0.75 hour lecture, 0.75 hour laboratory
Recommended preparation: Very basic keyboarding skill.
Basic computer operations for beginning with interest in graphics and multimedia. Course will introduce special graphic operations along with basic operation. An emphasis will be placed on Macintosh operating systems with some Windows basic for graphics. AA/AS area 4c 0936.02
48 AA-ZZ. Selected Topics in Graphic Arts 0.5-9 UNITS

9 hours lecture, 0-27 hours laboratory

See section on Selected Topics. 0936.00

11. Graphic Arts Open Lab 0 UNIT

Variable lab hours


Access to the Graphic Arts computer and design labs with supervised instruction in: Graphics software, desktop publishing, graphic design and electronic imaging. 0936.02

COPED 466 K. Cooperative Education 1-4 UNITS

Occupational Work Experience in Graphic Arts 0936.00
Health Education

1. Exploring Health Issues 3 UNITS
3 hours lecture
Not open for credit to students who have completed or are currently enrolled in Health Education 3 at Merritt College.
Acceptable for credit: CSU, UC.
Examines 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

6 A-B. Health Education in Sports 1-1 UNIT
3 hours laboratory
Health Education 6A is not prerequisite to Health Education 6B.
Acceptable for credit: CSU, UC.
Introduction to health education as it relates to sports activities. 0837.00

9. First Aid and Safety 2 UNITS
2 hours lecture
Acceptable for credit: CSU, UC.
Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures. 0837.00
Health Professions and Occupations

201. Medical Terminology I  
2 UNITS  
2 hours lecture  
Study of basic structure of medical words, including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling and definition of medical terms.
1299.00

02. Medical Terminology II  
2 UNITS  
2 hours lecture  
Recommended preparation: Health Professions and Occupations 201.  
Study of terminology related to body structure, pathological conditions and diseases, operative terms and techniques including laboratory/radiological diagnostic procedures.
1299.00
History

Through Laney College courses in history, students will learn to think critically about ourselves and our world by studying both the remote and recent past. More than merely memorizing historical facts, students will acquire both analytic and research skills in their study of the human condition. Because everything has a history, everything can be studied from a historical perspective.

2 A-B. History of European Civilization
3 hours lecture

History 2A is not prerequisite to History 2B.

Acceptable for credit: CSU, UC.

Western Civilization: Prehistoric, Ancient, Medieval and Renaissance periods up to 1660 (2A). 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 (2B).

(CAN History 2) History 2A 2205.00
(CAN History 4) History 2B(CAN History Sequence A when History 2A taken with History 2B) AA/AS area 2; CSU area D; IGETC area 4

3*. Modern World History
3 hours lecture

Acceptable for credit: CSU, UC.

Survey of 19th and 20th centuries World History, tracing the development of liberalism, industrialism and nationalism: Modern civilization as shaped by social, economic, political, philosophical and historical forces.

AA/AS area 2; CSU area D; IGETC area 3 2205.00

5. History of Mexico
3 hours lecture

Acceptable for credit: CSU, UC.

Interpretative survey of Mexican history from the Spanish Conquest to present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development. 2205.00

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

7 A. History of United States to 1877
3 hours lecture

Acceptable for credit: CSU, UC.

Survey and interpretation of political, social and economic factors contributing to the growth of the nation from colonial days to Reconstruction (1877). 2205.00

(CAN History 8)
(CAN History Sequence B when taken with History 7B) AA/AS area 2; CSU area D; IGETC area 4
HISTORY

B. History of United States Since 1865 3 UNITS

hours lecture

History 7A is not prerequisite to History 7B.

Acceptable for credit: CSU, UC.
The United States from the end of the Civil War to present. 2205.00

-CAN History 10
(CAN History Sequence B when taken with History A)
AA/AS area 2; CSU area D; IGETC area 4

7. History of the Mexican-American 3 UNITS

5 hours lecture

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. 2205.00

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

9. History of California 3 UNITS

3 hours lecture

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

2. The United States Since 1945 3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.
Recent history of the United States: Social and political developments and the changing role of the United States in modern world relations. 2205.00

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

8 AA-ZZ. Selected Topics in History 0.5-5 UNITS

5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC•.
Two section on Selected Topics. 2205.00

248 AA-ZZ. Selected Topics in History 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

Two section on Selected Topics. 2205.00
Through the study of humanities at Laney College, students will develop an integrated and analytic approach to understanding the arts, religion, history, literature, theater, film, philosophy, music, politics and public policy. Courses focus on the aforementioned dimensions of human civilization and their unique contributions to the human experience.

30 A. Human Values/Ethics

3 hours lecture

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. AA/AS area 3; CSU area C2; IGETC area 3

30 B. Human Values/Aesthetics

3 hours lecture

Humanities 30A is not prerequisite to Humanities 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 use of major works of art. AA/AS area 3; CSU area C2; IGETC area 3

31 A-B. Arts and Ideas of Western Culture

3 hours lecture

Humanities 31A is not prerequisite to Humanities 31B.

Acceptable for credit: CSU, UC.

History of ideas from ancient Greece to the Renaissance expressed in literature, theater, architecture, sculpture, and painting; The lasting importance of basic concepts and values (31A). Search for order and freedom Western Civilization from Renaissance to the present as reflected in great works of literature, philosophy science and the arts, and growth of democracy (31B). AA/AS area 3; CSU area C2; IGETC area 3
40. Religions of the World 3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

Comparative study of the world’s great religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. Original sources are stressed.

A/AS area 3; CSU area C2; IGETC area 3

45. Religion and the African-American 3 UNITS

Church in America

3 hour lecture

Not open for credit to students who have completed or are currently enrolled in African-American Studies 45.

Acceptable for credit: CSU, UC.

Survey and analysis of the role of the church on social, political, economic, and psychological development of African-Americans.

A/AS area 3, 5; CSU area C2; IGETC area 3

49 AA-ZZ. Selected Topics in 0.5-5 UNITS

Humanities

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics.

49. Independent Study in 0.5-5 UNITS

Humanities

Acceptable for credit: CSU, UC.

See section on Independent Study.

48 AA-ZZ. Selected Topics in 0.5-5 UNITS

Humanities

5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.
Japanese

1 A★. Elementary Japanese  5 UNITS

5 hours lecture

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

50 A★. Conversational Japanese and Culture  3-3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Speaking of simple modern Japanese: Basic knowledge of Japanese culture and its people. 1108.00

50 B★. Conversational Japanese and Culture  3 UNITS

3 hours lecture

Prerequisite: Japanese 50A.

Acceptable for credit: CSU.

Continuation of Japanese 50A: Emphasis on more proficient speaking patterns and appreciation of additional cultural aspects. 1108.00
Journalism

The Journalism Department offers practical newspaper 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.

REQUIREMENTS FOR THE MAJOR

Total Required Units 21-27

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS</td>
<td>230DEF*</td>
<td>Beginning Keyboarding</td>
<td>3</td>
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<tr>
<td>JOURN 18A+</td>
<td>Newspaper Production</td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>JOURN 55</td>
<td>Introduction to Journalism</td>
<td>3</td>
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</tr>
</tbody>
</table>

* Should be taken by all first-semester students who cannot type at least 25 words per minute. Course NOT required for the major.

SECOND SEMESTER

<table>
<thead>
<tr>
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<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURN 18B+</td>
<td>Newspaper Production</td>
<td>3-5</td>
<td></td>
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<tr>
<td>JOURN 21</td>
<td>Newswriting</td>
<td>3</td>
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THIRD SEMESTER

<table>
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<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>JOURN 18C+</td>
<td>Newspaper Production</td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>JOURN 58</td>
<td>Publicity Writing and Newsletter</td>
<td>Layout</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 62+</td>
<td>Mass Media and Society</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Minimum of 12 units required in Journalism 18ABC.
++ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses

- Business 74
- English 1A, 1B
- Media Communications 102A, 102B
- Photography 20, 31A

18 A-B-C-D. Newspaper Production  
2-5 UNITS each level

1-2 hours lecture, 3-9 hours laboratory

Recommended preparation to Journalism 18A: Graphic Arts 14A and Photography 10.

Prerequisite for Journalism 18B: Journalism 18A.

Prerequisite for Journalism 18C: Journalism 18B.

Prerequisite for Journalism 18D: Journalism 18C.

Acceptable for credit: CSU.

Production of campus newspaper, the Laney Tower. Students are reporters, photographers, and computer production staff from initial story assignments to final camera-ready sequence. Computer applications for writing stories, desktop publishing, and photographic images.

21★. Newswriting

3 UNITS

3 hours lecture

Prerequisite: English 201B.

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, legal and ethical issues related to newspaper writing.

(CAN Journalism 2)

AA/AS area 4d

48 AA-ZZ. Selected Topics in Journalism

0-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU.

See section on Selected Topics.

49. Independent Study in Journalism

0.5-5 UNITS

Acceptable for credit: CSU.

See section on Independent Study.
55★. Introduction to Journalism  3 UNITS
3 hours lecture

Prerequisite: English 201B.

Acceptable for credit: CSU, UC.
Survey of careers in journalism: Study of news media including history and philosophy of news dissemination and theories of communication; analysis of daily news emphasizing political, historical, economic, and cultural forces which shape events. May include analysis of reporting and writing news.  0602.00

58★. Publicity Writing and Newsletter Layout  3 UNITS
3 hours lecture

Acceptable for credit: CSU.
Survey of public information and publicity practices for community groups: Gathering and assembling information; writing news releases, radio and television public service copy; effective publicity photography; design and layout of newsletters.  0602.00

62★. Mass Media and Society  3 UNITS
3 hours lecture

Acceptable for credit: CSU, UC.
A look behind the TV screen and the front page: Who controls the mass media in a democratic society; how they decide what news and information gets to the consumer; analysis of today’s mass media (newspaper, TV, radio, magazines, movies). Guest speakers and field trips.  0602.00
(CAN Journalism 4)
AA/AS area 2

248 AA-ZZ. Selected Topics in Journalism  0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics.  0602.00
Labor Studies

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 21

<table>
<thead>
<tr>
<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>LABST</td>
<td>10</td>
<td>American Labor Movement</td>
<td>3</td>
</tr>
<tr>
<td>LABST</td>
<td>12</td>
<td>Collective Bargaining</td>
<td>3</td>
</tr>
<tr>
<td>LABST</td>
<td>13</td>
<td>Economics for Labor and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABST</td>
<td>14</td>
<td>Grievance Handling and Arbitration</td>
<td>3</td>
</tr>
<tr>
<td>LABST</td>
<td>30</td>
<td>Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>LABST</td>
<td></td>
<td>Labor Study Courses</td>
<td>6</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

10★. American Labor Movement 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

History of the American Labor movement from colonial time to the present; first unions; creation of laws; beginnings of national union structures; rise of the AFL; development of the CIO; current issues. 0516.00 AA/AS area 2

12★. Collective Bargaining 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Structure, content, strategies, and relationships between the parties engaged in collective bargaining; Research analysis; computing costs; simulated bargaining. 0516.00

13★. Economics for Labor and Community Leadership 3 UNITS

3 hours lecture

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. AA/AS area 2 0516.00

14★. Grievance Handling and Arbitration 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Grievance handling as a continuation of the collective bargaining process; Investigative techniques and procedures; resolving issues at the grievance committee level; arbitration as a means of resolution. 0516.00
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15☆. Labor Leadership and Communication Skills</td>
<td>3</td>
<td>0516.00</td>
</tr>
<tr>
<td>3 hours lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptable for credit: CSU.</td>
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</tr>
<tr>
<td>Responsibilities required of today's labor leader: Leadership, planning, organizing, communication and problem solving; development in effective communications; conducting meetings; strategic planning and team building.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 16☆. Rights and Discrimination in the Workplace               | 3     | 0516.00 |
| 3 hours lecture                                               |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| A practical guide to employee rights and how to protect them through legal channels and grievance procedures: Unjust termination, sexual harassment, race and sex discrimination, AIDS discrimination, drug testing, immigration policy. |       |         |

| 19☆. Health and Safety on the Job                            | 3     | 0516.00 |
| 3 hours lecture                                               |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| How to identify, evaluate and control job hazards; protective laws and regulations; workers' compensation for illness and injury. |       |         |

| 20☆. Organizing Across Borders: Unions in the Global Economy | 3     | 0516.00 |
| 3 hours lecture                                               |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| State of workers and unions in other countries; problems of globalization and runaway employers; use of available technology to facilitate communication and solidarity. |       |         |

| 21☆. Workplace Organizing                                    | 3     | 0516.00 |
| 3 hours lecture                                               |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| Comprehensive survey of workplace organizing: Emphasis on legal background and current legal issues; group psychology; employer and union campaign strategies. |       |         |

| 22☆. Labor Research Strategies                               | 3     | 0516.00 |
| 3 hours lecture                                               |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| Survey of research strategies and methods for labor and other activists; researching employers and unions; local union and community history. |       |         |

| 30☆. Labor Law                                               | 3     | 0516.00 |
| 3 hours lecture                                               |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| The development of 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. |       |         |

| 48 AA-ZZ☆. Selected Topics in Labor Studies                  | 0.5-5 | 0516.00 |
| 0-5 hours lecture, 0-15 hours laboratory                     |       |         |
| Acceptable for credit: CSU.                                   |       |         |
| See section on Selected Topics.                              |       |         |

| 49☆. Independent Study in Labor Studies                      | 0.5-5 | 0516.00 |
| Acceptable for credit: CSU.                                   |       |         |
| See section on Independent Study.                            |       |         |

| 201☆. Stewards' Training                                     | 1     | 0516.00 |
| 1 hour lecture                                                |       |         |
| Study of rights, responsibilities and duties of union shop stewards: Grievance handling and dispute resolution; interviewing and investigation techniques; grievance presentation. |       |         |

| 202☆. Union Organizing                                       | 1     | 0516.00 |
| 3 hours lecture (6-week course)                              |       |         |
| Organizing strategies: Managerial and union perspectives; evaluating various approaches; the National Labor Relations Act; other public sector laws. |       |         |

| 205☆. Know Your Job Rights                                   | 1     | 0516.00 |
| 6 hours lecture (3-week course)                              |       |         |
| Practical guide to workers' rights: Protection through legal channels and grievance procedures; current employment discrimination issues. |       |         |

| 208☆. East Bay Labor History                                 | 0.5   | 0516.00 |
| 9 hours lecture (1-week course)                              |       |         |
| Survey of labor events and problems in the East Bay over the last century: Emphasis on the interactions of class, gender and race. |       |         |

| 210☆. Assertiveness Training                                 | 0.5   | 0516.00 |
| 9 hours lecture (1-week course)                              |       |         |
| Effective communication in the workplace and in daily life; techniques to present oneself clearly and directly; role playing facilitated by a practicing psychologist. |       |         |
12★. Effective Meetings and Parliamentary Procedure 0.5 UNIT

(hours lecture (1-week course))

How to build effective meetings that accomplish the group’s goals; the rules of parliamentary procedure which make for effective meetings. 0516.00

214 A-B-C-D★. Labor Heritage/Rockin’ Solidarity Chorus 1 UNIT

1 hour lecture, 3.5 hours laboratory (9-week course)

Study of labor history through songs which illustrate the struggles of diverse cultures and periods. 0516.00

248 AA-ZZ★. Selected Topics in Labor Studies 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics. 0516.00

000 C06★. Cooperative Education 1-4 UNITS

Occupational Work Experience in Labor Studies 0516.00
Learning Resources

24★. Learning to Learn 3 UNITS
3 hours lecture
Acceptable for credit: CSU.
High-performance learning utilizing a stress-free method for accelerating learning and thinking: Information organization and management, creative and critical thinking skills, effective time management, high-achiever learning strategies, and memory training. 4930.00

57. Career and Life Planning 3 UNITS
3 hours lecture
Acceptable for credit: CSU.
In-depth career and life planning: Self-exploration identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles. 4930.12
CSU area E

72. Successful Student Skills and Behavior 2 UNITS
2 hours lecture
Acceptable for credit: CSU.
Examination of services, techniques, and attitudes which contribute to a successful collegiate experience: College resources, study skills, learning styles, effective communication skills, and psychological awareness. 4930.10

200★. Orientation to College 0.5 UNIT
1 hour lecture (9-week course)
Provides new students with information about college programs, policies, and procedures; campus resources; assessment; variety of activities scheduled throughout the semester. 4930.10

211 A-B★. Computer Access 1.5-3 UNITS
2 hours lecture, 3 hours laboratory
Open entry/open exit: 1.5 units of credit for each module completed.
No prior computer experience necessary.
Recommended for students with disabilities.
Word processing for individuals with visual, physical, or learning disabilities: Writing essays, business letters, resumes, and reports using adaptive programs as appropriate. 4930.30
AA/AS area 4c

248 AA-ZZ★. Selected Topics in Learning Resources 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 4930.00

251 A-B-C-D★. Supportive Services 1-1-1-1 UNIT
1 hour lecture
Non-degree applicable
To acquaint the Peer Advisor with the rudiments of counseling and peer advising techniques. 2107.00

260. Career Preparation for Project Bridge 1 UNIT
1 hour lecture
Corequisite: Enrollment in all Project Bridge II courses.
Non-degree applicable
Analysis, evaluation, and discussion of the skills, personal attributes, and education required for work and career attainment. 4930.10

272 A-B-C-D★. Computer Access Projects 0.5-2 UNITS
1.5-6 hours laboratory
Open entry/open exit: 0.5 unit of credit for each module completed.
Recommended for students with disabilities.
Non-degree applicable
Designed for students who require access to specialized adaptive computer technologies in order to complete assignments for other classes in which they are enrolled: Improvement of basic academic skills through computer-aided instruction. 4930.30
273 A-B-C*: Improving Learning Potential I
1-3 UNITS
1 hour lecture, 3 hours laboratory
Open entry/open exit: 1 unit of credit for each module completed.
Recommended for students with disabilities.
Non-degree applicable
Focus of instruction is remediation of basic cognitive skills such as attention, memory, categorization, discrimination, and sequencing. These deficits may be approached through retraining of basic reading, writing and mathematics skills, strategies for compensating for these impairments, and generalizing the compensation to everyday life.
4930.30

274 A-B*: Improving Learning Potential II
1-2 UNITS
2 hours lecture
Open entry/open exit: 1 unit credit for each module completed.
Recommended for students with disabilities.
Non-degree applicable
Advanced level of instruction: Remediation of cognitive/language tasks involving judgment, problem-solving, analysis, synthesis, and the formulation and communication of abstract concepts.
4930.30

280 A-B-C. Study Skills 0.5-3 UNITS each level
0-3 hours lecture, 0-9 hours laboratory
Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.
Non-degree applicable
Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem.
4930.00

295 A-B-C. Diagnostic Learning 1-3 UNITS
1-3 hours lecture
Recommended for students with learning disabilities. Referral by a Disabled Students Programs and Services Counselor is recommended.
Non-degree applicable
Individualized assessment of learning strengths and weaknesses to determine eligibility for certification as a learning disabled adult; development of an Individualized Education Plan (IEP).
Module 1 (Mandatory): 1 unit for completion of mandated tests (Woodcock-Johnson Psychoeducational Battery Parts I and II and/or Wechsler Adult Intelligence Scale, revised together with Wide Range Achievement Test); samples of reading, writing/spelling, and mathematics; additional tests as required.
Module 2: 1 unit for diagnostically oriented work in targeted academic skills areas.
Module 3: 1 unit for diagnostically oriented work in use of adaptive strategies and use of appropriate support services and classroom accommodations. 4930.32

501. Supervised Tutoring (Non-Credit) 0 UNITS
1-15 hours laboratory (Non-Credit)
Supervised tutoring, either individually or in small groups, to assist students in increasing their success in college courses. Students may enroll for assistance in more than one college course per semester. 4930.09
Library Information Studies

48 AA-ZZ*. Selected Topics in Library Information Studies 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics. 1699.00

85. Introduction to Library Resources 2 UNITS
2 hours lecture
Recommended preparation: English 1A.
Acceptable for credit: CSU, UC.
Exploration of the variety of resources available in libraries: Emphasis on forms of general and subject resource materials (encyclopedias, dictionaries, indexes, abstracting services, handbooks, bibliographies); and understanding of the online catalog and other online resources. 1699.00

248 AA-ZZ*. Selected Topics in Library Information Studies 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 1699.00

500 Computer Laboratory for Library Information Studies 0 UNIT
1-15 hours laboratory (Non-Credit)
Open-entry, open-exit library information research computer laboratory. 1699.00

501 Library Listening and Viewing Laboratory 0 UNIT
1-15 hours laboratory (Non-Credit)
Open-entry, open-exit media instructional support laboratory. 1699.00
Machine Technology

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 41

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MACH</td>
<td>210</td>
<td>Machine Technology I</td>
<td>8</td>
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<tr>
<td>MATH</td>
<td>220A*+</td>
<td>Technical Mathematics with Algebra</td>
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<tr>
<td></td>
<td></td>
<td>- Part 1 (Lab)</td>
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<tr>
<td>MATH</td>
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<td>Technical Mathematics with Algebra</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Part 2 (Lab)</td>
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<tr>
<td>MATH</td>
<td>220C*+</td>
<td>Technical Mathematics with Algebra</td>
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<td>- Part 3 (Lab)</td>
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<td>- Part 4 (Lab)</td>
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<tr>
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<td>- Part 1 (Lab)</td>
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<tr>
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<td>- Part 2 (Lab)</td>
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SECOND SEMESTER

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<tr>
<td>MACH</td>
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<td>Machine Technology II</td>
<td>8</td>
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<tr>
<td>MATH</td>
<td>220G*+</td>
<td>Technical Mathematics with Trigonometry (Lab)</td>
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<tr>
<td>WELD</td>
<td>201</td>
<td>Welding for Other Majors</td>
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THIRD SEMESTER

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<tr>
<td>MACH</td>
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<td>CNC Programming</td>
<td>4</td>
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<tr>
<td>MACH</td>
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<td>Machine Technology III</td>
<td>8</td>
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FOURTH SEMESTER

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<th>Dept.</th>
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<th>Title</th>
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<tbody>
<tr>
<td>MACH</td>
<td>240</td>
<td>Machine Technology IV</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Mathematics 201 or 210 ABCD or a more advanced Mathematics course may be substituted.</td>
<td></td>
</tr>
</tbody>
</table>

+ Course may be applied to Associated Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses:
- Electricity/Electronics Technology 211A, 211B

30. CNC Programming

3 hours lecture, 3 hours laboratory
Offered Spring Semester.
Prerequisite: Machine Technology 210.

Acceptable for credit: CSU.

Programming, editing, and machine tool operation of 3-axis CNC milling, drilling, and boring machines: Application of linear axis, area center offset, feedrate, spindle speed, tool select commands, and repetitive type programming.

AA/AS area 4c

48 AA-ZZ. Selected Topics in Machine Technology

0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.

See section on Selected Topics.

200. Special Projects Laboratory

1-4 UNITS

3-12 hours laboratory

Open laboratory for students working on selected projects, providing opportunity for development of individual interests.

201. Machine Technology for Other Majors

1 hour lecture, 3 hours laboratory

Processes of manufacturing as applied to machining.

210. Machine Technology I

8 UNITS

3 hours lecture, 15 hours laboratory

Theory and operation of machine technology tools and power machines: Application of lathes, drilling machines, grinders, saws, and milling machine; introduction to bench and floor work; assembly; precision measurements; properties of metallic materials.

220. Machine Technology II

8 UNITS

3 hours lecture, 15 hours laboratory


Continuation of Machine Technology 210: Technology of machining metal; manufacture of machine parts; introduction to design of machines and cutting tools; heat treatment; cylindrical grinder.
230. Machine Technology III  
3 hours lecture, 15 hours laboratory  
Prerequisite: Machine Technology 220.  
Continuation of Machine Technology 220: Manufac-
ture, assembly, and testing of machine parts; machine 
tool maintenance and repair; precision grinding, gear 
milling, special threading and milling operations; in-
spection techniques; sinebar and compound angle cal-
culations.  

240. Machine Technology IV  
3 hours lecture, 15 hours laboratory  
Prerequisite: Machine Technology 230.  
Continuation of Machine Technology 230: Layout and 
inspection; heat treatment; properties of materials; tool 
and cutter grinding; dovetail; tee slot, helical, and cam 
milling; tool and die making; application of mathematical 
calculations and planning techniques; differential 
and angular indexing; production methods.  

248 AA-ZZ. Selected Topics in  
Machine Technology  
0-9 hours lecture, 0-27 hours laboratory  
See section on Selected Topics.  

250 A. Machine Shop I  
2 hours lecture, 4 hours laboratory  
Non-degree applicable  
Introduction to the Machine Shop: Safety; calculations; 
layout; hand tools; tool grinding; taper turning and 
revolving.  

250 B. Machine Shop II  
2 hours lecture, 4 hours laboratory  
Non-degree applicable  
Continuation of Machine Technology 250A: 4 jaw-chucks 
and indicators; tapping, reaming, counter-sinking; sin-
gle paint threading; eccentrics/concentrics.  

250 C. Machine Shop III  
2 hours lecture, 4 hours laboratory  
Non-degree applicable  
Continuation of Machine Technology 250B: Squaring 
and facing material; drilling, tapping, boring, counter-
boring; contour machining on vertical milling machine.  

250 D. Machine Shop IV  
2 hours lecture, 4 hours laboratory  
Non-degree applicable  
Continuation of Machine Technology 250C: Horizontal 
milling machine; surface grinders; indexing; tool and 
cutter grinding.  

COPED 466 L. Cooperative  
Education  
Occupational Work Experience in Machine Technology  
Management and Supervision

The program of study combines management theory with day-to-day practical application. Classwork provides an opportunity for actual performance as well as the development of supervisory and management skills.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 18

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>5</td>
<td>Human Relations in Business</td>
<td>3</td>
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<tr>
<td>BUS</td>
<td>56</td>
<td>Human Resources Management</td>
<td>3</td>
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<tr>
<td>4/SVN</td>
<td>60</td>
<td>Introduction to Management</td>
<td>3</td>
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<tr>
<td>4/SVN</td>
<td>61</td>
<td>Psychology of Management</td>
<td>3</td>
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<tr>
<td>M/SVN</td>
<td>64</td>
<td>Organization and Management</td>
<td>3</td>
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<tr>
<td>M/SVN</td>
<td>82</td>
<td>Essentials of Managerial Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

48. AA-ZZ. Selected Topics in Management and Supervision 0.5-9 UNITS

0-9 hours lecture, 0-27 hours laboratory

Acceptable for credit: CSU.
See section on Selected Topics. 0506.30

60. Introduction to Management 3 UNITS

3 hours lecture

Acceptable for credit: CSU.
Basic responsibilities of management such as directing, planning, controlling, and organizing; labor relations; human relations; performance appraisals; quality control; employee development. 0506.30

61. Psychology of Management 3 UNITS

3 hours lecture

Acceptable for credit: CSU.
Psychological and emotional factors and processes involved in management and supervision. 0506.30

64. Organization and Management 3 UNITS

3 hours lecture

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

82. Essentials of Managerial Communications 3 UNITS

3 hours lecture

Acceptable for credit: CSU.
Principles and forms of effective written and oral communications: Ability to convey ideas; generic communications as related to supervisory-management problems. 0506.30
248 AA-ZZ. Selected Topics in Management and Supervision  0.5-9 UNITS
0-9 hours lecture, 0-27 hours lecture
See section on Selected Topics.  0506.30

COPED 456 I. Cooperative Education  1-4 UNITS
Occupational Work Experience in Management and Supervision  0506.30
Math Assessment

Math assessment is a student-centered service to provide accurate and useful information. The objective of assessment is to assist students in selecting the most appropriate mathematics course for success.

All students must participate in math assessment before registering for any mathematics course except arithmetic (Mathematics 251ABCD), Project Bridge, and Learning Skills courses.

Math assessment appointments can be made in building "A", Rm. 102. For further information, refer to page 26.
REQUIREMENTS FOR THE MAJOR

Total Required Units 22
Requirements for the major in mathematics are completion of Categories I & II.

Category I: Mathematics 3A and 3B and 3C
Category II: Mathematics 13 and either 3E or 3F

Note: Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

2. Precalculus with Analytic Geometry 5 UNITS
5 hours lecture

Prerequisite: Mathematics 50 or 52C.

Acceptable for credit: CSU, UC.

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential and logarithmic functions, 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, quadric surfaces.

(CAN Mathematics 16)
AA/AS area 4b; CSU area B4; IGETC area 2

3 A. Calculus I 5 UNITS
5 hours lecture

Prerequisite: Mathematics 2; or Mathematics 1 and either Mathematics 50 or 52C.

Acceptable for credit: CSU, UC.

Theorems on limits and continuous functions, derivatives, differentials, applications; fundamental theorem of calculus, and applications, properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions.

(CAN Mathematics 18)
(CAN Mathematics Sequence B when taken with Math 3B)
(CAN Mathematics Sequence C when taken with Math 3B and 3C)
AA/AS area 4b; CSU area B4; IGETC area 2

3 B. Calculus II 5 UNITS
5 hours lecture

Prerequisite: Mathematics 3A.

Acceptable for credit: CSU, UC.

Applications of the definite integral, methods of integration, polar coordinates, parametric equations, infinite series, power series.

(CAN Mathematics 20)
(CAN Mathematics Sequence B when taken with Math 3A)
(CAN Mathematics Sequence C when taken with Math 3A and 3C)
AA/AS area 4b; CSU area B4; IGETC area 2
3 C. Calculus III  5 UNITS
5 hours lecture

Prerequisite: Mathematics 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

(CAN Mathematics 22)
(CAN Mathematics Sequence C when taken with
Math 3A and 3B)
AA/AS area 4b; CSU area B4; IGETC area

3 E. Linear Algebra  3 UNITS
3 hours lecture

Mathematics 3E and 3F are equivalent to Mathematics 3D at Merritt College.

Not open for credit to students who have completed or are currently enrolled in Mathematics 3D at Merritt College.

Prerequisite: Mathematics 3A.

Acceptable for credit: CSU, UC.

Gaussian and Gauss-Gordon elimination, matrices, determinants, vectors in R^3 and R^n, real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications.

(CAN Mathematics 26) 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

3 F. Differential Equations  3 UNITS
3 hours lecture

Mathematics 3E and 3F are equivalent to Mathematics 3D at Merritt College.

Not open for credit to students who have completed or are currently enrolled in Mathematics 3D at Merritt College.

Prerequisite: Mathematics 3C.

Acceptable for credit: CSU, UC.

Ordinary differential equations, first-order, second-order and higher order equations, separable and exact equations, series solutions, LaPlace transformations, system of differential equations. 1701.00

(CAN Mathematics 24)
AA/AS area 4b; CSU area B4; IGETC area 2

11*. Discrete Mathematics  4 UNITS
4 hours lecture

Prerequisite: Mathematics 3B.

Acceptable for credit: CSU, UC.

Mathematics induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

13. Introduction to Statistics  4 UNITS
4 hours lecture

Prerequisite: Mathematics 203 or 211D.

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. Non-parametric methods. 1701.00

(CAN Statistics 2)
AA/AS area 4b; CSU area B4; IGETC area 2

15. Mathematics for Liberal Arts Students  3 UNITS
3 hours lecture

Prerequisite: Mathematics 203 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 combinations. 1701.10
AA/AS area 4b; CSU area B4; IGETC area 2

48 AA-ZZ. Selected Topics in Mathematics  0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory

Prerequisite: Mathematics 203 or 211D.

See section on Selected Topics. 1701.00

49. Independent Study in Mathematics  0.5-5 UNITS

Acceptable for credit: CSU, UC.

See section on Independent Study. 1701.00
50. Trigonometry 3 UNITS
3 hours lecture
Not open for credit to students who have completed or are currently enrolled in Mathematics 52ABC.
Prerequisite: Mathematics 202, and 203 or 211D.
Acceptable for credit: CSU.
Introduction to functional trigonometry including basic definitions, identities, graphs, inverse functions, trigonomeric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem.
(CAN Mathematics 8)
AA/AS area 4b; CSU area B4

52 A-B-C. Trigonometry (Lab) 1-1-1 UNIT
3-9 hours laboratory
Not open for credit to students who have completed or are currently enrolled in Mathematics 50.
Prerequisite for Mathematics 52A: Mathematics 202 and, 203 or 211D.
Prerequisite for Mathematics 52B: Mathematics 52A.
Prerequisite for Mathematics 52C: Mathematics 52B.
Acceptable for credit: CSU.
Introduction to functional trigonometry including basic definitions and properties(52A). Graphs, identities, inverse functions, trigonometric equations(52B). Oblique triangles, vectors, polar coordinates, complex numbers, De Moivre's Theorem(52C).
AA/AS area 4b; CSU area B4

201. Elementary Algebra 4 UNITS
5 hours lecture
Not open for credit to students who have completed or are currently enrolled in Mathematics 210ABCD.
Prerequisite: Mathematics 225 or 250 or 251D or 253; or appropriate placement through multiple measures assessment process.
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.
AA/AS area 4b

202. Geometry 3 UNITS
3 hours lecture
Prerequisite: Mathematics 201 or 210D, or appropriate placement through multiple measures assessment process.
Introduction to plane geometry emphasizing mathematical logic and proofs; geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area.
AA/AS area 4b

203. Intermediate Algebra 4 UNITS
5 hours lecture
Not open for credit to students who have completed or are currently enrolled in Mathematics 211ABCD.
Prerequisite: Mathematics 201 or 210D or appropriate placement through multiple measures assessment process.
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; sequences and series.
AA/AS area 4b

210 A-B-C-D. Elementary Algebra 1-1-1-1 UNIT (Lab)
3-12 hours laboratory
Not open for credit to students who have completed or are currently enrolled in Mathematics 201.
Prerequisite for Mathematics 210A: Mathematics 225 at College of Alameda or 250 at College of Alameda, Merritt College or Vista College or 251D or 253 or appropriate placement through multiple measures assessment process.
Prerequisite for Mathematics 210B: Mathematics 210A.
Prerequisite for Mathematics 210C: Mathematics 210B.
Prerequisite for Mathematics 210D: Mathematics 210C.
Real number properties, four basic operations with integers and rational numbers, solutions of linear equations(210A). Applications utilizing first-degree equations, the four basic operations with polynomials, integral exponents, factoring(210B). Algebraic fractions, graphs of linear equations, solutions of linear systems(210C). Solutions of first-degree inequalities, graphs of linear inequalities in two variables, radical expressions, solutions to quadratic equations(210D).
AA/AS area 4b
11 A-B-C-D. Intermediate Algebra 1-1-1-1 UNIT (Lab)

12 hours laboratory

Not open for credit to students who have completed or are currently enrolled in Mathematics 203.

Prerequisite for Mathematics 211A: Mathematics 201 or 210D or appropriate placement through multiple measures assessment process.


Prerequisite for Mathematics 211B: Mathematics 211A.

Prerequisite for Mathematics 211C: Mathematics 211B.

Prerequisite for Mathematics 211D: Mathematics 211C.

Real number properties and operations, absolute value equations, solutions and graphs of linear equations in one and two variables, various equations of lines(211A). Polynomial operations and advanced factoring, rational expressions and equations, exponents and radicals, complex numbers(211B). Quadratic equations, conics, systems of linear and quadratic equations, determinants(211C). Solutions and graphs of first degree, quadratic and rational inequalities, exponential and logarithmic functions, sequences and series(211D).

A/AS area 4b 1701.00

20 A★. Technical Mathematics with 0.5 UNIT Algebra - Part 1 (Lab)

15 hours laboratory

Recommended preparation: Mathematics 251ABC or Mathematics 253 or appropriate placement through multiple measures assessment process.

Selected topics in algebra useful for the vocations: Signed numbers, exponents, roots, order of operations. Applications to the trades.

A/AS area 4b (when Math 220A through G sequence completed)

220 B★. Technical Mathematics with 0.5 UNIT Algebra - Part 2 (Lab)

15 hours laboratory

Prerequisite: Mathematics 220A.

Selected topics in algebra useful for the vocations: Algebraic expressions, solving linear equations, formulas, ratio and proportion, word problems. Applications to the trades.

A/AS area 4b (when Math 220A through G sequence completed)

220 C★. Technical Mathematics with 0.5 UNIT Algebra - Part 3 (Lab)

15 hours laboratory

Prerequisite: Mathematics 220B.

Selected topics in algebra useful for the vocations: Systems of equations, solving by substitution, solving by elimination, word problems. Applications to the trades.

A/AS area 4b (when Math 220A through G sequence completed)

220 D★. Technical Mathematics with 0.5 UNIT Algebra - Part 4 (Lab)

15 hours laboratory

Prerequisite: Mathematics 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.

A/AS area 4b (when Math 220A through G sequence completed)

220 E★. Technical Mathematics with 0.5 UNIT Geometry - Part 1 (Lab)

15 hours laboratory

Recommended preparation: Mathematics 220AB or Mathematics 201.

Practical plane geometry: Angles, polygons, types of triangles, Pythagorean Theorem, circles, perimeter and area of plane figures. Examples and problems drawn from the trades.

A/AS area 4b (when Math 220A through G sequence completed)

220 F★. Technical Mathematics with 0.5 UNIT Geometry - Part 2 (Lab)

15 hours laboratory

Prerequisite: Mathematics 220E.

Practical solid geometry and geometric constructions: Definitions, surface area, volumes of prisms, pyramids, cylinders, cones, spheres. Constructions of specific lines, angles and triangles.

A/AS area 4b (when Math 220A through G sequence completed)
220 G★. Technical Mathematics with Trigonometry (Lab)  1 UNIT
3 hours laboratory

Prerequisite: Mathematics 220E.

Recommended preparation: Mathematics 220B.

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. 1701.70

AA/AS area 4b (when Math 220A through G sequence completed)

248 AA-ZZ. Selected Topics in Mathematics  0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 1701.00

251 A-B-C-DH. Arithmetic [self-paced]  1-1-1-1 UNIT
4 hours lecture

Prerequisite for Mathematics 251A: None.

Prerequisite for Mathematics 251B: Mathematics 251A, or appropriate placement through multiple measures assessment process.

Prerequisite for Mathematics 251C: Mathematics 251B, or appropriate placement through multiple measures assessment process.

Prerequisite for Mathematics 251D: Mathematics 251C, or appropriate placement through multiple measures assessment process.

Non-degree applicable
Arithmetic of whole number and fractions(251A). Arithmetic of decimals and percents(251B). Ratio, proportion, arithmetic of measures including the English and metric systems(251C). Application to consumer-oriented problems, introduction to the solution of equations and formulas(251D). 4930.41

253. Pre-Algebra  3 UNITS
3 hours lecture

Recommended preparation: Mathematics 250 at College of Alameda, Merritt College or Vista College or 251D or appropriate placement through multiple measures assessment process.

Non-degree applicable
Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, English and metric measurements. 4930.41

255 A-B-C-D-E. Mathematics for Deaf Students  1-1-1-1-1 UNI
1-5 hours lecture

Recommended for deaf or hearing-impaired students.

Recommended Corequisite: Mathematics 201 or 210A-D.

Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Non-degree applicable

290 A-B. Arithmetic Workshop (Project Bridge I)  1-3 UNITS each level
3 hours lecture

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Enrollment in Project Bridge required.

Corequisite: African-American Studies 251 or Sociology 290; and Computer Information Systems 211 and 255; and English 290A; and English 291AB.

Non-degree applicable
Introductory class in computational skills emphasizing understanding of concepts, basic facts and algorithms for arithmetic operations; graphs of numerical information, word problems, and deductive and inductive reasoning. Whole numbers, fractions, reading and interpreting graphs(290A). Decimals; percents; drawing line, bar, circle graphs; and reasoning skills(290B). 4930.41
290 E/A-B. Arithmetic 1-3 UNITS each level
Workshop (Night Bridge)

3 hours lecture

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Non-degree applicable

Introductory class in computational skills emphasizing understanding of concepts, basic facts and algorithms for arithmetic operations; graphs of numerical information, word problems, and deductive and inductive reasoning. Whole numbers, fractions, reading and interpreting, graphs 290E/A. Decimals; percents; drawing line, bar, circle graphs; and reasoning skills 290E/B.

4930.41

291 A-B. Arithmetic Workshop (Project Bridge II) 1-3 UNITS each level

3 hours lecture

Recommended for students who are underprepared for the demands of college mathematics and who need specialized instruction in building basic mathematics skills.

Enrollment in Project Bridge required.

Corequisite: African-American Studies 251 or Sociology 290; and Computer Information Systems 211 and 255; and English 292AB, and English 293AB.

Non-degree applicable

Continuation of Mathematics 290A-B: Understanding of concepts and algorithms for arithmetic operations; signed numbers; graphs of simple linear functions on a Cartesian Coordinate System; word problems. 4930.41

295 A-B-C-D. Prescriptive 1-3 UNITS each level
Mathematics

3 hours lecture

Recommended for students with learning disability.

Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Non-degree applicable

Individualized course offering prescriptive instruction for students who have difficulty mastering basic arithmetic skills due to a specific learning disability. 4930.41
**Media Communications**

The Media Communications Department offers television broadcasting, production, and technology courses for students with the goal of employment and/or transferring to a four-year institution. Three major options are outlined. Work experience opportunities are available through community cablecasting originating from Laney College.

**Core Curriculum**

<table>
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<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>MEDCO</td>
<td>104A</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>106A</td>
<td>Television Production Systems and Operations</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>202</td>
<td>Media Communication Business</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>201A+</td>
<td>Preparation for Composition &amp; Reading</td>
<td>3</td>
</tr>
<tr>
<td>COPED</td>
<td>460A</td>
<td>Occupational work Experience in Media Communications</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Select one of the following:

- BUS219++ | Computer Literacy | 1
- CIS 205++ | Computer Literacy | 1

and select one of the following +++:

- MEDCO 100A | Television Announcing, Performance and Programming | 3
- MEDCO 101A | Television Drama, Directing & Acting | 3

+ or a more advanced English composition course
++ or a more advanced Computer course
+++ not required for Television Technology major

**Television Broadcasting**

A wide variety of direct on-air experiences with an nouncing, newscasting, live-show broadcasting with special emphasis upon speaking, and programming television shows.

**REQUIREMENTS FOR THE CERTIFICATE**

Total Required Units 36

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MEDCO</td>
<td>100B</td>
<td>Television Announcing, Performance and Programming</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>101B</td>
<td>Television Drama, Directing &amp; Acting</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>102A&amp;B</td>
<td>Broadcast Journalism</td>
<td>3/3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>106B</td>
<td>Television Production Systems &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>201A</td>
<td>Script Writing for Radio &amp; Television</td>
<td>3</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

**Television Production**

A comprehensive television background involving the understanding of control room-studio, electronic field production, and post-production editing operations.

**REQUIREMENTS FOR THE CERTIFICATE**

Total Required Units 36

<table>
<thead>
<tr>
<th>Dept.</th>
<th>No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>MEDCO</td>
<td>103A</td>
<td>Video Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>104B</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>105A&amp;B</td>
<td>Advanced Television Production</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>106B</td>
<td>Television Production Systems &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO</td>
<td>107A</td>
<td>Television Electronics Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

**Recommended Courses**

Media Communications 201A
Theatre Arts 40A
Television Technology

Technical background in all aspects of television studio, electronic field, and post-production equipment.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 33

<table>
<thead>
<tr>
<th>Dept. No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MEDCO 103A</td>
<td>Video Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO 104B</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>MEDCO 106B&amp;C</td>
<td>Television Production Systems &amp; Operations</td>
<td>3/3</td>
</tr>
<tr>
<td>MEDCO 107A&amp;B</td>
<td>Television Electronic Systems</td>
<td>3/3</td>
</tr>
</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

48 AA-ZZ. Selected Topics in Media Communications 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory.

Acceptable for credit: CSU.

See section on Selected Topics. 0603.00

49. Independent Study in Media Communications 0.5-5 UNITS

Acceptable for credit: CSU.

See section on Independent Study. 0603.00

100 A-B-C-D. Television Announcing, Performance and Programming 3-3-3-3 UNITS

2 hours lecture, 3 hours laboratory

Prerequisite for Media Communications 100B: Media Communications 100A.

Prerequisite for Media Communications 100C: Media Communications 100B.

Prerequisite for Media Communications 100D: Media Communications 100C.

Acceptable for credit: CSU.

Techniques of voice and movement for television broadcasting: development of broadcast styles; preparation of programs. Laboratory emphasis on rehearsal and performance; evaluating work of others(100A). Communicating from a written script to the television medium; introduction to studio machinery. Laboratory emphasis on wardrobe, props, music, sound effects, and lighting(100B). Planning the elements of broadcast programs; thinking visually; internships and careers in the Bay Area. Laboratory emphasis on guest selection; production team building(100C). Producing a variety of programs such as interviews, news, and public service announcements. Laboratory emphasis on creation of a proposal to script and final production(100D).

AA/AS area 4d
101 A-B-C-D. Television Drama, Directing and Acting 3-3-3-3 UNITS

2 hours lecture, 3 hours laboratory

Prerequisite for Media Communications 101B: Media Communications 101A.

Prerequisite for Media Communications 101C: Media Communications 101B.

Prerequisite for Media Communications 101D: Media Communications 101C.

Acceptable for credit: CSU, UC.

Voice and movement for television acting(101A). Communicating from a written script to the television medium(101B). Planning the elements of entertainment with emphasis on casting and team building(101C). Creation of a story board; elements of directing(101D).

0603.00

102 A-B-C-D. Broadcast Journalism 3-3-3-3 UNITS

3 hours lecture

Prerequisite for Media Communications 102B: Media Communications 102A.

Prerequisite for Media Communications 102C: Media Communications 102B.

Prerequisite for Media Communications 102D: Media Communications 102C.

Acceptable for credit: CSU.


0603.00

103 A-B-C-D. Video Graphics 3-3-3-3 UNITS

2 hours lecture, 3 hours laboratory

Prerequisite for Media Communications 103B: Media Communications 103A.

Prerequisite for Media Communications 103C: Media Communications 103B.

Prerequisite for Media Communications 103D: Media Communications 103C.

Acceptable for credit: CSU.

History of TV graphics; font styles and character generation in computer graphics(103A). Production of art graphics; introduction to 2-D animation techniques(103B). Continued skill development; non-linear editing(103C). Continued skill development emphasizing enhancement techniques(103D).

0603.00

104 A-B-C-D. Television Production 3-3-3-3 UNITS

2 hours lecture, 3 hours laboratory

Prerequisite for Media Communications 104B: Media Communications 104A.

Prerequisite for Media Communications 104C: Media Communications 104B.

Prerequisite for Media Communications 104D: Media Communications 104C.

Acceptable for credit: CSU.

Preproduction planning and research; introduction to production techniques(104A). Script preparation; electronic field techniques(104B). Graphics selections; directing techniques(104C). Post production techniques(104D).

0603.00
201 A-B. Script Writing for Radio and Television 3-3 UNITS

3 hours lecture

Prerequisite for Media Communications 201B: Media Communications 201A.

Basic concepts and techniques of script writing for radio and television news, public affairs, drama, sports, and documentary programs (201A). Advanced script writing techniques for multi-camera video and feature film projects/productions (201B). 0603.00

202. Media Communication Business Management 3 UNITS

3 hours lecture

Business management techniques and procedures as used by the broadcast and independent video media professionals. 0603.00

206 A-B-C-D. Radio Broadcasting 1-1-1-1 UNIT Skills Development Laboratory

3 hours laboratory

Hands on practice in sound recording (studio, on location) and production; announcing and narration; scripting and performance; on-air and radio station operations (206A). Continuing development of recording, writing, and operational skills (206B,C,D). 0603.00

248 AA-ZZ. Selected Topics in Media Communications 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics. 0603.00

COPED 460 A. Cooperative Education 1-4 UNITS

Occupational Work Experience in Media Communications 0603.00
**Mexican/Latin-American Studies**

**Requirements for the Major**

Total Required Units 18 (minimum)

I. Completion of the following:
   - HIST 17
   - M/LAT 12, 20A, 23

II. Completion of 6 units minimum from the following:
   - M/LAT 17, 20B, 20C, 20D, 30A, 30B

Note: Courses may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

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12. United States Relations with Mexico and Latin America 3 units
3 hours lecture

Acceptable for credit: CSU, UC.

Analysis of United States involvement with Mexico and Latin America from colonial times to the present as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years.

AA/AS area 2, 5; CSU area D; IGETC area 4 2202.14

17. Perspectives on American Racism 3 units
3 hours lecture

Not open for credit to students who have completed or are currently enrolled in African-American Studies 17, Asian/Asian-American Studies 17, and Native American Studies 17.

Acceptable for credit: CSU, UC.

Explores the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican and Latin-American, and Native American perspectives.

AA/AS area 2, 5; CSU area D 2202.14

20 A-B-C-D. Field Work in La Raza Community 3-3-3-3 units
2 hours lecture, 3 hours laboratory

Acceptable for credit: CSU.

Students will develop effective techniques for working in the community to identify problem areas and develop solutions.

2202.14

23. Introduction to Psychology of the Mexican-American 3 units
3 hours lecture

Acceptable for credit: CSU, UC.

Principles of psychology as they relate to the Mexican-American community: Selected social problems such as prejudice, racial conflict, and deviancy in the Mexican American community from a Mexican-American perspective.

AA/AS area 2, 5; CSU area E; IGETC area 4 2202.14
30 A. Survey of Latin-American Films 3 UNITS
   hours lecture
Acceptable for credit: CSU, UC.
Critical examination of historical and contemporary film images of Latinos/Americenos 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. 2202.14
AA/AS area 2, 3, 5; CSU area C2; IGETC area 3

30 B. Survey of Latin-American Films 3 UNITS
   hours lecture
Mexican and Latin-American Studies 30A is not prerequisite to Mexican and Latin-American Studies 30B.
Acceptable for credit: CSU, UC.
Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences, and especially those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2202.14
AA/AS area 2, 3; CSU area C2; IGETC area 3

1. Introduction to Chicana/Latina Studies 3 UNITS
   hours lecture
Acceptable for credit: CSU, UC.
Comparative examination of immigration, race, intermarriage, motherhood, health, language, education, sexuality, and family structure among women of Mexican/Latin American origins in the United States. 2202.14
AA/AS area 2, 5; CSU area D; IGETC area 4

5. Women of Color 3 UNITS
3 hours lecture
Not open for credit to students who have completed or are currently enrolled in African American Studies 35 and Asian American Studies 35, or Native American Studies 35.
Acceptable for credit: CSU, UC.
Interdisciplinary examination of 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. 2202.14
AA/AS area 2, 5; CSU area D

48 AA-ZZ. Selected Topics in Mexican/Latin-American Studies 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics. 2202.14

49. Independent Study in Mexican/Latin-American Studies 0.5-5 UNITS
Acceptable for credit: CSU, UC.
See section on Independent Study. 2202.14

248 AA-ZZ. Selected Topics in Mexican/Latin-American Studies 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics. 2202.14
Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is avocational or recreational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major.

REQUIREMENTS FOR THE MAJOR

Total Required Units 28

I. Music Theory (14 units):
   Music 2A+, 2B+, 2C, 3A, 3B

II. Music Literature (6 units):
   Music 12A+, 12B+

III. Performance and Applied Music (minimum of 8 units selected from the following):
   Music 20ABCD, 21ABCD, 23ABCD, 25ABCD,
   26ABCD, 27ABCD, 30ABCD, 31ABCD,
   32ABCD, 34ABCD, 35ABCD, 38ABCD,
   40ABCD, 41ABCD, 42ABCD, 44ABCD,
   46ABCD

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

1 A★. Musicianship 3 UNITS
3 hours lecture

Acceptable for credit: CSU, UC.
Study of music theory: Clefs, key signatures, scale intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3

1 B★. Musicianship 3 UNITS
3 hours lecture

Recommended preparation: Music 38A and Music 1A.

Acceptable for credit: CSU, UC.
Chord structures: Triads, seventh chords and their extensions; proper notation and function, theory of rhythmic design explored through study of proper notation, manuscript considerations, and rhythmic drills, dictation, written, and performance skills. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3

2 A★. Ear-Training 3 UNIT
3 hours lecture

Recommended preparation: Music 1B.

Acceptable for credit: CSU, UC.
Fundamentals of pitch in music: Major and minor scale chromatic, whole-tone, and pentatonic scales; modes, intervals; chordal structures, melodic, two- and four-part harmonic dictation; singing drills. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3

2 B★. Melodic and Harmonic Analysis 3 UNIT from Bach to Modern Jazz
3 hours lecture

Recommended preparation: Music 1B.

Acceptable for credit: CSU, UC.
Melodic invention, harmonic movement, and form through a representative study of Bach Chorales and Jazz compositions from the past and present. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours of Lecture</th>
<th>Recommended Preparation</th>
<th>Acceptable for Credit</th>
<th>Course Description</th>
<th>Area Requirements</th>
<th>Course Fee</th>
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</thead>
<tbody>
<tr>
<td><strong>C★. Sight-singing: Rhythm and Pitch Structures</strong></td>
<td>2</td>
<td>Lecture</td>
<td>Music 1B or 2A or 2B</td>
<td>CSU, UC</td>
<td>An introduction to music with emphasis on rhythmic principles and pitch recognition as a foundation for understanding written music. Aural skills development.</td>
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<td><strong>A-B★. Harmony</strong></td>
<td>3-3</td>
<td>Lecture</td>
<td>Music 3A</td>
<td>CSU, UC</td>
<td>Harmony principles, intervals, triads, resolutions, inversions, and their applications in the major and minor keys. Intertwining of the theoretical and practical study of harmony.</td>
<td>CSU area C1, IGETC area 3</td>
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<tr>
<td><strong>4 A-B★. Jazz Arranging and Composition</strong></td>
<td>3-3</td>
<td>Lecture</td>
<td>Music 4A</td>
<td>CSU, UC</td>
<td>Jazz arranging techniques, analysis of popular and jazz pieces, and composition.</td>
<td>CSU area C1, IGETC area 3</td>
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<tr>
<td><strong>Introduction to World Music</strong></td>
<td>3</td>
<td>Lecture</td>
<td>CSU area C1, IGETC area 3</td>
<td>CSU, UC</td>
<td>A survey of music from different cultures and historical periods.</td>
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<td><strong>10★. Music Appreciation</strong></td>
<td>3</td>
<td>Lecture</td>
<td>CSU area C1, IGETC area 3</td>
<td>CSU, UC</td>
<td>A historical overview of the development of musical form through the centuries.</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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<td>15 B**.</td>
<td>Jazz, Blues and Popular Music in</td>
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<td>Contemporary music scene with in-depth investigation of trends in</td>
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<td></td>
<td>the American Culture</td>
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<td>artistic expression; music as a revolutionary force; the role of the</td>
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<td>music industry; analysis of performances and interviews.</td>
<td>1004.00</td>
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<td>AA/AS area</td>
<td>3; CSU area C1; IGETC area 3</td>
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<tr>
<td>16 A-B-C-D**.</td>
<td>Choral Repertoire and Management</td>
<td>2-2-2-2</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td>Acceptable for credit: CSU.</td>
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<td>Performance course for advanced choral student: Repertoire development,</td>
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<td>management of choral organizations, development of necessary skills</td>
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<td>for conducting community choral groups.</td>
<td>1004.00</td>
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<td>17 A-B-C-D**.</td>
<td>College Band: Repertoire and</td>
<td>2-2-2-2</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td></td>
<td>Management</td>
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<td>Acceptable for credit: CSU.</td>
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<td>Performance in and management of the college band for the advanced</td>
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<td>instrumental student: Conducting and rehearsal techniques, literature</td>
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<td>selection, and organizing public performances.</td>
<td>1004.00</td>
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<tr>
<td>18 A-B-C-D**.</td>
<td>Stage Band: Repertoire and</td>
<td>2-2-2-2</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td></td>
<td>Management</td>
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<td>Performance in and management of the Stage Band for the advanced</td>
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<td>selection, and organizing public performances.</td>
<td>1004.00</td>
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<td>20 A-B-C-D**.</td>
<td>College Band</td>
<td>2-2-2-2</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td></td>
<td></td>
<td>Recommended preparation: Ability to play a band instrument.</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Study of band literature selected from standard transcriptions of the</td>
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<td>classics, modern and contemporary original scores. Participation in</td>
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<td>public performances required.</td>
<td>1004.10</td>
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<tr>
<td>21 A-B-C-D**.</td>
<td>Instrumental Ensemble</td>
<td>1-1-1-1</td>
<td>1 hour lecture, 2 hour laboratory</td>
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<td>Recommended preparation: Ability to read and perform the standard</td>
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<td>chamber music repertoire on a woodwind, brass, or percussion</td>
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<td>instrument.</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Ensemble playing devoted to the performance of small chamber works</td>
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<td>for brass, woodwind, and percussion instruments.</td>
<td>1004.00</td>
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<td>23 A-B-C-D**.</td>
<td>Stage Band</td>
<td>2-2-2-2</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td>Recommended preparation: Ability to play a jazz-oriented instrument</td>
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<td>proficiently and some knowledge of improvisation.</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Performing “Big Band” jazz arrangements. Participation in public</td>
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<td>performance required.</td>
<td>1004.10</td>
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<tr>
<td>25 A-B-C-D**.</td>
<td>College Choir</td>
<td>2-2-2-2</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td>Prerequisite: Ability to sing acceptably determined by instructor</td>
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<td>through audition.</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Study and interpretation of a wide variety of accompanied and</td>
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<td>unaccompanied choral literature. Participation in public performances</td>
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<td>required.</td>
<td>1004.10</td>
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<tr>
<td>26 A-B-C-D**.</td>
<td>Choral Ensemble</td>
<td>1-1-1-1</td>
<td>1 hour lecture, 2 hours laboratory</td>
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<td>Prerequisite: Ability to sing acceptably determined by instructor</td>
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<td>through audition; must be a member of a musical activity group.</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Small singing group for study and performance of unaccompanied</td>
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<td>song literature and the madrigal style of composition. Participation</td>
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<td>in public performance expected.</td>
<td>1004.10</td>
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</tbody>
</table>
27 A-B-C-D★. Modern Jazz Ensemble 2-2-2-2 UNITS

1 hour lecture, 3 hours laboratory

Recommended preparation: Ability to perform on a brass, woodwind, keyboard, or percussion instrument.

Recommended corequisite: Music 1E and Music 23ABCD.

Acceptable for credit: CSU, UC.

Designed for jazz-oriented instrumentalists who want to perform in small jazz ensembles.

30 A-B-C-D★. College Orchestra 2-2-2-2 UNITS

1 hour lecture, 3 hours laboratory

Recommended preparation: Ability to play an orchestral instrument.

Acceptable for credit: CSU, UC.

Study of orchestral music selected from standard works of the classics and modern schools leading to public performance.

1 A-B-C-D★. String Ensemble 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Recommended preparation: Ability to play string instrument proficiently.

Acceptable for credit: CSU, UC.

Designed for string players interested in performing standard repertoire of string quartets and other small chamber ensembles.

32 A-B-C-D★. Chinese Orchestra 2-2-2-2 UNITS

1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU, UC.

Introduction to theory, practice, and historical background of Chinese music through the learning of Chinese orchestral instruments leading to public performance.

34 A-B-C-D★. Pop/Jazz/Gospel Vocal Styles 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU.

Understanding the performance of current pop, jazz, and gospel vocal styles including, but not limited to, microphone techniques, stage presence, interpretive skills and song delivery.

35 A-B-C-D★. Classic Guitar 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU, UC.

The acoustical guitar: Classical fingerstyle techniques, reading music, basic chord symbols, strums, and simple song accompaniments.

38 A-B-C-D★. Elementary Piano 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU, UC.

Basic piano techniques and theory: Scales, arpeggios, and chord structures.

40 A-B-C-D★. Intermediate Piano 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU, UC.

Development of fundamental techniques: Repertoire of selected pieces from the masters; some sight-reading, ensemble playing, and accompanying playing; application of theory problems.

41 A-B-C-D★. Jazz Piano 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU, UC.

Performance course emphasizing various stylistic concepts related to the art of jazz piano playing.

42 A-B-C-D★. Beginning Percussion 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU, UC.

Basic introduction to snare drumming; designed as a counterpart to the Beginning Winds course.

44 A-B-C-D★. Beginning Winds 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Students provide their own instruments.

Acceptable for credit: CSU, UC.

Beginning course in wind instrument playing with the aim of establishing good basic techniques.

46 A-B-C-D★. Voice 1-1-1-1 UNIT

1 hour lecture, 2 hours laboratory

Acceptable for credit: CSU, UC.

Study of correct breathing, tone production, vocal technique, diction, stage deportment, and song repertoire. Solo performance from memory required.
48 AA-ZZ. Selected Topics in Music 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics.

49. Independent Study in Music 0.5-5 UNITS
Acceptable for credit: CSU, UC.
See section on Independent Study.

210 A-B-C-D. Summer Orchestra 1 UNIT
6 hours lecture, 19 hours laboratory (2-week course)
Recommended Preparation: Ability to play an instrument.
Intensive two-week (daily) instrumental program:
Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, and performance by all participants (210A);
continuation of cognitive and manipulative performance skills development (210B,C,D).

211 A-B-C-D. Summer Band 1 UNIT
6 hours lecture, 19 hours laboratory (2-week course)
Recommended Preparation: Ability to play an instrument.
Intensive two-week (daily) instrumental program:
Group rehearsals for performance skill level improvement, intonation and pitch, related theory and repertoire, and performance by all participants (211A);
continuation of cognitive and manipulative performance skills development (211B,C,D).

216 A-B-C-D☆. Choral Repertoire and Management 2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Performance course for advanced choral student:
Repertoire development, management of choral organizations, development of necessary skills for conducting community choral groups.

217 A-B-C-D☆. College Band: Repertoire and Management 2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Performance in and management of the college band for the advanced instrumental student:
Conducting and rehearsal techniques, literature selection, and organizing public performances.

218 A-B-C-D☆. Stage Band Repertoire and Management 2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Performance in and management of the Stage Band for the advanced instrumental student:
Conducting and rehearsal techniques, literature selection and organizing public performances.
In the Native American studies program, students look into the history, culture, philosophy and spirituality, and economic development of the indigenous peoples of North America. While this is the primary focus, there is also course content related to Central and South American Indians. Instruction in Native American Studies is interdisciplinary and comparative in nature and comprehensive in scope.

1. History of the American Indian: 3 UNITS
   Frontier Wars to Present
   3 hours lecture
   Acceptable for credit: CSU, UC.
   Historical review of those events that document the American Indians’ struggles from the Frontier Wars to the present: Emphasis on the Wounded Knee massacre, life on the reservation, and current issues. 2202.13

17. Perspectives on American Racism 3 UNITS
   3 hours lecture
   Not open for credit to students who have completed or are currently enrolled in African-American Studies 17, Asian/Asian-American Studies 17, and Mexican/Latin-American Studies 17.
   Acceptable for credit: CSU, UC.
   Explores the psychological, sociological, and economic implications and etiology of racism from the African-American, Asian-American, Mexican and Latin-American, and Native American perspectives. 2202.13
AA/AS area 2, 5; CSU area D; IGETC area 4

35. Women of Color 3 UNITS
   3 hours lecture
   Not open for credit to students who have completed or are currently enrolled in African American Studies 35, Asian and Asian American Studies 35, or Mexican and Latin American Studies 35.
   Acceptable for credit: CSU, UC.
   Interdisciplinary examination of intersection of gender, class, ethnicity and race in the lives of African American, Chicana/Latina, and Native American women in the U.S. 2202.13
AA/AS area 2, 5; CSU area D

48 AA-ZZ. Selected Topics in Native American Studies 0.5-5 UNITS
   0-5 hours lecture, 0-15 hours laboratory
   Acceptable for credit: CSU, UC.
   See section on Selected Topics. 2202.13
Philosophy

The study of Philosophy, with its conceptual and logical methodologies, examines elemental questions regarding mind, morality, epistemology, human nature, and the nature of reality. Through philosophy courses at Laney College, students will learn to think critically, write clearly and evaluate arguments effectively. Courses in the Philosophy program examine the inherent assumptions, methodologies and impacts of the biological, physical and social sciences as well as the arts, history and religion.

1. Introduction to Philosophy 3 UNITS
3 hours lecture
Acceptable for credit: CSU, UC.
Study of selected classic examples of original works 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.
(CAN Philosophy 2)
AA/AS area 3; CSU area C2; IGETC area 3

2. Social and Political Philosophy 3 UNIT
3 hours lecture
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.
AA/AS area 3; CSU area C2; IGETC area 3

10. Logic 3 UNIT
3 hours lecture
Acceptable for credit: CSU; UC.
Consideration of logical problems of language, deduction and induction, fallacies, theory of argument, scientific method, study of correct reasoning, Aristotelian and modern logic.

20 A-B. History of Philosophy 3-3 UNIT
3 hours lecture
Philosophy 20A is not prerequisite to Philosophy 20B
Acceptable for credit: CSU, UC.
Chronological development of leading philosophical perspectives that have been associated with Western Civilization from the Ionians to the Scholastics(20A). Renaissance to the present(20B).
(CAN Philosophy 8) Philosophy 20A
(CAN Philosophy 10) Philosophy 20B
(CAN Philosophy Sequence A when Philosophy 20A taken with Philosophy 20B)
AA/AS area 3; CSU area C2; IGETC area 3
30. Contemporary Philosophy 3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

A critical examination of twentieth-century philosophers, such as Bergson, Pierce, Russell, James, Wittgenstein, the modern-day materialists and the existentialists. 1509.00

AAS area 3; CSU area C2

48 AA-ZZ. Selected Topics in Philosophy 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics. 1509.00

19. Independent Study in Philosophy 0.5-5 UNITS

Acceptable for credit: CSU, UC.

See section on Independent Study. 1509.00

248 AA-ZZ. Selected Topics in Philosophy 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics. 1509.00
Photography

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.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 36

FIRST SEMESTER

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<th>Dept.</th>
<th>No.</th>
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<th>Units</th>
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<tr>
<td>PHOTO 10</td>
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SECOND SEMESTER

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<tr>
<td>PHOTO 20+</td>
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<td>Photojournalism I</td>
<td>3</td>
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<tr>
<td>PHOTO 220ABCD</td>
<td></td>
<td>Beginning Professional Photography</td>
<td>8</td>
</tr>
<tr>
<td>PHOTO 221A+</td>
<td></td>
<td>Darkroom Techniques</td>
<td>2</td>
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THIRD SEMESTER

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<tr>
<td>PHOTO 30A+</td>
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<td>Photographic Art and Design</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 220ABCD</td>
<td></td>
<td>Intermediate Professional Photography</td>
<td>8</td>
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FOURTH SEMESTER

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<tr>
<td>PHOTO 240ABCD</td>
<td></td>
<td>Advanced Professional Photography</td>
<td>8</td>
</tr>
<tr>
<td>PHOTO 241A+</td>
<td></td>
<td>Color Photography</td>
<td>2</td>
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</table>

+ may be taken any semester after completion of prerequisite.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses

Photography 30B, 31A

10. Basic Photography 2 UNITS

1 hour lecture, 3 hours laboratory

Students must supply their own 35mm, adjustable camera.

Acceptable for credit: CSU, UC.

Basic course in black and white and color photography: Theory and practical application; equipment and accessories. Complete laboratory facilities available; students develop film and produce photographic enlargements.

1012.20

20. Photojournalism I 3 UNITS

2 hours lecture, 5 hours laboratory

Students must supply their own 35mm or larger camera capable of manual operation, electronic flash, and film.

Prerequisite: Photography 10.

Acceptable for credit:

Components of photojournalism: News, sports, portrait, features and the picture story; tools and techniques of the news photographer.

1012.20

30 A-B-C. Photographic Art and Design 3-3-3 UNITS

3 hours lecture

Prerequisite for Photography 30A: Photography 10.

Prerequisite for Photography 30B: Photography 30A.

Prerequisite for Photography 30C: Photography 30B.

Acceptable for credit: CSU.

35mm adjustable camera with light meter, instruction manual or working knowledge; color slide film; processing supplies. Production of color slides on a variety of subjects to be viewed and evaluated: Techniques, composition, lighting, and color harmony.

1012.20
1 A-B-C. Photojournalism II  3-3-3 UNITS
2 hours lecture, 5 hours laboratory
Prerequisite for Photography 31A: Photography 20.
Prerequisite for Photography 31B: Photography 31A.
Prerequisite for Photography 31C: Photography 31B.
Acceptable for credit: CSU.
Picture story concepts: Photo editing skills; use of color(31A). Analysis of career opportunities for the photojournalist: Changing trends, exploration of newspapers, magazines, and agencies(31B). Overview of legal and ethical concerns; portfolio development(31C).

48 AA-ZZ. Selected Topics in Photography  0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
Acceptable for credit: CSU.
See section on Selected Topics.

10 A-B-C-D. Beginning Professional Photography  2-2-2-2 UNITS
4 hours lecture, 3-12 hours laboratory
Student supplies professional quality 35mm camera.
Prerequisite for Photography 220A: Photography 10.
Prerequisite for Photography 220B: Photography 220A.
Prerequisite for Photography 220C: Photography 220B.
Prerequisite for Photography 220D: Photography 220C.
Development of camera and darkroom skills: Production of photos for commercial-industrial, portraiture, photojournalism, editorial, and fine art.

221 A-B-C-D. Darkroom Techniques  2-2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Prerequisite for Photography 221A: Photography 10.
Prerequisite for Photography 221B: Photography 221A.
Prerequisite for Photography 221C: Photography 221B.
Prerequisite for Photography 221D: Photography 221C.
Darkroom techniques in film development and print processing: Controlling print quality; alternative photographic methods of image making.

230 A-B-C-D. Intermediate Professional Photography  2-2-2-2 UNITS
1-4 hours lecture, 3-12 hours laboratory
Student supplies any additional equipment, materials, and resource materials as related to the course.
Prerequisite for Photography 230A: Photography 220D.
Prerequisite for Photography 230B: Photography 230A.
Prerequisite for Photography 230C: Photography 230B.
Prerequisite for Photography 230D: Photography 230C.
Intermediate level technical assignments: Use of view camera, studio lighting, and colored filters for fashion-portraiture, graphic arts, and photojournalism; editorial photography; techniques for manipulation of the photographic image in the camera and printing process.

240 A-B-C-D. Advanced Professional Photography  2-2-2-2 UNITS
1-4 hours lecture, 3-12 hours laboratory
Prerequisite for Photography 240A: Photography 230D.
Prerequisite for Photography 240B: Photography 240A.
Prerequisite for Photography 240C: Photography 240B.
Prerequisite for Photography 240D: Photography 240C.
Advanced photographic assignments: Use of view camera in studio and on location for commercial and architectural projects; small format camera for industrial, editorial, journalistic, portraiture, and fashion photography.

241 A-B-C. Color Photography  2-2-2 UNITS
1 hour lecture, 3 hours laboratory
Prerequisite for Photography 241A: Photography 10.
Prerequisite for Photography 241B: Photography 241A.
Prerequisite for Photography 241C: Photography 241B.
Color photography including printmaking from print negatives and slide positive films; hands-on techniques with color enlargers; color printing materials; printing techniques.

248 AA-ZZ. Selected Topics in Photography  0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected topics.


250. Beginning Camera Techniques  3 UNITS

3 hours lecture

Students must supply their own adjustable 35mm camera.

Non-degree applicable

The camera as a visual language tool: General operations and role of camera parts; black and white, and color film; care, exposure, and use of electronic flash units; basic composition.

251. Special Projects Laboratory  1-4 UNITS

3-12 hours laboratory

Non-degree applicable

Opportunity for students to work on specific projects to develop expertise in specialized area(s).

COPED 468 A. Cooperative Education  1-4 UNITS

Occupational Work Experience in Photography
Physical Education

Activity Classes

Each level of a specific activity may be taken only one time. Every activity is co-educational and each level accepts students of varying ability unless designated otherwise in the class schedule.

Intercollegiate Athletics

Credit is limited to two semesters maximum for each specific sport. Requests to repeat a course must be made by student petition and will be considered only in exceptional cases. One intercollegiate athletic course may be taken for credit during a given semester (Physical Education 90 through 102).

2 A-B-C-D. Aerobics 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC.
Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake.

3 A-B-C-D. Aquatic Exercise 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC.
Activity class: Build-up of strength, stamina, and aero-

4 A-B-C-D. Archery 0.5 UNIT each level
2 hours laboratory
Offered Spring Semester.
Acceptable for credit: CSU, UC.
Activity class: Fundamental skills in archery, safety procedures, selection and care of equipment, terminol-

5 A-B-C-D. Badminton 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC.
Activity class: Fundamentals and skills in badminton.

6 A-B-C-D. Baseball 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC.
Activity class: Fundamentals and skills in baseball.

7 A-B-C-D. Basketball 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC.
Activity class: Fundamentals and skills in basketball.
8 A-B-C-D. Body Building 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Use of weights to build strength, stamina, and power in various muscle groups. 0835.00

9 A-B-C-D. Body Conditioning 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Emphasis on muscle tone, stretching, and development of aerobic capacity. 0835.00

10 A-B-C-D. Bowling 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Fundamentals and skills of bowling. 0835.00

12 A-B-C-D. Flag Football 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Football skills, fundamentals, and techniques. 0835.00

14 A-B-C-D★. General Exercise 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Development of muscular strength and endurance of the cardiovascular and respiratory systems; flexibility, agility, coordination and balance; principles of body mechanics and kinesiology. 0835.00

15 A-B-C-D. Golf 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Basic golf skills and knowledge: Progression from practice range to the golf course. 0835.00

19 A-B-C-D. Karate 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Development of mind and body; its use as self-defense in prevention of aggression. 0835.00

20 A-B-C-D. Live Longer Activities 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Participation in athletic activities such as aerobics, basketball, tennis, jogging, swimming. 0835.00

21 A-B-C-D. Live Longer Fitness 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Increase in body fitness and endurance through aerobics, weight training, jogging, tennis, swimming, volleyball, and basketball. 0835.00

30 A-B-C-D. Soccer 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Fundamentals and skills in soccer. 0835.00

32 A-B-C-D. Softball 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Fundamentals and skills in softball. 0835.00

33 A-B-C-D. Swimming 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Development of aquatic skills, knowledge, and safety, recommended by the American Red Cross for beginning, intermediate, and advanced swimmers. 0835.00

34 A-B-C-D. Diving 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Fundamentals of springboard diving through advanced techniques for one- and three-meter events. 0835.00

35 A-B-C-D. Tennis 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC
Activity class: Fundamentals and skills in tennis. 0835.00
36 A-B-C-D. Track and Field 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Activity class: Fundamentals and skills in track and field.
0835.00

38 A-B-C-D. Volleyball 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Activity class: Fundamentals and skills in volleyball.
0835.00

19 A-B-C-D. Weight Training 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Activity class: Use of weights to build various muscle groups and increase their power and strength.
0835.00

40 A-B-C-D. Yoga 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Activity class: Development of basic Yoga postures, conscious breathing patterns, and relaxation techniques; stretching and relaxation; strengthening and stimulating creative energy.
0835.00

42 A-B-C-D★. Stretch Aerobics 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Activity class: Development of overall fitness with emphasis on the cardiovascular system through stretch aerobics.
0835.00

43 A-B. Techniques of Hitting 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Advanced baseball techniques with emphasis on individual hitting and bunting.
0835.00

44 A-B-C-D★. Aerobic Weight Lifting 0.5 UNIT each level
2 hours laboratory
Acceptable for credit: CSU, UC★.
Activity class: Weight training using aerobic techniques.
0835.00

45 A-B-C-D. Water Polo 0.5 UNIT each level
2 hours laboratory
Prerequisite: Physical Education 33D.
Acceptable for credit: CSU, UC★.
Introduction to water polo: Basic skills in passing, shooting, and team development.
0835.00

46 A-B-C-D★. Lap Swimming 0.5 UNIT each level
2 hours laboratory
Prerequisite: Successful completion of deep water test.
Acceptable for credit: CSU, UC★.
Activity class: Progressive workouts and instruction in the mechanics of competitive strokes; developing and maintaining cardiorespiratory fitness, muscular strength/tone, endurance, and body composition.
0835.00

48 AA-ZZ. Selected Topics in Physical Education 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC★.
See section on Selected Topics.
0835.00

49. Independent Study in Physical Education 0.5-5 UNITS
Acceptable for credit: CSU, UC★.
See section on Independent Study.
0835.00

53 A-B-C. Baseball Fundamentals 2-2-2 UNITS
2 hours lecture
Acceptable for credit: CSU, UC★.
Principles and applications of coaching: Extensive knowledge of the techniques of the game.
0835.00

54. Baseball Officiating 1 UNIT
1 hour lecture, 1 hour laboratory
Acceptable for credit: CSU, UC★.
Technical study of rules and officiating procedures: Field work of practical activity in handling contests under supervision.
0835.00

55 A-B. Baseball-Theory and Practice 2-2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC★.
Theory and actual practice of Baseball fundamentals.
0835.00
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<td>60 A-B-C</td>
<td>Football Fundamentals</td>
<td>2-2-2</td>
<td>UNITS</td>
<td>2 hours lecture</td>
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<td>Corequisite for Physical Education 60A: Physical Education 63A.</td>
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<td>Knowledge of strategy, rules, and principles of team play.</td>
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<tr>
<td>61</td>
<td>Football Officiating</td>
<td>1</td>
<td>UNIT</td>
<td>1 hour lecture, 1 hour laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Development of officiating skills leading to greater understanding of the sport and to potential job opportunities.</td>
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<tr>
<td>62 A-B-C</td>
<td>Football-Physiological and Team Development</td>
<td>3-3-3</td>
<td>UNITS</td>
<td>6 hours lecture, 36 hours laboratory (3-week course)</td>
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<td>Offered Summer Session.</td>
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<td>Prerequisite for Physical Education 62A: Physical Education 60A.</td>
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<td>Concepts of offensive, defensive, and special teams theory and development.</td>
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<tr>
<td>63 A-B</td>
<td>Football-Theory and Practice</td>
<td>2-2</td>
<td>UNITS</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Basic theory and techniques through practice drills.</td>
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<tr>
<td>68</td>
<td>Sports Officiating</td>
<td>1</td>
<td>UNIT</td>
<td>1 hour lecture, 1 hour laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Theory and practical application of officiating rules and techniques in a wide variety of sports such as basketball, football, baseball, soccer, tennis, volleyball.</td>
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<tr>
<td>69 A-B-C</td>
<td>Swimming Fundamentals</td>
<td>2-2-2</td>
<td>UNITS</td>
<td>2 hours lecture</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Principles and applications of coaching: Extensive knowledge of aquatics.</td>
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<tr>
<td>75 A-B-C</td>
<td>Volleyball Fundamentals</td>
<td>2-2-2</td>
<td>UNITS</td>
<td>2 hours lecture</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Extensive knowledge of the techniques of the game. Principles and applications of coaching.</td>
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<td>80</td>
<td>Athletic Injuries-Care and Prevention</td>
<td>3</td>
<td>UNITS</td>
<td>2 hours lecture, 3 hours laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Techniques for preventing, identifying, and treating injuries commonly associated with athletics.</td>
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<td>84</td>
<td>Introduction to Physical Education</td>
<td>2</td>
<td>UNITS</td>
<td>2 hours lecture</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Introduction to physical education: Analysis of the evolution and development of Physical Education, professional ethics, qualifications, and career opportunities.</td>
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<td>88</td>
<td>Water Safety Instructor</td>
<td>2</td>
<td>UNITS</td>
<td>1 hour lecture, 3 hours laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Prerequisite: Advanced Life Saving Certificate or CPR certification.</td>
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<tr>
<td>90 A-B</td>
<td>Baseball-Men [Intercollegiate]</td>
<td>3-3</td>
<td>UNITS</td>
<td>10 hours laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Stroke analysis and methods of teaching swimming. Students may qualify as American Red Cross Water Safety Instructor. Parallels the American Red Cross Water Safety and Instructor course.</td>
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<tr>
<td>94 A-B</td>
<td>Football-Men [Intercollegiate]</td>
<td>3-3</td>
<td>UNITS</td>
<td>10 hours laboratory</td>
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<td>Acceptable for credit: CSU, UC.</td>
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<td>Application of theory, team organization, technique, strategy, and leadership.</td>
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0835.00
J7 A-B. Softball-Women
[Intercollegiate]  3-3 UNITS
0 hours laboratory
Acceptable for credit: CSU, UC.
Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50

98 A-B. Swimming/Diving-Women
[Intercollegiate]  3-3 UNITS
0 hours laboratory
Acceptable for credit: CSU, UC.
Training and conditioning for intercollegiate competition: Individual skill in the four competitive strokes; all other events; diving on the one- and three-meter boards. 0835.50

100 A-B. Track and Field-Men and Women [Intercollegiate]  3-3 UNITS
10 hours laboratory
Acceptable for credit: CSU, UC.
Application of theory, team organization, technique, strategy and leadership in competition with other colleges. 0835.00

101 A-B. Volleyball-Women
[Intercollegiate]  3-3 UNITS
10 hours laboratory
Acceptable for credit: CSU, UC.
Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50

102 A-B. Water Polo [Intercollegiate]  3-3 UNITS
10 hours laboratory
Acceptable for credit: CSU, UC.
Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50

248 AA-ZZ. Selected Topics in Physical Education  0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topic. 0835.00

501. Aquatic Exercise for Senior Citizens  0 UNIT
2 hours laboratory
Non-degree applicable
Comprehensive, modified aquatic exercise class that integrates fitness components: Cardiovascular endurance, range of motion, muscle strength-tone and relaxation. 0835.10
### Physical Science

10. **Physical Science Survey**  
3 hours lecture  
Acceptable for credit: CSU, UC.  
Introduction to the physical science including selected topics from astronomy, chemistry, meteorology, physics, geology, and oceanography.  
AA/AS area 1; CSU area B1; IGETC area 5  

1901.00

20*. **Introduction to the Marine**  
3 hours lecture  
Acceptable for credit: CSU, UC.  
Focus on the marine environment: Investigation of the pervasiveness of the ocean and its effect on the earth’s weather; diversity of life forms; contributions to the physical/historical development of man; impact on geopolitical/economic matters; impact of oceanic pollutants; potential exploitation of marine resources.  
AA/AS area 1; CSU area B1; IGETC area 5  

1919.00
2 A-B. General Physics 5-5 UNITS

hours lecture, 3 hours laboratory

Prerequisite for Physics 2A: Mathematics 50 or 52C.
Prerequisite for Physics 2B: Physics 2A.

Acceptable for credit: CSU, UC. Comprehensiv study of mechanics, properties of matter, thermodynamics, heat, wave motion (2A). Light, optics, electricity, magnetism, atomic physics, and modern physics (2B).
(CAN Physics 2) Physics 2A
(CAN Physics 4) Physics 2B
CAN Physics Sequence A
AA/AS area 1; CSU area B1, B3; IGETC area 5

1 A. General Physics 5 UNITS

4 hours lecture, 3 hours laboratory
Prerequisite or corequisite: Mathematics 3A.

Acceptable for credit: CSU, UC. Comprehensiv 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.
AA/AS area 1; CSU area B

3 B. General Physics 5 UNITS

hours lecture, 3 hours laboratory
Prerequisite: Physics 3A.
Acceptable for credit: CSU, UC. Comprehensiv study of 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.
AA/AS area 1; CSU area B

4 A. General Physics with Calculus 5 UNITS

4 hours lecture, 3 hours laboratory
Prerequisite or Corequisite: Mathematics 3A.
Recommended preparation: Physics 10.
Acceptable for credit: CSU, UC. Intensive study of mechanics, properties of matter, wave motion and sound.
(CAN Physics Sequence B when taken with Physics 4B and 4C)
(CAN Physics 8)
AA/AS area 1; CSU area B1, B3, B4; IGETC area 5

4 B. General Physics with Calculus 5 UNITS

4 hours lecture, 3 hours laboratory
Prerequisite: Physics 4A.
Prerequisite or Corequisite: Mathematics 3B.
Acceptable for credit: CSU, UC. Intensive study of electricity, heat, thermodynamics, and magnetism.
(CAN Physics Sequence B when taken with Physics 4A and 4C)
(CAN Physics 12)
AA/AS area 1; CSU area B1, B3, B4; IGETC area 5

4 C. General Physics with Calculus 5 UNITS

4 hours lecture, 3 hours laboratory
Prerequisite: Physics 4B.
Prerequisite or Corequisite: Mathematics 3C.
Acceptable for credit: CSU, UC. Intensive study of optics, relativity, and quantum mechanics.
(CAN Physics Sequence B when taken with Physics 4A and 4B)
(CAN Physics 14)
AA/AS area 1; CSU area B1, B3, B4; IGETC area 5
10. Introduction to Physics  4 UNITS

4 hours lecture

Not open to students who have completed or are currently enrolled in Physics 2A-B or 4A-4B-4C.

Recommended preparation: Mathematics 201 or 210D, and 202.

Acceptable for credit: CSU, UC.

Elementary introduction to the field of physics: Mechanics, heat, electricity and magnetism, sound, optics, and modern physics.

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

48 AA-ZZ. Selected Topics in Physics  0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.

See section on Selected Topics.

248 AA-ZZ. Selected Topics in Physics  0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics.
Political Science

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 will learn about the interaction of individuals and institutions within political systems.

1. Government and Politics in the United States 3 UNITS
   3 hours lecture
   Not open for credit to students who have completed or are currently enrolled in Political Science 15 at Merritt College.
   Acceptable for credit: CSU, UC.

2. Comparative Government 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU, UC.

3. International Relations 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU, UC.

4. Political Theory 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU, UC.

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies; relevance of theory to contemporary problems; new approaches to political thought. 2207.00
AA/AS area 2; CSU area D; IGETC area 4

16. State and Local Government 3 UNITS
   3 hours lecture
   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 uses, and political parties. 2207.00
AA/AS area 2; CSU area D

18. The American Presidency 3 UNITS
   3 hours lecture
   Acceptable for credit: CSU, UC.

Structure, function, and historical development of the Office of the President from George Washington to present: President as Chief diplomat, Commander-in-Chief, party leader, executive-legislative relations. 2207.00
AA/AS area 2; CSU area D; IGETC area 4

48 AA-ZZ. Selected Topics in Political Science 0.5-5 UNITS
   0-5 hours lecture, 0-15 hours laboratory
   Acceptable for credit: CSU, UC.

See section on Selected Topics. 2207.00

248 AA-ZZ. Selected Topics in Political Science 0.5-5 UNITS
   0-5 hours lecture, 0-15 hours laboratory
   See section on Selected Topics. 2207.00
250. Student Leadership Training  1-3 UNITS

1-3 hours lecture

Non-degree applicable

Provides a vehicle for simultaneously participating in and analyzing student politics within the framework of total college policy making. Workshop portion includes Student Council meetings, student government committee meetings, participation in joint student-faculty-administration committees, and observation of policy-making procedures: College governance, budgetary process, parliamentary procedure, and theories concerning the role of students in educational policy.

2207.10
The discipline of Psychology is concerned with the study of human and animal behavior. The Psychology Department at Laney College offers a rich variety of courses including Introduction to General Psychology, Social Psychology, Psychology of Childhood, Personal and Social Adjustment, Abnormal Psychology, Principles of Leadership, Psychology of Intimate Relationships, and Human Sexuality. Through these courses, students will acquire a solid foundation of knowledge of human behavior and the manifold influences of environmental, biological, social and cultural factors and forces.

1 A-B. Introduction to General Psychology 3-3 UNITS

3 hours lecture

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 (1A). Continuation of Psychology 1A with the addition of psychological research methods and principles of behavior modification (1B).  2001.00

(CAN Psychology 2) Psychology 1A
AA/AS area 2; CSU area D; IGETC area 4

6. Social Psychology 3 UNITS

3 hours lecture

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

7 A. Psychology of Childhood 3 UNITS

3 hours lecture

Students completing Psychology 7L will not receive credit for Psychology 7A.

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.

AA/AS area 2; CSU area D; IGETC area 4  2001.00

7 B. Adolescent Psychology 3 UNITS

3 hours lecture

Acceptable for credit: CSU, UC.

Study of adolescence: Emphasis on psycho-social factors influencing peer relationships; attitudes towards parents and other adults; induction into adult society.

AA/AS area 2; CSU area D; IGETC area 4  2001.00

7 L. Psychology of Childhood (With Lab) 4 UNITS

3 hours lecture, 3 hours laboratory

Students completing Psychology 7A receive only one unit of laboratory credit for Psychology 7L.

Acceptable for credit: CSU, UC.

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development. Practical experience in a variety of children’s agencies with emphasis on direct interaction with children under supervision of the instructor and agency personnel.  2001.00

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

8. Psychology of Intimate Relationships 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Skills, attitudes, and insights necessary for establishing and maintaining a satisfying intimate relationship in a marriage or other intimate lifestyle.  2001.00

AA/AS area 2; CSU area E
12. Human Sexuality 3 UNITS
3 hours lecture
Not open to students who have completed or are currently enrolled in Biology 27.
Acceptable for credit: CSU, UC.
Explores and analyzes the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural, urogenital system of both sexes, birth control devices, and pregnancy.
AA/AS area 1, 2; CSU area B2, E; IGETC area 5

24. Abnormal Psychology 3 UNITS
3 hours lecture
Prerequisite: Psychology 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.
AA/AS area 2; CSU area D; IGETC area 4

30. Psychology of Men and Women 3 UNITS
3 hours lecture
Acceptable for credit: CSU.
Factors contributing to a sense of self as man or woman: Biological and cultural determinants of sex roles and psychological implications including heredity, development, identity, social role, perception, and personality.
AA/AS area 2; CSU area E

33. Personal and Social Adjustment 3 UNITS
3 hours lecture
Acceptable for credit: CSU, UC.
Dynamics of personal and social developments and related determinants.
AA/AS area 2; CSU area D, E

48 AA-ZZ. Selected Topics in Psychology 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics.

49. Independent Study in Psychology 0.5-5 UNITS
Acceptable for credit: CSU, UC.
See section on Independent Study.

237. Contemporary Use and Abuse of Substances 1 UNIT
2 hour lecture (9-week course)
Current problems with drug intake: History of substance abuse, legal, and ethical responsibility of governmental controls, and identification of names applied to abuse substances.

248 AA-ZZ. Selected Topics in Psychology 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics.

501. Perspectives on Aging Issues: 0 UNIT
Choices/Coping/Optimization/Growth
1 hour lecture
Non-degree applicable
Survey of psychosocial changes, implications, and current adaptation techniques: Biophysical changes, normal and pathological; drugs and their effect; current treatments.
2 A. Principles of Real Estate 3 UNITS

3 hours lecture

Required for those preparing for the real estate salesperson's licensing examination.

Acceptable for credit: CSU.

Basic laws and principles of California real estate: Provides understanding, background, and terminology necessary for advanced study in specialized courses.

0511.00
Sociology

Sociology involves the systematic study of human behavior in the social environment. Sociology contributes to our understanding of the processes by or through which societies, organizations, institutions, communities and social groups evolve, function, change and ultimately shape individual behavior. Through sociology courses at Laney College, students will learn about how and why people relate to one another, the problems and prospects associated with these relationships and methods used to study these social phenomena.

1. **Introduction to Sociology**  
   3 hours lecture
   Acceptable for credit: CSU, UC.
   Introduction to sociology: Analysis of human group life through principles, concepts, and theories. 2208.00
   AA/AS area 2; CSU area D; IGETC area 4

2. **Social Problems**  
   3 hours lecture
   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, population control. 2208.00
   AA/AS area 2; CSU area D; IGETC area 4

5. **Minority Groups**  
   3 hours lecture
   Acceptable for credit: CSU, UC.
   Analysis of racial, religious, and ethnic minority groups; general principles of dominant-minority group relations. 2208.00
   AA/AS area 2, 5; CSU area D; IGETC area 4

13. **Sociology of the Family**  
   3 hours lecture
   Acceptable for credit: CSU, UC.
   Social forces and emotional factors which contribute to marriage and family ties; the changing economy; values on the relationships between men and women, parents and children. 2208.00
   AA/AS area 2; CSU area D; IGETC area 4

30. **Sociology of Literature**  
   3 hours lecture
   Acceptable for credit: CSU, UC.
   Analysis of professional and student creative writing from the sociological perspective: Consideration of ethnic, racial, class, sex, age, and other variables which influence the individual act of creation. 2208.00
   AA/AS area 2, 3; CSU area C2, D; IGETC area 4

45. **Sociology of Sports**  
   3 hours lecture
   Acceptable for credit: CSU.
   Critical analysis/survey of sports in America: The interrelationship between the athlete and traditional social institutions (education, politics, economics, and the media). 2208.00
   AA/AS area 2; CSU area D

48 AA-ZZ. **Selected Topics in Sociology**  
   0.5-5 UNITS
   0-5 hours lecture, 0-15 hours laboratory
   Acceptable for credit: CSU, UC.
   See section on Selected Topics. 2208.00

49. **Independent Study in Sociology**  
   0.5-5 UNITS
   Acceptable for credit: CSU, UC.
   See section on Independent Study. 2208.00

248 AA-ZZ. **Selected Topics in Sociology**  
   0-5 hours lecture, 0-15 hours laboratory
   See section on Selected Topics. 2208.00
290. Project Bridge: Sociology 1.5 UNITS

3 hours lecture (9-week course)

Enrollment in Project Bridge required.

Corequisite: Computer Information Systems 211 and 255; and English 290AB or 292AB; and English 291AB or 293AB, and Mathematics 290AB or 291AB.

Non-degree applicable

Fundamental concepts and methods of social scientific inquiry: Emphases on questionnaire and interview processes.

4930.00
Spanish

1 A★. Elementary Spanish 5 UNITS
5 hours lecture
This course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC.
Study and practice in understanding, speaking, reading, and writing Spanish; readings in Spanish; Spanish-American life and culture.
(CAN Spanish 2)
(CAN Spanish Sequence A when taken with Spanish 1B)
AA/AS area 3; CSU area C2; IGETC area Language

1 B★. Elementary Spanish 5 UNITS
5 hours lecture
Prerequisite: Spanish 1A.
Acceptable for credit: CSU, UC.
Study and practice in understanding, speaking, reading, and writing Spanish; readings in Spanish; Spanish-American life and culture.
(CAN Spanish 4)
(CAN Spanish Sequence A when taken with Spanish 1A)
AA/AS area 3; CSU area C2; IGETC area Language

2 B★. Intermediate Spanish 5 UNITS
5 hours lecture
Prerequisite: Spanish 1B.
Acceptable for credit: CSU, UC.
Grammar review, conversation, composition, reading, and aural-oral practice.
(CAN Spanish 8)
(CAN Spanish Sequence B when taken with Spanish 2B)
AA/AS area 3; CSU area C2; IGETC area 3 & Language

2 B★. Intermediate Spanish 5 UNITS
5 hours lecture
Prerequisite: Spanish 2A.
Acceptable for credit: CSU, UC.
Selected readings from Spanish and Latin-American literature, grammar review, advanced composition, and conversation.
(CAN Spanish 10)
(CAN Spanish Sequence B when taken with Spanish 2A)
AA/AS area 3; CSU area C2; IGETC area 3 & Language

30 A-B★. Beginning Conversational Spanish 3-3 UNITS
3 hours lecture
Recommended preparation for Spanish 30B: Spanish 30A.
Acceptable for credit: CSU.
Use of modern colloquial Spanish in conversation; elementary grammar.
AA/AS area 3

40★. Hispanic Civilization and Culture 3 UNITS
3 hours lecture
Recommended preparation: Spanish 1B.
Acceptable for credit: CSU, UC.
Study of Hispanic civilization and culture through readings in Spanish designed to develop active language skills.
AA/AS area 3; CSU area C2; IGETC area 3

48 AA-ZZ★. Selected Topics in Spanish 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC★.
See section on Selected Topics.

49★. Independent Study in Spanish 0.5-5 UNITS
Acceptable for credit: CSU, UC★.
See section on Independent Study.
30 A*. Destinos I (Conversational Spanish) 3 UNITS

1 hours lecture

Acceptable for credit: CSU.

Telecourse incorporating video, text, workbook, and audio support in fundamental Spanish skills: Emphasis on spoken Spanish in a culturally authentic context; basic aspects of daily living; present and past verb tenses. 1105.00

AA/AS area 3

60 B*. Destinos II (Conversational Spanish) 3 UNITS

3 hours lecture

Acceptable for credit: CSU.

Continuation of Spanish 60A: Emphasis on conversational interaction with native Spanish speakers; using various tenses; specific aspects of the culture, history, and geography of the Spanish-speaking world; additional verb tenses. 1105.00

AA/AS area 3

248 AA-ZZ*. Selected Topics in Spanish 0.5-5 UNITS

0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics. 1105.00
Speech

1 A-B. Introduction to Speech  3-3 UNITS  
3 hours lecture
Speech 1A is not prerequisite to Speech 1B.
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(1A). Theories of human communication through association and function in group and organizational settings: Ethics, values, attitudes, and problem solving(1B).  
AA/AS area 4d; CSU area A1; IGETC area 1C

2 A-B. The Fundamentals of Oral Interpretation of Literature  3-3 UNITS  
3 hours lecture
Speech 2A is not prerequisite to Speech 2B.
Acceptable for credit: CSU, UC.
Principles of effective delivery, reading aloud, analysis, and appreciation of literature: Reading prose, poetry, and drama(2A). Reading the short story, myths, and fables(2B).  
AA/AS area 3, 4d; CSU area C2

15 A-B. Voice and Diction  3-3 UNITS  
3 hours lecture
Speech 15A is not prerequisite to Speech 15B.
Acceptable for credit: CSU(15B only), UC(one course only).
Voice development through control of breathing, voice tempo, pitch, volume, and tone; improvement in articulation and pronunciation. Practice through reading aloud and taping, not public speaking(15A). Various modes of communicating ideas, emotions, and values through use of the voice(15B).  
AA/AS area 4d (Speech 15B only)

19. Speech and the Mass Media  3 UNITS  
3 hours lecture
Acceptable for credit: CSU, UC.
Critique, analysis, and interpretation of the mass media.  
AA/AS area 3, 4d

30 A-B. Speech and Voice Improvement Clinic  3-3 UNITS  
3 hours lecture
Speech 30A is not prerequisite to Speech 30B.
Acceptable for credit: CSU.
Intensive individualized clinical services: How other hear you; pronunciation standards; gaining a quality voice; practical assessment(30A). Group process in respiration and responsiveness: Relaxation, breathing volume, and variety; understanding timing; emphasis and timbre in effective voice communication(30B).  

44. Argumentation  3 UNITS  
3 hours lecture
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.  
AA/AS area 4d; CSU area A1, A3; IGETC area 1C

45. Public Speaking  3 UNITS  
3 hours lecture
Acceptable for credit: CSU, UC.
Principles of public speaking; oral presentations based on political and social issues: Critical thinking, organization, and research.  
AA/AS area 4d; CSU area A1; IGETC area 1C

48 AA-ZZ. Selected Topics in Speech  0.5-5 UNITS  
0-5 hours lecture, 0-15 hours laboratory
Acceptable for credit: CSU, UC.
See section on Selected Topics.  

49. Independent Study in Speech  0.5-5 UNITS  
Acceptable for credit: CSU, UC.
See section on Independent Study.

248 AA-ZZ. Selected Topics in Speech  0.5-5 UNITS  
0-5 hours lecture, 0-15 hours laboratory
See section on Selected Topics.
Theatre Arts

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.

REQUIREMENTS FOR THE MAJOR

Total Required Units 29

FIRST SEMESTER

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<th>Dept.</th>
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<th>Title</th>
<th>Units</th>
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<tr>
<td>THART</td>
<td>1</td>
<td>Introduction to the Theatre Arts</td>
<td>2</td>
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<tr>
<td>THART</td>
<td>10A+</td>
<td>Principles and Theory of Acting</td>
<td>3</td>
</tr>
<tr>
<td>THART</td>
<td>11A+</td>
<td>Principles and Theory of Improvisation</td>
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SECOND SEMESTER

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<tr>
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<tr>
<td>THART</td>
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<tr>
<td>THART</td>
<td>11B+</td>
<td>Principles and Theory of Improvisation</td>
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<td>3</td>
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<td>THART</td>
<td>40A+</td>
<td>Stagecraft</td>
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THIRD SEMESTER

Select one of the following:
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<th>Units</th>
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Select one of the following:
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<th>Units</th>
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<td>40B+</td>
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FOURTH SEMESTER

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<td>THART</td>
<td>40C+</td>
<td>Stagecraft</td>
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</table>

+ Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses
Architectural and Engineering Technology 211
Art 6, 41
Dance 1, 5A-B, 6A-B, 20A-B-C-D
English 12, 17A-B, 20

1. Introduction to the Theatre Arts  2 UNITS
2 hours lecture
Acceptable for credit: CSU, UC.
Survey of the world of performing arts with an emphasis on the historical development of the dramatic arts.
CSU area C1

10 A-B-C-D. Principles and Theory of Acting  3-3-3-3 UNITS
2 hours lecture, 3 hours laboratory
Not open for credit to students who have completed or are currently enrolled in Theatre Arts 20A-B at Vista College.
Acceptable for credit: CSU, UC.

Introduction to the arts of acting, including principles of theory and technique; voice and body development; projection; character analysis and pantomime. 1007.00
(CAN Drama 8) Theatre Arts 10A
CSU area C1

11 A-B-C-D. Principles and Theory of Improvisation  3-3-3-3 UNITS
2 hours lecture, 3 hours laboratory
Acceptable for credit: CSU, UC.

Improvised acting and development of dramatic imagination, problem solving, and communicative potential through increasing grasp of dramatic processes concepts. 1007.00
CSU area C1

30 A-B-C-D. Rehearsal and Production  3-3-3-3 UNITS
2 hours lecture, 3 hours laboratory
Not open for credit to students who have completed or are currently enrolled in Theatre Arts 38A-B at Vista College.
Acceptable for credit: CSU, UC.

Practical and creative experience in the work and art of producing a performance for an audience. 1007.00
40 A-B-C-D. Stagecraft 3-3-3 UNITS
2 hours lecture, 3 hours laboratory

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

48 AA-ZZ. Selected Topics in Theatre Arts 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory

Acceptable for credit: CSU, UC.
See section on Selected Topics. 1007.00

49. Independent Study in Theatre Arts 0.5-5 UNITS

Acceptable for credit: CSU, UC.
See section on Independent Study. 1007.00

248 AA-ZZ. Selected Topics in Theatre Arts 0.5-5 UNITS
0-5 hours lecture, 0-15 hours laboratory

See section on Selected Topics. 1007.00
Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

DEGREE MAJOR/CERTIFICATE REQUIREMENTS

Total Required Units 24

FIRST SEMESTER

<table>
<thead>
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<th>Units</th>
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<td>WELD</td>
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<td>Arc Welding I &amp; II</td>
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<td>WELD</td>
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<td>Welding Layout and Blueprint Reading</td>
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<tr>
<td>WELD</td>
<td>221A</td>
<td>Acetylene Welding I</td>
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THIRD SEMESTER

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<td>WELD</td>
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FOURTH SEMESTER

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<td>Gas Tungsten Arc Welding (T.I.G.)</td>
<td>3/3</td>
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</table>

For Associate Degree General Education requirements, refer to page 74.

Recommended Courses
Mathematics 251A-D
Mathematics 202

200☆. Special Projects Laboratory 1-3 UNITS 3-9 hours laboratory
Designed for advanced students: Skills upgrading in all phases of welding. 3956.50

201☆. Welding for Other Majors 1 UNIT 3 hours laboratory
Emphasis on manipulative practices using various electric welding and gas cutting equipment on carbon steel plate. 3956.50

203 A-B☆. Gas Tungsten Arc Welding (T.I.G.) 3-3 UNITS 2 hours lecture, 4 hours laboratory
Theory and manipulative practice of welding aluminum, stainless steel, and mild steel plate; various types of filler rod identification with but, tee, and lap weld joint designs(203A). Continuation of skill development with emphasis on advanced equipment, square wave power sources, and robotics(203B). 3956.50

204 A-B☆. Wire Feed Welding 3-3 UNITS 2 hours lecture, 4 hours laboratory
Welding of ferrous and non-ferrous metals in all positions: Weld joint preparation; machine adjustment; wire welding types; care and maintenance of equipment; shielding gases. 3956.50

211 A☆. Arc Welding I 3 UNITS 2 hours lecture, 4 hours laboratory
Fundamental manual skills with related theory: Welding on steel plate in flat and horizontal positions; edge preparation; joint types; weld types. 3956.50

211 B☆. Arc Welding II 3 UNITS 2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 211A.
Continuation of Welding Technology 211A: Welding on steel plate in vertical and overhead positions; electrode, coating and fluxes; visual identification of mild steel and low alloy electrodes; A.W.S. nomenclature. 3956.50
211 A⭐. Arc Welding I 3 UNITS
2 hours lecture, 4 hours laboratory
Fundamental manual skills with related theory: Welding on steel plate in flat and horizontal positions; edge preparation; joint types; weld types.

211 B⭐. Arc Welding II 3 UNITS
2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 211A.
Continuation of Welding Technology 211A: Welding on steel plate in vertical and overhead positions; electrode, coating and fluxes; visual identification of mild steel and low alloy electrodes; A.W.S. nomenclature.

211 C⭐. Arc Welding III 3 UNITS
2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 211B.
Continuation of Welding Technology 211B: Intermediate skills level in all welding positions of square butts, single bevel butt joints, and Navy text type joints on steel plates.

211 D⭐. Arc Welding IV 3 UNITS
2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 211C.
Continuation of Welding Technology 211C: Advanced skills level in all welding positions of open vee butts, pipe, and sheet metal; industrial alloys; oxyacetylene method of metal.

212⭐. Welding Layout and Blueprint Reading 3 UNITS
3 hours lecture
Layout of steel shapes, plate and pipe; blueprint reading; related mathematics; template; torch cutting procedures.

221 A⭐. Acetylene Welding I 3 UNITS
2 hours lecture, 4 hours laboratory
Fundamental manual skills with related theory: Sheet metal 12-14-16 gauge in all positions; hand cutting.

221 B⭐. Acetylene Welding II 3 UNITS
2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 221A.
Continuation of Welding Technology 221A: Emphasis on joint design, metallurgy, and mild steel plate.

221 C⭐. Acetylene Welding III 3 UNITS
2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 221B.
Continuation of Welding Technology 221B: Identifying and using fluxes for various welding procedures; brazing and hardfacing techniques including filler rods.

221 D⭐. Acetylene Welding IV 3 UNITS
2 hours lecture, 4 hours laboratory
Prerequisite: Welding Technology 221C.
Continuation of Welding Technology 221C: Advanced skills level with related theory of steel pipe, pipe cutting and beveling, pipe templates, and layout.

242⭐. Preparation for American Welding Society Certification 3 UNITS
1 hour lecture, 6 hours laboratory
Designed to certify a welder according to the American Welding Society guidelines. Emphasis on manipulative practices using various electric welding and gas cutting equipment on carbon steel plate. At least one certification is required to receive a grade and students are required to pay all certification lab fees.

248 AA-ZZ. Selected Topics in Welding Technology 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics.

COPED 466 M. Cooperative Education 1-4 UNITS
Occupational Work Experience in Welding Technology.
Wood Technology

The curriculum offers instruction in woodworking for both career and hobby-oriented students, and includes access to one of the best-equipped shops in Northern California. For those individuals whose goals are employment oriented, most 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.

REQUIREMENTS FOR THE CERTIFICATE

Total Required Units 24

FIRST SEMESTER

<table>
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<tr>
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<th>Title</th>
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<td>Wood Technology I</td>
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<tr>
<td>WDTEC</td>
<td>10L</td>
<td>Wood Technology Laboratory I</td>
<td>4</td>
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<tr>
<td>WDTEC</td>
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<td>Furniture Cabinet: Layout I</td>
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SECOND SEMESTER

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<tr>
<td>WDTEC</td>
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<td>WDTEC</td>
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<tr>
<td>WDTEC</td>
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<td>Wood Technology Laboratory IV</td>
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</tbody>
</table>

For Associate Degree General Education requirements, refer to page 74.

10. Wood Technology I  3 UNITS
3 hours lecture
Corequisite: Wood Technology 10L.
Acceptable for credit: CSU.
Introduction to the technology of woodworking trades: Jointer, planer, table saw, band saw, panel saw, radial arm saw, drill press, shaper, router, line boring machinery, automatic edge bander, power sanders, hinge insertion machine, CNC machining; basic sharpening, joinery, planning, stock billing, assembly, finishing, and plastic lamination; care of and safety with tools and equipment.

10 L. Wood Technology Laboratory I  4 UNITS
12 hours laboratory
Corequisite: Wood Technology 10.
Acceptable for credit: CSU.
Laboratory practice supplementing Wood Technology 10.

11. Furniture Cabinet Layout I  2 UNITS
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU.
Drafting, layout, and detailing for the woodworking trades: Reading and making drawings, joinery appropriate to various cabinet grades, panel layouts, and geometric constructions.

20. Wood Technology II  3 UNITS
3 hours lecture
Prerequisite: Wood Technology 10.
Corequisite: Wood Technology 20L.
Acceptable for credit: CSU.
Continuation of Wood Technology 10: 32mm cabinet-making systems; wood bending; advanced construction problems and techniques; finishing; hardware; adhesives and abrasives; hand tool conditioning and use; related class projects.
20 L. Wood Technology Laboratory II 4 UNITS
12 hours laboratory
Prerequisite: Wood Technology 10L.
Acceptable for credit: CSU.
Laboratory practice supplementing Wood Technology 20. 0952.50

21. Furniture Cabinet Layout II 2 UNITS
1 hour lecture, 3 hours laboratory
Prerequisite: Wood Technology 11.
Acceptable for credit: CSU.
Using the computer as a tool for designing, drawing, generating cut list, performing panel optimization plans, and doing cost and time analysis for the cabinetmaking industry. 0952.50

30 L. Wood Technology Laboratory III 4 UNITS
12 hours laboratory
Prerequisite: Wood Technology 20L.
Acceptable for credit: CSU.
Intermediate level laboratory practice stressing more complex planning and structures. 0952.50

40 L. Wood Technology Laboratory IV 4 UNITS
12 hours laboratory
Prerequisite: Wood Technology 30L.
Acceptable for credit: CSU.
Advanced laboratory practice stressing more complex planning and structures. 0952.50

48 AA-ZZ. Selected Topics in Wood Technology 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
Acceptable for credit: CSU.
See section on Selected Topics. 0952.50

201 A-B★. Furniture and Cabinetmaking for Other Majors 2-2 UNITS
1 hour lecture, 3 hours laboratory
Introduction to the safe and effective use of the machines, power tools, and hand tools of woodworking basic construction projects (201A). Continuation and expansion upon content of Wood Technology 201A using different joinery techniques and projects. All projects selected by instructor (201B). 0952.50

248 AA-ZZ. Selected Topics in Wood Technology 0.5-9 UNITS
0-9 hours lecture, 0-27 hours laboratory
See section on Selected Topics. 0952.50

250 A-B★. Introduction to Furniture Making 4-4 UNITS
6 hours lecture, 18 hours laboratory (6-week course)
Offered Summer Session.
Prerequisite for Wood Technology 250B: Wood Technology 250A.
Non-degree applicable
Introductory time-intensive class in the technology of furniture making: Plan reading, joinery, tools, power tools, and finishes. Provides laboratory experience in furniture construction (250A). Advanced individualized instruction in more complex projects with appropriate laboratory experience (250B). 0952.50

252 A-B-C-D★. Woodworking 1-1-1-1 UNITS
2 hours lecture, 6 hours laboratory (6-week course)
Non-degree applicable
Introduction to woodworking: Emphasis on plan reading, joinery, tools, power tools, machines; and related laboratory projects. 0952.50

COPED 466 N. Cooperative Education 1-4 UNITS
Occupational Work Experience in Wood Technology 0952.50
Course Repetition List

Following is a list of courses at Laney College which may be repeated for credit the number of times indicated:

<table>
<thead>
<tr>
<th>DEPT/COURSE NO.</th>
<th>COURSE TITLE</th>
<th>NO. OF REPEATS</th>
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<tbody>
<tr>
<td>Arch/Engr Tech 200</td>
<td>Special Projects Laboratory</td>
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<tr>
<td>Arch/Engr Tech 204</td>
<td>Computer Aided Drafting Laboratory–CAD Lab</td>
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<tr>
<td>Apprenticeship 431</td>
<td>Mill &amp; Cabinet Maker</td>
<td>As often as required</td>
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<tr>
<td>Apprenticeship 433</td>
<td>Molder &amp; Coremaker</td>
<td>As often as required</td>
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<tr>
<td>Apprenticeship 441</td>
<td>Roofer</td>
<td>As often as required</td>
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<tr>
<td>Apprenticeship 455</td>
<td>Cosmetology</td>
<td>As often as required</td>
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<tr>
<td>Apprenticeship 456</td>
<td>Barber</td>
<td>As often as required</td>
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<tr>
<td>Apprenticeship 460**</td>
<td>Plastering Hod Carrier</td>
<td>As often as required</td>
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<tr>
<td>Apprenticeship 461**</td>
<td>Masonry Tenders/Hod Carrier</td>
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<td>Art 40</td>
<td>Color Dynamics: The Interaction of Color</td>
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<td>Art 41</td>
<td>Basic Design</td>
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<td>Carpenter 200</td>
<td>Special Projects Laboratory</td>
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<tr>
<td>Computer Information Systems 211</td>
<td>Using Microcomputers Software</td>
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<td>Co-op Ed 450-484A</td>
<td>Work Experience in (Subject)</td>
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<td>Culinary Arts 200</td>
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<td>ESL 270</td>
<td>ESL Computer Laboratory</td>
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<td>Environmental Control Technology 200</td>
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<td>Graphic Arts 200</td>
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<tr>
<td>Health Education 9</td>
<td>First Aid and Safety</td>
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<td>Machining Technology 200</td>
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<td>Photography 251</td>
<td>Special Projects Laboratory</td>
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<td>Welding Technology 200</td>
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<td>3 but not more than 5 units total per discipline</td>
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<td>All 49's</td>
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Identify may receive a maximum of 16 units of credit in Cooperative Work Experience Education 450 through 45A (General/Occupational/Apprentice Work Experience).

Note: Approval Pending.
Faculty

AGARD, Anne  English as a Second Language
B.A., University of Massachusetts
M.A., San Francisco State University

AITCH, Wanda  Physical Education
B.S., Lincoln University
M.A., San Francisco State University

ALCALA, Manuel  Counselor
B.A., J.F.K. University
M.S.W., San Jose State University

ALSCHER, Pinar  Chemistry
B.S., M.S., San Francisco State University

ARNOLD, Don  Management and Supervision, Political Science
A.A., Chabot College
B.S., M.P.A., California State University, Hayward

BAILEY, Rebecca  Biology
B.S., Michigan State University
M.S., San Diego State University

BANKHEAD, April  Culinary Arts
B.A., Mills College

BANKSTON, Barbara  Business
B.S., Grambling State University
M.Bus.Ed., University of Illinois

BLUE, Deborah G.  President
B.S., Western Michigan University
A.M., Ph.D., University of Illinois, Champaign-Urbana

BOWMAN, Rosella  Business
B.A., San Jose State University

BREWER, Imogene  Counselor
B.S., M.A., M.S., San Francisco State University

BROOKS, Iris  Counselor
B.A., San Francisco State University
M.S.W., University of California, Berkeley

BROYER, Terence L.  Biological Sciences
B.A., University of California, Berkeley
M.A., San Francisco State University

CAMP, Ernestine W.  Mathematics
B.S., Benedict College
M.A., Louisiana State University

CHAVEZ, Charles  Art
B.F.A., California College of Arts and Crafts
M.F.A., Mills College

CHEN-RAMIREZ, Elaine  Business
A.A., Laney College
B.S., Thomas Edison State College
M.B.A., Holy Names College
Ed.D., Nova Southeastern University

CHIN, Lawrence Jr  Business
B.S., California State University, Sacramento
M.B.A., Golden Gate University

COASTON, Shirley  Librarian
B.A., Dillard University
M.L.S., University of California, Berkeley

COOK, Lisa Redson  English as a Second Language
B.A., The Naropa Institute
M.A., The University of Massachusetts

CORLETT, Stephen  Chemistry
B.A., Reed College
Ph.D., University of Albany, State University of New York

CORREA, Celia  English
B.A., M.A., Hunter College
M.A., Santa Clara University
M.A., Adelphi University

CORREIA, Cynthia  Carpentry
B.A., San Diego State University

COVEN, Patricia A.  Counselor
B.A., San Francisco State University
M.S.W., University of California, Berkeley

CRYSTAL, Catherine  English as a Second Language
B.A., M.A., San Francisco State University

CURRY, Helen  Cosmetology
C.C.C. Credential
A.A., Laney College

DALESSIO, Carol J.  DSPS Coordinator
B.A., North Central College, Illinois
M.S., San Francisco State University

DASHIELL, Margot  African-American Studies, Sociology
B.A., M.C., University of California, Berkeley
M.S., California State University, Hayward

DING, Heather  Chinese
M.A., Washington University, St. Louis

DRAGIN, Burt R.  Journalism
A.A., Los Angeles City College
B.A., California State University, Los Angeles
M.A., University of Southern California

ELLMAN, Nikki  English as a Second Language
B.A., Antioch University
M.A., School for International Training

FLORES, Jose Luis  Computer Information Systems
B.A., M.A., University of California, Berkeley
Ph.D., Stanford University

FOSSUM, Michelle  Chemistry
B.A., University of California, Santa Cruz
M.S., University of California, Berkeley

FRANETA, Sonja  English as a Second Language
B.A., New York University
M.A., University of California, Berkeley
M.A., New York University
FACULTY

KANTOROV, Elvira  Cosmetology
B.A., Institute of Foreign Languages of Tashkent, Russia

KAYDEN, Stacey  Learning Disabilities Specialist
B.A., San Francisco State University
M.A., Columbia University

KEMP, Robert  Management and Supervision
B.S., College of the City of New York
M.S.W., University of Michigan

KYRIAKOPEDI, Nick  Environmental Control Technology
A.S., City College of San Francisco

LEAL, E. William  Graphic Arts
B.S., California Polytechnic State University, San Luis Obispo
M.S., California State University, Hayward

LEECH, Marla  Media Communications
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