

# ***Berkeley City College***

2050 Center Street  
Berkeley, California 94704

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

World Wide Web Address—  
[www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)  
or [www.peralta.edu](http://www.peralta.edu)

***Important Note about Translations in Chinese and Spanish:***

*Chinese and Spanish translations  
of College and District Policies may be found online at:*

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

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## An Important Message for Our Students

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

### College Accreditation

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

### Accuracy Statement

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

### Meeting Requirements

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

### Important Note about This Catalog for Students with Disabilities

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

### Open Classes

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

### Using Berkeley City College's Catalog

Berkeley City College's catalog describes the courses, programs, and services of the college that are planned for the 2011-2013 academic years. Most of the policies and regulations affecting students are described in this catalog and each student is responsible for becoming familiar with this information. You may obtain more current or complete information from the appropriate administrative office.

*Cover Design—*  
Chris Gatmaitan  
Peralta Community College District  
Marketing Department

*Photography—*  
Jon Fisher, Victor Flint, Shirley Fogarino,  
Shanna Hullaby

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## Fall Semester 2011 Calendar\*

Classes Begin	August 22
Saturday Classes Begin	August 27
Last Day to Drop Full-Term Credit Classes and Receive a Refund	September 2
<i>Note: Short-Term and Open Entry Classes must be dropped before the ten percent point of the length of the course to receive a refund.</i>	
Last Day to Add Regular Session Classes	September 3
Labor Day Holiday	September 5
Census Day: Instructors Verify Enrollment in Class	September 6
Last Day to File for Pass/No Pass Grading Option for Regular Session Classes	September 10
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	September 17
Last Day to File Petitions for AA or AS Degree/Certificate	October 21
Veterans Day Holiday	November 11
Last Day to Withdraw from Classes and Receive a "W"	November 23
<i>All Outstanding Fees Due</i>	
Attendance Verification Day	November 23
Thanksgiving Holiday	November 24-27
Saturday Instruction Ends	December 10
Final Examinations	December 12-16
Fall Semester Ends	December 16



Photographer: Shanna Hullaby

*\*Calendar dates are subject to change. Please check Peralta's or your college's class schedule for updates.*



Photographer: Shirley Fogarino

## Spring Semester 2012 Calendar\*

Classes Begin	January 23
Saturday Classes Begin	January 28
Last Day to Drop Full-Term Credit Classes and Receive a Refund	February 3
<i>Note: Short-Term and Open Entry Classes must be dropped before the ten percent point of the length of the course to receive a refund.</i>	
Last Day to Add Regular Session Classes	February 4
Census Day: Instructors Verify Enrollment in Class	February 6
Last Day to File for Pass/No Pass Grading Option for Regular Session Classes	February 10
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	February 16
Lincoln's Birthday Holiday	February 17
Saturday/Sunday Classes Do Not Meet	February 18-19
Washington's Birthday Holiday	February 20
Last Day to File Petitions for AA or AS Degree/Certificate	March 23
Spring Recess	April 2-8
Last Day to Withdraw from Classes and Receive a "W"	April 30
<i>All Outstanding Fees Due</i>	
Attendance Verification Day	April 30
Malcolm X's Birthday Holiday	May 18
Final Examinations	May 19-25
Spring Semester Ends	May 25

\*Calendar dates are subject to change. Please check Peralta's or the college's class schedule for updates.

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

DEPARTMENT	PHONE	EMAIL**
• American Sign Language	Nancy Cayton, 5th Floor, 981-2872 (Voice); 1-866-971-1994 (VP)	ncayton iikedata
• Arts and Cultural Studies	Iva Ikeda, 2nd Floor, 510-536-2666 (VP) Jennifer Braman, 5th Floor, 981-2904 Dr. Laura Ruberto, 5th Floor, 981-2922	jbraman lruberto
• Business Programs	Jayne Matthews, 5th Floor, 981-2913	jmatthews
• Computer Info. Systems	Dr. Paramsothy Thananjeyan, 5th Floor, 981-2921	pthananjeyan
• Distance Education Classes	5th Floor, (510) 981-2883	info@eberkeley.org
• English	Jenny Lowood, 5th Floor, 981-2912	jlowood
• English as a Second Language	Laurie Brion, 5th Floor, 981-2875	lbrion
• Follett Bookstore	5th Floor, 981-1012	
• Global Studies	Joan Berezin, 3rd Floor, 981-2884	jberezin
• Job Board	Paula Coil, 1st Floor Lobby	pcoil
• Mathematics	Salvador Garcia, 5th Floor, 981-2837	sgarcia
• Modern Languages	Dr. Fabian Banga, 5th Floor, 981-2874	fbanga
• Multimedia Arts	Lee Marrs, 5th Floor, 981-2900	lmarrs
• Office of Instruction	Donna Dorsey, 4th Floor, 981-2871 Sylvia Espinosa, 4th Floor, 981-2928 Marline Jenning, 4th Floor, 981-2861	ddorsey sespinosa mjenning
• Program for Adult College Education (PACE)	Dr. Nola Hadley-Torres, 3rd Floor, 981-2935	nhadley
• PACE Counseling	Marilyn Clausen, 3rd Floor, 981-2864	mclausen
• PERSIST Program	Robert Nakamoto, 2nd Floor, 981-2925 2nd Floor, 981-2950	rnakamoto persist@peralta.edu
• Public and Human Services	Stephanie Sanders-Badt, 3rd Floor, 981-2932	ssanders-badt
• Science & Biotechnology	Dr. Barbara Des Rochers, 5th Floor, 981-2887	bdesrochers
• Social Sciences	Dr. Linda McAllister, 5th Floor, 981-2998	lmcallister

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

• Admissions and Registration	Loretta Newsom, 1st Floor, 981-2805	lnewsom
• Assessment and Orientation	Gail Pendleton, 1st Floor, 981-2804	gpendleton
• CalWORKS	Ayele Lemma, 3rd Floor, 981-2831	alemma
• Counseling-BCC	Allene Young, 2nd Floor, 981-2908	ayoung
• Appointments	Jennifer Lenahan, 2nd Floor, 981-5039	jlenahan
• Extended Opportunity Programs & Services (EOPS)	Ayele Lemma, 3rd Floor, 981-2831	alemma
• Fees, Refunds	1st Floor, 981-2842	
• Financial Aid & Fee Waivers	Loan Nguyen, 1st Floor, 981-2807	bcc-finaid@peralta.edu
• Outreach/Student Ambassadors	Victor Flint, 1st Floor, 981-2857	veflint
• Programs and Services for Students with Disabilities (PSSD)	Nina Kindblad, 2nd Floor, 981-2929 Joyce Russell, 981-2859 Lynn Massey, 2nd Floor, 981-2812 Roberto Gonzales, 981-2826 Doug Gorman, 2nd Floor, 981-2835	nkindblad jrussell cmassey rgonzales dgorman
• Security	1st Floor, 981-2975	
• Student I.D. Photos	Call for Location, 981-5034	
• Student Services VP's Office	Jasmine Martinez, 2nd Floor, 981-2810	jmartinez
• Transfer & Career Information	Paula Coil, 2nd Floor, 981-2811	pcoil
• Tutoring	1st Floor, (510) 981-2971	
• Veterans Affairs	Jasmine Martinez, 2nd Floor, 981-2810 Jennifer Lenahan, 2nd Floor, 981-5039	jmartinez jlenahan

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

• College Library	Barbara Dorham, 1st Floor, 981-2823 Joshua Boatright, 1st Floor, 981-2991 Fred Cisin, 1st Floor, 981-2964	bdorham jboatright fcisin
• Marketing/Public Relations	Shirley Fogarino, 4th Floor, 981-2852	sfogarino

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

## **Berkeley City College Administration**

Dr. Betty Inlan  
President

Ms. Krista Johns, J.D.  
Vice President, Instruction

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

Ms. Shirley Slaughter  
Business Services Officer

## **Peralta Community College District**

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

## **Peralta Community College District Board of Trustees**

Dr. William Riley, President

Ms. Marcie Hodge

Mr. Cyril "Cy" Gulassa, Vice President

Dr. Nicholas González-Yuen

Mr. Abel Guillén

Mr. William "Bill" Withrow

Ms. Linda Handy

## **Peralta Community College District Administration**

Dr. Wise E. Allen  
Chancellor

Dr. Deborah Budd  
Vice Chancellor, Educational Services

Mr. Ron Gerhard  
Vice Chancellor and Chief Financial Officer

Dr. Sadiq Ikharo  
Vice Chancellor, General Services

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

Dr. Jacob Ng  
Vice Chancellor, Student Services



# Welcome to Berkeley City College



*Dr. Betty Inclan, President*

**W**elcome to Berkeley City College. You have chosen to start or continue your education in Berkeley, recognized throughout the world as a thriving center of educational excellence, political activism, and cutting edge ideas. Berkeley City College takes pride in its multicultural, student-centered learning community. The college is dedicated to academic excellence, collaboration, and innovation.

Berkeley City College has one of the highest transfer rates among California's community colleges. The college also offers an exceptional array of career and technical programs that prepare you for a rewarding future. Extensive community and college partnerships, public lecture and film series, to name only a few, help you broaden your college experience by emphasizing service learning and civic responsibility.

As part of our learning community, you will grow, thrive, make new friends, expand your horizons, and continually test yourself, as you prepare for university transfer, learn new job skills, or pursue lifelong learning. We invite you to share and broaden your experiences by participating in an enriching array of student and community activities and events.

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

Sincerely,

A handwritten signature in cursive script that reads "Betty S. Inclan". The signature is written in dark ink and is positioned above the printed name and title.

Dr. Betty Inclan  
President

# Introducing Berkeley City College



Photographer: Shanna Hullaby

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

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

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

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

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

Currently, approximately 38% of Berkeley City College's classes are taught evenings and Saturdays on the UC Berkeley campus. Others are held at the college's 2050 Center St. campus. Outreach classes are held at community locations. A diverse student population attends Berkeley City College, adding to the richness of the educational experience there. In spring 2011, there were 7,619 students enrolled at Berkeley City College; 27% were Caucasian; 19% were African American; 16% were Asian; 12% were Latino; and 2% were Filipino; and less than 1% was Native American. Those students designating themselves as Multiple Ethnicities were 8% and "Other Non-Caucasian" equaled 1%. Those who declined to state was 15%. Berkeley City College students' average age declined, from 44 years in 1988 to 31 years in 2011-12. The largest number of students was 3,344 in the 19 to 24 year old age group and the second largest was 1,379 in the 25-29 age group.

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

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

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

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

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## History of the College

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

*(Educational and Resources Plans 2001-2016)*

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

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

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

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

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

In 1987, in response to continuing budget pressures at the state and district level, the college's budget was substantially reduced and several of its programs transferred to other Peralta colleges. The Downtown Oakland Business Education Center was closed and the college reduced many of its off-campus classes. The passage of Assembly Bill 1725 in 1987, which redefined the intent of the community college and the proportion of full-time to part-time faculty, significantly impacted the mission and design of Vista College's classes and programs.

*(continued on p. 12)*

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## History of the College

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The college's faculty and administration reviewed its programs and classes in order to shift resources away from alternative education and focus instead on the comprehensive mission of the California community colleges as we now know it. That year, the district's governing board approved the final modification of the institution's name to Vista Community College.

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

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

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

In response to the community's deannexation efforts, PCCD proposed Measure A, a capital improvement bond initiative which

allocated eight million dollars to construct a permanent college facility and also stipulated that \$7.5 million would be used from Measure B, a previous Peralta bond issue, to augment Measure A funds. Measure A passed in November, 1996.

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

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

The college has consistently grown in full-time equivalent students (FTES) for the past 14 years at a rate exceeding the three to five percent annual growth rate projected in the *Educational and Resources Plans 2001-2016*. Enrollment in spring 2011 reached 7,619 students.

# ***Mission of Berkeley City College***



*Photographer: Shirley Fogarino*

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

*Adopted by the Board of Trustees April 12, 2005*

# ***Vision Statement of Berkeley City College***



*Photographer: Shanna Hullaby*

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

Berkeley City College transforms lives!

# **Values of Berkeley City College**

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

## ***A Focus on Academic Excellence and Student Learning.***

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

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

## ***A Commitment to Multiculturalism and Diversity.***

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

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

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

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

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

## ***A Commitment to a Quality and a Collegial Workplace.***

We value the high quality that characterizes everything we do.

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

## ***The Importance of Innovation and Flexibility.***

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

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

## *Admission and Registration Information*



*Photographer: Shanna Hullaby*

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

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

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



## **Admissions Requirements**

### **Eligibility for Admission**

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

### **Residence Requirements**

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

You are responsible to demonstrate clearly both physical presence in California and intent to establish California residence.

### **Admission of Nonresident Students**

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as nonresident students. You will be charged Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the “Fees” section of the catalog.

*Note:*

Nonresident students pay all fees unless specifically exempted from paying a particular fee.

### **Admission of International Students**

Berkeley City College will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Affairs for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257. The International Student Application Form along with a \$50 application fee is required, and upon acceptance, application is then made through the online CCCApply process. The International Affairs Office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

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

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

As a high school student, you may enroll in the Peralta colleges as a special part-time student. Your principal must recommend you for enrollment, and you must have parental or guardian consent, and a counselor signature on the high school concurrent enrollment form.

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

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

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## Admission and Registration Information

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

### Admission of Veterans

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

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

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

### Military Residence Exemption

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

service. If you are on active military duty and are stationed in California for more than one year immediately prior to being separated from the military, you are entitled to resident classification for up to one year after the time you complete active duty within California. This one-year waiver after your military discharge allows the time necessary to establish permanent California residency.

If you are a non-California resident serving in the military who is discharged in California, you must eventually show evidence that you have surrendered out-of-state residency. If you are a dependent of someone on active military duty in California, the waivers and procedures also apply to you.

### Admissions Procedures

You must apply online through CCCApply.org. Please follow the CCCApply instructions to complete and submit an online application. Once an application is completed, a message is sent to the your Peralta email or an email assigned by CCCApply giving instructions on how to log onto the Passport Student Center where enrollment in classes occurs. Unless exempted from Matriculation procedures, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes.

### Assessment and Testing

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

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## Admission and Registration Information

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

### Orientation and Advising

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

### Follow-Up Counseling

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

### Submission of Transcripts

You should submit official transcripts of records covering all previous high school and college coursework. You should request separate transcripts from each school you have attended. The schools issuing them should mail them directly to Berkeley City College Admissions and Records Office, or you may also bring official transcripts (in a sealed envelope) in person to the Admissions and Records Office at the college or to your Counselor.



Photographer: Shirley Fogarino

## Fees

### California Community College Enrollment Fee

You are required to pay a California Community College Enrollment Fee. The fee is \$36 per semester unit (subject to change) which is collected at the time of enrollment into classes.

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

*Note:*

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

### Enrollment Fee Assistance – Board of Governors Enrollment Fee Waiver

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

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## Admission and Registration Information

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### Nonresident Tuition

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition at the rate of \$177 (subject to change) per semester unit unless you qualify for the nonresident status known as "AB 540." Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

### Nonresident Fee Exemption

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

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

### Nonresident Capital Outlay Fee

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Nonresident Capital Outlay fee is \$6 per semester unit (subject to change) with a maximum of \$144 per year.

*Note:*

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

### Campus Center Use Fee

In addition to the California Community College Enrollment Fee, Nonresident Tuition and Nonresident Capital Outlay Fee, there is a Campus Center Use Fee of \$2 per campus, per semester

(excluding off-campus locations), to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal must pay the Campus Center Use Fee. Nonresident students must also pay the Campus Center Use Fee.

### AC Transit Easypass Fee

All students enrolled in nine (9) or more units are required to pay an AC Transit EasyPass Fee of \$31 per semester (increasing to \$36 per semester effective for the Fall 2012 semester), collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass.

### Parking Fees

There is a parking fee of \$2.00 per day for students or visitors who park a vehicle on campus at College of Alameda, Laney, or Merritt. A parking permit may be purchased for \$40 per semester or \$20 for summer session (motorcycle permits are \$20 per semester or \$10 for summer session) from the Cashier's Office.

### Student Health Fee

You are required to pay the Student Health fee of \$17.00 per semester for fall and spring semesters (\$14 for summer session). This fee is collected at the time of enrollment. The Health Fee is subject to change as allowed by the State Legislature. Note: Students who qualify in the following categories will be exempted from payment of the Health Fee:

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

### Returned-Check Fee

There will be a \$25.00 charge on checks returned to the college.

## **Other Expenses**

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

You may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment, provided such materials are of continuing value to you outside the classroom setting and provided they are not solely or exclusively available from the district. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Financial Aid Office.

## **Fee Payment Policy**

You must pay all applicable fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. If you add classes after this deadline, you are required to pay your fees immediately or a hold WILL be placed on your account and the debt will be sent to collections.

## **Fee Payment Deadline**

Tuition and enrollment fees are due and payable at the time of registration, and each time subsequent classes are added.

## **Fee Payment Options**

There are several fee payment options available: In person at the Cashier's Office; by mail (check or money order made payable to Peralta Community College District); online by credit/debit card (Visa or MasterCard); and by payment plans that are available upon request. For additional information, go to [www.peralta.edu](http://www.peralta.edu), Admissions and Records, and follow appropriate links.

## **Payment of Fees and Financial Aid Checks**

When picking up financial aid checks, all fees will be collected before checks are released. You may authorize the Peralta Community College District to use Financial Aid for these charges. For more information on Financial Aid payments, please visit [www.peralta.edu](http://www.peralta.edu) or the campus Financial Aid office.

## **Enrollment Fee Refund Policy**

### **• Class Cancellations**

The State-mandated Enrollment Fee will be fully refunded if an action of the college (e.g., class cancellation) prevents you from attending class. You may request a refund up to the end of the following term in which the refund was due. After that time you will not be eligible for the refund.

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

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

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

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

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

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

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

If you enrolled in a short-term or open-entry/open-exit class, you will receive a 100 percent refund if you officially withdraw before the ten percent point of the length of the course. This refers to fall and spring semesters only. Please refer to the deadline dates in the Schedule of Classes for the summer session.

### **• Variable-Unit Classes**

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

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

A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class which is canceled by Berkeley City College. Also, a 100 percent refund (minus a \$20 processing fee) will be made for any class from which you withdraw through the last day to drop regular session credit classes and receive a refund.

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

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

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

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

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

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

### **Berkeley City College Matriculation/ Student Success Program**

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

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

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

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

### **Matriculation Components for Educational Success**

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

#### **1. Admission**

The admissions application provides the college with information about educational plans and career goals. It also helps the college determine your matriculation status.

#### **2. Orientation**

An orientation session introduces you to BCC’s programs, services, academic regulations, expectations, and campus facilities; the focus is on how to succeed in college.

#### **3. Assessment**

An assessment session provides you with a measurement of your current skills in reading, writing, and mathematics. The results from these assessment tests are advisory only. In addition to measuring current skills, the assessment gathers “multiple measures” information about your previous academic experiences, study skills and habits, motivation and support system, and outside commitments.

#### 4. Counseling and Advisement

A counselor helps you to develop a Student Educational Plan (SEP) and select appropriate courses based on your educational objectives, assessment results, and “multiple measures” information.

#### 5. Follow-Up

Your counselor, on a regular basis, monitors your progress toward the attainment of your educational goal. The counselor also assists in reviewing, updating, or revising your educational plans. Your counselor may refer you to support services as necessary.

### Special Follow-up Efforts to Support Matriculating Students

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

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

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

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

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

### Exemption from Matriculation

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

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

#### Note:

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

### **Exemption from Assessment Test Component Only**

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

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

If you have received services for a learning disability in the last three years at any California community college, you may be exempt from the assessment component. You should call the Programs and Services for Students with Disabilities (PSSD) Office at (510) 981-2812 as soon as possible to make an appointment to see a counselor or learning disabilities specialist.

### **Exemption from Orientation Component**

Contact a counselor concerning possible exemption from the orientation component.

### **A Note for Students with Disabilities**

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/ Assessment/ Counseling process, please contact the Programs and Services for Students with Disabilities (PSSD) Office at (510) 981-2812. The office is located in room 261 on the second floor at the college.

### **Students' Rights and Responsibilities**

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

If you wish to file a complaint alleging unlawful discrimination in the implementation of matriculation practices, please refer to the Peralta Community College District Policy on Nondiscrimination (see page 274).

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

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

### **Programa para el éxito estudiantil**

La matriculación es el proceso que usted hace al inscribirse en la universidad, asistir a las clases y lograr las metas que usted se ha propuesto en la universidad. El "Programa para el éxito estudiantil" es el medio que lo ayuda a lograr un exitoso proceso de matriculación. Este programa está diseñado para ayudarle desde el momento en que usted solicita admisión hasta que usted completa sus estudios en cualquiera de los colegios universitarios de Peralta (Laney College, Merritt College, College of Alameda y Berkeley City College). Este programa es un acuerdo de responsabilidades entre usted y Berkeley City College. Este acuerdo reconoce tanto las responsabilidades del colegio universitario como las del estudiante.

#### **El estudiante estará de acuerdo en:**

1. Declarar una meta educativa.
2. Discutir metas educativas y desarrollar un plan educativo con un consejero.
3. Asistir con regularidad a todas las clases.
4. Completar todos los cursos y sus asignaciones.
5. Buscar y usar los servicios de apoyo que los colegios universitarios ofrecen según sea necesario.
6. Esforzarse para progresar hacia la meta definida.

El colegio universitario estará de acuerdo en:

1. Evaluar sus habilidades básicas.
2. Informarle sobre los programas, servicios y regulaciones del colegio.



3. Proveer instrucción y consejería de alta calidad.
4. Ayudarle a desarrollar una meta educativa.
5. Proveer una variedad de cursos y programas.
6. Ofrecer servicios de apoyo y seguimiento de su progreso hacia una meta definida.

### **Componentes del programa para el éxito estudiantil**

Hay cinco componentes del programa para el éxito estudiantil que le ayudaran a asegurar su éxito. Estos son:

#### **1. Admisión**

Su solicitud provee información acerca de los planes educativos y metas profesionales. También, ésta ayuda a determinar su situación en el proceso de matricula.

#### **2. Orientación**

Una sesión de orientación introduce al estudiante a los programas, servicios, regulaciones académicas, expectativas y facilidades del colegio universitario.

#### **3. Evaluación**

Las pruebas de evaluación en lectura, escritura (del inglés) y matemáticas ayudan a los consejeros y a usted a evaluar sus habilidades actuales en estas áreas. Estas evaluaciones son solamente para su orientación y para dar información a los consejeros de sus experiencias académicas, métodos y habilidades de estudio, motivación, etc.

#### **4. Consejería**

Un consejero le ayudará a desarrollar un plan educativo y a seleccionar cursos apropiados en base a la información de la evaluación y a sus objetivos académicos.

#### **5. Seguimiento**

El progreso hacia el logro de sus metas educativas será observado regularmente por los consejeros. Los consejeros también lo ayudarán a revisar y mantener al día sus objetivos académicos. Recomendaciones para usar servicios de apoyo educativo se harán según sean necesarias.

### **Apoyo especial de seguimiento a estudiantes matriculados**

Berkeley City College quiere hacer un esfuerzo especial para ayudarlo en caso de que:

- usted no está decidido por un “major” específico en su proceso académico,
- usted está tomando un curso de habilidades básicas (basic skills),
- está en estado académico condicional o de despido (academic probation/ dismissal).

En caso de que usted no esté decidido en como continuar su carrera académica, los consejeros pueden ayudarlo en esta decisión. Usted puede esperar que la oficina de consejería lo contacte ofreciéndole estos servicios. Si usted está tomando cursos de habilidades básicas, Berkeley City College le ofrece a usted ayuda y oportunidades extras, como es el caso de servicio de tutores que lo ayudarán a completar sus cursos satisfactoriamente. También, si usted tiene dificultades para estudiar o la universidad lo puso en estado académico condicional o de despido, usted va a recibir una carta pidiéndole que vea a un consejero o al vicepresidente de los servicios de los estudiantes, quienes le ofrecerán ayuda para que usted mejore su desenvolvimiento académico.

Si usted es un estudiante con deshabilitades físicas, psicológicas, visuales, comunicativas o de aprendizaje, que requiere asistencia especial para participar en las actividades académicas o en cualquiera de los procesos de matriculación, o componentes del programa para el éxito estudiantil, contacte a la oficina del programa y servicio para estudiantes con deshabilitades, Programs and Services for Students with Disabilities (PSSD), en el teléfono (510) 981-2812. La oficina está localizada en la habitación 261 en el Segundo piso del edificio central de Berkeley City College, 2050 Center Street.

### Importante

La selección de cualquiera de estos objetivos educativos le dará la oportunidad de participar en el programa para el éxito estudiantil.

- Obtener el grado de bachiller universitario (con o sin un grado de asociado).
- Obtener un grado asociado o profesional, sin la intención de transferirse en dos años a una universidad de cuatro años.
- Alcanzar un certificado profesional sin transferirse a una universidad de cuatro años.
- Mejorar habilidades básicas de lectura y escritura del inglés y matemáticas.
- Sin meta, por el momento.

Cualquier estudiante que no tenga un grado asociado, o “mayor” declarado, y se matricule en 12 unidades o más por semestre, será considerado un participante del programa para el éxito estudiantil independientemente de sus metas académicas.

Aunque la universidad promueve la matriculación de sus estudiantes puede darse el caso que algunos estudiantes satisfagan los criterios de exención de la matriculación y evaluación.

### Exención del proceso de matriculación.

Los estudiantes estarán exentos de participar en el proceso de matriculación en los colegios universitarios del distrito de Peralta si satisfacen al menos una de las siguientes condiciones:

1. El/La estudiante ha alcanzado un grado de asociado, o “mayor”, en una institución acreditada, o
2. El/La estudiante desea matricularse en menos de 12 unidades y ha declarado uno de los siguientes objetivos:
  - Descubrir/formular intereses, planes o metas profesionales, o
  - Prepararse para una carrera nueva (o adquirir destrezas de trabajo), o
  - Avanzar en su trabajo o profesión (actualizar aptitudes de trabajo), o

- Mantener un certificado o licencia (ejemplo: enfermería, bienes raíces), o
- Enriquecer su trasfondo educativo, o
- Completar créditos para un diploma de escuela secundaria.

### Exención de la prueba de evaluación y orientación

Los estudiantes que reúnan al menos una de las siguientes condiciones estarán exentos del requisito de la prueba de evaluación:

1. El/La estudiante provee evidencia (transcripción oficial o informe de calificaciones) a cursos de nivel universitario en inglés y matemáticas, con calificación de “C” o mejor, o
2. El/La estudiante ha tomado una prueba de evaluación durante los últimos tres (3) años que el personal de Peralta puede usar para determinar una ubicación apropiada en cursos de inglés y matemáticas.

Si usted ha recibido en los últimos tres años ayuda por problemas de aprendizaje, quizás usted esta exento de tomar la prueba de evaluación. Contacte a un consejero para mayor información. Para saber sobre las posibilidades de exención de la orientación, contactar a un consejero.

### Derechos y responsabilidades de los estudiantes

1. Los estudiantes que reclamen exención de cualquier componente de la matrícula o que escojan rechazar los servicios que el proceso de la matriculación incluye deben hablar con un consejero para llenar los formularios apropiados.
2. Los estudiantes que desean someter una queja por discriminación ilegal en la implementación de las prácticas del proceso de matriculación deben hablar con el vicepresidente en el área de servicios estudiantiles para información adicional.

### Importante

Todo estudiante puede, si desea, participar en cualquier componente del programa para el éxito estudiantil, aun si calificara para la exención.

# *Student Services at Berkeley City College*



*Photographer: Shanna Hullaby*

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

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

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

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

### **Admissions**

The Admissions and Records Office, located in Room 152 at Berkeley City College, assists you with the registration and enrollment process. Also, this is the office where you can receive such assistance as adding or dropping a class, ordering copies of your transcripts, obtaining a variety of petitions (e.g., graduation, grade change, exemptions from matriculation, etc.) or where you pick up forms such as those pertaining to grading policies. You can find further information about eligibility for admission to the college and registration procedures on pages 17-26. The telephone number for the Admissions and Records Office is (510) 981-2805.

### **Assessment and Testing Services**

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

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

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

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

### **Student ID Card – Photo Identification**

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

### **Transfer and Career Information Services**

#### *Career Services*

There are career services available both in the Transfer & Career Information Center and in the Counseling Department. There is a variety of literature (books and pamphlets on career information and career decision-making) and computer resources (Eureka and Choices, occupations and college major databases) available to assist students to explore careers and career decision-making.

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

### *Transfer Services*

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

The Center services include:

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

### **Counseling**

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

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

You should consult a BCC counselor early to prepare your program of study. Required courses for associate degrees and certificates appear under each major in the section “Degree and Certificate Programs at Berkeley City College.” Certain state university and four-year college requirements appear in the section “Transfer Information” to aid you if you wish to develop a tentative program before meeting with a counselor. Please come in to “drop-in” counseling to make an appointment with a counselor during your first semester of attendance to develop your Student Educational Plan (SEP).

### **Programs and Services for Students with Disabilities (PSSD/DSPS)**

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

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

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

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

Online information about BCC PSSD can be found at:

[http://www.berkeleycitycollege.edu/wp/student\\_service\\_programs/dsps-disabled-students-program-services/](http://www.berkeleycitycollege.edu/wp/student_service_programs/dsps-disabled-students-program-services/).

#### *Alternate Format Textbook Program*

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

#### *Alternate Formats Available*

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

#### *Technology Available*

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

- MP3 players
- DAISY players
- Digital recorders
- Software e-text readers

#### *Open Lab Accommodations*

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

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

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

Contact PSSD at (510) 981-2812 for more information.

### *Access*

Programs and Services for Students with Disabilities (PSSD) and the American with Disabilities Act Compliance Officer (ADA) take every opportunity to educate the college community about reasonable accommodations for students with disabilities. Generally, the campus community is sensitive, but if an oversight occurs, students do have protection under the Rehabilitation Act of 1973 (Sections 504 and 508) and the Americans with Disabilities Act. The college encourages students to contact the ADA Compliance Officer at (510) 981-2820 for guidance in addressing any barrier to either programmatic or physical access on campus.

## **Extended Opportunity Programs & Services (EOPS)**

### *Eligibility*

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

### *Services*

The EOPS Program is an academically oriented program. Student support services include orientation, early registration, counseling, individualized academic planning, career guidance, academic progress monitoring, basic skills instruction, tutoring, book service grants, transfer assistance, peer advising, and special cultural awareness activities.

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

## **California Work Opportunities and Responsibility to Kids (CalWORKs)**

### *Eligibility*

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

### *Services*

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

## **Cooperative Agencies Resources for Education (CARE)**

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

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

### **Program for Adult College Education (PACE) - A Liberal Arts Degree Program**

If you are a working adult interested in earning a liberal arts degree, the Program for Adult College Education (PACE) is for you. You can complete an Associate in Arts degree in 3 years. You may transfer in a maximum of 12 units.

As a PACE student, you will travel together in cohorts through a fixed sequence of courses, which are scheduled in the evenings and Saturdays. You may begin the program in the fall or the spring semester.

PACE encourages the development of study groups and study buddies. Classes are scheduled to help link and reinforce learning. PACE classes are transferable to public and private colleges and universities. Upon completion of the PACE program you may choose to transfer into a wide variety of degree programs, such as social sciences, humanities, and education.

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

### **Financial Aid**

Berkeley City College offers financial assistance to help you meet the basic cost of your education if you qualify. Education costs include tuition and fees, books and supplies, personal expenses, transportation, and living costs (room and board, medical, child care, etc.). For a full listing of financial aid programs and services, please refer to the Student Financial Aid section of the catalog, pages 38-44.

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

### **The Jerry L. Adams Learning Resources Center**

You are welcome to visit the Jerry L. Adams Learning Resources Center on the first floor of Berkeley City College in Room 112. Group tutoring, peer tutoring, one-to-one tutoring, and workshops are available to help you improve study habits and be more likely to succeed. Tutoring is available in English, ESL, mathematics, ASL, Spanish, and computer information systems (CIS), as well as in general study skills. Tutoring is free of charge for any BCC student with a current BCC photo ID card. Priority for tutoring goes to BCC students who require basic skills learning assistance. To schedule time with a tutor, you can visit Room 114 or call (510) 981-2828.

### **Susan A. Duncan Library**

Berkeley City College's Susan A. Duncan Library, located in room 131 on the first floor, houses books, print journal titles, and a variety of audio visual materials. In addition, the library also subscribes to various online databases which provide access to thousands of books, full-text journal articles, and other learning materials.

In addition to a modest circulating books collection, the library maintains a small reserve textbook collection that can be checked out by students for short-term loan periods. Most reserve items are 2-hour loans.

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

Currently, the library has 12 computer terminals that provide student access to the Internet and library catalog which indexes the holdings of all four Peralta colleges, including Berkeley City College. Two computers are reserved for PSSD users. In addition, there are 5 group study rooms that are available for student use.



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

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

### **Matriculation (Student Success Program)**

Matriculation is the process that brings the college and you into an agreement for the purpose of developing and realizing your educational objectives. Berkeley City College has developed the Student Success Program, which is designed to help you from the moment you first apply until you complete your studies at Berkeley City College. For a full description of the Student Success Program (Matriculation), please refer to pages 22-26.

### **Scholarships and Awards**

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

#### *Chancellor's Trophy*

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

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

#### *John and Deborah Tunis Scholarship Award*

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

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

#### *The Jerry L. Adams Scholarship of the Berkeley Community Fund*

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

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

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## Student Services at Berkeley City College

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

This scholarship recognizes and supports the success of BCC students who (1) take and successfully complete basic mathematics courses, including Math 250, Math 251, Math 253, or equivalent, with a grade "C" or better, (2) are pursuing an associate degree or certificate of completion, and (3) persist in their mathematics studies and/or who graduate with an associate degree and transfer to a four-year university.

Initial screening will be conducted by the BCC Scholarship Committee and all applicants deemed by the committee to meet the scholarship standards will be referred to the Berkeley Community Fund. The Scholarship Committee of the Berkeley Community Fund will interview scholarship finalists in April. Awardees will be notified by mail and by phone. Names of awardees will also be posted at Berkeley City College and on the Berkeley Community Fund website.

Recipients additionally will be acknowledged in the Berkeley Community Fund Annual Awards Dinner Program and invited by the BCC administration to attend the dinner as guests sitting at the College table. They will also be guests and honorees at the BCC Scholarship Luncheon.

For more information on this scholarship, please speak with a BCC counselor. You may pick up an application in Room 261; they are available in late February.

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

The PAAAA scholarship consists of four awards totaling \$2,000. One student from each of the four Peralta colleges receives \$500.

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

Eligibility for these scholarships includes: (1) enrollment in at least six degree-applicable semester units at a community college or four-year institution in the fall semester; (2) enrollment in at least six degree-applicable semester units at the student's home college in the spring semester; (3) completion of a minimum of twenty-four degree-applicable semester units as of the previous fall semester with a 3.00 GPA; (4) two letters of recommendation: one from an instructor, counselor, or classified staff at the student's home college and one from a community service agency on official letterhead; and (5) submission of a complete application packet (including letters of recommendation) to the PAAAA scholarship representative on the BCC campus.

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

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

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

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

#### *Student Government*

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

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## Student Services at Berkeley City College

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### *Student Clubs*

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

### *Phi Theta Kappa Honor Society*

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

### **Veterans**

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

To receive VA benefits at Berkeley City College, veterans and dependents must do the following after having obtained information from the veteran's assistant in Room 241 on the second floor of Berkeley City College:

1. Apply for admission to the college through Admissions and Records at [www.peralta.edu](http://www.peralta.edu) or through CCCApply.

2. Complete the assessment and orientation process (Room 121 on the first floor).
3. Meet with a BCC general counselor and have a Student Education Plan completed, outlining the requirements of the program you have declared as your objective. The educational objective must be an educational goal that is offered at Berkeley City College and has been approved by the California state approving agency. Unofficial transcripts of any previous college or university work can be used by the counselor to determine your remaining requirements at this meeting.

All veterans must make an appointment with the counseling office during your first semester in attendance, in order to complete a veteran's evaluation of course requirements for current educational objective. Evaluations cannot be done on a drop-in basis. The evaluation is required prior to certification of your second semester, and if and when you change to a new major a new evaluation must be completed prior to further certification. Only courses indicated on the evaluation will be certified for payment by the Veterans Administration, as these are the courses that are needed to complete graduation or transfer requirements.

4. Verify prior college credit by having official transcripts sent to:

Office of Admissions & Records,  
Peralta Community College District  
333 E. 8th St., Oakland, CA 94607

All students receiving Veterans Benefits are required to submit official academic transcripts from all schools previously attended, during or after military service – whether or not benefits were received or units completed. Enrollment will only be certified for one semester pending evaluation of prior credit. These transcripts will be used when determining prior credit for courses that satisfy major requirements when completing your Evaluation of Course Requirements.

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

Determination of eligibility will be made and you will be notified of such awards. It is the responsibility of veterans continuing at the college to notify the BCC veterans' assistant (Room 241) of any change in address, major, unit status, courses, grades, education plan, academic objective, and number of dependents to be claimed. Failing to do so may result in overpayment of benefits which would need to be repaid to the VA. Class attendance verification forms must be turned in on a monthly basis to the veterans' assistant (Room 241).

Call (510) 981-2810 for more information.

### **Credit for Military Experience**

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units toward the associate degree if this credit has not previously been applied toward a high school diploma.

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

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

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

If you are on academic probation for two consecutive semesters, you shall be subject to discontinuance of benefits if you earned a cumulative grade point average of less than 2.0 ("C" grade). This directive is separate and apart from the college's standards for academic dismissal. Also if you are placed on progress probation, you shall be terminated when the percentage

of "W" (Withdrawal), "NP" (not passed), or "I" (Incomplete) grades reaches at least fifty percent (50%) of all grades recorded in two semesters. If the college allows you to remain on probation beyond this period, the Veterans' Administration will still discontinue your benefits and will terminate any further certification of benefits (CFR 21,4253 [d]).

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

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

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

Upon completion of the program and granting of 4-year degree, students will commission as Second Lieutenants in the United States Air Force. To be eligible for AFROTC, applicants should be a full-time student, plan on transferring to a B.S. or B.A. degree-granting program, and meet additional fitness, GPA, testing, and other requirements.

Qualified students may also compete for Air Force ROTC scholarships. Interested students should visit the department website: <http://airforcerotc.berkeley.edu>, call 510-642-3572, or e-mail [afrotc@military.berkeley.edu](mailto:afrotc@military.berkeley.edu).

## Institutional Student Learning Outcomes: Student Services Definitions

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

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

- **Ethics and Personal Responsibility**

Students will be able to understand consequences of their actions and then act with that knowledge collaboratively in the college community.

- **Information Competency**

Students will demonstrate the ability to find relevant college information, resources, and services necessary for student success.

- **Communication**

Students will be able to engage in effective communication with college personnel and peers.

- **Critical Thinking**

Students will be able to understand concepts, isolate facts, generate pros and cons, and draw conclusions to identify and achieve their educational goals.

- **Computational Skills**

Students will be able to use quantitative reasoning to understand and assess the costs and benefits of their actions and decisions during their college experience.

- **Global Awareness**

Students will be able to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college community.

- **Self-awareness and Interpersonal Skills**

Self-awareness and interpersonal skills are reflected in the ability to analyze one's own actions, see the perspective of other people, and work effectively with others in groups.

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

# Financial Aid



*Photographer: Shanna Hullaby*

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

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

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

Financial aid is available only to fill the gap between the family's and/or student's contribution and allowable educational expenses. The amount of the contribution expected is arrived at using a federal need analysis procedure enacted into law by Congress.

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

### General Information Regarding Financial Assistance

The Peralta Colleges provide financial assistance to those students whose family's support and personal resources are insufficient to meet educational expenses. The amount of financial assistance is based on demonstrated financial need. The financial assistance programs include scholarships, grants, loans, and part-time employment. Through one or any combination of these resources, the colleges make every effort to assist needy and qualified students. The amount of financial aid granted to a student is determined by the availability of funds, the extent of the student's need, and his/her academic performance or promise.

**Scholarships.** Scholarships based on merit or financial need, or a combination of both, are offered to students by community organizations, parents' employers, labor unions, churches, service organizations, and national foundations. These scholarships will be announced as they are made available to the college.

**Grants.** Grants are funds that do not have to be repaid. The amount a student receives is based on need and is determined by an authorized need-analysis system.

**Loans.** Loans are funds that have to be repaid. The amount a student receives is based on need and is determined by an authorized need-analysis system.

Students applying for financial aid may take courses at any of the Peralta Colleges. However, a "home" campus will be assigned for aid purposes for the academic year.

### Summary of Financial Aid Eligibility

Students must:

- Be enrolled in an eligible program at his/her home college and be a regular student working toward a degree, certificate or degree/transfer to a four-year institution.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.

- Have a high school diploma, or GED, or demonstrate ability to benefit from the course of study selected.
- Be registered with Selective Service if required to register.
- Be achieving satisfactory academic progress.
- Have a need for financial aid as demonstrated by completion of the Free Application for Federal Student Aid (FAFSA).
- Not be in default on a federal student loan or owe a repayment on a federal student grant or Perkins Loan

### Basic Requirements for Financial Aid

A Financial Aid student must be a "regular" student, enrolled in a Degree/Certificate or Degree/Transfer program within the Peralta Community College District. Financial aid information and services are available 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.

All students applying for financial aid must complete the Federal Financial Aid Application (FAFSA) which covers all programs including the Federal Pell Grant, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Stafford Loan programs. The student will receive a Student Aid Report 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.

### Financial Aid Eligibility and Requirements

1. Students must complete the entire Federal Financial Aid Application (FAFSA) 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 good academic standing with at least a 2.00 GPA. Students who are enrolled as a full-time student (12 units or more) must complete a minimum of 10 units. Students enrolled as a three-quarter student (9-11.5 units) must complete a minimum of 8 units. Students enrolled as a half-time student (6-8.5 units) must complete a minimum of 6 units, and less than half-time students must complete all units attempted. Failure to complete the required units will result in an automatic "Warning" status 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 each semester of the 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 ability to benefit from the instruction provided at the student's home college by passing a federally approved examination. Arrangements for taking the Ability to Benefit Test 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 by the Cashier's Office and should be picked up immediately as checks are canceled after 10 days from the issue date. Students must present at least two forms of identification to pick up a financial aid check; present the Student ID card and a photo ID, such as a California driver's license or California ID card. Note: All students who are determined to be PELL-Grant eligible will receive their initial Pell Grant allocation in order to purchase books and supplies no later than the seventh day of the semester (payment period). In order to be determined Pell eligible, a student financial aid file must be completed for verification.
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.
9. Agencies of the Federal government have a right to review information on the financial aid application.
10. When required, it will be the responsibility of the student to submit an academic transcript from each school previously attended regardless of whether or not financial aid was received at that institution.
11. Financial Aid is disbursed during the summer but funds may be limited, or subject to Federal regulations regarding summer aid. For more information, inquire at the Financial Aid Office.
12. Students who have attempted more than 150% of their academic program of study will be disqualified from receiving further financial aid. Upon college approval, the student may be allowed to file a financial aid appeal form to re-establish aid eligibility. (Note: 150% equals 90 units for a two year program.)



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## Financial Aid

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Programs consisting of less than two years must be calculated at 150% of the length of that shorter program). Units attempted include classes for which a grade of "W", "I", "F", "FW", credit (CR), no credit (NC), pass (P) or no pass (NP) is received. No more than two appeals will be allowed within the Peralta Community College District.

Students must carefully document justification for the appeal (such as a medical situation or necessity for a change of major) and provide supporting documentation. Each appeal is considered on a case-by-case basis. Should a student appeal be denied, the decision is FINAL and may not be contested.

13. Students who withdraw from all classes before the 60% mark of a semester will be assessed for a refund of the unearned portion of financial aid received for that semester. Conversely, should the student have not been paid all aid earned as of the date of withdrawal, the Financial Aid Office will contact the student and issue a check for any post-withdrawal aid due to the student. Failure to repay a refund or overpayment will result in National disqualification for any financial aid at all other colleges until the repayment issue is resolved. Notification of repayment will be sent to the U.S. Department of Education National Student Database.

For additional information regarding financial aid, consult the Peralta Colleges Financial Aid Handbook which can be obtained in BCC's Financial Aid Office.

### Satisfactory Academic Progress for Financial Aid

Students must have an approved Educational Program of Study (educational objective) on file with the Financial Aid Office and the Admissions and Records Office.

Students must complete the minimum number of enrolled units by the end of each semester as follows:

Enrollment Status	Attempted Units	Must Complete
Full time	12 or more units	10 units
¾ time	9-11.5 units	8 units
½ time	6-8.5 units	6 units
<½ time	1-5.5 units	All units

### Satisfactory Academic Progress Requirements

The Financial Aid Office will review each student's record at the end of each academic semester. Students who do not meet Satisfactory Academic Progress (SAP) requirements at the end of a semester will be notified by the Financial Aid Office that they have been placed in financial aid Warning status (prior financial aid Probation status) or financial aid Probation/Appeal status (equivalent to prior Disqualification status).

Students should complete their educational objective within a maximum time frame of 150%, or 90 attempted semester units for a standard two-year program. Programs shorter than two (2) years will be monitored for completion of the same 150% unit maximum time frame. Note: All completed transfer units are also counted in the 90 units attempted when used toward a degree or certificate at a Peralta College.

1. Students receiving financial aid must maintain a cumulative 2.00 grade point average (GPA).
2. Grades of "W", "F", "FW", "CR", "NC", "P", "NP" and "I" will be monitored and included toward calculation of the 150% unit maximum time frame.
3. The completion of a course grade of "I" (Incomplete) will not be included for purposes of determining enrollment status in a subsequent term.
4. A student may repeat a course one time for which a grade of "D" or "W" is received.
5. A student may repeat a course for which an earned grade of "F" is received in order to achieve a passing grade.
6. Instructors are strongly urged to use the "FW" grade for students who fail due to late term withdrawal.

7. A student with a grade of "F" who is being processed for payment by the Financial Aid Office must provide documentation from the grading instructor that the grade was earned by the student. The student must have attended class for the term and earned a failing grade by such measure as determined by instruction that qualifies a grade of "F".
8. A student may repeat but not exceed the allowed number of repeats for courses listed in the class schedule. These repeated classes will be included in the student's enrollment status and a grade for each class must be received. Financial aid payments will not be issued for unofficial unauthorized repeated coursework, or for more than one repeat of a course for which a "W" was received, even if financial aid was not paid for the class the first time it was repeated.
9. A student who uses transfer credits from college(s) outside the Peralta District must submit transcript(s) for evaluation by an academic counselor or Admissions and Records Office. Those units will be included in the calculation of the 150% program maximum time frame.
10. If a student receives financial aid for remedial coursework, and completes one year or 30 units, no further aid will be paid for remedial study. The student may continue to enroll in remedial classes, but financial aid payments will be calculated only for degree-applicable coursework. Satisfactory academic progress is monitored each term.
11. Remedial and ESL coursework will be included in the calculation of the maximum time frame allowed. This provision may be appealed in some circumstances. With submission of a completed Educational Plan indicating coursework required for successful completion of a program of study, the Appeals Committee may, on a case-by case basis, review and exclude from the maximum time-frame computation certain remedial or ESL credits and grant reinstatement of financial aid eligibility. Note: Students must follow their Educational Plan or financial aid will be terminated.
12. The pace of a student's program completion will be evaluated when a student has reached 60 attempted units. If it is determined that the student will be unable to complete his/her program of study within the maximum time frame allowed, all financial aid will be terminated.
13. Students with a Baccalaureate (Bachelor's) or other graduate degree are considered to have surpassed the maximum time frame and will be required to complete a financial aid petition / appeal to be considered for financial aid. Note that filing an appeal may not qualify a student for financial aid eligibility. The decision of the college on appeals is FINAL and may not be contested.
14. Students who fail to meet term grade point average (GPA), unit completion, allowance of 50% or less for "W", "I", "NP" grade notation, or time-frame requirements will be placed in financial aid Warning status and will be removed from this Warning status only if minimum academic progress requirements are met in the subsequent (Warning) term.
15. Failure to meet minimum Satisfactory Academic Progress (SAP) requirements by the end of the Warning semester will result in termination of financial aid.
16. A student may reinstate eligibility for financial aid by complying with Satisfactory Academic Progress standards in a term without receiving financial aid.
17. Students may also remove deficiencies for prior academic years during the Summer session without receiving financial aid. Students must notify the Financial Aid Office when this option is used.

### Remedial Coursework

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

**ESL Coursework**

Students who enroll in excessive ESL coursework (over 45 units) without enrolling in classes leading toward their stated educational major or goal will be notified by the Financial Aid Office and requested to meet with an academic counselor to determine proficiency to enroll in at least one class leading toward the declared major. ESL students will be strongly urged to enroll in coursework that will assist them in completing their educational goal.

**Federal Grant and Loan Programs****• Pell Grant**

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

Eligibility: All undergraduate students may apply.

Type: Grant program from the Federal government to the student.

Apply: Beginning January 1.

Amount: Amounts vary depending on Congressional appropriation and student's cost of attendance, family size, and income.

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

Eligibility: Eligibility for this program is based on financial need only.

Type: Grant program from the Federal government to the student.

Apply: Beginning January 1.

Amount: Amounts vary depending upon Federal funding to the college.

**• Federal Work Study (FWS)**

Eligibility: Eligibility is the same as for the Federal Supplemental Educational Opportunity Grant.

Type: Part-time jobs on campus and in community service (non-profit organizations) off campus. Students may work a maximum of 20 hours per week when school is in session, at minimum wage or higher.

Apply: Beginning January 1.

Amount: Varies with the minimum wage rate and number of hours worked, and the amount of Federal funding allocated to the college. Normally, students can earn between \$1,000 and \$6,000 per year.

**• Direct Loans (DL)**

Eligibility: Eligibility for the maximum amount varies depending upon the student's class level. Students may apply when carrying six (6) or more degree-applicable units. Students must meet federal and college eligibility requirements.

Type: Long-term, low-interest loan from the Department of Education. Interest on DL Subsidized Loans is deferred while the student is attending college. Interest on DL Unsubsidized Loans accrues from the date the student loan is certified.

Apply: 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. Applications are completed by appointment only.

Amount: Maximum Subsidized Direct Loan amounts are currently \$3,500 for first-year students and \$4,500 for second year-students. Inquire at the Financial Aid Office regarding Federal Direct Unsubsidized Loans

### California or Other 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, all Peralta Colleges electronically transmit eligible GPAs to the California Student Aid Commission.

- **Cal Grant A\***  
(Entitlement and Competitive)

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

- **Cal Grant B\***  
(Entitlement and Competitive)

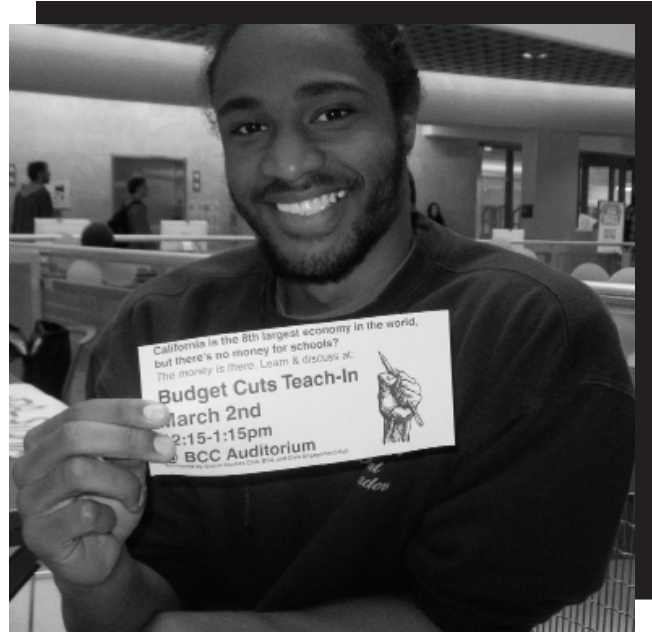
The Cal Grant B provides a living allowance for very low-income students. This can be transferred to a four-year college.

- **Cal Grant C\***

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

### Board of Governors Fee Waiver (BOGFW)\*

The California Community College Board of Governors, through the California State Chancellor's Office, sponsors this waiver to pay the enrollment fee for eligible students. To qualify, the 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. Students are strongly urged to complete the FAFSA application to qualify for the BOGFW as well as other types of Financial Aid.



*Photographer: Shanna Hullaby*

### Bureau of Indian Affairs Grant (BIA)\*

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

### Extended Opportunity Programs and Services (EOPS)\*

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

*\*Students must complete the Federal Financial Aid Application (FAFSA).*

## ***Transfer Information***



*Photographer: Shirley Fogarino*

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

Berkeley City College (BCC) students may choose to transfer to a California State University, a campus of the University of California, or to a private college or university in California as well as out-of-state. BCC has developed a number of partnerships with local four-year institutions, including a Concurrent Enrollment Program with California State University, East Bay, the University of California, Berkeley and Mills College (see p. 47-49). Because a number of BCC courses are taught on the University of California-Berkeley campus, you have an opportunity to attend community college classes on the campus of one of the world's most renowned educational institutions.

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

## Planning to Transfer

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

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

## Transfer to a Four-Year College or University

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

## **Attend Four-Year Colleges and Universities before Transfer**

### **Concurrent Enrollment and Cross Registration Programs**

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

The benefits of this opportunity include:

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

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

The eligibility criteria for these programs are outlined below:

#### **Mills College**

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

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

#### **UC-Berkeley**

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

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

#### **California State University, East Bay (CSUEB)**

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

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

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

### **Special Transfer Admission Opportunities/Programs—Transfer Admissions Guarantee (TAG)**

If your goal is to transfer to a four-year university, you might want to consider the Transfer Admissions Guarantee (TAG) program. TAG is available to students who meet specific unit, transfer coursework, and GPA requirements.

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## Transfer Information

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Students who complete the university's admission application, the TAG application process, and meet the contractual requirements are guaranteed admission. A TAG is generally written one year prior to transfer.

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

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

### • University of California (TAG)—

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

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

Additional information about the specific TAG requirements can be found at:

<http://www.universityofcalifornia.edu/admissions/transfer/guarantee>.

To apply for a TAG you are required to complete an online application and submit it during the filing period. The application can be found at:

<https://uctag.univeristyofcalifornia.edu/>.

You also must apply for admission to UC during the appropriate application filing period. This application can be found at:

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

### • CSU - East Bay (TAG)—

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

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

Additional information can be found at:

<http://www20.csueastbay.edu/prospective/how-to-apply/transfer-student-admission/transfer-admission-guarantee.html>

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

### • Golden Gate University (TAG)—

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

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

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

*Note:*

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



## Articulation Agreements

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

The Berkeley City College articulation officer and counselors have information regarding the updated articulation agreements between Berkeley City College and the California State University campuses, the University of California campuses, and some private colleges. Articulation agreements with the CSU and UC campuses are available on the Internet at [www.ASSIST.org](http://www.ASSIST.org).

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

## ASSIST

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

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

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

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

<http://www.ASSIST.org>.

## General Education Transfer Requirements

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

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

A listing of approved courses in these three general education requirement options is available from a counselor or at [www.ASSIST.org](http://www.ASSIST.org). The approved courses are subject to change on an annual basis. See the 2011-2012 IGETC, CSU GE/Breadth, and UC Berkeley College of Letters and Sciences Breadth course lists on pages 55-63.

## Certification of General Education

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

## Intersegmental General Education Transfer Curriculum (IGETC)

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

### CSU General Education Breadth Requirements

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

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

### The University of California

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

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

#### *General Transfer Requirements*

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

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

You should develop a Student Education Plan (SEP) that first gives attention to minimum admission eligibility and completion of major preparation, and then incorporates the most appropriate General Education (GE) pattern. Typically, completion of GE is not required for admission; it is required for graduation from UC. There are two options for completing GE. If you are pursuing a major with few required major preparation courses, you should consider completing the Intersegmental General Education Transfer Curriculum (IGETC).

If you are pursuing a major with a large number of preparatory courses, you should consider the UC campus specific GE pattern. Each school and college at every UC campus has its own set of GE requirements. You should consult with a counselor for assistance in developing a SEP that plans for major preparation and the most appropriate General Education pattern option.

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

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

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## Transfer Information

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### *Minimum Transfer Admissions Eligibility*

Students eligible to enter UC after high school graduation, (Subject, Scholarship, and Examination requirements for freshman were met), or students were identified by UC in the senior year as eligible under the Eligibility in the Local Context (ELC) Program are minimally eligible to transfer with a “C” (2.00) average in transferable coursework.

Students who met the Scholarship Requirement, but did not satisfy the Subject Requirement for UC eligibility as a freshman must take transferable college courses in the missing subjects, earning a “C” or better in each course, and have an overall “C” (2.00) average in all transferable coursework to be minimally eligible to transfer.

Students who were not eligible for admission to UC after high school graduation because the Scholarship Requirement was not met must meet minimum eligibility requirements as follows:

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

### *Other Baccalaureate Degree Requirements*

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

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

- Score of at least 3 on the College Board Advanced Placement Examination in English.

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

#### **2. American History and Institutions**

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

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

Additional information can be found at:

*[www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)*

### *High School Proficiency Examination*

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

### *Requirements for Non-Residents*

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

### **University of California at Berkeley Campus**

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

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

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

The Breadth Requirement for courses outside the field of the major is required for all community college transfers. You should make every effort to complete as many of the seven-course requirements as possible. UC-Berkeley College of Letters & Science Breadth Requirements for 2011-2012 are listed on pages 58-60, are available from a counselor, or at [www.ASSIST.org](http://www.ASSIST.org). This list is subject to revision and is updated annually.

### **The California State University**

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

#### *Transfer Requirements*

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

1. You were eligible as a freshman at the time of application for admission or at

the time of graduation from high school, provided you have been in continuous attendance at a college since graduation; or

2. You were eligible as a freshman except for the college preparatory subject requirements and have completed appropriate college courses in the missing subjects; or
3. You have completed at least 60 transferable semester units and have completed appropriate college courses to make up missing college preparatory subjects (non-residents must have a 2.4 grade-point average or better).

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

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

#### *Making up Missing College Preparatory Subject Requirements*

1. Undergraduate transfer applicants who did not complete the subject requirements while in high school may make up missing subjects in any of the following ways:
  - a. Complete appropriate courses in college with a "C" or better (one course of 3 semester [4 quarter] units will be considered equivalent to one year of high school study); or
  - b. Earn acceptable scores on specified examinations.
2. Transfer applicants with 56 or more semester units (84 or more quarter units) can satisfy the preparatory subject requirements by completing, with a "C" or better, one of the following alternatives:
  - a. 1987 or earlier high school graduates: Meeting the eligibility requirements listed for lower division transfer, or

successful completion of written communication and mathematics courses on the approved CSU list of transferable general education courses.

- b. 1998 and later high school graduates: Meeting the eligibility requirements listed for lower division transfer or successful completion of 30 semester (45 quarter units) of General Education courses to include all of Area A and the Mathematics requirement on the CSU General Education Certification list.

#### *Minimum Eligibility for Upper Division Transfer Applicants*

1. Completion of at least 60 transferable units with a minimum grade-point average of 2.0;
2. Within the total units completed, you must complete a minimum of 30 lower division units of General Education/Breadth; and
3. Completion of areas A1, A2, A3, and B4 with a grade of "C" or better.

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

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

- 1. United States History**  
History 7A, 7B, 40
- 2. United States Constitution, California State and Local Government**  
Political Science 1, 5

### **The Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) to a California State University**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Berkeley City College has developed an AA-T in Psychology and an AA-T in Sociology which are pending State approval. Other majors/degrees are under development and will be provided in the 2012-2013 catalog supplement. For more information, please see a Counselor.



Photographer: Shirley Fogarino

### **AA-T and AS-T Requirements:**

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (Title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 61 for more information); **Or** the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 55 for more information).

Students are encouraged to complete the CSU graduation requirement in United States History, Constitution and American Ideals Requirement in their educational planning and prior to transfer (Political Science 1 or 5 and History 7A or 7B or 40). Students should meet early with a Counselor to complete a Student Education Plan (SEP).

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



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

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

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

[www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu).

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## Transfer Information

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### Intersegmental General Education Transfer Curriculum 2011-2012

(Updated Annually)

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

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

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

#### Area 1—English Communication

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

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

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

**Group B: Critical Thinking—English Composition, 1 Course (3 Semester Units or 4-5 Quarter Units)**  
Communication 5  
English 5  
History 47

**Group C: Oral Communication (CSU Requirement Only), 1 Course (3 Semester Units Or 4-5 Quarter Units)**  
Communication 1A, 4, 20, 45

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

1 Course: (3 Semester Units or 4-5 Quarter Units)  
Math 1^, 2^, 3A^, 3B^, 3C, 3E^, 3F^, 11, 13, 16A^, 16B^

#### Area 3—Arts and Humanities

At Least 3 Courses, with at Least One from the Arts and One from the Humanities:  
9 Semester Units or 12-15 Quarter Units

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

## Intersegmental General Education Transfer Curriculum 2011-2012

(Updated Annually)

### Area 3—Arts and Humanities

At Least 3 Courses, With At Least One from the Arts and One from the Humanities:  
9 Semester Units or 12-15 Quarter Units

(continued from p. 55)

**Humanities:** Arabic 1B  
Asian and Asian-American Studies 30  
English 1B, 17A, 17B, 20, 31, 32A, 32B, 33B,  
37A, 37B, 44A, 44B, 50, 82, 83, 85A, 85B, 85C, 138  
French 1B  
History 33  
Humanities 1, 30A(\*), 30B, 40, 46(\*\*), 55  
Mexican/Latin American Studies 30A, 30B  
Philosophy 1, 2, 16, 31A(\*), 35(\*\*\*), 37, 46(\*\*)  
Portuguese 1B  
Spanish 1B, 2A^, 2B^, 10A, 10B, 38, 40  
Women Studies 35(\*\*\*)

### Area 4—Social And Behavioral Sciences

At Least 3 Courses from at Least 2 Disciplines or an Interdisciplinary Sequence:  
9 Semester Units or 12-15 Quarter Units

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

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



## Intersegmental General Education Transfer Curriculum 2011-2012

(Updated Annually)

### Area 5—Physical and Biological Sciences

**At Least 2 Courses, 1 Physical Science Course and 1 Biological Science Course; at Least 1 Must Include a Laboratory, (Indicated by "L" in Parentheses): (7–9 Semester Units or 9-12 Quarter Units)**

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

**Biological Sciences:** Anthropology 1, 1L  
Biology 1A(L), 1B(L), 3(L), 10(L)^, 12A, 13/13L, 25^

### Languages Other Than English (UC Requirement Only)

You may demonstrate proficiency as follows:

1. Completion of one course (4-5 semester units) at a college or university, with a grade of "C" or better, that is considered equivalent to 2 years of high school language. See below for approved Berkeley City College courses;  
**Or**
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript); **Or**
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English;  
**Or**
4. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English;  
**Or**
5. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English;  
**Or**
6. Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English (documentation required);  
**Or**
7. Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).

#### College courses that meet the proficiency level:

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

#### Note:

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

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

*(Updated Annually)*

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

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

Please know that completion of IGETC (certified by Admissions and Records) satisfies all of these requirements). UC-Berkeley College of Letters and Sciences Breadth Requirements for 2011-2012 are listed below. This list is subject to change; it is updated periodically. Consult a counselor for further information.

**Essential Skills**

**1: Reading Comprehension (2 Courses)**

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

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

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

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

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

English 1A and 1B

**2: Quantitative Reasoning (1 Course)**

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

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

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

CIS 3

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

**3: Foreign Language (1 Course)**

Students May also Satisfy This Requirement With A Score or Grade of:

- Grade C or Better in the Third Year a High School Foreign Language or The Second Semester of a Foreign Language Taught at UC Berkeley; **or**

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

*(Updated Annually)*

**3: Foreign Language (1 Course)—(continued)**

- 550 On the Sat II Foreign Language Subject Exam, If Taken Before May 1995; **or**
- 590 On the Sat II Subject Exam, If Taken May 1995 or Later; **or**
- 3 or Better on the Foreign Language Advanced Placement Exam; **or**
- A, B, or C on the General Certificate “A” or “0” Level Foreign Language Exam

Transfer Students Must Fulfill This Requirement With One Of The Options Mentioned Above  
**or** Take One Course (With A Grade Of “C-” Or Better) Listed:

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

**Seven-Course Breadth Requirement**

(1 Course From Each Area, with A Minimum of 2 Units)

**Guidelines:**

- Requirements Have to be Met With Course Work - No AP or IB Exam Credit.
- Courses May be Taken for a Grade of “C” Or Better or P/NP In Peralta.
- Courses Must Carry a Minimum of 2 Units.
- Courses from One’s Major Department May be Used.
- Not More Than 2 Courses Offered by the Same Department May be Used.

\* Courses Used for Breadth Credit May Not Be Used To Meet R&C, QR and FL Requirements.

**1: Arts and Literature**

African American Studies 44B  
Art 1, 4, 13, 14, 98(\*)  
English 10A, 10B, 17A, 17B, 20, 21(\*), 31, 32A, 32B, 33B, 37A, 37B,  
44A, 44B, 82, 83, 85A, 85B, 85C, 138  
Humanities 1, 21(\*), 26, 30B, 52(\*\*), 53, 55  
Mexican and Latin American Studies 30A, 30B  
Multimedia Arts 122A, 123  
Music 15A, 15B  
Spanish 38, 39, 40  
Women’s Studies 52(\*\*)

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

**2: Biological Sciences**

Anthropology 1  
Biology 1A, 1B, 3, 10, 12A, 13, 25, 33, 34  
Geography 1  
Physical Science 20

**3: Historical Studies**

American Sign Language 55A, 55B  
Asian and Asian American Studies 45B  
History 1, 2A, 2B, 3, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22, 23, 28(\*\*),  
29, 33, 37(\*\*\*), 39, 40, 46E, 46F, 47  
Humanities 55  
Labor Studies 10(\*\*)

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## Transfer Information

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

*(Updated Annually)*

#### 3: Historical Studies (continued)

Multimedia Arts 123  
Political Science 25(\*\*\*)

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

#### 4: International Studies

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

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

#### 5: Philosophy and Values

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

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

#### 6: Physical Science

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

#### 7: Social and Behavioral Sciences

African American Studies 1, 33  
Anthropology 1, 2, 3, 13, 15, 18, 55  
Asian and Asian American Studies 30, 45B  
Biology 27(\*\*)  
Communication 6  
Economics 1, 2  
Geography 2, 3, 5, 10  
History 1, 2A, 2B, 3, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20,  
22, 23, 28(\*\*\*), 29, 31(\*\*\*), 33, 37(+), 38(++), 39, 40, 46E, 46F(^), 47  
Health Education 27(\*\*), 46F(^)  
Humanities 10  
Labor Studies 10(\*\*\*)  
Political Science 1, 2, 3, 5, 6, 12(\*\*\*), 20(++), 25(+)  
Psychology 1A, 6, 7A, 10, 12(\*\*), 21, 30  
Sociology 1, 2, 3, 5, 8, 13  
Social Science 1(+++), 2  
Women's Studies 1(+++)

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

#### Courses which fulfill the American Cultures graduation requirement:

English 37A, 37B      History 7B, 19, 21

## The California State University General Education Breadth Requirements

*(Updated Annually)*

Transfer to the CSU system requires completion of at least 60 transferable units. Of these, a minimum of 30 units of General Education Breadth must be completed including area A1, A2, A3, and B4, all of which require a minimum grade of "C". The courses that meet CSU General Education Breadth Requirements for 2011-2012 are listed below (subject to change.) Consult a counselor for further information.

### Area A—English Language, Communication, and Critical Thinking

Minimum of 9 Semester (or 12-15 Quarter) Units. One Course from Each Sub-Area With A Grade of "C" or Better.

- A-1: Oral Communication**  
Communication 1A, 4, 20, 45
- A-2: Written Communication**  
English 1A
- A-3: Critical Thinking**  
Communication 5  
English 5  
History 47  
Philosophy 10

### Area B—Scientific Inquiry and Quantitative Reasoning

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

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

## The California State University General Education Breadth Requirements

(Updated Annually)

### Area C—Arts and Humanities

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

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

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

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

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

Arabic 1A, 1B, 30A  
American Sign Language 50, 50AB, 51, 51AB, 52, 52AB, 53, 53AB  
Asian and Asian-American Studies 30  
Chinese 1, 40A  
English 1B, 10A, 10B, 14, 17A, 17B, 20, 31, 32A, 32B, 33B, 37A,  
37B, 44A, 44B, 47, 50, 71A, 71B, 72A, 72B, 73A, 73B, 82, 83, 85A, 85B,  
85C, 91A, 91B, 92A, 92B, 93A, 93B, 138  
French 1A, 1B  
History 33  
Humanities 1, 30A(\*), 30B, 40, 46(\*\*), 55  
Mexican/Latin American Studies 30A, 30B  
Philosophy 1, 2, 10, 16, 31A(\*), 35(\*\*\*), 37, 46(\*\*)  
Portuguese 1A, 1B  
Spanish 1A, 1B, 2A, 2B, 10A, 10B, 22A, 22B, 30A, 30B, 31A, 31B, 35A, 35B, 38, 39, 40  
Women's Studies 35(\*\*\*)

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

## The California State University General Education Breadth Requirements

*(Updated Annually)*

### Area D—Social Sciences

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

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

*(#) Students taking HIST 13 for 2 units or HIST 46A-D for less than 3 units will need additional units to clear this area.*

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

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

Biology 27(\*)  
Counseling 24, 57  
Health Education 1, 27(\*)  
Psychology 6, 7A, 10, 12(\*), 21, 30

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

*Note:*

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

### United States History, Constitution, And American Ideals Requirement

CSU graduation requires completion of a U.S. History, Constitution and American Ideals requirement. To complete this requirement take:

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

*Note:*

Students must request certification of CSU general education requirements from the Office of Admissions and Records prior to transfer. For full certification of GE requirements student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

## Maps of Four-Year Public Universities in California

### Map of University of California Campus Locations

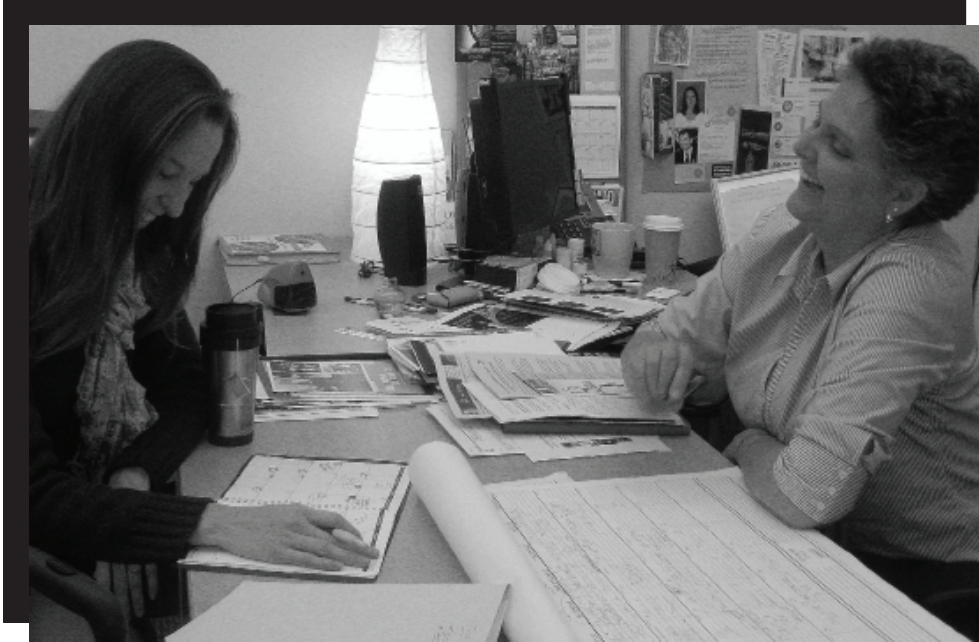


### Map of California State University Campus Locations





# ***Academic Policies and Procedures***



*Photographer: Shanna Hullaby*

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

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

### **Academic Recognition— Honor Roll**

You are placed on the Honor Roll if you complete 12 or more units with a semester grade point average of 3.25 or better. Your honor status GPA is computed on the basis of units attempted and completed District-wide, and your honor roll status is assigned to the college where you complete the majority of your units for a particular semester.

*(Units awarded in “P” graded classes are not counted in the GPA calculation.)*

### **Graduation with Honors- Associate Degree Honors**

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

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

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

### **Academic Renewal Policy**

It is possible for you to have two semesters or 24 total units of poor grades earned within the Peralta District colleges forgiven when computing your cumulative grade point average. To do this, you must formally /legally petition to have your poor grades alleviated and disregarded in the calculation of your cumulative grade point average. You petition by obtaining and submitting the form “Alleviation of Substandard Academic Performance” at the Office of Admissions and Records. (Available online at: [www.peralta.edu/Projects/322/A\\_R\\_Forms/Academic\\_Renewal-Alleviation.doc](http://www.peralta.edu/Projects/322/A_R_Forms/Academic_Renewal-Alleviation.doc)) You must meet the following conditions to be eligible for academic renewal:

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

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

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

### **Academic Standing**

#### *Good Standing*

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

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

There are two types of probation: academic and progress. Similarly, there are two types of dismissal: academic and progress.

### Academic and Progress Probation

- **Academic Probation**

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

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

- **Progress Probation**

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

You will be notified you when the college/district has placed you on academic and/or progress probation.

- **Probation Procedures**

After you receive the notification that you are on probation, you must then meet with a counselor to gain clearance for registration and to discuss strategies for improving your academic performance, including possible reduction of your study load.

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

### Academic and Progress Dismissal

- **Academic Dismissal**

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

- **Progress Dismissal**

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

- **Dismissal Procedures**

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

### Adding /Dropping Classes

Refer to the semester calendar in this catalog or in the class schedule for the exact dates for dropping and adding courses.

#### *Adding a Class*

If a class is open, you can enroll online or in the Admissions and Records Office. If a class is closed, you can add your name to the Wait List prior to the first day of class. After the first day, instructors will issue permission numbers if space is available. You may add a class using a permission number online or in the Admissions and Records Office. If you are present and on the wait list, you will be given first priority by the instructor.

### *Dropping a Class*

It is your responsibility to drop classes for non-attendance. You can drop classes online or in the Admissions and Records Office. You will be charged for classes not dropped by the deadline date listed in the Schedule of Classes. However, instructors may drop you for non-attendance during the first week of class. You may receive an “F” grade if you do not officially withdraw from a class.

### **Wait List Procedure**

During the enrollment period prior to the start of classes, if you wish to add classes which have reached the enrollment limit, you can add yourself to the Wait List. A process will run each night that will automatically enroll you in the class from the Wait List as seats become available. An email will be sent to your Peralta email notifying you of the enrollment and the charge to your student account. The last day you can add to a Wait List is the day before the first day of the term. Wait Lists apply only to regular session (full-term) classes.

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

#### **Important details you should know:**

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

### **No Shows**

Students who are not present at the first class meeting may be dropped by the instructor, and their seat may be given to a student on the wait list.

### **Withdrawal from Classes/College**

You may withdraw from classes/ the college any time through the 14th week of the semester. It is your responsibility to make the withdrawal official through the Admissions and Records Office.

### **Change of Classes**

The last day to add term-length classes is published in the calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added.

### **Open Classes**

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

### **Attendance Policies**

Your instructors and the college expect you to attend every class meeting in all courses in which you are enrolled.

1. As a student, you are responsible for dropping from classes, with two exceptions: (1) Instructors are to drop students who have never attended on the Census Roster, and (2) Instructors may drop students on the Attendance Verification Roster.
2. Instructors may drop you 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.

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## Academic Policies and Procedures

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3. All instructors shall drop you from a course if you do not attend class by Census Day and if you have not contacted the instructor with an explanation satisfactory to the instructor as to why you have not attended.
4. The instructor's decision to drop students for not meeting the attendance requirements of the class is FINAL. At the beginning of each semester every instructor will distribute a written statement of the attendance and grading policies, including the circumstances under which grades will be assigned.
5. The instructor may grant a leave of absence for limited periods to cover illness, hospitalization, or acute emergencies. You should make requests for such leaves directly to the instructor by contacting the instructor either in person, by phone, by e-mail, or by written communication.
6. Responsibility for making up work missed because of absence rests with the student.
7. District policy limits attendance in classes to students who are officially enrolled in the class. You may not attend a class unless you are officially enrolled.

### Auditing

Auditing of classes is not permitted. No person may attend a class unless registered and enrolled in that class.

### Classroom Recording

Students must have permission from the instructor(s) to make audio or video recordings or take photographs in the classroom. Students with disabilities who need to use classroom recording as an accommodation should contact the Office of Programs and Services for Students with Disabilities to make the necessary arrangements and do so in a timely manner.

### Course Repetition Policy

The Peralta Community College District Board Policy and Administrative Procedures 5.22 specifies which courses may be repeated and under which circumstances. This policy follows state regulations in Title 5.

Following is a summary and is not intended to replace or change the actual policy.

1. You may repeat courses designated as repeatable in the BCC catalog.
2. You may repeat a course two (2) times when you have done substandard work (defined as "D," "F," "FW," "NP," and/or "NC"). Only the highest grade and units will be counted for transcript purposes. (Students should be advised that this a procedure of the Peralta Community College District and may not reflect procedures of four-year institutions.)
3. You may repeat a course not marked as repeatable in instances when such repetition "is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment." You are required to provide the necessary documentation. (The grade shall be included for purposes of calculating the PCCD grade point average.)
4. You may repeat activity courses a maximum of three (3) times. Activity courses are defined as physical education courses; visual or performing arts courses (music, fine arts, theater, or dance); and career technical courses where the content differs each time the course is offered, but the primary educational activity remains the same.
5. You may repeat a course when "another institution of higher education to which you seek to transfer has established a recency requirement which you will not be able to satisfy without repeating the course in question." (Only the second grade shall be included for purposes of calculating the PCCD grade point average and unit totals.)
6. You may repeat a course for which you earned a "W" four times. If you enroll a fifth time in the course, you will receive a grade. (The last grade and units will be counted for transcript purposes.)
7. You may repeat Cooperative Work Experience Education, Occupational Work Experience, and General Work Experience for a maximum of 16 semester units total for all course sections combined.



Photographer: Shanna Hullaby

8. You may repeat a course previously passed because of a “significant lapse” of time which Peralta defines as three (3) years. (Only one additional repetition due to significant lapse of time is permitted. Only the second grade and units are counted in the GPA and unit totals.)
9. You may repeat a course when the “previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.”
10. You may repeat special classes designed for students with disabilities any number of times based on an individualized determination that such repetition is required as disability-related accommodation. (BP 5.22).

In many instances, course repetition requires completion of the “Course Repetition Form” which is available online at:

[http://peralta.edu/apps/pub.asp?Q=83&T=Admissions & Records Forms&B=3](http://peralta.edu/apps/pub.asp?Q=83&T=Admissions%20&RecordsForms&B=3)

## Credit by Examination

Berkeley City College presently offers a credit by examination option for the following courses: Mathematics 201, Elementary Algebra; Mathematics 203, Intermediate Algebra, to meet the Associate degree general education requirement (see page 87, Plan 2); American Sign Language 52B and 53B; CIS 200, Computer Concepts and Applications, to meet the Associate degree general education requirement (see page 88, Plan 2); and English 1A, Composition and Reading.

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

If you are a registered student who is attending classes, are in good standing (not on probation), and have completed at least six (6) semester units at Berkeley City College, you may petition to take an equivalency examination in the subjects listed above. You should accompany the petition form, which you may obtain in the Admissions and Records Office, with evidence of knowledge or experience in the content of the course. The department chairperson for the course involved makes the final determination of eligibility to challenge a course by examination.

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

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

## **College Credit for Advanced Placement (AP) Tests, International Baccalaureate (IB), and the College-Level Examination Program (CLEP)**

### *General Guidelines*

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

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

### **Advanced Placement Tests**

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

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

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

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

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

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

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

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

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

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

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

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

The California State University Advanced Placement Policy can be found at their website:

[http://www.calstate.edu/app/general\\_education.shtml](http://www.calstate.edu/app/general_education.shtml)

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### Advanced Placement Procedures

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

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

AP Exam	PCCD Course <sup>1</sup>	PCCD GE Area	PCCD Units	CSUGE Area and/or A.I.	CSU Units	IGETC Area	IGETC Units
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2 and B3	4	5B w/lab	4
Chemistry	CHEM 30A	1	4	B1 and B3	4	5A w/lab	4
Chinese Language/ Culture	CHIN 1 or 30A	3	5	C2	3	3B and 6A	3
Computer Science A	N/A	4c	1	N/A	N/A	N/A	N/A
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature	ENGL 1A & 1B	3 and 4d	8	A2 and C2	6	1A or 3B	3
Environmental Science	N/A	1	3	B1 and B3	4	5A w/Lab	3
French Language	FREN 1A	3	5	C2	3	3B and 6A	3
German Language	GERM 1A	3	5	C2	3	3Band 6A	3
Government/Politics: Comparative	POSCI 2	2	3	D8	3	4H	3
Government/Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3
History: European	HIST 2A Or 2B	2	3	C2 or D6	3	3B or 4F	3
History: U.S.	HIST 7A Or 7B	2	3	C2 or D6 + US 1	3	3B or 4F + (US 1)	3
History: World	HIST 3	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Japanese Language/ Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin: Vergil	N/A	3	3	C2	3	3B and 6A	3
Mathematics: Calculus AB	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC	MATH 3A Or 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Physics B	PHYS 2A	1	5	B1 and B3	4	5A w/Lab	4
Physics C: Electricity/ Magnetism	PHYS 4B	1	5	B1 and B3	4	5A w/Lab	3
Physics C: Mechanics	PHYS 4A	1	5	B1 and B3	4	5A w/Lab	3
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	N/A	3	3	C2	3	3B and 6A	3

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



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### International Baccalaureate Examination Program

The Peralta Community College District may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for CSU GE or IGETC transfer certification to those who attain an appropriate score on Higher Level (HL) Exams. If you are intending to transfer to a four-year institution, you should consult with a counselor or the individual institution regarding its IB credit policy for major course work.

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

If you have earned credit from an IB exam, you should not enroll in a comparable college course because credit will not be granted for both. (CSU may grant additional units for eligibility for admission.) If you wish to apply for IB credit, you should:

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

IB Exam	PCCD GE Area	PCCD GE Units	CSU GE Area	CSU GE Units	IGETC Area	IGETC Units
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL (any region)	2	3	C2 or D6	3	3B or 4F	3
Language A1 HL (any language, except English)	3	3	C2	3	3B and 6A	3
Language A2 HL (any language, except English)	3	3	C2	3	3B and 6A	3
Language A1 HL (any language)	3	3	C2	3	3B	3
Language A2 HL (any language)	3	3	C2	3	3B	3
Language B HL (any language)	3	3	n/a	0	6A	3
Mathematics HL	4b	3	B4	3	2A	3
Physics HL	1	3	B1	3	5A w/o lab	3
Psychology HL	2	3	D9	3	4I	3
Theatre HL	3	3	C1	3	3A	3

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### College-Level Examination Program (CLEP)

The following CLEP examinations can be used for credit toward a Certificate, Associate Degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification.

You must have achieved at least a score of 50 on any of the following exams with the exception of a score of 59 on French Level II, 60 on German level II, and 63 on Spanish level II.

If you have earned credit from a CLEP exam, you should not enroll in a comparable college course because credit will not be granted for both.

CSU may grant additional units for elective credit toward eligibility for admission. Also, there are some CLEP exams not listed below for which CSU may grant elective credit. Please check with the CSU to which you plan to transfer. If you wish to apply for CLEP credit, you should:

1. Obtain a "Petition for College-Level Examination Program Credit" from the Admissions and Records Office;
2. Attach official copies of CLEP score reports from the College Board;
3. Take the completed petition and supporting documentation to a counselor for review.

CLEP Exam	PCCD GE Area	PCCD GE Units	Units for CSU GE	CSU GE Area and/or American Institutions
American Government	2	3	3	D8
American Literature	3	3	3	C2
Analyzing and Interpreting Literature	3	3	3	C2
Biology	1	3	3	B2
Calculus	4b	5	3	B4
Chemistry	1	3	3	B1
College Algebra	4b	3	3	B4
College Algebra- Trigonometry	4b	3	3	B4
English Literature	3	3	3	C2
French Level II	3	3	3	C2
German Level II	3	3	3	C2
History, United States I	2	3	3	D6+US-1
History, United States II	2	3	3	D6+US-1
Human Growth and Development	2	3	3	E
Humanities	3	3	3	C2
Information Systems and Computer Applications	4c	1	0	n/a
Introductory Psychology	2	3	3	D9
Introductory Sociology	2	3	3	D0
Natural Sciences	1	3	3	B1 or B2
Pre-Calculus	4b	4	3	B4
Principles of Macroeconomics	2	3	3	D2
Principles of Microeconomics	2	3	3	D2
Spanish Level II	3	3	3	C2
Trigonometry	4b	3	3	B4
Western Civilization I	2	3	3	C2 or D6
Western Civilization II	2	3	3	D6

### **Pass/No Pass Grading Option**

In designated courses you may elect to take the course for Pass/No Pass rather than receive a letter grade. You must make this decision prior to the 4th week of instruction (30% of instruction for summer session and short-term classes) and you personally must enter this information into the online enrollment system. Upon successful completion of the course, you earn the specified number of units, and the record will show P (which indicates a C grade or better). If your work is unsatisfactory, the record will show NP (which indicates a D grade or below). All units of P will satisfy community college curriculum requirements but will not count in the computation of GPA.

All courses listed in the Announcement of Courses section of the catalog fall into one of three categories:

1. Courses that you may take either for a letter grade or Pass/No Pass;
2. Courses that you may take for Pass/No Pass only (P/NP); and
3. Courses that you may take for a letter grade only.

You may not repeat a course in which you earned a grade of "P." Once designated, a Pass/No Pass (P/NP) may not be changed to a letter grade. If you are planning to transfer to a four year institution, be aware that (1) institutions may not count a course toward your major in which you earned a grade of "P" and (2) institutions may limit the number of units of for which you earned a "P" that they count toward a Bachelor's degree. You should consult the catalog of the transfer institution for more specific information on this subject.

### **Enrollment in Conflicting Classes**

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

### **Excess Units**

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

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

### **Grade Corrections**

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

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

The Request for Record Correction form is available online at:

*[www.peralta.edu/Projects/322/A\\_R\\_Forms/Request\\_for\\_Record\\_Correction.doc](http://www.peralta.edu/Projects/322/A_R_Forms/Request_for_Record_Correction.doc)*

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### Grading Policy

Grade	Points	Definition	Policy for Repeating Course with This Grade
A	4	Excellent	Repeat Not Permitted
B	3	Good	Repeat Not Permitted
C	2	Satisfactory	Repeat Not Permitted
D	1	Passing, but Grade Less Than Satisfactory	Repeat Permitted If repeated and upon petition, "D" will remain but will not be computed.
F	0	Failing	Repeat Permitted If repeated and upon petition, "F" will remain but will not be computed.
FW	0	Failing-Withdrawal	Repeat Permitted "FW" will remain but will not be computed.
P	0	Pass, Grade at Least Satisfactory	Repeat Not Permitted Units awarded are not counted in GPA; only assigned for courses with P/NP option.
NP	0	No Pass, Student Did Not Fulfill the Requirements	Repeat Permitted If repeated, "NP" will remain but will not be computed.
W	0	Withdrawal	Repeat Permitted "W" is assigned to students who officially withdraw from a class between the 5th and 14th weeks of the semester. If repeated, original "W" will remain but will not be computed.
MW	0	Military Withdrawal.	Repeat Permitted "MW" shall be assigned 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. If repeated, original "MW" will remain but will not be computed.
I	0	Incomplete.	Repeat Not Permitted Incomplete academic work for unforeseeable and justifiable reasons at the end of the term.
IP	0	In Progress	Repeat Permitted If repeated, original "IP" will remain but will not be computed.
RD	0	Report Delayed	Repeat Not Permitted

### Grade-Point Average

The cumulative grade-point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

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

**Example:**

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

**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:

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

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

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

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

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

### Procedure for Awarding I, IP, FW, MW, RD, and W

#### *Symbol Definitions*

**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, and a copy filed with the District's Office of Admissions and 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. This final grade assigned can include an "F" grade.

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.

## **Procedure for Awarding I, IP, FW, MW, RD, and W**

*(Continued from p. 77)*

### *Symbol Definitions*

**IP      In Progress**

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

**FW      Failing - Withdrawal**

The "FW" grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The "FW" grade is treated in the same manner as an "F" grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.

**MW      Military Withdrawal**

The "MW" symbol 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.

**RD      Report Delayed**

The "RD" symbol may be assigned by the District Dean 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 grade as soon as possible.

**W      Withdrawal**

A withdrawal reported to the Admissions and Records Office during the first four weeks of instruction (or thirty percent of instruction for the summer session and short-term courses) shall not be noted on the student's academic record.

A "W" symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30 to 75 percent of instruction under the quarter system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation, but only for progress probation.

The number of times a student can withdraw from a course and earn the designation of "W" shall not exceed four times. If a student enrolls a fifth time in the course, the student will receive a grade. Military withdrawals (MW) do not count against the "W" withdrawal limit. There are no restrictions on the number of times a student can receive an "MW" grade.

It is the student's responsibility to drop a class. Drop cards are available in the Admissions and Records Office, 1st Floor; the Office of Instruction, 4th Floor; or from any counselor's office. Students must then deliver the drop cards to Admissions and Records. New and continuing students may also use the Passport Student Administration System to drop classes up to the last day to drop.

### Pass/No-Pass Grading Option

In designated courses you may elect to take the course on a pass/no-pass basis rather than receive a letter grade. This decision must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). Upon successful completion of a pass/no-pass graded course, you earn the specified number of units and the transcript record will show "P" (which indicates a "C" grade or better). If your work is unsatisfactory, the record will show "NP" (which indicates a "D" grade or below).

You may not repeat a course in which a grade of "P" was earned. The designation pass/no-pass ("P/NP") may not be changed to a letter grade.

If you are planning to transfer to four-year institution, you are cautioned that in most cases courses in which a grade of "P" was earned will not be counted toward your major. Furthermore, limitations are imposed on the number of units of "P" that will be counted toward a Bachelor's Degree. You should consult the catalog of the transfer institution for more specific information on this subject.

### Independent Study

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

#### • Conditions for Independent Study

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

#### • Approval Process for Independent Study

- (1) You must demonstrate that your background is adequate for the proposed course of study and you must have prior successful academic experience in the particular discipline of study.

- (2) You must submit the required Independent Study form, with a written request, including an outline of the project to the instructor (contract full-time instructor) and obtain written approval prior to the end of the second week of the semester
- (3) You must have approval of the department chair.
- (4) You must have the approval of the Office of Instruction.

These courses may count as electives and generally do not fulfill specific Associate degree requirements.

Transfer credit for Independent Study (49s) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49s) transfers as elective credit to the CSU system.

### Prerequisites, Corequisites, and Recommended Preparation

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

#### • Prerequisite

Prerequisite means a condition of enrollment that the college requires you to meet to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that you must possess prior to enrollment and without which you are highly unlikely to succeed in the course or program. You will not be permitted to enroll in such courses and programs without the appropriate prerequisite. You must complete a prerequisite course with a satisfactory grade (A, B, C, P).

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## Academic Policies and Procedures

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The prerequisites for each course are listed in the class schedule and in the “course announcements/descriptions” section of this catalog.

When you attempt to enroll in a course with a prerequisite via the Web (PASSPORT), the system checks your academic records for evidence that you have taken or are taking the prerequisites at one of the Peralta Colleges.

1. If you have taken the prerequisites at a Peralta College after 1987 and have received a grade of C or better in it, you are allowed to enroll.
2. If you are currently taking the prerequisites, you are allowed to enroll provisionally until your grade is received. If your grade in the prerequisites is below a C, you will be automatically dropped from the higher level course. You will be informed of this by mail. In all other cases, you will have to take some extra step before you can enroll.
3. If the prerequisites can be met through testing and counseling (this will be referred to as “Multiple Measure Assessment” in the class schedule), please see a counselor. The counselor will look at your test scores and discuss your preparation for the course. If the counselor determines that you have met the prerequisites, he/she will clear you for the course and you will be allowed to enroll immediately.
4. If you feel that you have met the prerequisites through your life experience, or you believe that the prerequisites are unnecessary or unlawful, go to the admissions office to complete and sign a Petition for Prerequisite Challenge. The specific grounds for challenge are discussed below. You will immediately be cleared to enroll, pending review of your petition by faculty. If your challenge is approved you will remain in the class. If your petition is denied, you will be dropped from the class. You will be informed of this by mail. Challenge petitions must be approved or denied within five working days of the day they were filed. If your petition is not reviewed within five working days, you will remain in the class.

### • Corequisite

Corequisite means a condition of enrollment consisting of a course that you must take concurrently to enroll in another course. A corequisite represents a set of skills or a body of knowledge that you must acquire through concurrent enrollment in another course and without which you are highly unlikely to succeed. The corequisites for each course are listed in the class schedule.

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

### • Recommended Preparation

Recommended Preparation (Advisory) means a condition of enrollment that the college advises, but does not require you to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge that enables you to achieve a greater depth or breadth of knowledge of course material but without which you are still likely to succeed in a course or program.

If you have not met the prerequisite or corequisite, you will be temporarily enrolled in the course until the last day to add the class. Your enrollment in the class will become official if you file a successful challenge. You will be given ample time to provide proof that you have met the prerequisite or corequisite or to complete the waiver process for the prerequisite or corequisite, at which time you will be officially enrolled. There are three options for you if you do not meet course prerequisites:

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



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## Academic Policies and Procedures

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- **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. If you have taken one of these equivalent courses at another college or university you may bring a transcript showing successful completion of the course to the Admissions and Records Office, Counseling Office, or Division Office and complete a Prerequisite/Corequisite Equivalency form. Upon verification you will be officially enrolled in the course.

- **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.

- **Prerequisite/ Corequisite Challenge**

If you desire to challenge the prerequisite or corequisite, you must file a Petition for Prerequisite/Corequisite Challenge with appropriate documentation in the Office of the Vice President of Instruction or Office of the Vice President of Student Services.

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

1. You have acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
2. You have not yet been allowed to enroll due to limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students, and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
3. You demonstrate that you do not pose a threat to yourself or others in a course which has a prerequisite established to protect health and safety.

4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. You will be subject to undue delay in attaining the goal in your educational plan because the prerequisite or corequisite course has not been made reasonably available.

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

### Scholastic Standards

Each instructor assigns grades to students based on standards established as appropriate for each class. An instructor may use written papers, participation in class discussions, oral presentation, projects, laboratory experiments, midterm and final examinations, and other methods to demonstrate learning as well as class attendance/participation to determine grades.

*Important Note:*

You are responsible for complying with the criteria the instructor uses in grading; consult your course syllabus for details. You should consult with instructors during office hours for assistance.

### **Short-Term Enrollment**

Berkeley City College offers a number of short-term courses periodically throughout the semester. Many of these are nine-week courses and one-day Saturday courses.

You may enroll in short-term courses periodically throughout the semester if openings in the classes are available. For more information on short-term enrollment, see a counselor or staff person in the Admissions and Records Office.

*Note:*

Be aware that withdrawal procedures are different in short-term classes, and you will receive no refund after a class has met for the first time.

### **Study Load**

A full time study load is 12 units. You 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. You must obtain counselor approval if you wish to enroll in 18.5-21.5 units.

The college also requires that you petition to obtain approval from the Vice President of Student Services if you wish to enroll in 22-25 units. You must file an approved petition for excess units in the Berkeley City College Admissions and Records Office.

Where more than one college is involved, you must file a petition at each college to obtain approval. (See page 75 for the Excess Units Policy.) For summer session, a maximum unit load is set for 10 units.

The college recommends that if you are employed, consider carefully your unit loads in relationship to the number of hours you spend on your job.

### **Transcript of Record and Transcript Fees**

You may request transcripts online, by mail, or in person at the Peralta District Office or any of the four college admissions offices. Official transcripts are mailed directly to other educational institutions upon written request by you. The first two transcripts requested are free; thereafter, for regular service, there is a charge of \$6 for each copy (includes \$4.00 per transcript plus \$2.00 handling charge) of an "official" transcript. Requests are processed and transcripts mailed within 7-10 business days.

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. Applications for a transcript should be made well in advance of the time when the record will be needed. Note: The \$2.00 handling charge also applies to all free "official" transcripts.

Rush requests for transcripts cost \$12 per copy (includes \$10.00 plus \$2.00 handling charge) and transcripts will be mailed in 3-5 business days, or they may be picked up at the central District Admissions Office at 333 E. 8th Street the following day after 12:30 p.m. "Unofficial" transcripts are also available through the Passport Student Administration system. Transcripts include all coursework completed at Berkeley City College, College of Alameda, and Laney and Merritt Colleges. For additional information, call (510) 466-7368.

You are encouraged to apply for transcripts online at the following link:

<http://www.peralta.edu/apps/comm.asp?Q=684>

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



*Photographer: Shirley Fogarino*

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

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

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

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## Associate Degree and Certificate Requirements

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The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates. There are four types of associate degrees. In addition to the Associate in Arts (AA) and the Associate in Science (AS), Berkeley City College as of fall 2011 will offer Associate in Arts for transfer (AA-T) and Associate in Science for transfer (AS-T) degrees. Additional information regarding the AA-T and AS-T can be found on pages 53-54.

The Associate in Arts (AA) and the Associate in Science (AS) require the completion of all Berkeley City College (Peralta Community College District) general education graduation requirements (see pages 85-88) and specified major degree requirements (see pages 93-174).

The Associate in Arts for transfer (AA-T) and the Associate in Science for transfer (AS-T) are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or major or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The Associate transfer degrees (AA-T or AS-T) require the completion and certification of the California State University General Education (CSU GE: see pages 61-63) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 55-57) as well as the specific Associate for transfer (AA-T or AS-T) major degree requirements.

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

### Overall Requirements for an Associate in Arts (AA) Degree or Associate in Science (AS) Degree

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

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

*Note:*

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

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

#### *Catalog Rights*

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

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

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## Associate Degree and Certificate Requirements

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### Associate Degree General Education Requirements

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

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

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

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

The following list of courses reflects general education courses taught at all four Peralta colleges. The college will revise this list each semester as the college adds or deletes courses from the curriculum:

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

Courses in the natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help you develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines (BP 5.20)

Anthropology: 1  
Astronomy: 10  
Biology: 1A, 1B, 3, 10, 12A, 13, 25, 33, 34  
Chemistry: 1A, 1B, 12A, 12B, 30A, 30B  
Geography: 1, 10  
Geology: 10  
Physical Science: 10, 20  
Physics: 2A, 2B, 3A, 3B, 4A, 4B, 4C, 10

#### **Area 2 - Social And Behavioral Sciences— One Course with a Minimum Value of 3 Semester Units:**

Courses in the social and behavioral sciences are those that focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help you develop an awareness of the method of inquiry the social and behavioral sciences use. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines (BP 5.20).

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## Associate Degree and Certificate Requirements

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### Associate Degree General Education Requirements

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

#### Area 2 - Social And Behavioral Sciences—

##### One Course with a Minimum Value of 3 Semester Units:

African-American Studies: 1, 33  
American Sign Language: 55A  
Anthropology: 2, 3, 13, 15, 18, 55  
Asian and Asian-American Studies: 45B  
Biology: 27 (\*\*)  
Business: 5  
Communication: 6  
Economics: 1, 2  
Education: 1  
Geography: 2, 3, 5, 10  
Health Education: 1, 27 (\*\*), 46F(^)  
History: 1, 2A, 2B, 3, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22, 23, 28 (\*\*\*), 29, 31 (\*\*\*\*), 33, 37 (+), 38 (++)  
International Trade: 34 (+++), 35  
Labor Studies: 10 (\*\*\*)  
Learning Resources: 222  
Political Science: 1, 2, 3, 5, 6, 12 (\*\*\*\*), 20 (++)  
Psychology: 1A, 6, 7A, 10, 12 (\*\*), 21, 30  
Social Sciences: 1 (++++), 2, 101  
Sociology: 1, 2, 3, 5, 8, 13  
Women's Studies: 1 (++++)

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

(^) Course must be taken for a minimum of 3 units to satisfy Area 2.

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

Courses in the humanities are those that study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help you develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion (BP 5.20).

African-American Studies: 44B  
Arabic: 1A, 1B, 30A  
American Sign Language: 50, 51, 52, 53  
Art: 1, 4, 13, 14, 16, 98 (\*)  
Asian and Asian-American Studies: 30  
Chinese: 1  
Communication: 5

## Associate Degree General Education Requirements

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

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

English: 1B, 10A, 10B, 17A, 17B, 20, 21 (\*), 31, 32A, 32B, 33B, 37A, 37B, 44A, 44B, 47, 50, 82, 83, 85A, 85B, 85C, 138, 217A, 217B, 220, 231, 232A, 232B, 237A, 237B, 238

French: 1A, 1B

History: 33

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

Mexican and Latin American Studies: 30A, 30B

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

Music: 15A, 15B

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

Portuguese 1A, 1B

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

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

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

(^) Course must be taken for a minimum of 3 units to satisfy Area 3.

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

Courses in language and rationality are those that help you develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system you use (BP 5.20).

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

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

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

Communication: 5

English: 1A, 1B, 5, 100

History 47

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

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

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

Minimum level of intermediate algebra (BP 5.20).

Plan (1):

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

Mathematics: 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 18, 50, 202, 203, 211ABCD\*, 214

(\*Four Units Required)

Plan (2):

Credit by Examination of Mathematics 203.

1. Examination will be offered by the Mathematics Department.

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

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## Associate Degree and Certificate Requirements

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### Associate Degree General Education Requirements

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

**4c. Computer Literacy: One course with minimum value of 1 semester unit. May be met by one of the two plans listed below.**

A broad understanding of computer concepts (BP 5.20).

*Plan (1):*

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

Business: 24

Computer Information Systems: All courses with a minimum value of 1 semester unit and numbered 1 through 248, except 211

Multimedia Arts: All courses numbered 130 through 200; 228C; 229C

*Plan (2):*

Credit by Examination for CIS 200. Examination will be offered by the CIS Department.

**4D. Oral or Written Communication or Literature:**

**One course with a minimum value of 3 semester units.**

Requirements shall include written communication, oral communication, literature, or selected English as a second language courses (BP 5.20).

Business: 59, 201

Communication: 1A, 2A, 2B, 4, 5, 6, 20, 45

English: All courses numbered 1 through 247 (both 101A and 101B must be taken to satisfy area 4d), (except 48's, 49's, 101A, 101B, 130, and 208)

English as a Second Language: 21A, 21B

History: 33, 47

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

**Area 5 - Ethnic Studies—One Course with a Minimum Value of 3 Semester Units:**

Ethnic studies is an intensive and scholarly study of African-American, Hispanic, Asian, and Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them (BP 5.20).

African-American Studies: 1, 33, 44B

Anthropology: 55

Asian and Asian-American Studies: 30, 45B

English: 31, 50, 82, 138, 231, 238

History: 1, 17, 19, 33

Mexican and Latin American Studies: 30A

Music: 15A, 15B

Political Science: 5

Sociology: 5

(\* Students will receive credit for one course only.

*Note:*

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

**Major Field: 18 Semester Units (Minimum)**

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



## Certificates

### *Certificate of Achievement*

The college grants certificates of achievement to students who complete the required courses in accordance with state approved prescribed standards. The requirements for the certificate vary with each occupational curriculum; some may require more than one or two years to complete depending on course scheduling.

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

- (1) The first type of Certificate of Achievement requires a minimum of 18 semester units in the major, a grade of "C" or better in each course, and at least 12 units of associate degree level work completed at Berkeley City College.
- (2) The second type of Certificate of Achievement requires completion of 12– 17.5 units in a specified program of courses with a grade of "C" or better in each course.

### *Certificate of Proficiency*

The college grants a Certificate of Proficiency to you if you complete the required courses in accordance with the college's prescribed standards. The requirements for the certificate vary with each curriculum. Requirements include up to 17.5 units and a grade of "C" or better in each course. A Certificate of Proficiency will not appear on your transcript.



*Photographer: Shanna Hullaby*

### **Thinking about a major in biotechnology?**

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

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

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

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

*For details, call (510) 981-2887.*

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



*Photographer: Shanna Hullaby*

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

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

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

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

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## Associate Degree and Certificate Programs

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### Associate Degree and Certificate Programs at Berkeley City College

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

American Sign Language	AA	CA	
American Sign Language Interpreter Training		CA*	
Art			
Art	AA		
Figure Drawing		CA	
Oil and Acrylic Painting		CA*	
Watercolor Painting		CA*	
Biotechnology	AS	CA	CP
Business			
Accounting	AA	CA**	
Business Administration	AA		
General Business	AA	CA	
Office Technology	AA		
Administrative Assistant		CA	
Administrative/Accounting Assistant		CA	
Administrative Assistant/Medical		CA	
Computer Information Systems			
Applied Micro Computer Information Systems	AS	CA	
Computer Programming	AS*	CA*	
Network Support Technician	AA*	CA*	
Web Programming	AS	CA	
English			
English Language and Literature	AA		
English Language/Writing	AA		
Creative Writing/Fiction		CA	
Creative Writing/Playwriting and Screenwriting			CP
Creative Writing/Poetry		CA	
Global Studies	AA		
Liberal Arts			
Liberal Arts with Emphasis in Arts and Humanities	AA		
Liberal Arts with Emphasis in Social and Behavioral Sciences	AA		
Liberal Arts: CSU General Education Breadth		CA	
Liberal Arts: Intersegmental General Education Transfer (IGETC)		CA	
Multimedia Arts			
Animation	AA	CA	
Digital Imaging	AA	CA	
Digital Video Arts	AA	CA	
Web Design/Production	AA	CA	
Writing for Multimedia	AA	CA	
Psychology	AA-T**		
Public and Human Services			
Community and Public Services	AA**	CA**	
Community Health Worker	AA**	CA**	
Social Services Paraprofessional	AA**	CA**	
Sociology	AA-T**		
Spanish			
Spanish Language	AA	CA	
Spanish Medical Interpreting		CA**	
Women's Studies			CP

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

\*\*Programs pending approval from State Chancellor's Office.

## **Occupational Programs at Other Peralta Colleges**

Berkeley City College's sister colleges also offer a variety of occupational programs that Berkeley City College does not offer. You should contact the College of Alameda, Laney College, or Merritt College or refer to their catalogs for specific information about the programs listed below:

### **College of Alameda**

Apparel Design and Merchandising  
Auto Body and Paint:  
    Auto Body  
    Auto Paint  
Automotive Technology:  
    Engine Performance  
    Chassis and Drivetrain  
    Chassis Specialist  
    Engine Repair Specialist  
    Automotive Electronics Specialist  
    Drivetrain Specialist  
    Light-Duty Auto Repair  
    Toyota Specialist  
Aviation Maintenance Technology:  
    Airframe  
    Powerplant  
Business:  
    Accounting  
    Business Administration  
    General Office Clerk  
    Legal Secretarial Studies  
    Logistics (Clerical)  
    Office Administration  
    Office Administration  
    for the Logistics Industry  
    Small Business Administration  
Computer Information Systems:  
    Computer Applications--Weekend  
    Computer College:  
    Desktop Support Technician  
    Web Publishing  
Dental Assisting  
Diesel Mechanics

### **Laney College**

Architectural and Engineering  
Technology:  
    Architectural Technology  
    Engineering Technology  
Banking and Finance  
Biomanufacturing  
    Biomanufacturing Skills  
    Biomanufacturing Production  
Business:  
    Accounting  
    Banking and Finance  
    Business Administration  
    Business Information Systems  
    Entrepreneurship  
    Management and Supervision  
    Marketing and Sales  
    Retail Management  
Carpentry  
Computer Information Systems:  
    Computer Programming  
Construction Management  
Cosmetology

### **Culinary Arts:**

Baking and Pastry  
Cooking  
Restaurant Management

### **Electricity/Electronics Technology:**

Electrical Technology  
Solar Photovoltaic Design, Sales,  
and Installation

### **Environmental Control Technology:**

Building Automation Systems  
Building Performance  
and Energy Efficiency  
Commercial HVAC Systems  
Energy Efficiency Sales and Auditing  
Residential and Light  
Commercial HVAC & R  
Refrigeration Technology

### **Graphic Arts:**

Applied Graphic Design/Digital Imaging

### **Journalism:**

Journalism  
Interactive Journalism

### **Labor Studies**

Machine Technology  
Management and Supervision

### **Media Communications:**

Audio Production for Video,  
Broadcast and Digital Cinematography  
AV Installation Technician  
Performance and Production  
for Video, Broadcast and Digital  
Cinematography  
Video Production for Video,  
Broadcast and Digital Cinematography

### **Photography**

### **Welding Technology**

### **Wood Technology**

### **Merritt College**

#### **Administration of Justice:**

Corrections  
Police Science

#### **Art:**

Botanical Illustration

#### **Bioscience:**

Fluorescence Bioscience Microscopy  
Illumina HiSeq DNA Sequencing  
Optical Microscopy

#### **Business:**

Accounting  
Administrative Assistant  
Administrative Office Systems  
and Applications  
Business Administration  
Business Information Processing  
Business Management  
General Business  
Human Resource Management  
Legal Office Assistant  
Retail Management  
Small Business Management

#### **Child Development:**

Assistant Teacher  
Associate Teacher  
Teacher

#### **Chronic Care Assistant (No Formal Award)**

#### **Community Social Services:**

Community Social Services  
Substance Abuse

#### **Computer Information Systems:**

Internet Programming  
PC Applications Help Desk Specialist  
Web Page Authoring

#### **Educational Technology:**

Online Teaching

#### **Emergency Medical Technician I**

#### **Environmental Management and Technology:**

Environmental Management Fundamentals  
Greening the Urban Environment  
Urban Agroecology

#### **Fire Science (No Formal Award)**

#### **Health Occupations:**

Healthcare Interpreter

#### **Human Services**

#### **Landscape Horticulture:**

Basic Landscape Horticulture  
Intermediate Landscape Design  
and Construction  
Intermediate Landscape and Parks Maintenance  
Intermediate Nursery Management  
Landscape Architecture  
Landscape Design  
and Construction Specialist  
Landscape and Parks Maintenance  
Specialist

Nursery Management Specialist

Permaculture Design Professional

#### **Medical Assisting (no formal award)**

#### **Nursing (Associate Degree)**

#### **Nutrition and Dietetics:**

Dietary Manager (Dietetic Service Supervisor)  
Dietetic Technology  
Pathway II Certificate

#### **Paralegal Studies**

#### **Physical Education:**

Personal Trainer

#### **Radiologic Science**

#### **Real Estate**

#### **Recreation and Leisure Services**

(No Formal Award)

#### **Vocational Nursing (Program in Abeyance)**

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## Associate Degree and Certificate Programs

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

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

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

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

#### American Sign Language Degree Major/Certificate Requirements:

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

*\*For the Certificate of Achievement, students must complete the 30-unit core courses.  
For the Associate Degree, students must complete the 30-unit core courses  
plus 30 units of General Education requirements and elective courses.*

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**Associate Degree and Certificate Programs**

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

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

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

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

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## Associate Degree and Certificate Programs

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### Art Associate in Arts Degree\* and Certificate of Achievement Programs

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

#### Art Associate in Arts Degree\*

<i>Required Courses</i>		<i>Units</i>
ART 1	Introduction to Art History	3
	<b>Or</b>	
ART 4	History of Modern Art (1800 to Present) (3)	
	<b>Or</b>	
ART 13	History of Women in Art History (19th and 20th Centuries) (3)	
	<b>Or</b>	
ART 14	Themes, Trends, and Traditions in World Art (3)	
ART 18	Critique and the Creative Process	3
ART 20	Beginning Drawing and Composition	2
ART 21	Continuing Drawing and Composition	2
ART 25	Beginning Figure Drawing and Composition	2
ART 26	Continuing Figure Drawing and Composition	2
ART 50	Beginning Painting	2
	**Art Electives	6
	Total minimum required units	22**

*\*For the Associate of Arts Degree in Art, students must complete the General Education pattern and optional courses for an additional 38 units.*

*\*\*See p. 97 for Art and Art Studio electives.*

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## Associate Degree and Certificate Programs

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### Art

### Associate in Arts Degree

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

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

<i>Courses</i>	<b>1st Semester/Fall</b>	<i>Units</i>
ART 1	Introduction to Art History	3
	<b>Or</b>	
ART 4	History of Modern Art (3)	
	<b>Or</b>	
ART 13	History of Women in Art History (19th and 20th Centuries) (3)	
	<b>Or</b>	
ART 14	Themes, Trends, and Traditions in World Art (3)	
ART 20	Beginning Drawing and Composition	2
	Total	5
	<b>2nd Semester/Spring</b>	
ART 21	Continuing Drawing and Composition	2
ART 25	Beginning Figure Drawing and Composition	2
	Total	4
	<b>3rd Semester/Fall</b>	
ART 26	Continuing Figure Drawing and Composition	2
ART 50	Beginning Painting	2
	Elective(s)	3
	Total	7
	<b>4th Semester/Spring</b>	
ART 18	Critique and the Creative Process	3
	Elective(s)	3
	Total	6

#### Program Learning Outcomes for Art Program Associate Degree

Graduates will be able to:

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



**Art**  
**Figure Drawing Certificate of Achievement**

<i>Required Courses</i>	<i>Units</i>
ART 20      Beginning Drawing and Composition	2
ART 25      Beginning Figure Drawing and Composition	2
ART 26      Continuing Figure Drawing and Composition	2
ART 27      Intermediate Figure Drawing and Composition	3
ART 28      Advanced Figure Drawing and Composition	3
ART 29      A-D Special Projects: Figure Drawing (2,2,2,2)	2
<b>Or</b>	
ART 30      Beginning Figure Drawing: Anatomy (2)	
<b>Or</b>	
ART 31      Continuing Figure Drawing: Anatomy (2)	
**Art Electives	4-5
Total minimum required units	18-19

**Recommended Art Electives for Figure Drawing Certificate:**

ART 1, 4, 13, 14, 41 or another semester of ART 29A-D.

**\*\*Choose from the following art history/theory electives:**

ART 1	Introduction to Art History (3)
ART 4	History of Modern Art (3)
ART 13	History of Women in Art History (3)
ART 14	Themes, Trends & Traditions in World Art (3)
ART 201	Art Destination Studies

**\*\* Choose from the following art studio electives (do not select courses required in the major):**

ART 21	Continuing Drawing and Composition (2)
ART 24 A-D	Special Projects: Drawing (2)
ART 25	Beginning Figure Drawing and Composition (2)
ART 27	Intermediate Figure Drawing and Composition (3)
ART 28	Advanced Figure Drawing and Composition (3)
ART 29 A-D	Special Projects: Figure Drawing (2)
ART 30	Beginning Figure Drawing: Anatomy (2)
ART 31	Continuing Figure Drawing: Anatomy (2)
ART 41	Basic Design (2)
ART 50	Beginning Painting (2)
ART 51	Continuing Painting (2)
ART 54A-D	Special Projects: Painting (2)
ART 60	Beginning Painting: Watercolor (2)
ART 61	Continuing Painting: Watercolor (2)
ART 64A-D	Special Projects: Watercolor (2)
ART 95A-B	Beginning Photography (3)
ART 96A-B	Intermediate/Advanced Photography (3)

**Figure Drawing  
Certificate of Achievement  
Two-Year Course Sequence Beginning In the Fall Semester**

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

<i>Required Courses</i>	<b>1st Semester/Fall</b>	<i>Units</i>
ART 20	Beginning Drawing and Composition	2
ART 25	Beginning Figure Drawing and Composition	2
	Total	4
	<b>2nd Semester/Spring</b>	
ART 26	Continuing Figure Drawing and Composition	2
	Elective	2
	Total	4
	<b>3rd Semester/Fall</b>	
ART 27	Intermediate Figure Drawing and Composition	3
	Elective	2
	Total	5
	<b>4th Semester/Spring</b>	
ART 28	Advanced Figure Drawing and Composition	3
ART 29	Special Projects: Figure Drawing	2
	<b>Or</b>	
ART 30	Beginning Figure Drawing: Anatomy (2)	
	<b>Or</b>	
ART 31	Continuing Figure Drawing: Anatomy (2)	
	Total	5

**Program Learning Outcomes for Figure Drawing Program**

Students who achieve a certificate will be able to:

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

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## Associate Degree and Certificate Programs

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### Biotechnology Associate in Science Degree and Certificate of Achievement Programs

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

#### Biotechnology Associate in Science Degree

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

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

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

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## Associate Degree and Certificate Programs

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

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

<i>Course</i>	<b>1st Semester /Fall</b>	<i>Units</i>
BIOL 10	Introduction to Biology	4
CHEM 30A	Introduction to Inorganic Chemistry	4
ENGL 1A	Composition and Reading	4
MATH 1	Pre-Calculus	4
	Total	16

#### **2nd Semester /Spring**

BIOL 3	Microbiology	5
CHEM 30B	Introductory Organic and Biochemistry	4
CIS 1	Introduction to Computer Information Systems	4
	Total	13

#### **3rd Semester / Fall**

BIOL 33	Applied Immunology	6
HUMAN 30A	Human Values/Ethics	3
PHYS 10	Introduction to Physics	4
	Social Science Requirement	3
	Total	16

#### **4th Semester / Spring**

BIOL 32	Scientific Literature	2
BIOL 34	Molecular Genetics	6
BIOL 230B	Introduction to Instrumentation II	2
ENGL 53	Technical Writing	3
	Ethnic Studies Requirement	3
	Total	16

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**Associate Degree and Certificate Programs**

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**Biotechnology  
Certificate of Achievement**

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

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

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

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

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## Associate Degree and Certificate Programs

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

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

#### 1st Semester/Fall

<i>Course</i>		<i>Units</i>
BIOL 10	Introduction to Biology	4
CHEM 30A	Introduction to Inorganic Chemistry	4
MATH 1	Pre-Calculus	4
	Total	12

#### 2nd Semester/Spring

BIOL 3	Microbiology	5
BIOL 32	Scientific Literature	2
CHEM 30B	Introductory Organic and Biochemistry	4
	Total	11

#### 3rd Semester/Fall

BIOL 33	Applied Immunology	6
CIS 1	Introduction to Computer Information Systems	4
PHYS 10	Introduction to Physics	4
	Total	14

#### 4th Semester/Spring

BIOL 34	Molecular Genetics	6
BIOL 230B	Introduction to Instrumentation II	2
ENGL 53	Technical Writing	3
	Total	11

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**Associate Degree and Certificate Programs**

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**Biotechnology  
Level One Certificate of Proficiency**

<i>Required Courses</i>		<i>Units</i>
BIOL 230A	Scientific Instrumentation I	2
BIOL 232	Readings in Science	2
**CIS 200	Computer Concepts and Applications	1.5
COPED 484A	Occupational Work Experience, Biotechnology	2
COUN 224	College Preparedness	2
**ENGL 201B	Preparation for Composition and Reading	3
** MATH 201	Elementary Algebra	4
MATH 218	Math Workshop	1
	Total minimum required units	17.5

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

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

BUS 215A	Keyboarding	1
ENGL 258	Writing Workshop	1
ENGL 269B	Foundations in Reading and Writing	6
MATH 250/251	Arithmetic/Self Paced Arithmetic	3

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## Associate Degree and Certificate Programs

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

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

#### Recommended Preparation Prior to Enrollment in the program Courses offered in the Summer, Fall and Spring Semesters:

<i>Course</i>		<i>Units</i>
MATH 250/251	Arithmetic/Self Paced Arithmetic	3
ENGL 269	Foundations in Reading and Writing	6
BUS 215A	Keyboarding	1
	Total	10

#### 1st Semester/Fall or Spring

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

#### 2nd Semester/Fall or Spring

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

*\*ENGL 258: Writing Workshop, and MATH 218: Math Workshop, may be taken concurrently.*

*\*\*These courses may be taken if needed to prepare students for ENGL 201B and MATH 201.*



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## Associate Degree and Certificate Programs

### Business Associate in Arts Degree and Certificate Programs

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

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

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

#### Accounting Associate in Arts Degree\* (Existing) and Certificate of Achievement

*(New: Pending Approval from State Chancellor's Office)*

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

*\*For the Associate in Arts degree in Accounting, you must complete the General Education pattern and elective courses for an additional 25.5 units.*

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

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## Associate Degree and Certificate Programs

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

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

<b>1st Semester/Fall</b>		<i>Units</i>
<i>Course</i>		
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
	Total	7
<b>2nd Semester/Spring</b>		
BUS 10	Introduction to Business	3
BUS 201	Business Communications	3
BUS 202	Business Math	3
	Total	9
<b>3rd Semester/Fall</b>		
BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
CIS 200	Microcomputer Concepts and Applications	1.5
	Total	8.5
<b>4th Semester/Spring</b>		
BUS 1B	Managerial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 56	Introduction to Human Resources Management	3
	Total	10

#### **Program Learning Outcomes for Business---Accounting AA Degree**

Graduates of this program will be able to:

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

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**Associate Degree and Certificate Programs**

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**Business Administration  
Associate in Arts Degree**

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

**Choose 6 units from the following electives:**

BUS 5	Human Relations in Business (3)	
BUS 56	Introduction to Human Resources Management (3)	
INTRD 34/POSCI 34	Global Political Economy (3)	
INTRD 35	Globalization and Culture (3)	
	Total Minimum Required Units	40 – 41*

*\*For the Associate in Arts degree in Business Administration, you must complete the General Education pattern and elective courses for an additional 19 – 20 units.*

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## Associate Degree and Certificate Programs

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

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

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

#### Program Learning Outcomes for Business—Business Administration AA Degree

Graduates of this program will be able to:

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

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**Associate Degree and Certificate Programs**

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

<i>Required Courses</i>		<i>Units</i>
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 56	Human Resources Management	3
BUS 201	Business Communications	3
BUS 210	Financial Management and Investments	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1 or ECON 2	Principles of Economics	3
	Electives	6

**Choose 6 units from the following electives:**

BUS 24	Computerized Accounting Principles (3)	
BUS 54	Small Business Management (3)	
BUS 70	Introduction to Marketing (3)	
BUS 76	E-Commerce/Entrepreneurship (3)	
	Total Minimum Required Units	34*

*\*For the Associate in Arts degree in General Business, you must complete the General Education pattern and elective courses for an additional 26 units.*

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## Associate Degree and Certificate Programs

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

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

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

#### **Program Learning Outcomes for Business---**

#### **General Business AA Degree and Certificate of Achievement**

Graduates of this program will be able to:

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

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## Associate Degree and Certificate Programs

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### Office Technology Associate in Arts Degree

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

**Choose 4 units from the following electives:**

CIS 228C/MMART 228C	Introduction to InDesign Desktop Publishing (2)
CIS 229C/MMART 229C	InDesign Desktop Publishing (Continuation) (2)
CIS 237	Introduction to Internet Basics (1)
CIS 241	Introduction to Using Windows (1)
CIS 245A	Introduction to Microsoft Access (1.5)
CIS 245B	Microsoft Access with Visual BASIC I (1.5)
CIS 245C	Microsoft Access with Visual BASIC II (1.5)
CIS 246	Introduction to PowerPoint (1.5)
COPEd 451	Occupational Work Experience (1)
HLTED 1	Exploring Health Issues (3)
HLTOC 201	Medical Terminology I (2)
SPAN 12	Spanish for the Business Professions (3)

*\*For the Associate in Arts degree in Business—Office Technology, you must complete the General Education pattern and elective courses for an additional 29 units.*

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

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## Associate Degree and Certificate Programs

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

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

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

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

Graduates of this program will be able to:

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



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**Associate Degree and Certificate Programs**

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

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

**Choose 4 units from the following electives:**

BUS 20	General Accounting (3)
BUS 242	Intermediate Word Processing (1-3)
BUS 243	Advanced Word Processing (1-3)
CIS 228C/MMART 228C	Introduction to InDesign Desktop Publishing (2)
CIS 229C/MMART 229C	InDesign Desktop Publishing (Continuation) (2)
CIS 245A	Introduction to Microsoft Access (1.5)
CIS 245B	Microsoft Access with Visual BASIC I (1.5)
CIS 245C	Microsoft Access with Visual BASIC II (1.5)
CIS 246	Introduction to PowerPoint (1.5)
COMM 20	Interpersonal Communication Skills (3)
COPED 451	Occupational Work Experience (1)
SPAN 12	Spanish for the Business Professions (3)

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

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

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

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

<b>2nd Semester/Spring</b>		
BUS 10	Introduction to Business	3
BUS 56	Introduction to Human Resources Management	3
BUS 201	Business Communication	3
BUS 202	Business Math	3
	Electives	3
	Total	15

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

Graduates of this program will be able to:

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

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**Associate Degree and Certificate Programs**

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

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

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

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## Associate Degree and Certificate Programs

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

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

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

#### Program Learning Outcomes for Business---Office Technology

Administrative / Accounting Assistant Graduates of this program will be able to:

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

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**Associate Degree and Certificate Programs**

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**Office Technology-Administrative Assistant/Medical  
Certificate of Achievement**

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

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

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

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

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

**Program Learning Outcomes for Business---Office Technology**

Administrative Assistant Medical Graduates of this program will be able to:

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

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**Associate Degree and Certificate Programs**

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

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

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

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

**Choose three of the following four courses:**

CIS 42B	Spreadsheet Applications II (2)	
CIS 245C	Microsoft Access W/VBA II (1.5)	
CIS 229A	Desktop Publishing using PageMaker (MAC/PC) [continued] (if you completed CIS 228A) (2)	
	<b>Or</b>	
CIS 229B	Desktop Publishing using Quark X-Press (MAC/PC) [continued] (if you completed CIS 228B) (2)	5.5
	Total minimum required units	27-27.5

*\*For the Associate in Science degree in Computer Information Systems, you must complete the General Education pattern and optional courses for an additional 32.5 - 33 units.*

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## Associate Degree and Certificate Programs

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

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

<b>1st Semester/Fall</b>		<i>Units</i>
<i>Course</i>		
CIS 200	Computer Concepts and Applications	1.5
CIS 230	Laboratory Practice in Microcomputers	.5
	Total	2

<b>2nd Semester/Spring</b>		
CIS 47	Visual Basic	4
CIS 228A or B	Desktop Publishing	2
CIS 229A or B	Desktop Publishing (continued)	2
CIS 230	Laboratory Practice in Microcomputers	.5
CIS 237	Introduction to Internet Basics	1
	Total	9.5

<b>3rd Semester/Fall</b>		
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 230	Laboratory Practice in Microcomputers	.5
CIS 245A	Introduction to Microsoft Access	1.5
CIS 245B	Microsoft Access W/VBA I	1.5
CIS 245C	Microsoft Access W/VBA II	1.5
	Total	9

<b>4th Semester/Spring</b>		
CIS 89	Introduction to Data Communications and Networking	4
CIS 230	Laboratory Practice in Microcomputers	.5
CIS 231	Advanced Lab Projects in Microcomputers	2
	Total	6.5



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## Associate Degree and Certificate Programs

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

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

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

*\*For the Associate in Science degree in Web Programming, you must complete the General Education pattern and optional courses for an additional 19 units.*

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## Associate Degree and Certificate Programs

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### Web Programming Associate in Science Degree and Certificate of Achievement Two-Year Course Sequence Beginning in the Fall Semester

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

#### 1st Semester/Fall

<i>Course</i>		<i>Units</i>
CIS 6	Introduction to Computer Programming	5
CIS 36A	Java Programming Language I	4
CIS 105	Mechanics of Web Page Design	1
	Total	10

#### 2nd Semester/Spring

BUS 201	Business Communication	3
CIS 23	C# Programming	4
CIS 101/101L	Survey of Programming Languages for the Web	3
MMART 130/130L	Survey of Digital Imaging (and Lab)	3
	Total	13

#### 3rd Semester/Fall

CIS 81	Systems Analysis with UML	3
CIS 85	JSP and Servlets	4
CIS 103	Survey of Programming Language for the Web (Continuation)	4
	Total	11

#### 4th Semester/Spring

CIS 83	Capstone Project	3
CIS 84	Database Programming for the Web	4
	Total	7

## English Language and Literature Associate in Arts Degree and Certificate Programs

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

### English Language and Literature Associate in Arts Degree\*

<i>Required Courses</i>	<i>Units</i>
ENGL 1A	Composition and Reading 4
ENGL 1B	Composition and Reading 4
**ENGL 17A or 17B	Shakespeare 3

**Choose four courses from literature electives OR three courses from literature electives and one course from writing electives.**

*Choose from the following literature electives:* 12-15

ENGL 20	Introduction to Dramatic Literature (3)
ENGL 31	Survey of African-American Literature (3)
ENGL 32A or B	Contemporary Women Writers (3)
ENGL 33B	Introduction to Contemporary Literature (3)
ENGL 37A	American Fiction (1914-1945) (3)
ENGL 37B	American Fiction (1945 to present) (3)
ENGL 44A or B	Masterpieces of World Literature (3)
ENGL 47	Children's Literature (3)
ENGL 82	Introduction to Latino/Chicano Literature (3)
ENGL 83	American Nature Writing (3)
**ENGL 85A	Literature in English through Milton (4)
**ENGL 85B	Literature in English: Late 17th through Mid-19th Century (4)
**ENGL 85C	Literature in English: Mid-19th through the 20th Century (4)
ENGL 138	Asian-American Literature (3)
HIST 33	History of Native American Thought and Literature (3)

*Choose from the following writing electives:*

ENGL 5	Critical Thinking (3)
ENGL 10A or B	Creative Writing (3)
ENGL 14	Non-Fiction Writing (3)
ENGL 34	The Short Story (3)
ENGL 71A	Introduction to Fiction Writing (3)
ENGL 86	Introduction to Playwriting and Screenwriting (3)
ENGL 91A	Introduction to Poetry Writing (3)
	Total minimum required units
	23-26*

*\*For the Associate in Arts degree in English Language and Literature, you must complete the General Education pattern and optional courses for an additional 34-37 units.*

*\*\*Courses for English majors planning to transfer to UC Berkeley.*

**English Language and Literature  
Associate in Arts Degree  
Two-Year Course Sequence Beginning in the Fall Semester**

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

<b>1st Semester/Fall</b>		
<i>Course</i>		<i>Units</i>
ENGL 1A	Reading and Composition	4
<b>2nd Semester/Spring</b>		
ENGL 1B	Reading and Composition	4
<b>Summer</b>		
ENGL 17	Shakespeare	3
<b>3rd Semester/Fall</b>		
	Literature or Writing Electives	6-8
<b>4th Semester/Spring</b>		
	Literature or Writing Electives	6-8

**Program Learning Outcomes for A.A. in English Language and Literature**

Students receiving an A.A. in English Language and Literature will be able to:

- Write well organized, well developed, effective, well edited, logically sound, and clear essays
- Write effective, well edited, well organized research papers of 3,000-5,000 words which apply appropriate and clear organizational strategies
- Apply active reading strategies in order to identify main ideas and critically analyze and explain ideas in texts
- Effectively analyze literature in light of historical context, critical theories, and formal elements

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**Associate Degree and Certificate Programs**

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**English Language/Writing  
Associate in Arts Degree\***

<i>Required Courses</i>		<i>Units</i>
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
	Writing Electives	12
	Literature Electives	3
	Total minimum required units	23

**Choose from the following electives:**

*Writing Electives—*

ENGL 5	Critical Thinking (3)
ENGL 10A or B	Creative Writing (3)
ENGL 14	Non-Fiction Writing (3)
ENGL 70A or B	Transforming Autobiography into Creative Writing (3)
ENGL 71A or B	Introduction to Fiction Writing (3)
ENGL 72A or B	Intermediate Fiction Writing (3)
ENGL 73A or B	Intensive Fiction Writing (3)
ENGL 74	Fiction: Special Projects (3)
ENGL 82	Introduction to Latino/Chicano Literature (3)
ENGL 83	American Nature Writing (3)
ENGL 86	Introduction to Playwriting and Screenwriting (3)
ENGL 87	Intermediate to Playwriting and Screenwriting (3)
ENGL 88	Intensive to Playwriting and Screenwriting (3)
ENGL 89	Playwriting and Screenwriting: Special Projects (3)
ENGL 91A or B	Introduction to Poetry Writing (3)
ENGL 92A or B	Intermediate Poetry Writing (3)
ENGL 93A or B	Intensive Poetry Writing (3)
ENGL 94	Poetry: Special Projects (3)

*Literature Electives—*

ENGL 17A or B	Shakespeare (3)
ENGL 20	Introduction to Dramatic Literature (3)
ENGL 31	Survey of African-American Literature (3)
ENGL 32A or B	Contemporary Women Writers (3)
ENGL 33B	Introduction to Contemporary Literature (3)
ENGL 34	The Short Story (3)
ENGL 37A or B	American Fiction (3)
ENGL 44 A or B	Masterpieces of World Literature (3)
ENGL 47	Children's Literature (3)
ENGL 82	Introduction to Latino/Chicano Literature (3)
ENGL 83	American Nature Writing (3)
ENGL 85A	Literature in English through Milton (4)
ENGL 85B	Literature in English: Late 17th through Mid-19th Century (4)
ENGL 85C	Literature in English: Mid-19th through the 20th Century (4)
ENGL 138	Asian-American Literature (3)
HIST 33	History of Native American Thought and Literature (3)

*\*For the Associate in Arts degree in English Language/Writing, you must complete the General Education pattern and optional courses for an additional 37 units.*

**English Language/Writing  
Associate in Arts Degree  
Two-Year Course Sequence Beginning in the Fall Semester**

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

<i>Course</i>	<b>1st Semester/Fall</b>	<i>Units</i>
ENGL 1A	Reading and Composition	4
	Writing Elective	3
	Total	7
	<b>2nd Semester/Spring</b>	
ENGL 1B	Reading and Composition	4
	Writing Elective	3
	Total	7
	<b>3rd Semester/Fall</b>	
	Writing Elective	3
	Literature Elective	3
	Total	6
	<b>4th Semester/Spring</b>	
	Writing Elective	3
	Total	3

**Program Learning Outcomes for A.A. in English Language/Writing**

Students receiving an A.A. in English Language /Writing will be able to:

- Write well organized, well developed, effective, well edited, logically sound, and clear essays
- Write effective, well edited, well organized research papers of 3,000-5,000 words which apply appropriate and clear organizational strategies
- Apply active reading strategies in order to identify main ideas and critically analyze and explain ideas in texts
- Apply writing strategies in a variety of genres, considering audience, context, purpose, and genre-specific conventions

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## Associate Degree and Certificate Programs

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### Creative Writing/Fiction Certificate of Achievement

<i>Required Courses</i>		<i>Units</i>
ENGL 10A or B	Creative Writing	3
	<b>Or</b>	
ENGL 70A	Translating Autobiography into Creative Writing (3)	
	<b>Or</b>	
ENGL 70B	Translating Autobiography into Creative Writing (3)	
ENGL 71A	Introduction to Fiction Writing	3
	<b>Or</b>	
ENGL 71B	Introduction to Fiction Writing (3)	
ENGL 72A	Intermediate Fiction Writing	3
	<b>Or</b>	
ENGL 72B	Intermediate Fiction Writing (3)	
ENGL 73A	Intensive Fiction Writing	3
	<b>Or</b>	
ENGL 73B	Intensive Fiction Writing (3)	
ENGL 74	Fiction: Special Projects	3
	Literature Electives	6
	Writing Electives	3
	Total minimum required units	24

**Choose from the following literature electives:**

ENGL 17A or 17B	Shakespeare (3)
ENGL 20	Introduction to Dramatic Literature (3)
ENGL 32A or B	Contemporary Women Writers (3)
ENGL 33B	Introduction to Contemporary Literature (3)
ENGL 34	The Short Story (3)
ENGL 37A or B	American Fiction (3)
ENGL 44A or B	Masterpiece/World Literature (3)
ENGL 47	Children's Literature (3)
ENGL 82	Introduction to Latino/Chicano Literature (3)
ENGL 83	American Nature Writing (3)
ENGL 85A	Literature in English through Milton (4)
ENGL 85B	Literature in English: Late 17th through Mid-19th Century (4)
ENGL 85C	Literature in English: Mid-19th through the 20th Century (4)
ENGL 138	Asian-American Literature (3)
HIST 33	History of Native American Thought and Literature (3)

**Choose from the following writing electives:**

ENGL 1A	Composition and Reading (4)
ENGL 1B	Composition and Reading (4)
ENGL 5	Critical Thinking (3)
ENGL 10A/B	Creative Writing (3)
ENGL 14	Non-Fiction Writing (3)
ENGL 53	Technical Writing (3)
** ENGL 70A/B	Translating Autobiography to Creative Writing (3)
** ENGL 71A/B	Introduction to Fiction Writing (3)
** ENGL 72A/B	Intermediate Fiction Writing (3)
ENGL 86	Introduction to Playwriting and Screenwriting (3)
ENGL 87	Intermediate Playwriting and Screenwriting (3)
** ENGL 91A/B	Introduction to Poetry Writing (3)
** ENGL 92A/B	Intermediate Poetry Writing (3)

*\*\*Must be a different semester or a different section than the course used to fill specific degree or certificate requirements listed above.*

**Creative Writing/Fiction  
Certificate of Achievement  
Two-Year Course Sequence Beginning in the Fall Semester**

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

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

**Program Learning Outcomes for Certificate of Achievement in Creative Writing/Fiction**

Students receiving a Certificate of Achievement in Creative Writing/Fiction will be able to:

- Write a novella or short story collection with strong character development, plot, conflict, and dialogue, using original language
- Research venues for publication or public presentation of work



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**Associate Degree and Certificate Programs**

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

<i>Required Courses</i>		<i>Units</i>
ENGL 10A or 10B	Creative Writing	3
	<b>Or</b>	
ENGL 70A or 70B	Translating Autobiography into Creative Writing	
ENGL 86	Introduction to Playwriting and Screenwriting	3
ENGL 87	Intermediate Playwriting and Screenwriting	3
ENGL 88	Intensive Playwriting and Screenwriting	3
ENGL 89	Playwriting and Screenwriting Special Projects	3
	Total minimum required units	15

**Creative Writing/Playwriting and Screenwriting  
Certificate of Proficiency  
Two-Year Course Sequence Beginning in the Fall Semester**

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

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

**Program Learning Outcomes for Certificate of Proficiency  
in Creative Writing/Playwriting and Screenwriting**

Students receiving a Certificate of Proficiency in Creative Writing/Playwriting and Screenwriting will be able to:

- Write a play or screenplay of at least 50 pages, with strong character development, plot, dramatic sequencing, dialogue and/or monologue, using appropriate language to reveal characters
- Research venues for publication or public presentation of work

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**Associate Degree and Certificate Programs**

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**Creative Writing/Poetry  
Certificate of Achievement**

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

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**Associate Degree and Certificate Programs**

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**Creative Writing/Poetry  
Certificate of Achievement  
Two-Year Course Sequence Beginning in the Fall Semester**

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

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

**Program Learning Outcomes for Certificate of Achievement in Creative Writing/Poetry**

Students receiving a Certificate of Achievement in Creative Writing/Poetry will be able to:

- Write a well sequenced collection of poetry of at least 24 pages, with strong use of voice, imagery, and poetic conventions of form and sound, using original language
- Research venues for publication or public presentation of work.

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## Associate Degree and Certificate Programs

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### Global Studies Program Associate in Arts Degree

The Global Studies Program challenges students to examine history as well as the current process of globalization and socioeconomic stratification. The program offers an interdisciplinary, limited cohort model, with Global Studies core courses linked to major requirements from other disciplines. A range of electives will give students a deeper understanding of how one key area of the globe impacts the rest of the world. The program also offers hands-on experience through service learning modules.

The program prepares students for transfer to UC, CSU, and other four-year institutions in Global or International Studies, Peace and Conflict Studies. Students are encouraged to meet with a counselor to develop a student educational plan to ensure that all transfer requirements are completed. This program is a stepping stone to a variety of career options in the international arena.

<i>Required Core Courses</i>		<i>Units</i>
ART 14	Themes, Trends and Traditions in World Art	3
ENGL 1A	Composition and Reading	4
ENGL 5	Critical Thinking	3
GEOG 1	Physical Geography	3
HIST 3	Modern World History	3
HIST 7B	History of the U.S. (Since 1865)	3
HIST 38/POSCI 20	Current World Problems	3
PHIL 1	Introduction to Philosophy	3
	One year of a Foreign Language	10
	Electives	3

**Choose 3 units from the following electives:**

ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
ECON 1	Principles of Economics (Macro-Economics) (3)	
ECON 2	Principles of Economics (Micro-Economics) (3)	
ENGL 1B	Composition and Reading (4)	
GEOG 3	World Regional Geography (3)	
HIST 2A	History of European Civilization (3)	
HIST 2B	History of European Civilization (3)	
POSCI 3	International Relations (3)	
	Total	38

*\*For the Associate in Arts degree in Global Studies, students must complete the General Education pattern and elective courses for an additional 22 units. Students wishing to transfer to the UC or CSU system need to meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.*

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**Associate Degree and Certificate Programs**

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**Global Studies  
Associate in Arts Degree  
Two-Year Course Sequence Beginning in the Fall Semester**

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

<i>Course</i>		<i>Units</i>
<b>1st semester/Fall</b>		
ART 14	Themes, Trends and Traditions in World Art	3
ENGL 1A	Composition and Reading	4
	One Semester of Foreign Language	5
	Total	12
<b>2nd Semester/Spring</b>		
ENGL 5	Critical Thinking	3
HIST 7B	History of the U.S. (Since 1865)	3
	One Semester of Foreign Language	5
	Total	11
<b>3rd Semester/Fall</b>		
HIST 3	Modern World History	3
PHIL 1	Introduction to Philosophy	3
	Elective	3
	Total	9
<b>4th Semester/Spring</b>		
GEOG 1	Physical Geography	3
HIST 38/POSCI 20	Current World Problems	3
	Total	6

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## Associate Degree and Certificate Programs

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

The A.A. in Liberal Arts with an emphasis in Arts and Humanities provides students with a broad perspective on culture and artistic expression of human beings and societies. It is designed to stimulate appreciation for and understanding of values, ideas, and artifacts of culture and society, specifically as these relate to how different cultures through the ages have responded to themselves and the world around them through the production of creative forms of expression. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in liberal arts. Successful completion of the curriculum in Arts and Humanities offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree. The degree is intended for students who are considering transfer but have not decided on a major; students who are required to complete a degree for job promotion; or students who may wish to further their education and are considering a major that is interdisciplinary in focus. In all cases, students should consult with a counselor to develop their own program of study.

#### Liberal Arts with Emphasis in Arts and Humanities Associate in Arts Degree Requirements:

Complete 18 units from a minimum of two disciplines from the following list of courses:

Course	Units
AFRAM 1	3
ART 1	3
ART 4	3
ART 13	3
ART 98	3
ASAME 30	3
ENGL 17A	3
ENGL 20	3
ENGL 21	3
ENGL 31	3
ENGL 32B	3
ENGL 33B	3
ENGL 37B	3
ENGL 44A	3
ENGL 47	3
ENGL 82	3
ENGL 85A	4
ENGL 85B	4
ENGL 85C	4
ENGL 138	3
HIST 33	3
HUMAN 1	3
HUMAN 21	3
HUMAN 26	4
HUMAN 30A	3
HUMAN 30B	3
HUMAN 40	3
HUMAN 46	3
HUMAN 52	4
HUMAN 53	4
M/LAT 30A	3
M/LAT 30B	3
MUSIC 15A	3
MUSIC 15B	3
MMART 121	3
MMART 123	3
PHIL 1	3
PHIL 31A	3
PHIL 35	3
PHIL 46	3
WS 35	3
WS 52	3
Total Required Units in Area of Emphasis	18*

*\*For the Associate in Arts Degree in Liberal Arts with an emphasis in Arts and Humanities, students must complete the General Education pattern and elective courses for an additional 42 units. Students must receive a minimum grade of "C" or better in all required core courses and electives in order to qualify for the degree. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.*

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## Associate Degree and Certificate Programs

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

The A.A. in Liberal Arts with an emphasis in Social and Behavioral Sciences provides students with a broad perspective on human behavior. It is designed to stimulate appreciation for, and understanding of, values, ideas, and artifacts of culture and society. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in liberal arts. Successful completion of the curriculum in Social and Behavioral Sciences offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree. The degree is intended for students who are considering transfer but have not decided on a major or for students who are required to complete a degree for job promotion. In all cases, students should consult with a counselor to develop their own program of study.

**Social and Behavioral Sciences (complete 18 units  
from the following list of courses):**

		<i>Units</i>
AFRAM 1	Introduction to African-American Studies	3
ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 1L	Physical Anthropology Lab	1
ANTHR 3	Intro to Social and Cultural Anthropology	3
ANTHR 55	Native American Cultures	3
ASAME 45B	Asian-American History (1945 to Present)	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
HIST 1	American Indian History and Culture	3
HIST 2A	History of European Civilization	3
HIST 2B	History of European Civilization	3
HIST 3	Modern World History	3
HIST 7A	History of the US to 1877	3
HIST 7B	History of the US since 1865	3
HIST 17	History of the Mexican American	3
HIST 19	History of California	3
HIST 21	U.S. Women: A Social History	3
HIST 22	Introduction to Peace Studies	3
HIST 23	Global Perspectives	3
POSCI 1	Government and Politics in the US	3
POSCI 2	Comparative Government	3
POSCI 5	American Politics and Minority Groups	3
PSYCH 1A	Introduction to General Psychology	3
PSYCH 7A	Psychology of Childhood	3
PSYCH 21	Lifespan Human Development	3
SOCSC 1	Introduction to Women's Studies	3
SOCSC 101	Introduction to Social Services	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 3	Sociology of Women	3
SOC 13	Sociology of the Family	3
	Total Required Units in emphasis	18*

*\*For the Associate in Arts Degree in Liberal Arts with an emphasis in Social and Behavioral Sciences, students must complete the General Education pattern and elective courses for an additional 42 units. Students must receive a minimum grade of "C" or better in all required core courses and electives in order to qualify for the degree. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.*



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

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

### **CSU Transfer**

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

Total Minimum Required Units:                      39 Minimum Units

### **Complete the following requirements:**

#### **Area A: English Language, Communication, And Critical Thinking**

Minimum of 9 semester (12-15 quarter) units, one course from each subgroup (A1, A2, and A3) with a grade of "C" or better.

- A1: Oral Communication**  
Communication 1A, 4, 20, 45
- A2: Written Communication**  
English 1A
- A3: Critical Thinking**  
Communication 5  
English 5  
History 47  
Philosophy 10

#### **Area B: Scientific Inquiry And Quantitative Reasoning**

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

- B1: Physical Sciences**  
Astronomy 10  
Chemistry 1A (L), 1B (L), 30A (L), 30B (L)  
Geography 1  
Geology 10  
Physical Science 10, 20  
Physics 2A (L), 2B (L), 3A(L), 3B(L), 4A(L), 4B(L), 4C(L), 10
- B2: Life Sciences**  
Anthropology 1  
Biology 1A (L), 1B (L), 3(L), 10 (L), 12A (L), 13, 25, 33 (L), 34 (L)
- B3: Laboratory Activity**  
One course from either B1 or B2 with a laboratory (L), or one of the following:  
Anthropology 1L,  
Biology 13L,  
or Geography 1L
- B4: Math/Quantitative Reasoning**  
Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 18, 50

#### **Area C: Arts and Humanities**

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

- C1: Arts**  
African-American Studies 44B  
Art 1, 4, 13, 14, 98(\*)

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## Associate Degree and Certificate Programs

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**C1: Arts (continued)**

English 21(\*)  
Humanities 21(\*), 26, 52(\*\*), 53  
Multimedia Arts 123  
Music 15A, 15B  
Women's Studies 52(\*\*)

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

**C2: Humanities**

American Sign Language 50, 50AB, 51, 51AB, 52, 52AB, 53, 53AB  
Arabic 1A, 1B, 30A  
Asian and Asian-American Studies 30  
English 1B, 10A, 10B, 14, 17A, 17B, 20, 31, 32A, 32B, 33B, 37A, 37B, 44A, 44B, 47, 50, 71A, 71B, 72A, 72B, 73A, 73B, 82, 83, 85A, 85B, 85C, 91A, 91B, 92A, 92B, 93A, 93B, 138  
French 1A, 1B  
History 33  
Humanities 1, 30A(\*), 30B, 40, 46(\*\*), 55  
Mexican/Latin American Studies 30A, 30B  
Philosophy 1, 2, 10, 16, 31A(\*), 35(\*\*\*), 37, 46(\*\*)  
Portuguese 1A, 1B  
Spanish 1A, 1B, 2A, 2B, 10A, 10B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 39, 40  
Women's Studies 35(\*\*\*)

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

**Area D: Social, Political, and Economic Institutions and Behavior, and Historical Background**

Minimum of 9 semester (12-15 quarter) units from at least two disciplines.

African-American Studies 1, 33  
American Sign Language 55A  
Anthropology 2, 3, 13, 15, 18, 55  
Asian and Asian-American Studies 45B  
Biology 27(\*\*)  
Communication 6  
Economics 1, 2  
Geography 2, 3, 5, 10  
Health Education 27(\*\*)  
History 1, 2A, 2B, 3, 5, 7A, 7B, 8B, 10B, 12, 13(#), 17, 19, 20, 21, 22, 23, 28(\*\*\*), 29, 31(\*\*\*\*), 33, 37(+), 38(++), 39, 40, 46A(#), 46B(#), 46C(#), 46D(#), 46E, 46F  
Humanities 55  
International Trade 34(+++), 35  
Labor Studies 10(\*\*\*)  
Political Science 1, 2, 3, 5, 6, 12(\*\*\*\*), 20(++), 25(+), 34(+++)  
Psychology 1A, 1B, 6, 7A, 10, 12(\*\*), 21, 24, 30  
Social Science 1(++++)  
Sociology 1, 2, 3, 5, 8, 13  
Women's Studies 1(++++)

(#) Students taking HIST 13 for 2 units or HIST 46A-D for less than 3 units will need additional units to clear this area.

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

**Area E: Lifelong Understanding and Self-Development**

Minimum of 3 semester (4-5 quarter) units.

Biology 27(\*)  
Counseling 24, 57  
Health Education 1, 27(\*)  
Psychology 6, 7A, 10, 12(\*), 21, 30

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

**American Institutions Requirement**

CSU graduation requires completion of a U.S. History, Constitution and American Ideals requirement. To complete this requirement take:

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

**Note:** Students must request certification of CSU general education requirements from Admissions and Records prior to transfer. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

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## Associate Degree and Certificate Programs

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

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

#### UC or CSU Transfer

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

Total Minimum Required Units: 37 Minimum Units

#### Complete the following requirements:

- You must complete the course requirements for all areas before IGETC can be certified.
- You must complete all courses with grades of "C" or better.

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

#### Area 1: English Communication

CSU:	One course from Group A	UC:	One course from Group A
	One course from Group B		One course from Group B
	One course from Group C		

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

**Group B:** Critical Thinking-English Composition: One course, 3 semester (4-5 quarter) units.  
Communication 5  
English 5  
History 47

**Group C:** Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.  
Communication 1A, 4, 20, 45

#### Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.  
Mathematics 1^, 2^, 3A^, 3B^, 3C, 3E^, 3F^, 11, 13, 16A^, 16B^

#### Area 3: Arts and Humanities

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

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

#### Humanities:

Arabic 1  
Asian and Asian-American Studies 30  
English 1B, 17A, 17B, 20, 31, 32A, 32B, 33B, 37A, 37B, 44A, 44B, 50, 82, 83, 85A, 85B, 85C, 138  
French 1B  
History 33  
Humanities 1, 30A(\*), 30B, 40, 46(\*\*), 55  
Mexican/Latin American Studies 30A, 30B  
Philosophy 1, 2, 16, 31A(\*), 35(\*\*\*), 37, 46(\*\*)  
Portuguese 1B  
Spanish 1B, 2A^, 2B^, 10A, 10B, 38, 40  
Women's Studies 35(\*\*\*)

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

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## Associate Degree and Certificate Programs

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### Area 4: Social and Behavioral Sciences

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

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

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

### Area 5: Physical and Biological Sciences

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

#### Physical Sciences:

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

#### Biological Sciences:

Anthropology 1/1L  
Biology 1A(L), 1B(L), 3(L), 10(L)^, 12A, 13, 25^

#### Languages Other Than English (UC Requirement Only)

You may demonstrate proficiency as follows:

1. Completion of one course (4-5 semester units) at a college or university, with a grade of "C" or better, that is considered equivalent to 2 years of high school language. See below for approved Berkeley City College courses;  
**Or**
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript);  
**Or**
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English;  
**Or**
4. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English;  
**Or**
5. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English;  
**Or**
6. Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English;  
**Or**
7. Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).

#### College courses that meet the proficiency level:

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

#### Note:

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

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## Associate Degree and Certificate Programs

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### Multimedia Arts Associate Degrees and Certificates of Achievement Programs

Berkeley City College's Multimedia Arts Program prepares people for entry-level jobs in Multimedia and provides skills-upgrading for those already employed in multimedia jobs. The program is interdisciplinary and focuses on developing fine art, critical thinking, and computer skills. You may pursue Associate in Arts degrees or Certificates of Achievement in Multimedia Arts, specializing in Animation, Digital Imaging, Digital Video Arts, Web Design & Production, or Writing for Multimedia.

#### Multimedia Arts Associate in Arts Degrees

##### A.A. Core (30 Units)

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

<i>Required Courses</i>		<i>Units</i>
ART 41	Basic Design	2
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
<b>Or</b>		
MMART 122B	From Movies to Multimedia (3)	
ENGL 1A	Composition and Reading	4
MMART 110	Scriptwriting & Storyboarding	3
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 174A/174LA	Web Development : Flash	3
<b>Or</b>		
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
MMART 197/197L	Multimedia Portfolio/Sample Reel	
	Development & Lab	3
MMART 199	Multimedia Special Projects	3

##### A.A. Specializations

**Students must take the A.A. Core plus one complete set from the following specializations:**

##### Animation (18 Units)

ART 20	Beginning Drawing	2
ART 25	Beginning Figure Drawing and Composition	2
ART 44	Three Dimensional Design	2
MMART 116	Storytelling for Animation	3
MMART 177/177L	Introduction to Animation Principles & Lab	3
MMART 178/178L	Drawing for Animation & Lab	3
MMART 185A/185LA	3D Illustration/Cinema 4D I & Lab	3
	Total minimum required units for A.A.	48

##### Digital Imaging (13 Units)

ART 20	Beginning Drawing	2
ART 25	Beginning Figure Drawing and Composition	2
MMART 131A/131LA	Photoshop I & Lab	3
MMART 132A/132LA	Illustrator I & Lab	3
MMART 132B/132LB	Painter I & Lab	3
	Total minimum required units for A.A.	43

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**Associate Degree and Certificate Programs**

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**Multimedia Arts**  
**Associate Degrees and Certificates of Achievement**

**A.A. Specializations**

*(Continued from p. 141)*

<i>Required Courses</i>		<i>Units</i>
	<b>Digital Video Arts (15 Units)</b>	
MMART 148A/148LA	Sound Design I & Lab	3
MMART 150B/150LB	Final Cut Pro II & Lab	3
MMART 150C/150LC	Final Cut Pro III & Lab	3
MMART 151A/151LA	Digital Video Production I & Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3
	Total minimum required units for A.A.	45
	<b>Web Design &amp; Production (15 Units)</b>	
MMART 160A/160LA	Web I: Dreamweaver & LAB	3
MMART 160B/160LB	Web II: Advanced Design Projects & Lab	3
MMART 160C/160LC	Web III: Web Commerce Applications & Lab	3
MMART 161A	Information Architecture I: Interface Design	3
MMART 162/162L	Web Graphics	3
	Total minimum required units for A.A.	45
	<b>Writing for Multimedia (16 Units)</b>	
MMART 109	Writing for the Business of Multimedia	3
MMART 111A	Narrative Scriptwriting I	3
MMART 112	Writing for News and Documentary	3
MMART 113	Interactive Writing for the Web and CD-ROM	3
MMART 114/114L	User-Centered Design & Lab	4
	Total minimum required units for A.A.	46

*\*For an Associate in Arts degree, you must also complete the General Education pattern and optional courses for an additional 12-17 units.*

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## Associate Degree and Certificate Programs

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### Multimedia Arts Animation Associate in Arts Degree Two-Year Course Sequence Beginning in Fall Semester

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

<i>Courses</i>		<i>Units</i>
	<b>First Semester/Fall</b>	
ART 41	Basic Design	2
ART 20	Beginning Drawing	2
ENGL 1A	Composition and Reading	4
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
	Total	14
	<b>Second Semester/Spring</b>	
ART 25	Beginning Figure Drawing and Composition	2
MMART 110	Scriptwriting and Storyboarding	3
MMART 178/178L	Drawing for Animation & Lab	3
MMART 177/177L	Introduction to Animation Principles & Lab	3
	Total	11
	<b>Third Semester/Fall</b>	
ART 44	Three Dimensional Design	2
MMART 174A/174LA	Web Development: Flash	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
ART 98/ENGL 21/HUMAN 21	Film: Art & Communication	3
	Total	11
	<b>Fourth Semester/Spring</b>	
MMART 116	Storytelling for Animation	3
MMART 185A/185LA	3D Illustration/ Cinema 4D & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12
	Total Units	48

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Digital Imaging  
Associate in Arts Degree  
Two-Year Course Sequence Beginning in Fall Semester**

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

<b>First Semester/Fall</b>		<i>Units</i>
<i>Courses</i>		
ART 20	Beginning Drawing	2
ENGL 1A	Composition and Reading	4
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 131A/131LA	Photoshop I & Lab	3
	Total	12
<b>Second Semester/Spring</b>		
ART 41	Basic Design	2
ART 25	Beginning Figure Drawing and Composition	2
MMART 110	Scriptwriting & Storyboarding	3
MMART 132A/132LA	Illustrator I & Lab	3
	Total	10
<b>Third Semester/Fall</b>		
MMART 122B	From Movies to Multimedia	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	9
<b>Fourth Semester/Spring</b>		
MMART 120	Media & Communication	3
MMART 132B/132LB	Painter I & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12
	Total Units	43



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## Associate Degree and Certificate Programs

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### Multimedia Arts Digital Video Arts Associate in Arts Degree Two-Year Course Sequence Beginning in Fall Semester

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

<b>First Semester/Fall</b>		<i>Units</i>
<i>Courses</i>		
ENGL 1A	Composition and Reading	4
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
	Total	10
<b>Second Semester/Spring</b>		
ART 41	Basic Design	2
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 150B/150LB	Final Cut Pro II & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	11
<b>Third Semester/Fall</b>		
MMART 122B	From Movies to Multimedia	3
MMART 148A/148LA	Sound Design I & Lab	3
MMART 151A/151LA	Digital Video Production I & Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3
	Total	12
<b>Fourth Semester/Spring</b>		
MMART 120	Media & Communication	3
MMART 150C /150LC	Final Cut Pro III & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development	3
MMART 199	Multimedia Special Projects	3
	Total	12
	Total Units	45

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Web Design/Production  
Associate in Arts Degree  
Two-Year Course Sequence Beginning in Fall Semester**

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

<b>First Semester/Fall</b>		<i>Units</i>
<i>Courses</i>		
ART 41	Basic Design	2
ENGL 1A	Composition and Reading	4
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 162/162LWeb	Graphics & Lab	3
	Total	12
<b>Second Semester/Spring</b>		
MMART 110	Scriptwriting & Storyboarding	3
MMART 160A/160LA	Web I: Dreamweaver & Lab	3
MMART 174A/174LA	Web Development : Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	9
<b>Third Semester/Fall</b>		
HUMAN 21	Film: Art & Communication	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 160B/160LB	Web II: Advanced Design Projects & Lab	3
MMART 161A	Information Architecture I: Interface Design	3
	Total	12
<b>Fourth Semester/Spring</b>		
MMART 120	Media & Communication	3
MMART 160C/160LC	Web III: Web Commerce Applications & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12
	Total Units	45

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## Associate Degree and Certificate Programs

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### Multimedia Arts Writing for Multimedia Associate in Arts Degree Two-Year Course Sequence Beginning in Fall Semester

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
ENGL 1A	Composition and Reading	4
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
	Total	10
	<b>Second Semester/Spring</b>	
ART 41	Basic Design	2
MMART 111A	Narrative Scriptwriting I	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	11
	<b>Third Semester/Fall</b>	
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
MMART 109	Writing for the Business of Multimedia	3
MMART 112	Writing for News and Documentary	3
MMART 113	Interactive Writing for the Web and CD-ROM	3
	Total	12
	<b>Fourth Semester/Spring</b>	
MMART 114/114L	User-Centered Design & Lab	4
MMART 120	Media & Communication	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development	3
MMART 199	Multimedia Special Projects	3
	Total	13
	Total Units	46

**Multimedia Arts  
Certificates of Achievement: Core Courses**

The Multimedia Arts Program offers two-level certificates of Achievement in each of its five areas of specialization: Animation, Digital Imaging, Web Design & Production, Digital Video Arts, and Writing for Multimedia. Level I provides broad skills necessary for entry-level responsibilities in the multimedia industry. Level II provides an in-depth exploration of specific areas of concentration in the industry.

If you are pursuing a Multimedia Arts certificate, you must take the Certificate Core plus a specified number of specialization and enhancement courses.

**Certificate Core (26 units)**

**All Multimedia Arts Certificate students must take the following courses:**

<i>Courses</i>		<i>Units</i>
ART 41	Basic Design	2
ART 98/ENGL 21/HUMAN 21	Film: Art & Communication	3
	<b>Or</b>	
MMART 122B	From Movies to Multimedia (3)	
MMART 110	Scriptwriting & Storyboarding	3
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 174A/174LA	Web Development: Flash & Lab	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD & Lab (3)	
MMART 197/197L	Multimedia Portfolio/Sample Reel	
	Development & Lab	3
MMART 199	Multimedia Special Projects	3

**Areas of Emphasis:**

The following pages list the Specialization and Enhancement courses for each of the five Certificates in Multimedia Arts: Animation, Digital Imaging, Digital Video Arts, Web Design & Production, and Writing for Multimedia. These lists are followed by suggested course sequences for planning your class schedule in each of the four areas of emphasis.

**Multimedia Arts  
Animation  
Certificates of Achievement  
Specialization and Enhancement Courses**

To earn the Animation Certificate, you must take the Certificate Core (p.148) plus the following specialization and enhancement classes:

**Specialization Courses**

**Level I: Select MMART 177 and a minimum of one other class from the list below.**

<i>Required Courses</i>	<i>Units</i>
ART 20                      Beginning Drawing	2
ART 25                      Beginning Figure Drawing and Composition	2
MMART 177 / 177L        Introduction to Animation Principles & Lab	3
MMART 116                Storytelling for Animation	3

**Level II: Complete all 28 units from Level I and Level II specialization lists.**

ART 44                      3D Design	3
MMART 129 / 129L        Contemporary Color & Lab	3
MMART 148A / 148LA     Sound Design I & Lab	3
MMART 152A / 152LA     Motion Graphics / After Effects I & Lab	3
MMART 178 / 178L        Drawing for Animation & Lab	3
MMART 185A / 185LA     3D Illustration / Cinema 4D I & Lab	3
Subtotal Units for Levels I & II	28

**Enhancement Courses**

**Level I: Select 5 or 6 units from list below.**

**Level II: Complete 17 or 18 units from the courses listed below.**

ART 30                      Beginning Figure Drawing: Anatomy	2
BUS 5                        Human Relations in Business	3
<b>Or</b>	
COMM 20                    Interpersonal Communications Skills (3)	
<b>Or</b>	
HUMAN 30B                Human Values: Aesthetics (3)	
MMART 115                 Advanced Storyboarding	3
MMART 132A / 132LA     Illustrator I & Lab	3
MMART 133A / 133LA     Digital Photography I & Lab	3
MMART 175B                Game Design	3
MMART 180 / 180L        Animation Special Effects & Lab	3
MMART 181 / 181L        Experimental Animation & Lab	3
MMART 185B / 185LB     3D Animation / Cinema 4D II & Lab	3
Subtotal Level I Enhancement	5 or 6
Subtotal Level II Enhancement	17 or 18
Total minimum required units for Animation Level I Certificate	36 to 38
Total minimum required units for Animation Level II Certificate	71 to 72

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Animation Level I  
Certificate of Achievement  
Two-Year Course Sequence Beginning in the Fall Semester**

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

<i>Courses</i>		<i>Units</i>
	<b>First Semester/Fall</b>	
ART 30	Beginning Figure Drawing: Anatomy	2
ART 41	Basic Design	2
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 174A/174LA	Web Development: Flash and Lab	3
	Subtotal	10
	<b>Second Semester/Spring</b>	
MMART 110	Scriptwriting & Storyboarding	3
MMART 120	Media & Communication	3
MMART 177/177L	Introduction to Animation Principles & Lab	3
	Subtotal	9
	<b>Third Semester/Fall</b>	
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 116	Storytelling for Animation	3
	Subtotal	9
	<b>Fourth Semester/Spring</b>	
MMART 181/181L	Experimental Animation& Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development and Lab	3
MMART 199	Multimedia Special Projects	3
	Subtotal	9
	Total Units	37

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Animation Level II  
Certificate of Achievement  
Two-Year Course Sequence Beginning in the Fall Semester**

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

<i>Courses</i>		<i>Units</i>
	<b>First Semester/Fall</b>	
ART 20	Beginning Drawing	2
ART 41	Basic Design	2
ART 98/ENGL 21/HUMAN 21	Film: Art & Communication	3
MMART 110	Scriptwriting & Storyboarding	3
MMART 129/129L	Contemporary Color & Lab	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
	Total	16
	<b>Second Semester/Spring</b>	
ART 25	Beginning Figure Drawing and Composition	2
ART 44	Three Dimensional Design	3
HUMAN 30B	Human Values: Aesthetics	3
MMART 120	Media & Communication	3
MMART 175A/175LA	Interactive Authoring: CD/DVD	3
MMART 177/177L	Introduction to Animation Principles & Lab	3
MMART 178/178L	Drawing for Animation & Lab	3
	Total	20
	<b>Third Semester/Fall</b>	
MMART 116	Storytelling for Animation	2
MMART 132A/132LA	Illustrator I & Lab	3
MMART 148A/148LA	Sound Design I & Lab	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART180/180L	Animation Special Effects and Lab	3
MMART 185A/185LA	3D Illustration/Cinema 4D I & Lab	3
	Total	17
	<b>Fourth Semester/Spring</b>	
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3
MMART 175B	Game Design	3
MMART 181/181L	Experimental Animation & Lab	3
MMART 185B/185LB	3D Animation Cinema 4DII & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development	3
MMART 199	Multimedia Special Projects	3
	Total	18
	Total Units	71

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Digital Imaging  
Certificates of Achievement  
Specialization and Enhancement Courses**

To earn the Digital Imaging Certificate, you must take the Certificate Core (p. 148) plus the following specialization and enhancement classes:

**Specialization Courses**

- Level I: Select 6 units from list below.**  
**Level II: Select 18 units from the courses listed below.**

<i>Courses</i>		<i>Units</i>
CIS 228A or B	Desktop Publishing	2
MMART 131A/131LA	Photoshop I & Lab	3
MMART 131B/131LB	Photoshop II & Lab	3
MMART 132A/132LA	Illustrator & Lab	3
MMART 132B/132LB	Painter I & Lab	3
MMART 133A/133LA	Digital Photography I & Lab	3
MMART 133B/133LB	Digital Photography II & Lab	3
MMART 134A/134LA	Digital Printmaking I & Lab	3
MMART 185A/185LA	3-D Animation/Cinema 4D I & Lab	3

**Enhancement Courses**

- Level I: Select 4 units from list below.**  
**Level II: Select 20 units from the courses listed below.**

ART 1	Introduction to Art History	3
	<b>Or</b>	
ART 4	Modern Art (3)	
	<b>Or</b>	
ART 13	Women in Art History (3)	
ART 20	Beginning Drawing	2
ART 25	Beginning Figure Drawing and Composition	2
ART 50	Beginning Painting	2
ART 95A	Beginning Photography	3
BUS 5	Human Relations in Business	3
	<b>Or</b>	
COMM 20	Interpersonal Communications Skills (3)	
MMART 109	Writing for the Business of Multimedia	3
MMART 134A/134LA	Digital Printmaking I & Lab	3
	Total minimum required units for Digital Imaging Level I Certificate	36
	Total minimum units required units for Digital Imaging Level II Certificate:	64



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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Digital Imaging Level I  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
ART 20	Beginning Drawing	2
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 131A/131LA	Photoshop I & Lab	3
	Total	8
	<b>Second Semester/Spring</b>	
ART 25	Beginning Figure Drawing and Composition	2
ART 41	Basic Design	2
MMART 132A/132LA	Illustrator I & Lab	3
	Total	7
	<b>Third Semester/Fall</b>	
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
	Total	9
	<b>Fourth Semester/Spring</b>	
MMART 120	Media & Communication	3
MMART 174A/174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
MMART 197/197L	Multimedia Portfolio/Sample Reel	
	Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12
	Total Units	36

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Digital Imaging Level II  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
ART 1	Introduction to Art History	3
ART 20	Beginning Drawing	2
ART 95A	Beginning Photography	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 131A/131LA	Photoshop I & Lab	3
	Total	14
	<b>Second Semester/Spring</b>	
ART 25	Beginning Figure Drawing and Composition	2
ART 41	Basic Design	2
ART 50	Beginning Painting	2
MMART 131B/131LB	Photoshop II & Lab	3
MMART 132A/132LA	Illustrator 1 & Lab	3
MMART 133A/133LA	Digital Photography I & Lab	3
MMART 134A/134LA	Digital Printmaking & Lab	3
	Total	18
	<b>Third Semester/Fall</b>	
ART 98/ENGL 21/HUMAN 21	Film: Art & Communication	3
BUS 5	Human Relations in Business	3
MMART 109	Writing for the Business of Multimedia	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 185A/185LA	3-D Illustration/Cinema 4D I & Lab	3
	Total	18
	<b>Fourth Semester/Spring</b>	
MMART 120	Media & Communication	3
MMART 132B/132LB	Painter I & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	15
	Total Units	65

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## Associate Degree and Certificate Programs

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### Multimedia Arts Digital Video Arts Certificates of Achievement Specialization and Enhancement Courses

To earn the Digital Video Arts Certificate, you must take the Certificate Core (p. 148) plus the following Specialization and Enhancement classes:

#### Specialization Courses

**Level I: Select 6 units from Level I list below.**

MMART 148A/148LA	Sound Design I & Lab	3
MMART 150B/150LB	Final Cut Pro II & Lab	3
MMART 150C/150LC	Final Cut Pro III & Lab	3
MMART 151A/151LA	Digital Video Production I & Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3

**Level II: Select 27 units from Level I and Level II specialization lists.**

MMART 148B/148LB	Sound Design II & Lab	3
MMART 150D/150LD	Final Cut Pro IV & Lab	3
MMART 151B/151LB	Digital Video Production II & Lab	3
MMART 152B/152LB	Motion Graphics/ After Effects II & Lab	3
MMART 159/159L	Interactive Video: DVD Design & Lab	3

#### Enhancement Courses

**Level I: Select 3 units from the list below.**

**Level II: Select 6 units from the list below.**

BUS 5	Human Relations in Business	3
MMART 111A	Narrative Scriptwriting I	3
MMART 112	Writing for News and Documentary	3
MMART 122B	From Movies to Multimedia	3
MMART 123	The Documentary Tradition	3
MMART 198	Multimedia Project Management	3
	Total minimum required units for Digital Video Arts Level I Certificate:	35
	Total minimum required units for Digital Video Arts Level II Certificate:	59

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Digital Video Arts Level I  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A / 150LA	Final Cut Pro I & Lab	3
MMART 151A / 151LA	Digital Video Production I & Lab	3
	Total	9
	<b>Second Semester/Spring</b>	
MMART 130 / 130L	Survey of Digital Imaging & Lab	3
MMART 150B / 150LB	Final Cut Pro II & Lab	3
MMART 174A / 174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A / 175LA	Interactive Authoring: CD / DVD (3)	
	Total	9
	<b>Third Semester/Fall</b>	
ART 41	Basic Design	2
ART 98 / ENGL 21 / HUMAN 21	Film: Art & Communication	3
MMART 199	Multimedia Special Projects	3
	Total	8
	<b>Fourth Semester/Spring</b>	
BUS 5	Human Relations in Business	3
MMART 120	Media & Communication	3
MMART 197 / 197L	Multimedia Portfolio / Sample Reel Development & Lab	3
	Total	9
	Total Units	35

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Digital Video Arts Level II  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
ART 41	Basic Design	2
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
MMART 151A/151LA	Digital Video Production I & Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3
	Total	14
	<b>Second Semester/Spring</b>	
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 148A/148LA	Sound Design I & Lab	3
MMART 150B/150LB	Final Cut Pro II & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	15
	<b>Third Semester/Fall</b>	
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
MMART 123	The Documentary Tradition	3
MMART 150C/150LC	Final Cut Pro III & Lab	3
MMART 151B/151LB	Digital Video Production II & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	15
	<b>Fourth Semester/Spring</b>	
BUS 5	Human Relations in Business	3
MMART 148B/148LB	Sound Design II & Lab	3
MMART 150D/150LD	Final Cut Pro IV & Lab	3
MMART 152B/152LB	Motion Graphics/ After Effects II & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
	Total	15
	Total Units	59

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## Associate Degree and Certificate Programs

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### Multimedia Arts Web Design and Production Certificates of Achievement Specialization and Enhancement Courses

To earn the Web Design and Production Certificate, you must take the Certificate Core (p. 148) plus the following Specialization and Enhancement classes:

#### Specialization Courses

**Level I: Select 6 units from Level I list below.**

<i>Courses</i>		<i>Units</i>
CIS 101/101	Survey of Programming Languages for the Web & Lab	3
MMART 160A/160LA	Web I: Dreamweaver& Lab	3
MMART 160B/160LB	Web II: Advanced Design Projects & Lab	3
MMART 161A	Information Architecture I: Interface Design	3
MMART 162/162L	Web Graphics & Lab	3

**Level II: Complete 21 units from Level I and Level II specialization lists.**

CIS 102	Adv. Information Architecture & Large Web Site Management	3
MMART 160C/160LC	Web III: Web Commerce Applications & Lab	3
MMART 174B/174LB	Animation Authoring II: Action Scripting for Web Development & Lab	3
MMART 175B	Game Design	3

#### Enhancement Courses

**Level I: Select 3 units from list below.**

**Level II: Select 15 units from courses listed below.**

BUS 5	Human Relations in Business	3
	<b>Or</b>	
COMM 20	Interpersonal Communications Skills (3)	
BUS 70	Introduction to Marketing	3
CIS 84	Database Programming for the Web	3
MMART 113	Interactive Writing for the Web & CD-Rom	3
MMART 198	Multimedia Project Management	3
MMART 199	Multimedia Special Projects	3
	Total minimum required units for Web Design/Prod. Level I Certificate:	35
	Total minimum required units for Web Design/Prod. Level II Certificate:	62

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Web Design/Production Level I  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<b>First Semester/Fall</b>		<i>Units</i>
<i>Courses</i>		
ART 41	Basic Design	2
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 160A/160LA	Web I: Dreamweaver & Lab	3
	Total	8
<b>Second Semester/Spring</b>		
BUS 70	Introduction to Marketing	3
MMART 150A/150LA	Final Cut Pro & Lab	3
MMART 160B/160LB	Web II: Advanced Design Projects & Lab	3
	Total	9
<b>Third Semester/Fall</b>		
MMART 110	Scriptwriting & Storyboarding	3
MMART 122B	From Movies to Multimedia	3
MMART 174A/174LA	Web Development : Flash & Lab	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD & Lab (3)	
	Total	9
<b>Fourth Semester/Spring</b>		
MMART 120	Media & Communication	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	9
	Total Units	35

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Web Design/Production  
Level II Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<b>First Semester/Fall</b>		<i>Units</i>
<i>Courses</i>		
ART 41	Basic Design	2
MMART 110	Scriptwriting & Storyboard	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 160A/160LA	Web I: Dreamweaver & Lab	3
MMART 162/162L	Web Graphics & Lab	3
	Total	14
<b>Second Semester/Spring</b>		
CIS 101/101L	Survey of Programming Languages for the Web & Lab	3
MMART 113	Interactive Writing for the Web & CD-Rom	3
MMART 160B/160LB	Web II: Advanced Design Projects & Lab	3
MMART 161A	Information Architecture I: Interface Design	3
MMART 174A/174LA	Web Development : Flash & Lab	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD & LAB (3)	
	Total	15
<b>Third Semester/Fall</b>		
BUS 5	Human Relations in Business	3
CIS 102	Adv. Information Architecture & Large Web Site Management	3
MMART 122B	From Movies to Multimedia	3
MMART 150A/150LA	Final Cut Pro I& Lab	3
MMART 160C/CL	Web III: Web Commerce Application & Lab	3
MMART 174B/174LB	Animation & Authoring II: Action Script	3
	<b>Or</b>	
MMART 175B	Game Design (3)	
	Total	18
<b>Fourth Semester/Spring</b>		
BUS 70	Introduction to Marketing	3
MMART 120	Media & Communication	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 198	Multimedia Project Management	3
MMART 199	Multimedia Special Projects	3
	Total	15
	Total Units	62



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## Associate Degree and Certificate Programs

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### Multimedia Arts Writing for Multimedia Certificates of Achievement Specialization and Enhancement Courses

To earn the Writing for Multimedia Certificate, you must take the Certificate Core (p. 148) plus the following Specialization and Enhancement classes:

#### Specialization Course

**Level I: Complete the following 7 units.**

<i>Required Courses</i>		<i>Units</i>
MMART 113	Interactive Writing for the Web and CD-ROM	3
MMART 114/114L	User-Centered Design & Lab	4

**Level II: Complete Level I courses above plus 21 units from the following specialization courses:**

MMART 109	Writing for the Business of Multimedia	3
MMART 111A	Narrative Scriptwriting I	3
MMART 111B	Narrative Scriptwriting II	3
MMART 112	Writing for News and Documentary	3
MMART 115	Advanced Storyboarding	3
MMART 116	Storytelling in Animation	3
MMART 121	Digital Culture	3
MMART 122B	From Movies to Multimedia	3
MMART 123	The Documentary Tradition	3
MMART 124	Media Interpretation and Criticism	3

#### Enhancement Courses

**Level I: Select 3 units from the list below.**

**Level II: Select 6 units from the list below.**

BUS 5	Human Relations in Business	3
	<b>Or</b>	
COMM 20	Interpersonal Communication Skills (3)	
BUS 76	E-Commerce Strategies/Entrepreneurship	3
MMART 199	Multimedia Special Projects	3
	Total minimum required units for the Certificate Level I in Writing for Multimedia:	36
	Total Minimum required units for the Certificate Level II in Writing for Multimedia	60

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Writing for Multimedia Level I  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
ART 98/ENGL 21/HUMAN 21	Film: Art & Communication	3
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Final Cut Pro I& Lab	3
	Total	9
	<b>Second Semester/Spring</b>	
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 174A/174LA	Web Development : Flash & Lab	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	9
	<b>Third Semester/Fall</b>	
ART 41	Basic Design	2
MMART 113	Interactive Writing for the Web & CD-ROM	3
MMART 199	Multimedia Special Projects	3
	Total	8
	<b>Fourth Semester/Spring</b>	
COMM 20	Interpersonal Communication Skills	3
MMART 114/114L	User-Centered Design & Lab	4
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
	Total	10
	Total Units	36

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**Associate Degree and Certificate Programs**

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**Multimedia Arts  
Writing for Multimedia Level II  
Certificate of Achievement  
Two-Year Course Sequence Beginning in Fall Semester**

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

<i>Courses</i>	<b>First Semester/Fall</b>	<i>Units</i>
ART 98/ENGL 21/HUMAN 21	Film: Art & Communication	3
BUS 5	Human Relations in Business	3
MMART 110	Scriptwriting & Storyboarding	3
MMART 112	Writing for News and Documentary	3
MMART 150A/150LA	Final Cut Pro I & Lab	3
	<b>Total</b>	<b>15</b>
	<b>Second Semester/Spring</b>	
MMART 111A	Narrative Scriptwriting I	3
MMART 116	Storytelling in Animation	3
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 174A/174LA	Web Development : Flash & Lab	3
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD & Lab (3)	
	<b>Total</b>	<b>15</b>
	<b>Third Semester/Fall</b>	
ART 41	Basic Design	2
MMART 109	Writing for the Business of Multimedia	3
MMART 111B	Narrative Scriptwriting II	3
MMART 113	Interactive Writing for the Web & CD-ROM	3
MMART 199	Multimedia Special Projects	3
	<b>Total</b>	<b>14</b>
	<b>Fourth Semester/Spring</b>	
MMART 114/114L	User-Centered Design & Lab	4
MMART 115	Advanced Storyboarding	3
MMART 123	The Documentary Tradition	3
MMART 124	Media Interpretation and Criticism	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
	<b>Total</b>	<b>16</b>
	<b>Total Units</b>	<b>60</b>

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## Associate Degree and Certificate Programs

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### Psychology Associate in Arts Degree (AA-T)

*(Pending Approval from California Community Colleges State Chancellor's Office)*

The Associate in Arts in Psychology for Transfer Degree is designed for students planning to transfer into the psychology major. A study of psychology is built upon the scientific study of human behavior and mental processes. Students pursuing the AA for transfer into the psychology major will study the nature of consciousness and the development of the person, basic processes of human perception, learning, cognition and motivation; the relationship of behavior to physiology; and the nature of psychological disorders and how psychologists use their knowledge to help improve the quality of people's lives. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system, such as admission to a CSU with junior status, priority admission to their local CSU campus, and to a program or major in psychology or similar major. If you wish to earn an associate degree, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes. You may also consult with the Social Sciences Department Chair for more information.

<b>Required Courses (All Three of the Following):</b>		<i>Units</i>
MATH 13	Introduction to Statistics	4
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
<b>Required Course (One of the Following):</b>		
BIOL 1A	General Biology	5
BIOL 10	Introduction to Biology	4
BIOL 25	Human Biology	3
<b>Required (Two of the Following):</b>		
PSYCH 6	Social Psychology	3
PSYCH 7A	Psychology of Childhood	3
PSYCH 21	Lifespan Human Development	3
SOC 1	Introduction to Sociology	3
Total Minimum Required Units		19-21

*\*For the Associate in Arts Degree in Psychology for Transfer, students must complete the IGETC or CSU GE-Breadth Education pattern and elective courses for an additional 39 -41 units to equal a total of 60 units.*

#### **Program Learning Outcomes for AA-T Psychology Degree**

**Students completing the AA-T Degree in Psychology will be able to:**

- Read critically and write effective essays. (Communication; Critical Thinking)
- Analyze and utilize empirical findings. (Information Competency; Critical Thinking; Computational Skills)
- Analyze major psychological theories and concepts. ( Ethics and Personal Responsibility; Communication; Critical Thinking; Global Awareness and Valuing Diversity; Self-awareness and Interpersonal Skills)

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## Associate Degree and Certificate Programs

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### Public and Human Services Associate in Arts Degrees and Certificates of Achievement

The Public and Human Services program enables you to participate as a full team member, maintain currency in the rapidly changing field of health and human services, and advance in this field over time. Health and human services theory, policy, and practice are embedded in the Public and Human Services program. You gain valuable up-to-date knowledge while obtaining critical on-the-job experience. You have the option of completing the minimum requirements to receive a Certificate of Achievement or complete both the minimum requirements and general education requirements to obtain an Associate in Arts Degree.

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

*(Pending Approval by California Community Colleges  
State Chancellor's Office)*

<i>Required Courses</i>		<i>Units</i>
BUS 202	Business Math	3
COMM 6	Intercultural Communication	3
COMM 45	Public Speaking	3
COPEd 451	Occupational Work Experience	1
**ENG 100	College Composition and Reading	4
HLTED 1	Health Education	3
HUSV 109	Diverse Populations	2
HUSV 110	Social Services Specializations I	3
HUSV 111	Social Services Specializations II	3
	Electives (see below)	6
	Total	31

**Choose six (6) units from the following electives:**

ANTHR 3	Introduction to Social and Cultural Anthropology	3
HUSV 114	Introduction to Community Health Work	3
SOC 1	Introduction to Sociology	3
SOC 2	Social problems	3
SOC 5	Minority Groups	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
SOCSC 101	Introduction to Social Services	3

*\*For the Certificate of Achievement, students must complete the 31 units of core courses.  
For the Associate Degree, students must complete the 31 units of core courses  
plus 29 units of General Education requirements and elective courses.*

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

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## Associate Degree and Certificate Programs

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### Public and Human Services

#### Community Health Worker Associate in Arts Degree and Certificate of Achievement

*(Pending Approval by California Community Colleges State Chancellor's Office)*

Required Courses		Units
BIOL 10	Introduction to Biology	4
** BUS 201	Business Communications	3
<b>Or</b>		
**ENGL 100	Composition and Reading	4
COPED 451	Occupational Work Experience	1
HLTED 1	Health Education	3
HLTED 9	First Aid and Safety	2
HLTOC 201	Medical Terminology I	2
HLTOC 202	Medical Terminology II	2
HUSV 101	Case Management in Human Services	2
HUSV 108	Helping Skills for Human Services Paraprofessionals	2
HUSV 109	Diverse Populations in Human Services	2
HUSV 110	Social Services Specializations I	3
HUSV 111	Social Services Specializations II	3
HUSV 114	Introduction to Community Health Work	3
Total		32 or 33

*\*For the Certificate of Achievement, students must complete the 32 or 33 units of core courses. For the Associate Degree, students must complete the 32 or 33 units of core courses plus 28 or 29 units of General Education requirements and elective courses.*

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

#### **Program Learning Outcomes for Public and Human Services Program Associate Degree and Certificate of Completion graduates will be able to:**

- Apply analytical skills in reviewing client issues through an ethical and legal lens and to develop appropriate plans of action based upon this analysis. (Ethics and Personal Responsibility)
- Articulate a fundamental knowledge of the history as well as the role and scope of practice of entry level public and human services paraprofessionals. (Information Competency)
- Demonstrate through written and oral reports an understanding of the public agencies' programs and services. (Communication)
- Demonstrate critical thinking skills through analyzing client issues and synthesizing analysis in effective case management plans. (Critical Thinking)
- Critically review and synthesize current political, social and economic issues impacting local human services programs and services. (Critical Thinking)
- Application of knowledge of basic mathematical principles in solving business problems. (Computational Skills)
- Critically review and synthesize current political, social and economic issues impacting local social and human service programs and services. (Global Awareness and Valuing Diversity)
- Continue self-exploration, personal and career goals, and commitment to cultural humility. (Self-Awareness and Interpersonal Skills)

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## Associate Degree and Certificate Programs

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### Public and Human Services

#### Social Services Paraprofessional Associate in Arts Degree and Certificate of Achievement

*(Pending Approval by California Community Colleges  
State Chancellor's Office)*

<i>Required Courses</i>		<i>Units</i>
**BUS 201	Business Communications	3
	<b>Or</b>	
**ENGL 100	College Composition and Reading	4
COMM 6	Intercultural Communication	3
COPED 451	Occupational Work Experience	1
HLTED 1	Health Education	3
HUSV 101	Case Management in Human Services	2
HUSV 108	Helping Skills for Human Services Paraprofessionals	2
HUSV 109	Diverse Populations in Human Services	2
HUSV 110	Social Services Specializations I	3
HUSV 111	Social Services Specializations II	3
HUSV 112	Seminar for Field Experience in Social Services I	2
HUSV 113	Seminar for Field Experience in Social Services II	2
SOC 8	Crime and Deviance	3
SOCSC 101	Introduction to Social Services	3
	Total Minimum Required Units	32 or 33

*\*For the Certificate of Achievement, students must complete the 32 or 33 units of core courses.  
For the Associate Degree, students must complete the 32 or 33 units of core courses plus 27 or 28  
units of General Education requirements and elective courses.*

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

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## Associate Degree and Certificate Programs

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### Sociology Associate in Arts Degree Program

*(Pending Approval by California Community Colleges State Chancellor's Office)*

The Associate in Arts in Sociology for Transfer Degree is designed for students planning to transfer into the sociology major. A study of sociology allows for the systematic study of human social institutions and social relationships. Students pursuing the AA for transfer into the sociology major will study the role of social theory, sociological research methods, social organization and structure, social stratification and hierarchies, dynamics of social change, family structures, social deviance and control, and applications to the study of specific social groups, social institutions, and social problems. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system, such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in sociology or similar major. If you wish to earn an associate degree, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes. You may also consult with the Social Sciences Department Chair for more information.

<i>Required Course</i>		<i>Units</i>
SOC 1	Introduction to Sociology	3
<b>Required Courses (Two of the Following):</b>		
SOC 2	Social Problems	3
SOC 120	Introduction to Research Methods	3
MATH 13	Introduction to Statistics	4
<b>Required Courses (Two of the Following):</b>		
SOC 3	Sociology of Women	3
SOC 5	Minority Groups	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
<b>Required Courses (One of the Following):</b>		
ANTHR 3	Introduction to Social and Cultural Anthropology	3
POSCI 1	Government and Politics in the United States	3
PSYCH 1A	Introduction to General Psychology	3
	Total Minimum Required Units:	18-19

*\*For the Associate in Arts Degree in Sociology for Transfer, students must complete the IGETC or CSU GE-Breadth Education pattern and elective courses for an additional 41 -42 units to equal a total of 60 units.*

#### **Program Learning Outcomes for AA-T Sociology Degree Students completing the AA-T Degree in Sociology will be able to:**

- Define the core concepts of sociology (social structure, culture, social stratification, race, ethnicity, gender, and globalization) (Global Awareness and Valuing Diversity; Self-Awareness and Interpersonal Skills)
- Discuss the interpersonal, institutional, cultural and structural mechanisms that produce and maintain inequality. (Communication; Critical Thinking; Informational Competency; Global Awareness and Valuing Diversity; Self-Awareness and Interpersonal Skills)
- Identify, compare, and contrast the major theoretical perspectives in the discipline. (Critical Thinking; Informational Competency)
- Interpret sociological research through a working knowledge of qualitative and quantitative research designs (Communication; Critical Thinking; Informational Competency; Global Awareness and Valuing Diversity; Ethics and Personal Responsibility)



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## Associate Degree and Certificate Programs

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### Spanish Language Associate in Arts Degree\*

Spanish provides a sequential course of study that prepares you for transfer to four-year institutions with a Spanish major or acquisition of Spanish proficiency necessary for career fields that emphasize the value of familiarity with diverse cultures and global issues.

<i>Required Courses</i>		<i>Units</i>
<b>Choose 20 units from the following:</b>		
SPAN 1A	Elementary Spanish	5
SPAN 1B	Elementary Spanish	5
SPAN 2A	Intermediate Spanish	5
SPAN 2B	Intermediate Spanish	5
SPAN 22A	Spanish for Bilingual Speakers I	5
SPAN 22B	Spanish for Bilingual Speakers II	5
<b>Choose one of the following courses:</b>		
SPAN 10A	Advanced Spanish Conversational (3)	3
SPAN 10B	Advanced Spanish Conversational (3)	
SPAN 15	Spanish Composition (3)	
SPAN 38	Latin American Literature (3)	
SPAN 39	Latin American Novel (3)	
SPAN 40	Hispanic Civilization and Culture (3)	
	Total minimum required units	23*

*\*For the Associate in Arts degree in Spanish, you must complete the General Education pattern and optional courses for an additional 37 units.*

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**Associate Degree and Certificate Programs**

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**Spanish Language  
Associate in Arts Degree  
Two-Year Course Sequence Beginning in the Fall Semester**

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

<i>Courses</i>	<b>1st Semester/Fall</b>	<i>Units</i>
SPAN 1A	Elementary Spanish	5
	Total	5
	<b>2nd Semester/Spring</b>	
SPAN 1B	Elementary Spanish	5
	Total	5
	<b>3rd Semester/Fall</b>	
SPAN 2A	Intermediate Spanish	5
	Total	5
	<b>4th Semester/Spring</b>	
SPAN 2B	Intermediate Spanish	5
	Elective	3
	Total	8

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**Associate Degree and Certificate Programs**

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**Spanish Language  
Certificate of Achievement**

<i>Required Courses</i>	<i>Units</i>
<b>Choose 15 Units from the following:</b>	
SPAN 1A                      Elementary Spanish	5
SPAN 1B                      Elementary Spanish	5
SPAN 2A                      Intermediate Spanish	5
SPAN 2B                      Intermediate Spanish	5
SPAN 22A                    Spanish for Bilingual Speakers I	5
SPAN 22B                    Spanish for Bilingual Speakers II	5
 <b>Choose 9 units from the following:</b>	
SPAN 10A                    Adv/Spanish Conversational (3)	
SPAN 10B                    Adv/Spanish Conversational (3)	
SPAN 11                      Spanish for the Medical/Health Professions (3)	
SPAN 12                      Spanish for the Business Professions (3)	
SPAN 15                      Spanish Composition (3)	
SPAN 38                      Latin American Literature (3)	
SPAN 39                      Latin American Novel (3)	
SPAN 40                      Hispanic Civilization and Culture (3)	
Total minimum required units	24

**Program Learning Outcomes for Spanish Language Degree and Certificate**  
**Students completing Spanish Language Degrees and Certificates will be able to:**

- Use grammar and vocabulary to demonstrate oral competence in the Spanish language. (Communication, Critical Thinking, Self-Awareness and Interpersonal Skills)
- Use grammar and vocabulary to demonstrate written competence in the Spanish language. (Communication, Critical Thinking)
- describe the culture(s) of the Spanish-speaking world. (Communication, Critical Thinking Global Awareness & Valuing Diversity)
- Interpret Spanish-language texts according to their cultural, literary and/or linguistic content. (Communication, Critical Thinking, Global Awareness & Valuing Diversity)

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**Associate Degree and Certificate Programs**

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**Spanish Medical Interpreter  
Certificate of Achievement**

*(Pending Approval by California Community Colleges State Chancellor's Office)*

The Spanish Medical Interpreter Certificate of Achievement is designed to train bilingual/bicultural students to become linguistically and culturally competent interpreters who can function effectively and efficiently in health care settings. Through academic preparation, practical skills training, and service in community based health care settings, you will learn roles and responsibilities of a health care interpreter; basic knowledge of common medical conditions, treatments, and procedures; insight into language and cultural nuances for specific communities; and application of interpreting skills in English and Spanish.

<i>Required Courses</i>		<i>Units</i>
COPED 470H *	Medical Interpreting Internship	9
HUSV 70	Boundaries and Ethics	3
HUSV 71	Cultural Brokerage	3
SPAN 70	Spanish Medical Terminology	3
SPAN 71	Spanish Medical Interpreting I	3
SPAN 72	Spanish Medical Interpreting II	3
	Total Minimum Required Units	24

*\*Students complete three internships for this course; each internship is worth three units.*

**Spanish Medical Interpreter  
Certificate of Achievement  
One-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Spanish Medical Interpreter Certificate. If you wish to earn a certificate, you must participate in the Interpreting Internship, which includes placement in a local hospital or medical clinic. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your certificate regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
	<b>1st Semester/Fall</b>	
HUSV 70	Boundaries and Ethics	3
SPAN 70	Spanish Medical Terminology	3
	Total	6
	<b>2nd Semester/Spring</b>	
HUSV 71	Cultural Brokerage	3
SPAN 71	Medical Interpreting I	3
	Total	6
	<b>3rd Semester/Fall</b>	
COPEd 470H	Medical Interpreting Internship	9
SPAN 72	Medical Interpreting II	3
	Total	12
	Total Minimum Required Units	24

**Program Learning Outcomes for Spanish Medical Interpreter Certificate Program  
Certificate of Achievement graduates will be able to:**

- Demonstrate respect, integrity, and professionalism for individuals and their communities. (Ethics and Personal Responsibility)
- Discuss how different cultural views may affect patient’s expectations of the interpreter (Global Awareness and Valuing Diversity)
- Describe confidentiality of the California Standards for Healthcare Interpreters. (Communication)
- Identify health information protected by federal and state medical privacy and confidentiality laws (HIPAA and CMIA). (Communication)
- Explain Western medical culture and providers. (Global Awareness and Valuing Diversity)
- Be able to describe proper cultural context in interpretation of medical terminology (Critical Thinking)
- Discuss how different cultural views may affect a patient’s expectations of the interpreter (Global Awareness and Valuing Diversity)
- Analyze cultural background (your own/others), level of acculturation, personal beliefs, and values. (Self-Awareness and Interpersonal Skills)
- Identify assumptions of cultural beliefs, values, and behaviors. (Self-Awareness and Interpersonal Skills)

## Women's Studies Certificate of Proficiency

This certificate of proficiency involves an interdisciplinary approach to Women's Studies. The certificate provides a strong academic foundation in the field, whether you are interested for personal, political or professional reasons or intend to transfer to a four-year institution and major or minor in Women's Studies. See a counselor for additional information on transferring these courses to a four-year institution.

<i>Required Courses</i>		<i>Units</i>
WS 1/SOCS 1	Introduction to Women's Studies	3
WS 35/ PHIL 35	Feminist Philosophy	3
	Electives	9
	Total minimum required units	15

### Electives (Choose Three):

ANTHR 15	Male and Female: An Anthropological Perspective	3
ART 13	History of Women in Art History (19th and 20th Centuries)	3
ENGL 32A	Contemporary Women Writers	3
ENGL 32B	Contemporary Women Writers	3
HIST 21	U.S. Women: A Social History	3
HIST 46D	Women and Globalization	3
HUMAN 52/WS 52	Women and Cinema	3
PSYCH 30	Psychology of Men and Women	3
SOC 3	Sociology of Women	3
SOC 13	Sociology of the Family	3

## Berkeley City College General Education Learning Outcomes

In addition to achieving the Program Learning Outcomes of any specific Associate degree program, at the completion of their degrees, which includes general education requirements, students will also be able to:

- Speak, read, and write clearly and effectively, with audience awareness; analyze communications for meaning, purpose, effectiveness, and logic.  
(Communication)
- Identify problems/arguments, isolate facts related to arguments, generate multiple solutions to problems, predict consequences, and use evidence and sound reasoning to justify well-informed positions.  
(Critical Thinking)
- Master college-level computational concepts and apply them to concrete problems; demonstrate algorithmic competence appropriate to multiple levels.  
(Computational Skills)
- Analyze consequences of actions taken and their impact on society and self; demonstrate collaborative involvement in community interests.  
(Ethics and Personal Responsibility)
- Identify and explain diverse customs, beliefs, and lifestyles, as well as cultural, historical, and geographical issues that shape perceptions.  
(Global Awareness and Valuing Diversity)
- Find, evaluate, use, and communicate information in all its various formats; demonstrate library literacy, research methodology, and technological literacy.  
(Information Competency)
- Analyze own actions and perspectives of other persons and work effectively with others in groups.  
(Self-Awareness and Interpersonal Skills)

## Berkeley City College Institutional Learning Outcomes

Berkeley City College's Institutional Learning Outcomes, as described below, are the skills and knowledge that students are expected to attain as a result of completing an instructional program at BCC. Students completing an Associate Degree at BCC will be able to demonstrate all of the BCC Institutional Learning Outcomes. All BCC courses and certificates are designed to teach some or all of the ILO's. In addition, students achieve these ILO's throughout their experiences at BCC, for example, with student services and student clubs.

### **Communication**

Students show that they communicate well when they:

- critically read, write, and communicate interpersonally, with audience awareness; and
- analyze communications for meaning, purpose, effectiveness, and logic.

### **Critical Thinking**

Students demonstrate critical thinking skills when they:

- identify problems or arguments and isolate facts related to arguments;
- use evidence and sound reasoning to justify well-informed positions; and
- generate multiple solutions to problems and predict consequences.

### **Computational Skills**

Students demonstrate computational skills when they:

- master computational concepts and apply them to concrete problems; and
- demonstrate algorithmic competence.

### **Ethics and Personal Responsibility**

Students show the ability to act ethically and assume personal responsibility when they:

- analyze the consequences of their actions and the impact of these actions on society and the self; and
- demonstrate collaborative involvement in community interests.

### **Global Awareness and Valuing Diversity**

Students demonstrate global awareness and show that they value diversity when they:

- identify and explain diverse customs, beliefs, and lifestyles; and
- analyze how cultural, historical, and geographical issues shape perceptions.

### **Information Competency**

Students demonstrate information competency when they:

- find, evaluate, use, and communicate information in all its various formats;
- use library and online resources and research methodology effectively; and
- use technology effectively.

### **Self-Awareness & Interpersonal Skills**

Students demonstrate self-awareness and interpersonal skills when they:

- analyze their own actions and the perspectives of other persons; and
- work effectively with others in groups.



# Course Announcements/Descriptions

The courses listed in this section constitute the curriculum offerings at Berkeley City College. Not all courses are offered every semester. Check the class schedule for the current semester's offering. Information for each course includes:

**Credit:** Semester credit for the course. One unit of credit is defined as one hour of lecture, which requires two hours of outside preparation for each hour of lecture or three hours of laboratory work each week.

**Lecture/Lab Hours:** Designates the number of contact hours of lecture or laboratory a course meets during a term.

**Prerequisites:** Designed to ensure your academic background is sufficient for success in the course (see pages 79-81).

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

**Course Description:** A brief statement about the subject matter covered in the course.

**Course Numbering:** Transfer and Associate Degree courses are numbered 1-199; Associate Degree applicable but not transferable courses are numbered 200-249; non-Associate Degree courses are numbered 250-299, 348; Credit Apprenticeship and Cooperative Education Work Experience Education courses are numbered 400-699.

*(\*Note: Apprenticeship courses are non degree applicable and nontransferable, while Cooperative Education courses are degree applicable and transferable.)*

**Intersegmental General Education Transfer Curriculum (IGETC):** Identifies community college courses that can be used to fulfill general education requirements at any UC or CSU campus.

**California State University (CSU) General Education Breadth Requirements (CSU GE):** Identifies community college courses that can be used to fulfill general education requirements at any CSU campus.

**Area(s):** Identifies the general education requirement area(s) that the course meets.



Photographer: Shirley Fogarino

Other important information about courses in this section includes:

**Cooperative Work Experience:** Program in which students are awarded credit for knowledge gained through on-the-job experience during the semester enrolled.

**Independent Study:** Designed to permit study not covered by regular catalog offerings; allows you to pursue projects under faculty advisement and supervision (see page 79).

**Selected Topics:** New courses being offered on an experimental basis prior to being institutionalized. Selected topics courses are publicized in the college's class schedule and are numbered 48, 248 or 348 in the individual subject areas.

**Course Student Learning Outcomes:** Student learning outcomes for the following courses are maintained in the CurricUNET curriculum management system and the TaskStream SLO/Assessment management system.

**Grading Policy:** GR indicates that a course can be taken for a letter grade only; P/NP indicates that a course can be taken for pass/no pass only; and GR or P/NP indicates that a course can be taken for either a letter grade or for pass/no pass.

## African-American Studies

### **AFRAM 1, 3 Units**

#### **Introduction to African-American Studies**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Overview of the field of African American Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States.

2203.01

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

### **AFRAM 33, 3 Units**

#### **The Roots of African-American Culture**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Historical dimensions of the African-American experience: Emphasis on formation of a distinctive African-American culture.

2203.01

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

### **AFRAM 44B, 3 Units**

#### **African-American Culture Today:**

#### **African-American Music/Art/Thought**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Survey of current major African-American works and themes: Analysis of new styles and themes in poetry, music, and art forms of Africa and the United States.

2203.01

AA/AS area 3, 5; CSU area C1; IGETC area 3

### **AFRAM 48UA-ZZ, .5-5 Units**

#### **Selected Topics in African-American Studies**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

2203.01

## American Sign Language

### **ASL 48UA-ZZ, 5-9 Units**

#### **Selected Topics in American Sign Language**

0-9 hours lecture, 0-27 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

0850.00

### **ASL 49, .5-5 Units**

#### **Independent Study in American Sign Language**

(GR or P/NP). Acceptable for credit: CSU  
See section on Independent Study.

0850.00

*Please note the following for the language skills courses —*

ASL 50, ASL 51, ASL 52, and ASL 53: Two units of credit for Module A will be granted based on students' demonstrated ability to use formal aspects of the language specifically taught throughout the course. Two units of credit for Module B will be granted based on students' demonstrated ability to interact effectively, manage conversations, and function appropriately in the culture of the Deaf.

### **ASL 50, 4 Units**

#### **American Sign Language I**

3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: ASL 50A is prerequisite to 50B  
Course may be offered in two, 2-unit modules (ASL 50A-50B). Students must complete both modules with a grade of C or better to advance to the next level. Course is equivalent to two years of high school study. Acceptable for credit: UC/CSU

Introduction to American Sign Language:

Fundamentals of ASL conversation and storytelling; basic information about the Deaf community and Deaf culture.

0850.00

AA/AS area 3; CSU area C2;  
IGETC area Language

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## Course Announcements

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### **ASL 51, 4 Units**

#### **American Sign Language II**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite for ASL 51 or 51A: ASL 50 or 50B

ASL 51A is prerequisite to 51B. Course may be offered in two, 2-unit modules (ASL 51A-51B). Students must complete both modules with a grade of C or better to advance to the next level.

Acceptable for credit: UC/CSU

Continuation of American Sign Language: Fundamentals of ASL conversation and storytelling; basic information about the Deaf community and Deaf Culture.

0850.00

AA/AS area 3; CSU area C2;  
IGETC area Language

### **ASL 52, 4 Units**

#### **American Sign Language III**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite for ASL 52 or 52A: ASL 51 or 51B.

ASL 52A is prerequisite to ASL 52B. Course may be offered in two, 2-unit modules (ASL 52A-52B). Students must complete both modules with a grade of C or better to advance to the next level. Acceptable for credit: UC/CSU

Continuation of American Sign Language: Expanded study of sign language with emphasis on conversation skills and storytelling; continued expansion of knowledge of Deaf culture and Deaf community.

0850.00

AA/AS area 3; CSU area C2;  
IGETC area Language

### **ASL 53, 4 Units**

#### **American Sign Language IV**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite for ASL 53 or 53A: ASL 52 or 52B.

ASL 53A is prerequisite to ASL 53B. Course may be offered in two, 2-unit modules (ASL 53A-50B). Students must complete both modules with a grade of C or better to advance to the next level.

Acceptable for credit: UC/CSU

Continuation of American Sign Language: Expanded study of sign language with emphasis on conversation skills and storytelling; continued expansion of knowledge of Deaf culture and Deaf community.

0850.00

AA/AS area 3; CSU area C2;  
IGETC area Language

### **ASL 55A, 3 Units**

#### **History and Culture**

#### **of Deaf People in America I**

3 hours lecture (GR or P/NP)

Acceptable for credit: UC/CSU

Historical and cultural overview of the American Deaf community and its language (ASL):

Anthropological and sociological theories including discussion of the relationship of language and culturally-determined behaviors; examination of the relationship of American Sign Language to the history of the American Deaf community.

0850.00

AA/AS area 2; CSU area D; IGETC area 4

### **ASL 55B, 3 Units**

#### **History and Culture**

#### **of Deaf People in America II**

3 hours lecture (GR or P/NP). Recommended preparation: ASL 51 or 51B, and 55A. Course is taught in American Sign Language.

Acceptable for credit: UC/CSU.

Continuation of ASL 55A: History, values, and identity as a cultural group as opposed to disabled; analysis of effects of pathological views and actions on Deaf people; educational issues; ASL literature and written literature by Deaf people.

0850.00

### **ASL 57, 3 Units**

#### **Structure of American Sign Language**

3 hours lecture (GR or P/NP). Recommended preparation: ASL 51 or 51B, Course is taught in American Sign Language. Acceptable for credit: UC/CSU.

Historical view of changing social attitudes towards American Sign Language: Phonological, morphological, syntactical parts of ASL; and discussion of other social issues around use of ASL.

0850.00

### **ASL 200A, 2 Units**

#### **Classifiers I**

2 hours lecture (GR or P/NP). Prerequisite: ASL 50 or 50A. Corequisite: ASL 50B

Introduction to the visual-gestural aspects of American Sign Language classifiers.

0850.00

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## Course Announcements

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### **ASL 200B, 2 Units Classifiers II**

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

*Prerequisites: ASL 51 or 51B*

Study of classifier types and functions in American Sign Language: Identification of various classifiers and their use to enhance and expand storytelling abilities. 0850.00

### **ASL 202A, 1 Unit Fingerspelling and Numbers I**

*.5 hours lecture, 1.5 hours laboratory (GR or P/NP).*

*Prerequisite: ASL 50 or 50A. Corequisite: ASL 50B*

Introduction to numerical and fingerspelling systems in American Sign Language. 0850.00

### **ASL 202B, 1 Unit Fingerspelling and Numbers II**

*.5 hours lecture, 1.5 hours laboratory (GR or P/NP).*

*Prerequisite: ASL 51 or 51B*

Advanced systematic practice in numerical and fingerspelling skills in ASL. 0850.00

### **ASL 203, .5 Units Deaf Cultural Expression: Art/Performance**

*.5 hours lecture (GR or P/NP)*

Day-long forum on deaf cultural expression: Presentations on Deaf art, history, literature, theater, television, and/or poetry; poetry performances and/or theatrical presentations also included. 0850.00

### **ASL 209A, 3 Units American Sign Language Seminar I**

*3 hours lecture (GR or P/NP). Recommended preparation: ASL 53 or 53B; and ASL 57; and ASL 200*

In-depth discussion of events and issues of interest to students and the Deaf community: Reinforces knowledge of grammar, expands vocabulary, and increases fluency. 0850.00

### **ASL 209B, 3 Units American Sign Language Seminar II**

*3 hours lecture (GR or P/NP).*

*Recommended preparation: ASL 209A*

Continuation of ASL 209A: Discussion of films, videotapes, plays, deaf plays, and deaf short stories. 0850.00

### **ASL 210 Introduction to Interpreting I**

*3 units, 3 hours lecture (GR or P/NP)*

*Recommended preparation: ASL 53 or 53B; and 57 and 200*

Beginning-level interpreter training: Goals and objectives of being an interpreter, interpreting as a profession, dynamics of the interpreter's role, and survey of the labor market. 0850.10

### **ASL 211, 3 Units Introduction to Interpreting II**

*3 hours lecture (GR or P/NP).*

*Recommended preparation: ASL 210*

Continuation of ASL 210: Comparison of organizational and structural properties of ASL and English; emphasis on translations. 0850.10

### **ASL 212, 3 Units Introduction to Interpreting III**

*3 hours lecture (GR or P/NP).*

*Recommended preparation: ASL 211*

Continuation of ASL 211: Effective communication with persons functioning at various levels of competence with sign language. 0850.10

### **ASL 248UA-ZZ, .5-9 Units Selected Topics in American Sign Language**

*0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)*

See section on Selected Topics. 0850.00

### **ASL 464, 1-4 Units Occupational Work Experience in American Sign Language**

*Hours to be arranged (GR or P/NP). Prerequisite: ASL 52 or 52B. Acceptable for credit: CSU*

Supervised field experience in American Sign Language: Extension of classroom-based learning at an on-the-job or community location to facilitate development of ASL skills and to provide exposure to Deaf culture. 0850.00

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## Course Announcements

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### Anthropology

#### **ANTHR 1, 3 Units**

##### **Introduction to Physical Anthropology**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00

AA/AS area 1; CSU area B2; IGETC area 5

#### **ANTHR 1L, 1 Unit**

##### **Physical Anthropology Lab**

4 hours laboratory (GR or P/NP).

Prerequisite or corequisite: ANTHR 1.

Acceptable for credit: UC/CSU

Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00

CSU area B3; IGETC area 5

#### **ANTHR 2, 3 Units**

##### **Introduction to Archaeology and Prehistory**

3 hours lecture (GR). Acceptable for credit: UC/CSU

World prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, America, and Euro-Asia: Archaeological methods, techniques, and problems. 2202.20

AA/AS area 2; CSU area D; IGETC area 4

#### **ANTHR 3, 3 Units**

##### **Introduction to Social and Cultural Anthropology**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00

AA/AS area 2; CSU area D; IGETC area 4

#### **ANTHR 13, 3 Units**

##### **Urban Anthropology**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Study of communities in urban settings and a cross-cultural approach to urban life styles: Rise and fall of great urban centers in Asia, Africa, Europe, and the Americas. 2202.00

AA/AS area 2; CSU area D; IGETC area 4

#### **ANTHR 15, 3 Units**

##### **Male and Female:**

##### **Anthropological Perspectives**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Comparative approach to the study of sex roles; biological bases, cultural contexts, and social dynamics of human sex-role differences: Anthropological perspective for analyzing gender roles cross-culturally and in American society. 2202.00

AA/AS area 2; CSU area D; IGETC area 4

#### **ANTHR 18, 3 Units**

##### **Introduction to Anthropological Linguistics**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to the study of language: How linguists describe human languages and exploration of how they developed, change, and function in human societies. 2202.00

AA/AS area 2; CSU Area D; IGETC area 4

#### **ANTHR 48UA-ZZ, .5-5 Units**

##### **Selected Topics in Anthropology**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 2202.00

#### **ANTHR 55, 3 Units**

##### **Native American Cultures**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of ways of life of North American Indian cultures in different geographical areas of North America prior to European contact. 2202.20

AA/AS Area 2, 5; CSU area 3; IGETC area 4

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## Course Announcements

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### **ANTHR 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Anthropology**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2202.00

## **Arabic**

### **ARAB 1A, 5 Units**

#### **Elementary Modern Standard Arabic**

5 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU This course is equivalent to two years of high school study.

Study and practice in understanding, speaking, reading and writing Modern Standard Arabic: Emphasis on understanding basic grammatical concepts and vocabulary building; basic readings in Arabic and multinational Arab life and culture. 1112.00

AA/AS area 3; CSU area C2; IGETC area Language

### **ARAB 1B, 5 Units**

#### **Elementary Modern Standard Arabic**

5 hours lecture (GR or P/NP). Prerequisite: ARAB 1A. Acceptable for credit: UC/CSU

Continuation of ARAB 1A: Study and practice in understanding, speaking, reading and writing Modern Standard Arabic with continuing emphasis on understanding basic grammatical concepts and vocabulary building; basic readings in Arabic and multinational Arab life and culture. 1112.00

AA/AS area 3; CSU area C2; IGETC area 3; IGETC area Language

### **ARAB 30A, 3 Units**

#### **Beginning Conversational Arabic**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to conversational Arabic: Use of modern formal spoken Arabic in conversation and discussion; elementary grammar. 1112.00

AA/AS area 3; CSU area C2

### **ARAB 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Arabic**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 1112.00

## **Art**

### **ART 1, 3 Units**

#### **Introduction to Art History**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth century art. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

### **ART 4, 3 Units**

#### **History of Modern Art (1800 to Present)**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Major visual art forms and movements of the nineteenth and twentieth centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

### **ART 13, 3 Units**

#### **History of Women in Art**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Study of the works of selected women painters and sculptors. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

### **ART 14, 3 Units**

#### **Themes, Trends, and Traditions in World Art**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to art history through examination of major themes, trends, and traditions and historical periods: Art as it expresses and influences religion, politics, social structures such as family, class, race, ethnicity, and gender, and basic human needs; field trips to local exhibits and collections. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

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## Course Announcements

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### **ART 16, 3 Units**

#### **Introduction to Islamic Art**

3 hours lecture (G/PNP). *Acceptable for credit: CSU*  
Major visual art forms and movements of Islamic art: Concentration on architecture, painting, and objects from the Middle East, North Africa, Asia, and the Indian subcontinent; the relationship among art, politics, everyday life, and gender identities and relations; European and American opinions of Islamic arts and culture. 1001.00

AA/AS area 3

### **ART 18, 3 Units**

#### **Critique and the Creative Process**

3 hours lecture (GR or P/NP). *Recommended preparation: ART 20 or 25 or 30 or 41 or 50 or 60 or 95A or 1 or 4 or 13 or 14. Students should have a working familiarity with their chosen medium as well as access to facilities to continue this work. Acceptable for credit: UC/CSU. Course study under this section may be repeated three times.*

Introduction to critique in support of the creative process: Development of a personal style, theme, and cohesive body of art work within a supportive community; development of an artist's packet for professional review; methods and theories for monitoring and stimulating the creative process; analysis and evaluation of art work from a variety of perspectives.

1001.00

CSU area C1

### **ART 20, 2-3 Units**

#### **Beginning Drawing and Composition**

1-2 hours lecture, 3-4 hours laboratory (GR or P/NP).  
*Acceptable for credit: UC/CSU*

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

### **ART 21, 2 Units**

#### **Continuing Drawing and Composition**

1 hour lecture, 3 hours laboratory (GR or P/NP).  
*Acceptable for credit: UC/CSU*

Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white and in color.

1002.10

### **ART 24, 2 Units**

#### **Special Projects: Drawing**

1 hour lecture, 3 hours laboratory (GR). *Acceptable for credit: UC/CSU. Course study under this section may be repeated three times.*

Independent exploration and experimentation in special areas of drawing. 1002.10

### **ART 25, 2 Units**

#### **Beginning Figure Drawing and Composition**

1 hour lecture, 3 hours laboratory (GR or P/NP).  
*Acceptable for credit: UC/CSU*

Understanding the figure from quick sketches to long careful studies of the live model: Fundamentals of anatomy, proportion, drawing techniques, and composition. 1002.10

### **ART 26, 2 Units**

#### **Continuing Figure Drawing and Composition**

1 hour lecture, 3 hours laboratory (GR or P/NP).  
*Acceptable for credit: UC/CSU*

Continuing drawing from the live model: Introduction to more advanced problems.

1002.10

### **ART 27, 3 Units**

#### **Intermediate Figure Drawing and Composition**

2 hours lecture, 4 hours laboratory (GR or P/NP).  
*Acceptable for credit: UC/CSU*

Intermediate drawing from the live model: Emphasis on composition and color in figure drawing. 1002.10

### **ART 28, 3 Units**

#### **Advanced Figure Drawing and Composition**

2 hours lecture, 4 hours laboratory (GR or P/NP).  
*Acceptable for credit: UC/CSU*

Advanced drawing from the live model: Emphasis on developing an individual style.

1002.10

### **ART 29, 2 Units**

#### **Special Projects: Figure Drawing**

1 hour lecture, 3 hours laboratory (GR).

*Acceptable for credit: UC/CSU. Course study under this section may be repeated three times.*

Continued study and development of special projects in figure drawing from the live model.

1002.10

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## Course Announcements

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**ART 30, 2 Units****Beginning Figure Drawing: Anatomy**

1 hour lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU

Study and drawing of the human form using live models: Emphasis on basic problems of line, gesture, volume, and anatomy.

1002.10

**ART 31, 2 Units****Continuing Figure Drawing: Anatomy**

1 hour lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU

Continuation of ART 30 using live models:

Emphasis on problems of proportion and perspective, stressing anatomy.

1002.10

**ART 41, 2 Units****Basic Design**

1 hour lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU. Course study under this section may be repeated one time.

Fundamental elements of design: Dot, line, plane, volume, space, color, texture, and light; laboratory experience in visual composition and layout emphasizing two-dimensional design.

1002.10

**ART 44, 2 Units****Three Dimensional Design**

1 hour lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU

Fundamental of three-dimensional design: Form, space, line, texture, color, and time as preparation for constructed sculpture and/or 3D computer modeling.

1002.10

**ART 48UA-ZZ, .5-5 Units****Selected Topics in Art**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1002.00

**ART 49, .5-5 Units****Independent Study in Art**

0-5 hours lecture, 0-15 hours lab (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

1002.00

**ART 50, 2-3 Units****Beginning Painting**

1-2 hours lecture, 3-4 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU

Basic techniques of oil or acrylic painting; Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images.

1002.10

**ART 51, 2 Units****Continuing Painting**

1 hour lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU

Continuation of ART 50: Emphasis on composition using oils, acrylics, and mixed media; may include live models.

1002.10

**ART 54, 2 Units****Special Projects: Painting**

1 hour lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU. Course study under this section may be repeated three times.

Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual projects.

1002.10

**ART 60, 2 Units****Beginning Painting: Watercolor**

1 hour lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU

Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet, and opaque techniques as applied to various subject matter.

1002.10

**ART 61, 2 Units****Continuing Painting: Watercolor**

1 hour lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU

Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes.

1002.10

**ART 64, 2 Units****Special Projects: Watercolor Painting**

1 hour lecture, 3 hours laboratory (GR). Acceptable for credit: UC/CSU. Course study under this section may be repeated three times.

Continued study and skill development in advanced watercolor projects.

1002.10



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## Course Announcements

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### **ART 95A, 3 Units**

#### **Beginning Photography I**

2.5 hours lecture, 1.5 hours laboratory (GR or P/NP).  
Camera required. Acceptable for credit: UC/CSU

Introduction to camera operation: Basics of light, optics, exposure, camera controls and functions and film choices; darkroom techniques, including film processing theory and practice, contact printing, enlarging and print processing; print presentation; aesthetics.

1011.00

### **ART 95B, 3 Units**

#### **Beginning Photography II**

2.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Camera required.

Acceptable for credit: UC/CSU

Refinement of camera operation and techniques: Control of negative contrast via film exposure and development compensation; practice in enlargement and introduction to advanced techniques; development of portfolio.

1011.00

### **ART 96A, 3 Units**

#### **Intermediate Photography**

2.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Acceptable for credit: CSU

Continuation of ART 95B: Camera use in different and difficult situations, composition/design, lighting for black and white and for color film, portraiture, advanced darkroom techniques.

1011.00

### **ART 96B, 3 Units**

#### **Advanced Photography**

2.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Acceptable for credit: CSU

Use of different color film, transparency, special effects, and exhibition of color film and prints: Emphasis on appropriate choice of color emulsion for given project, controlling contrast, making consistently good exposures and using exposure to create atmosphere, and learning to focus and compose subjects with color in mind.

1011.00

### **ART 98, 3 Units**

#### **Film: Art and Communication**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU. Also offered as ENGL 21 and HUMAN 21. Not open for credit to students who have completed or are currently enrolled in ENGL 21 or HUMAN 21.

Analysis of history and aesthetics of film from its inception in the late nineteenth century to the present: Language of film, factual films vs. fictional films, effect of films on contemporary society.

1001.00

AA/AS area 3; CSU area C1;

IGETC area 3A

### **ART 119, 3 Units**

#### **Figure Painting in Context**

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

Acceptable for credit: CSU. Course study under this section may be repeated three times.

Painting the human form using live models: Inventing a narrative using the figure; exploration of basic painting techniques used to create gesture, volume, and color with an emphasis on context, narrative and personal style; acrylic, gouache, and watercolor.

1002.10

### **ART 133A, 3 Units**

#### **Mural Design and Creation I**

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

Acceptable for credit: UC/CSU

Introduction to the techniques of mural painting: Application of ancient and contemporary mural themes; technical approaches in a collectively designed project in the school and community.

1002.10

### **ART 133B, 4 Units**

#### **Mural Design and Creation II**

2 hours lecture, 6 hours lab (GR or P/NP).

Acceptable for credit: UC/CSU

Further development and training in the techniques of mural painting: Application of ancient and contemporary mural themes; technical approaches in a collectively designed project located within the school or in the greater community; methods of promotion and documentation.

1002.10

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## Course Announcements

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Photographer: Shanna Hullaby

**ART 175, 1 Unit**  
**Studio Art Laboratory**

*3 hours Lab (G/PNP). Acceptable for credit: CSU*  
Independent exploration, consultation and refinement of drawing, painting, and sculpture skills beyond normal classroom assignments.  
1002.00

**ART 201A, 1 Unit**  
**Art Destination Studies:**  
**Eastern Mediterranean**

*1 hour lecture (GR or P/NP)*  
Art, architectural, and archaeological heritage of the Eastern Mediterranean region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.  
1001.00

**ART 201B, 1 Unit**  
**Art Destination Studies:**  
**Western Mediterranean**

*1 hour lecture (GR or P/NP)*  
Art, architectural, and archaeological heritage of the Western Mediterranean region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.  
1001.00

**ART 201C, 1 Unit**  
**Art Destination Studies:**  
**Central and Southern Europe**

*1 hour lecture (GR or P/NP)*  
Art, architectural, and archaeological heritage of the Central and Southern European region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.  
1001.00

**ART 201D, 1 Unit**  
**Art Destination Studies:**  
**Northern Europe and British Isles**

*1 hour lecture (GR or P/NP)*  
Art, architectural, and archaeological heritage of the Northern European and British Isles region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.  
1001.00

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## Course Announcements

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### **ART 201E, 1 Unit**

#### **Art Destination Studies: Central Asia, Indian Sub-Continent, and Himalayan Regions**

*1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of Central Asia, Indian sub-continent, and Himalayan regions: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied. 1001.00

### **ART 201F, 1 Unit**

#### **Art Destination Studies: Southeast Asia and East Asia**

*1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of Southeast and East Asia: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied. 1001.00

### **ART 201G, 1 Unit**

#### **Art Destination Studies: Africa**

*1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of selected geographic areas: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied. 1001.00

### **ART 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Art**

*0-5 hours lecture, 0-15 hours  
laboratory (GR or P/NP)*

See section on Selected Topics. 1002.00

## **Asian and Asian-American Studies**

### **ASAME 30, 3 Units**

#### **Asians and Asian-Americans through Films**

*3 hours lecture (GR or P/NP).*

*Acceptable for credit: UC/CSU*

Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian-American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian-American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians. 2203.02

*AA/AS area 3, 5; CSU area C2;  
IGETC area 3*

### **ASAME 45B, 3 Units**

#### **Asian-American History from 1945 to the Present**

*3 hours lecture (GR or P/NP)*

*Acceptable for credit: UC/CSU*

Asian American History from 1945 to the present: The “new” Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.02

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

### **ASAME 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Asian and Asian-American Studies**

*0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU*

See section on Selected Topics. 2203.02

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## Course Announcements

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### Astronomy

#### **ASTR 10, 3 Units Descriptive Astronomy**

3 hours lecture (GR). Recommended preparation: Math 201 or 210D. Not open for credit to students who have completed or are currently enrolled in ASTR 1. Acceptable for credit: UC/CSU

Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars.

1911.00

AA/AS area 1;

CSU area B1; IGETC area 5

#### **ASTR 15, 2 Units Space Weather**

2 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to modern space science and space weather: Energy from the Sun, space weather's impacts on Earth and human technology, Earth's magnetic field, Earth's upper atmosphere, northern lights, and magnetism on Mars.

1911.00

#### **ASTR 48UA-ZZ, .5-5 Units Selected Topics in Astronomy**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1911.00

#### **ASTR 248UA-ZZ, .5-5 Units Selected Topics in Astronomy**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics.

1911.00

### Biology

#### **BIOL 1A, 5 Units General Biology**

3 hours lecture, 6 hours laboratory (GR). Prerequisite: CHEM 1A. Acceptable for credit: UC/CSU  
Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology.

0401.00

AA/AS area 1;

CSU area B2, B3; IGETC area 5

#### **BIOL 1B, 5 Units General Biology**

3 hours lecture, 6 hours laboratory (GR). Prerequisite: BIOL 1A. Acceptable for credit: UC/CSU  
Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology.

0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5

#### **BIOL 3, 5 Units Microbiology**

4 hours lecture, 3 hours laboratory (GR). Prerequisite: CHEM 1A or 30A. Recommended preparation: BIOL 10.. Acceptable for credit: UC/CSU  
Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains.

0403.00

AA/AS area 1; CSU area B2, B3;

IGETC area 5

#### **BIOL 10, 4 Units Introduction to Biology**

3 hours lecture, 3 hours laboratory (GR). Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 25. Students with previous credit in BIOL 11 receive only 1 unit of credit for BIOL 10.

Acceptable for credit: UC/CSU

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures.

0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5

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## Course Announcements

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### **BIOL 12A, 3 Units**

#### **General Ecology**

2 hours lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU

Survey of ecological principles: Physical and biotic nature of environments and interrelationships of all species in major biomes of the world.

0408.00

AA/AS area 1; CSU area B2, B3;  
IGETC area 5

### **BIOL 13, 3 Units**

#### **Principles of Ecology**

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Study of the interactions of humans with the living world around them: The nature of the biological world and how it works; and the problems of overpopulation, pollution, and environmental deterioration.

0408.00

AA/AS area 1; CSU area B2; IGETC area 5

### **BIOL 13L, 1 Unit**

#### **Principles of Ecology and Sustainable Systems Lab**

3 hours laboratory (GR or P/NP). Prerequisite or corequisite: BIOL 13 or ENVMT 2 or (ENVST 11). Not open for credit to students who have completed ENVMT 2L (or Envst 11L) or are currently enrolled in ENMT 2L at Merritt. Acceptable for credit: UC/CSU

Field laboratory course which identifies, measures, and tests the sustainable environmental principles discussed in ENVMT 2 or BIOL 13: Qualitative and macro/micro quantitative methods, identifying and sustaining ecosystems, nutrient cycling, geographical and aquatic ecology, population dynamics, water and energy systems, air pollution and hazardous waste, and farming methods and use of pesticides.

0408.00

CSU area B3 (with Biol 13 satisfies  
lab requirement); IGETC area 5  
(with Biol 13 satisfies lab requirement)

### **BIOL 25, 3 Units**

#### **Human Biology**

3 hours lecture (GR). Not open for credit to students who have completed BIOL 1A or 1B or 10. Acceptable for credit: UC/CSU

Principles of life sciences through study of biological structures and functions of the human organism: Human genetics, evolution, ecology, sexual differences and comparisons, development and growth, and survey of body systems.

0401.00

AA/AS area 1; CSU area B2; IGETC area 5

### **BIOL 27, 3 Units**

#### **Human Sexuality**

3 hours lecture (GR). Also offered as HLTED 27 and PSYCH 12. Not open for credit to students who have completed or are currently enrolled in HLTED 27 or PSYCH 12.

Acceptable for credit: UC/CSU

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy.

0401.00

AA/AS area 2; CSU area D, E;  
IGETC area 4

### **BIOL 32, 2 Units**

#### **Scientific Literature**

2 hours lecture (GR). Recommended preparation: ENGL 201A or 201B. Acceptable for credit: CSU Comprehension and analytical assessment of technical and scientific writing: Evaluation of logic, experimental design, data, and conclusions in selected papers; purpose, value, and use of written protocols in science laboratories.

0430.00

### **BIOL 33, 6 Units**

#### **Applied Immunology**

4 hours lecture, 6 hours laboratory (GR).

Prerequisite: BIOL 3 and CHEM 30B.

Acceptable for credit: UC/CSU

Specific and non-specific reactions in immunity: Basis of cell-mediated and humoral immunity, role of the immune system in health and disease, methods and applications of immunochemistry to medicine and biotechnology.

0430.00

AA/AS area 1; CSU area B2, B3

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## Course Announcements

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### **BIOL 34, 6 Units**

#### **Applied Molecular Genetics**

*4 hours lecture, 6 hours laboratory (GR). Prerequisite: BIOL 3 and CHEM 30B. Acceptable for credit: UC/CSU*

Principles of molecular genetics and evolution: Structure and replication of genetic material, gene structure, transfer and expression of genetic information, recombinant DNA methodology, research and industrial applications of biotechnology. 0430.00

*AA/AS area 1; CSU area B2, B3*

### **BIOL 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Biological Sciences**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU*

See section on Selected Topics.

0401.00

### **BIOL 49, .5-5 Units**

#### **Independent Study in Biological Sciences**

*(GR or P/NP). Acceptable for credit: CSU*

See section on Independent Study.

0401.00

### **BIOL 200, .5 Units**

#### **Biotechnology Seminar**

*.5 hours lecture (GR)*

History and survey of biotechnology and related industries in the San Francisco Bay Region: Employment prospects, job descriptions, methods for obtaining employment, and current research and development in biotechnology. 0430.00

### **BIOL 230A, 2 Units**

#### **Scientific Instrumentation I**

*1 hour lecture, 3 hours laboratory (GR).*

*Not open for credit to students who have completed BIOL 230.*

Introduction to the laboratory: Use of common equipment items, including hand-held measuring devices, scales, pH meters, spectrophotometers, centrifuges and autoclave; laboratory mathematics, media and buffer preparation, aseptic technique, basic microbiological techniques, chemical safety, hazardous waste disposal, and good manufacturing practices. 0430.00

### **BIOL 230B, 2 Units**

#### **Scientific Instrumentation II**

*1 hour lecture, 3 hours laboratory (GR). Prerequisite: BIOL 3 and 232, or 230A and 232. Recommended preparation: BIOL 32. Not open for credit to students who have completed BIOL 230.*

Continuation of BIOL 230A: Introduction to fermentation, protein purification methodologies, protein assays, bioassays, gel electrophoresis, quality assurance, quality control, good manufacturing practices, survey of biotechnology and research laboratories.

0430.00

### **BIOL 232, 2 Units**

#### **Readings in Science**

*2 hours lecture (GR)*

Instrumentation to scientific reading; Scientific terminology, basic concepts in biology and chemistry, interpreting data presented in scientific tables and figures, and constructing protocols and references.

0430.00

### **BIOL 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Biological Sciences**

*0-5 hours lecture, 0-15 hours laboratory*

*(GR or P/NP)*

See section on Selected Topics.

0401.00

## **Business**

### **BUS 1A, 4 Units**

#### **Financial Accounting**

*4 hours lecture (GR)*

*Acceptable for credit: UC/CSU*

Study of purposes, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement.

0502.00

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## Course Announcements

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### **BUS 1B, 4 Units**

#### **Managerial Accounting**

4 hours lecture (GR). Prerequisite: BUS 1A.

Acceptable for credit: UC/CSU

Uses of accounting data for planning, controlling, and decision making; Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports.

0502.00

### **BUS 2, 3 Units**

#### **Introduction to Business Law**

3 hours lecture (GR).

Acceptable for credit: UC/CSU

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code.

0501.00

### **BUS 5, 3 Units**

#### **Human Relations in Business**

3 hours lecture (GR). Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques.

0501.00

AA/AS area 2

### **BUS 10, 3 Units**

#### **Introduction to Business**

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government-business relations.

0501.00

### **BUS 20, 3 Units**

#### **General Accounting**

3 hours lecture (GR). Not open for credit to students who have completed or are currently enrolled in BUS 1A or 1B. Acceptable for credit: CSU

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes.

0502.00

### **BUS 24, 3 Units**

#### **Computerized Accounting Principles**

2 hours lecture, 3 hours laboratory (GR). Prerequisite: BUS 1A or 20. Acceptable for credit: CSU

Intensive practical application of theory and procedures of accounting: Utilization of computerized accounting systems in single proprietorship, partnership, and corporate forms of business.

0502.00

AA/AS area 4c

### **BUS 32, 3 Units**

#### **Introduction to International Business**

3 hours lecture (GR or P/NP). Also offered as INTRD 32. Not open for credit to students who have completed or are currently enrolled in INTRD 32. Acceptable for credit: CSU

Overview of international business designed to provide a global perspective on international trade: Foreign investments, impact of financial markets, international marketing, and the operations of multinational corporations.

0508.00

### **BUS 36, 3 Units**

#### **International Marketing**

3 hours lecture (GR or P/NP). Also offered as INTRD 36. Not open for credit to students who have completed or are currently enrolled in INTRD 36. Acceptable for credit: CSU

Marketing in the international marketplace: International marketing organizations, market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales.

0508.00

### **BUS 48UA-ZZ, .5-9 Units**

#### **Selected Topics in Business**

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

0501.00

### **BUS 49, .5-5 Units**

#### **Independent Study in Business**

(GR or P/NP). Acceptable for credit: CSU

See section on Independent Study.

0501.00

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## Course Announcements

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**BUS 54, 3 Units****Small Business Management**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions.

0506.40

**BUS 56, 3 Units****Human Resources Management**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

0506.00

**BUS 59, 3 Units****Technical Writing**

3 hours lecture (GR or P/NP). Recommended preparation: ENGL 1A. Acceptable for credit: CSU. Not open for credit to students who have completed or are currently enrolled in ENGL 53.

Analysis of the organization, style and 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.

0501.00

AA/AS area 4d

**BUS 70, 3 Units****Introduction to Marketing**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans.

0509.00

**BUS 76, 3 Units****E-Commerce/Entrepreneurship**

3 hours lecture (GR or P/NP). Recommended preparation: BUS 219/CIS 205 or BUS 223/CIS 233 or CIS 237. Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site.

0509.70

**BUS 201, 3 Units****Business Communications**

3 hours lecture (GR or P/NP). Recommended preparation: ENGL 267B (or 250D) or 252B or 269B

Effective planning and composition of various types of business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals.

0501.00

AA/AS area 4d

**BUS 202, 3 Units****Business Mathematics**

3 hours lecture (GR)

Use of basic mathematical principles in solving business problems: Simple and compound interest, installment sales, trade and cash discounts, markup percents, pricing, discounting notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds.

0501.00

**BUS 209, 3 Units****Fundamentals of Income Tax**

3 hours lecture (GR or P/NP)

Study of federal and California tax laws and procedures: Individual, partnership, and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes.

0502.10



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## Course Announcements

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### **BUS 210, 3 Units**

#### **Financial Management and Investments**

*3 hours lecture (GR or P/NP)*

Survey course which examines sound money management skills and financial plans: Tax-sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators. 0504.00

### **BUS 215A, 1 Unit**

#### **Computer Keyboarding**

*.5 hours lecture, 1.5 hours laboratory (GR or P/NP)*

Introduction to computer keyboard skills: Beginning basic skill development. 0514.00

### **BUS 215B, 1 Unit**

#### **Computer Keyboarding**

*.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: BUS 215A or 230D or 233A*

Continuing computer keyboard skills: Basic formats for various business forms, to 35 wpm. 0514.00

### **BUS 215C, 1 Unit**

#### **Computer Keyboarding**

*.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: BUS 215B or 230F or 233B*

Intermediate computer keyboard skills: Emphasis on skills improvement and speed development to 42-45 words per minute. 0514.00

### **BUS 215D, 1 Unit**

#### **Computer Keyboarding**

*.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: BUS 215C or 231F or 234B*

Advanced computer keyboard skills: Continued speed development to 55 words per minute. 0514.00



*Photographer: Shanna Hullaby*

### **BUS 225, 3 Units**

#### **The Professional Office Environment**

*2 hours lecture, 3 hours laboratory (GR or P/NP).*

*Prerequisite: BUS 241*

Development of employable entry-level office skills: Using office equipment and software, word processing, e-mail, electronic records management; business communications including decision-making, time management, producing quality reports, teamwork, and interpersonal communication; and preparation for the job-application process. 0514.00

### **BUS 228, 1.5 Units**

#### **Small Business Development for New and Prospective Entrepreneurs**

*1.5 hours lecture (GR or P/NP)*

Overview of the factors involved in starting a business: Business plan development; marketing, sales and promotional strategies; financial management; plan review and evaluation. 0506.40

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## Course Announcements

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### **BUS 241, 1.5 Units**

#### **Beginning Word Processing**

1 hour lecture, 1.5 hours laboratory (GR or P/ NP). Recommended preparation: BUS 215A or equivalent computer keyboarding class.

Introduction to word processing concepts and basic computer operations: Creating and editing basic word processing documents used in business. 0514.00

### **BUS 242, 1-3 Units**

#### **Intermediate Word Processing**

3-9 hours laboratory (GR or P/NP)

Recommended preparation: BUS 241 or equivalent beginning word processing class. Course study under this section may be repeated two times for a maximum of 3 units.

Intermediate word processing: Training and development of intermediate skills on word processing programs and equipment. 0514.00

### **BUS 243, 1-3 Units**

#### **Advanced Word Processing**

3-9 hours laboratory (GR or P/NP). Recommended preparation: BUS 242 or equivalent intermediate word processing class. Course study under this section may be repeated two times for a maximum of 3 units.

Advanced word processing: Training and development of advanced skills on word processing programs and equipment. 0514.00

### **BUS 248UA-ZZ, .5-9 Units**

#### **Selected Topics in Business**

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0501.00

### **BUS 254, .5 Units**

#### **Workplace Skills**

.5 hours lecture (P/NP)

Entry-level business skills: Office decision making, interpersonal relations, time management, interpersonal communication, team building, increasing environmental health in the workplace, and the job application process. 0514.00

## Chemistry

### **CHEM 1A, 5 Units**

#### **General Chemistry**

3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR). Prerequisite: MATH 203 or 211D.. Recommended preparation: CHEM 30A or 50. Acceptable for credit: UC/CSU

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

AA/AS area 1; CSU area B1, B3;  
IGETC area 5

### **CHEM 1B, 5 Units**

#### **General Chemistry**

3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR). Prerequisite: CHEM 1A. Acceptable for credit: UC/CSU

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00

AA/AS area 1; CSU area B1, B3;  
IGETC area 5

### **CHEM 12A, 5 Units**

#### **Organic Chemistry**

3 hours lecture, 6 hours lab(GR). Prerequisite: CHEM 1B. Acceptable for credit: CSU

Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds, emphasis on structures and mechanisms, spectroscopy and other analytical techniques. Laboratory work: Reactions, purification techniques, measurements, qualitative analysis, use of instrumentation. 1905.00

AA/AS area 1

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## Course Announcements

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### **CHEM 12B, 5 Units** **Organic Chemistry**

3 hours lecture, 6 hours Lab (GR). Prerequisite: CHEM 12A. Acceptable for credit: CSU

Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work: Reactions, purification methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation.

1905.00  
AA/AS area 1

### **CHEM 30A, 4 Units** **Introductory General Chemistry**

3 hours lecture, 3 hours laboratory (GR).

Prerequisite: MATH 201 or 210D or 208.

Acceptable for credit: UC/CSU

Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry; properties of liquids, solids, solutions, acids, and bases.

1905.00  
AA/AS area 1; CSU area B1, B3;  
IGETC area 5

### **CHEM 30B, 4 Units** **Introductory Organic and Biochemistry**

3 hours lecture, 3 hours laboratory (GR).

Prerequisite: CHEM 30A. Acceptable for credit: UC/CSU

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways.

1905.00  
AA/AS area 1; CSU area B1, B3;  
IGETC area 5

### **CHEM 48UA-ZZ, .5-5 Units** **Selected Topics in Chemistry**

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 1905.00

### **CHEM 49, .5-5 Units** **Independent Study in Chemistry**

(GR or P/NP). Acceptable for credit: CSU

See section on Independent Study.

1905.00

## Chinese

### **CHIN 1, 5 Units** **Elementary Chinese (Mandarin)**

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school study.

Acceptable for credit: UC/CSU

Introduction to elementary Chinese: Pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese or Pu Tong Hua. 1107.00

AA/AS Area 3; CSU area C2;  
IGETC area Language

### **CHIN 40A, 3 Units** **Conversational Chinese (Mandarin)**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Beginning level Chinese conversational skills: Proper pronunciation and usage of the Pinyin romanization systems; sentence structure and vocabulary for a variety of basic personal interactions such as greetings, exchanging personal information, asking directions and getting around the home, school and office.

1107.00  
AA/AS Area 3; CSU area C2

## Communications

### **COMM 1A, 3 Units** **Introduction to Speech**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening.

1506.00  
AA/AS area 4d; CSU area A1;  
IGETC area 1C

### **COMM 4, 3 Units** **The Dynamics of Group Discussion**

3 hours lecture (GR or P/NP). Acceptable for credit: UC/CSU

Study of communication in a group setting: Emphasis on listening, leadership, and teamwork; theoretical and experiential learning to build on individual communication skills with the goal of understanding and practicing successful group relations.

1506.00  
AA/AS area 4d;  
CSU area A1; IGETC area 1C

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## Course Announcements

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### COMM 5, 3 Units

#### Persuasion and Critical Thinking

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Critical thinking skills: Principles of reasoning and persuasion, and analysis and evaluation of communication; emphasis on structure of arguments, quality of evidence, formal and informal fallacies, and effect of media on argumentation. 1506.00

AA/AS area 3, 4d; CSU area A3;  
IGETC area 1B

### COMM 6, 3 Units

#### Intercultural Communication

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Dynamics of intercultural communication as it applies to the diversity of American cultures: Cultural concepts, language style, content, ethnic perspectives, perceptions and stereotypes, symbols, and roles as they facilitate or hinder effective verbal and nonverbal interaction across cultures. 1506.00

AA/AS area 2, 4d; CSU area D;  
IGETC area 4

### COMM 20, 3 Units

#### Interpersonal Communication Skills

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management. 1506.00

AA/AS area 4d; CSU area A1;  
IGETC area 1C

### COMM 45, 3 Units

#### Public Speaking

3 hours lecture (GR). Acceptable for credit: UC/CSU

Principles of public speaking: Oral presentations based on political and social issues; critical thinking, organization, and research. 1506.00

AA/AS area 4d; CSU area A1;  
IGETC area 1C



Photographer: Shirley Fogarino

## Community Services

### CMSVC 48UA-ZZ, .5-9 Units

#### Selected Topics in Community Services

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2101.00

### CMSVC 248UA-ZZ, .5-9 Units

#### Selected Topics in Community Services

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics.

2101.00

## Community Social Services

### COSER 48UA-ZZ, .5-9 Units

#### Selected Topics in Community Social Services

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 2104.00

### COSER 248UA-ZZ, .5-9 Units

#### Selected Topics in Community Social Services

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics.

2104.00

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## Course Announcements

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### Computer Information Systems

#### CIS 1, 4 Units

##### Introduction to Computer Information Systems

3 hours lecture, 3 hours laboratory (GR or P/NP).  
Acceptable for credit: UC/CSU

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management, and presentation software, and a brief introduction to web browsing and e-mail. 0702.00  
AA/AS area 4c

#### CIS 3, 4 Units

##### Computer-Related Mathematics and Applications

3 hours lecture, 3 hours laboratory (GR). Prerequisite: MATH 203 or 211D.

Acceptable for credit: UC/CSU

Mathematical concepts in the context of computer applications: Algorithms and analysis of algorithms, numbering systems, logic and mathematical proofs (contradiction and induction), sets, relations and functions, combinatorics, graph theory, Boolean algebra, and discrete probability. 0706.00  
AA/AS area 4c

#### CIS 5, 5 Units

##### Introduction to Computer Science

4 hours lecture, 3 hours laboratory (GR or P/NP).  
Acceptable for credit: UC/CSU

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0706.00  
AA/AS area 4c

#### CIS 6, 5 Units

##### Introduction to Computer Programming

4 hours lecture, 3 hours laboratory (GR or P/NP).  
Recommended preparation: CIS 5.

Acceptable for credit: UC/CSU

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10  
AA/AS area 4c

#### CIS 10, 4 Units

##### Introduction to Programming in Basic

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

Acceptable for credit: UC/CSU

Beginning course in structured programming using the Basic language: Input/output operations, use of files, computational operations, conditional testing, looping and arrays, using PC BASIC. 0707.10  
AA/AS area 4c

#### CIS 13, 2 Units

##### Introduction to Basic Programming for Non-Technical Users

1.5 hours lecture, 1.5 hours laboratory (GR).

Acceptable for credit: UC/CSU

Introduction to the principles of computer programming for non-technical users: How to analyze a problem, devise an analytical solution, and write a program using the Basic programming language. 0707.10  
AA/AS area 4c

#### CIS 20, 4 Units

##### Microcomputer Assembly Language

3 hours lecture, 3 hours laboratory (GR or P/NP).

Recommended preparation: CIS 3 or 6 or 12 or 26.

Acceptable for credit: UC/CSU

Introduction to assembly language: Input/output operations, use of files, program flow controls, interaction with OS via interrupts, pointers and arrays, strings and structured programming, and related applications. 0707.10  
AA/AS area 4c

#### CIS 23, 4 Units

##### C# Programming

3 hours lecture, 3 hours laboratory (GR or P/NP).

Recommended preparation: CIS 6 or 10 or 25 or 26. Acceptable for credit: UC/CSU

C# programming: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in a .Net environment; focus on the program structure, syntax, constructs and keywords of the C# programming language, concepts of intermediate languages (ILs), the common language runtime (CLR), and .Net standard data types. 0707.10  
AA/AS area 4c

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## Course Announcements

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### **CIS 25, 4 Units**

#### **Object-Oriented Programming Using C++**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Recommended preparation: CIS 6 or 26

Acceptable for credit: UC/CSU

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism.

0707.10

AA/AS area 4c

### **CIS 26, 4 Units**

#### **C Programming**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Recommended preparation: CIS 3, and 6 or 20.

Acceptable for credit: UC/CSU

Fundamental program and data structures that comprise C programs: Functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output.

0707.10

AA/AS area 4c

### **CIS 27, 4 Units**

#### **Data Structures and Algorithms**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 25 or 26 or 36A.

Acceptable for credit: UC/CSU

Use of abstract forms of data in programming: Concepts, and implementation and applicability of different forms of data to various programming problems.

0707.10

AA/AS area 4c

### **CIS 36A, 4 Units**

#### **Java Programming Language I**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 25 or 26 or 215

Acceptable for credit: UC/CSU

Introduction to object-oriented program design: Overview of the Java programming language including developing applets for web pages and stand-alone applications.

0707.10

AA/AS area 4c

### **CIS 36B, 4 Units**

#### **Java Programming Language II**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 36A. Acceptable for credit: UC/CSU

Object-oriented program design using the Java programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing codes using tools such as Java 2D API and SWING; and working with projects in areas such as animation.

0707.10

AA/AS area 4c

### **CIS 40, 4 Units**

#### **Database Management**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Recommended preparation: CIS 1 or 5

Acceptable for credit: CSU

Design, implementation, and maintenance of databases: Analysis of user requirements; building tables, queries, forms, reports, and other topics.

0702.10

AA/AS area 4c

### **CIS 42A, 2 Units**

#### **Spreadsheet Applications I**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Recommended preparation: CIS 1 or 200.

Formerly offered as CIS 235.

Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying.

0702.10

AA/AS area 4c

### **CIS 42B, 2 Units**

#### **Spreadsheet Applications II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: CIS 42A (may be taken during same term as CIS 42B during the first 9-week session). Formerly offered as CIS 236.

Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Financial functions, logical functions, forecasting trends, lookup tables, "pivot tables", graphic design for financial statements, statistical operations (regression analysis), macro programming.

0702.10

AA/AS area 4c

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## Course Announcements

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### **CIS 47, 4 Units**

#### **Visual Basic Programming**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Recommended preparation: CIS 5

Acceptable for credit: UC/CSU

Introduction to Visual Basic programming and problem solving: Using loops and arrays; implementing labels, buttons, textboxes, menus, dialog boxes and multiple forms; error handling and debugging.

0707.10

AA/AS area 4c

### **CIS 48UA-ZZ, .5-9 Units**

#### **Selected Topics in Computer Information Systems**

0-9 hours lecture, 0-27 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

0702.00

### **CIS 81, 3 Units**

#### **Systems Analysis with UML**

3 hours lecture (GR or P/NP). Prerequisite: CIS 5, and 6 or 26. Acceptable for credit: CSU

Principles of systems analysis: Techniques of analysis and design emphasizing UML in software requirements analysis, and the design and documentation phase of software development; utilizing life cycle of systems design, iterative and waterfall development processes, object-oriented analysis and design.

0707.30

AA/AS area 4c

### **CIS 82, 3 Units**

#### **Design Patterns**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 27 and 36B and 81.

Acceptable for credit: CSU

Principles of designing robust reusable object-oriented software: The most common design-pattern strategies; enterprise program design and web services.

0707.10

AA/AS area 4c

### **CIS 83, 3 Units**

#### **Capstone Project**

1 hour lecture, 6 hours laboratory (GR or P/NP).

Prerequisite: CIS 27 and 36B and 81, and 6 or 26.

Acceptable for credit: CSU

Substantial client-specified work-like project: Team project includes writing, analyzing, designing, implementing, testing, documenting, and presenting to client; use of programming and systems analysis skills developed in previous courses; demonstration of mastery of program competencies.

0707.10

AA/AS area 4c

### **CIS 84, 4 Units**

#### **Database Programming for the Web**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 6 or 26 or 36A, and 105.

Acceptable for credit: CSU

Web-enabled database concepts: Relational database principles, Structured Query Language (SQL); use of client-side, server-side, and compiled server scripts.

0707.20

AA/AS area 4c

### **CIS 85, 4 Units**

#### **JSP and Servlets**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 36A. Acceptable for credit: CSU

Java servlet and JSP technology and deployment of web applications: Interactive web pages, secure access to the web site, JDBC database connectivity, web security, generation of dynamic web pages, and maintenance of client session data; quick introduction to Java bean components and J2EE.

0707.10

AA/AS area 4c

### **CIS 86, 4 Units**

#### **Using Microcomputer Operating Systems**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 1. Acceptable for credit: CSU

Microcomputer operating systems: Windows GUI vs. command line; using command line functions and utilities to manage, monitor, administer, troubleshoot, repair and recover the OS, data and resources; working with files, managing directories and hard disk organization; batch file programming; the Windows registry and network connectivity.

0702.00

AA/AS area 4c

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## Course Announcements

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**CIS 87, 4 Units**  
**Introduction to Windows  
Server/Networking**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 86. Acceptable for credit: CSU*  
Introduction to Windows server: Emphasis on proper installation, correct implementation of features and utilities, managing resources, controlling access and security, troubleshooting and network connectivity.

0708.10  
AA/AS area 4c

**CIS 88, 4 Units**  
**Introduction to Microcomputer  
Hardware and Software**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 1 or 5 or 200, and 42A.  
Corequisite: CIS 89. Acceptable for credit: CSU*  
Maintenance of personal computer systems in stand-alone and networked environments: Building, configuring, maintaining, upgrading, troubleshooting and repairing microcomputers and associated hardware components; operating system fundamentals for OS installation, configuration, upgrading, system diagnostics and troubleshooting; network and Internet connectivity; preparation for the CompTIA A+ certification exam.

0708.20  
AA/AS area 4c

**CIS 89, 4 Units**  
**Introduction to Data  
Communications and Networking**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 1 or 5 or 200, and 42A.  
Corequisite: CIS 88. Acceptable for credit: CSU*  
Introduction to networking and data communications technology: Media, topologies, protocols, network design and implementation and other topics relevant to local and wide area networks; designing, installing, maintaining, and troubleshooting small to medium-sized LANs; preparation for the CompTIA Network+ certification exam.

0708.10  
AA/AS area 4c

**CIS 90, 4 Units**  
**Fundamentals of Network Security**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 88 and 89.  
Acceptable for credit: CSU*

Basic network security for experienced computer support personnel: Fundamental network security principles; creating protected networking environments including general security concepts, communication security, cryptography basics, infrastructure security and operational/organizational security; preparation for the CompTIA Security+ certification exam.

0708.10  
AA/AS area 4c

**CIS 91, 4 Units**  
**Windows Networking and Operating  
System Essentials**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 86. Acceptable for credit: CSU*  
Design and implementation of networked computer infrastructures based on the Windows platform: Overview of network architectures, cabling and protocols; installing and configuring TCP/IP; resolving host names with WINS/DNS, managing address configuration with DHCP; using NAT; routing IP; remote access services; and effecting secure network communications.

0708.10  
AA/AS area 4c

**CIS 92, 4 Units**  
**Fundamentals of Linux**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 86. Acceptable for credit: CSU*  
Introduction to the Linux operating system: Overview of GNU/Linux, X Window and the GNOME and KDE graphical user interfaces, the GNU Bourne again shell; bash; operating system installation, security, file systems navigation; command line features using the bash shell, the vi text editor; basic networking and system administration activities.

0708.10  
AA/AS area 4c



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## Course Announcements

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### **CIS 97A, 4 Units**

#### **Oracle SQL and PL/SQL**

3 hours lecture, 3 hours laboratory

(GR or P/NP). Prerequisite: CIS 1.

Acceptable for credit: CSU

Introduction to the design and development of multi-user relational database systems: Oracle SQL and fundamentals of PL/SQL programming.

0707.20

AA/AS area 4c

### **CIS 101, 2 Units**

#### **Survey of Programming Languages for the Web**

1.5 hours lecture, 1.5 hours laboratory (GR).

Prerequisite: CIS 1 or 200. Corequisite: CIS 101L.

Acceptable for credit: CSU

Survey of programming languages for the Web for non-programmers: History and motivation for development; brief review of basic concepts and syntax, such as variables, loops, conditions, arrays, structures; capabilities and limitations; functions of object-oriented and event-driven programming. Taught using HTML, Dynamic HTML, JavaScript, Java, PERL, VBScript.

0707.10

AA/AS area 4c

### **CIS 101L, 1 Unit**

#### **Survey of Programming Languages for the Web Lab**

3 hours laboratory (GR or P/NP).

Prerequisite: CIS 1 or 200. Corequisite: CIS 101.

Acceptable for credit: CSU

Practical training for development of skills presented in CIS 101.

0707.10

AA/AS area 4c

### **CIS 102, 3 Units**

#### **Advanced Information Architecture and Large Web Site Management**

3 hours lecture (GR). Prerequisites: CIS 1 or 200.

Recommended preparation: ART 162.

Acceptable for credit: CSU

Overview of advanced information architecture theories and integration of databases and data management for the web: Design, implementation, and management of large web systems; client-server environments, web data security, web databases, load testing, and crisis strategies.

0709.00

AA/AS area 4c

### **CIS 103, 4 Units**

#### **Survey of Programming Languages for the Web—Continuation**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: CIS 5, and 101/101L, and 6 or 26.

Acceptable for credit: CSU

E-commerce web page design principles: Extending web page “functionality” with interactivity, multimedia, security, and database capability using XML and related technologies.

0707.10

AA/AS area 4c

### **CIS 105, 1 Unit**

#### **Mechanics of Web Page Design**

1 hour lecture (GR). Recommended preparation:

CIS 237. Acceptable for credit: CSU

Basic theory and practice of web page construction using HTML and authoring tools: Preparation of images for the web, interface design, and interactivity.

0709.00

AA/AS area 4c

### **CIS 120, 2 Units**

#### **Desktop Publishing of Art and Literary Journals**

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Prerequisite: CIS 228A or 228B.

Acceptable for credit: CSU

Group production of an art and literary journal: Design/layout of journal interior and cover, organizing bid specifications, working with service bureau and print vendor, preparing files for printing and binding, and budgeting.

0702.10

AA/AS area 4c

### **CIS 200, 1.5 Units**

#### **Computer Concepts and Applications**

1 hour lecture, 2 hours laboratory (GR or P/NP)

Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet.

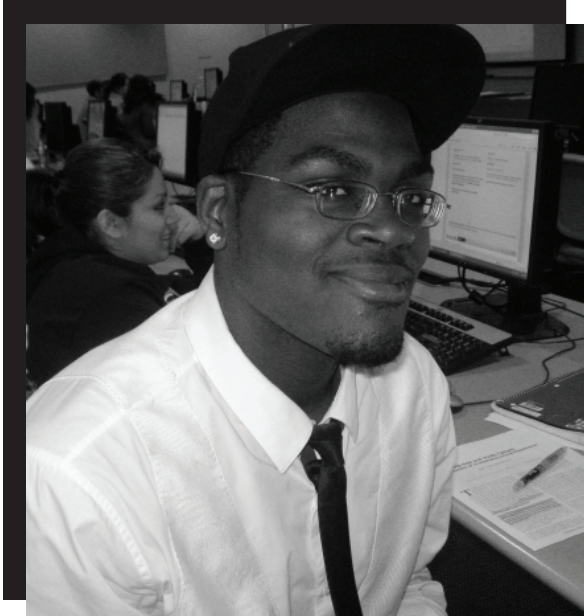
0702.10

AA/AS area 4c

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## Course Announcements

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Photographer: Shanna Hullaby

### **CIS 206, 2 Units Network Cabling**

*1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP)*

Preparation for entry-level employment in the network cabling industry as copper and fiber-optic installation technicians focusing on basic concepts of physical network connectivity: Transmission media, network cabling tools, installation techniques and test equipment, industry standards, job safety, and troubleshooting and repair.

0708.10

AA/AS area 4c

### **CIS 207, 4 Units Computer Systems Troubleshooting**

*3 hours lecture, 3 hours laboratory (GR or P/NP).  
Prerequisite: CIS 88 and 89*

Basic troubleshooting of stand-alone and networked microcomputer systems including maintenance fundamentals and problem-solving techniques: Resolution of general hardware and operating system incompatibilities and anomalies, use of diagnostic tools, fixing operating systems and network connectivity issues, preventive maintenance, record-keeping guidelines, and the role of the support technician.

0708.20

AA/AS area 4c

### **CIS 212A, 2 Units Introduction to Windows 2000 Server/Networking**

*1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). Prerequisite: CIS 210 (may be taken  
during same term as CIS 212A during first 9-week  
session)*

Introduction to Windows 2000/XP: NT file system, installing and configuring Windows 2000/XP, creating user accounts, multi-tasking environment, security, resource and management, troubleshooting, backup, and printing.

0708.10

AA/AS area 4c

### **CIS 212B, 2 Units Introduction to Networking and System Administration**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/  
NP). Prerequisite: CIS 210 (may be taken during  
same term as CIS 212B during first 9-week session)*

Introduction to networking, network types, and architecture: Basics of administration of a Novell network including directory structure, drive mappings, security, printing, menu utilities, and system backup.

0708.10

AA/AS area 4c

### **CIS 215, 1.5 Units Introduction to Programming Using Basic**

*1.5 hours lecture (GR or P/NP).*

*Acceptable for credit: UC*

Introduction to principles of computer programming: Analyzing a problem, devising an analytical solution, and writing a program using the Basic programming language.

0707.10

AA/AS area 4c

### **CIS 216, 2 Units Introduction to Programming in Visual Basic**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/  
NP). Recommended preparation: CIS 215.*

*Acceptable for credit: UC*

Introduction to the Visual Basic programming language under Windows: Using object-based programming to write event-driven programs by customizing objects, including setting properties, using methods, and writing event-handling code.

0707.10

AA/AS area 4c

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## Course Announcements

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### **CIS 220, 2 Units**

#### **Introduction to Database Management**

*2 hours lecture, 1 hour laboratory (GR or P/NP)*  
Introduction to database management systems and programming language on a microcomputer: File creation, access, and modification; report generation; and programming of menu-driven interactive information systems.

0702.10

AA/AS area 4c

### **CIS 222, 2 Units**

#### **Advanced Database Programming**

*2 hours lecture, .5 hours laboratory (GR or P/NP).*  
*Recommended preparation: CIS 220.*

Advanced database programming techniques: Structured system design, database design principles, transaction processing, audit trails, multiple file processing, and techniques for increasing speed of program execution.

0707.20

AA/AS area 4c

### **CIS 228A, 2 Units**

#### **Desktop Publishing**

##### **Using PageMaker (MAC/PC)**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP).* *Prerequisite: CIS 200 (may be taken during the same term as CIS 228A during first 9-week session).*

Introduction to the use of PageMaker layout software on the Macintosh and IBM PC: Basics of page layout, font selection, text and graphics placement, and printing on a laser printer.

0702.10

AA/AS area 4c

### **CIS 228B, 2 Units**

#### **Desktop Publishing Using**

##### **Quark X-Press (MAC/PC)**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP).* *Prerequisite: CIS 200 (may be taken during the same term as CIS 228B during first 9-week session).* *CIS 228A is not prerequisite to CIS 228B.*

Introduction to the use of Quark X-Press layout software on the Macintosh and IBM PC: Basics of page layout, font selection, text and graphics placement, and printing on a laser printer.

0702.10

AA/AS area 4

### **CIS 228C, 2 Units**

#### **Introduction to InDesign**

##### **Desktop Publishing**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP).* *Recommended Preparation: CIS 200 or MMART 200. Also offered as MMART 228C. Not open for credit to students who have completed or are currently enrolled in MMART 228C.*

Introduction to the use of InDesign page-layout software: Basics of page layout, font selection and formatting, setting defaults, text and graphic placement, graphic scanning, and laser printing.

0702.10

AA/AS area 4c

### **CIS 229A, 2 Units**

#### **Desktop Publishing Using**

##### **PageMaker (MAC/PC)—Continuation**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP).* *Prerequisite: CIS 228A (may be taken during the same term as CIS 229A during first 9-week session).*

Continuation of CIS 228A: Covers a diverse range of sophisticated techniques of desktop publishing using the popular PageMaker program.

0702.10

AA/AS area 4c

### **CIS 229B, 2 Units**

#### **Desktop Publishing using Quark X-Press**

##### **(MAC/PC)—Continuation**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP).* *Prerequisite: CIS 228B (may be taken during the same term as CIS 229B during first 9-week session).* *CIS 229A is not prerequisite to CIS 229B.*

Continuation of CIS 228B: Covers a diverse range of sophisticated techniques of desktop publishing using the Quark X-Press program.

0702.10

AA/AS area 4

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## Course Announcements

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**CIS 229C, 2 Units**  
**InDesign Desktop Publishing**  
**(Continuation)**

1.5 hours lecture, 1.5 hours laboratory (GR or P/ NP). Prerequisite: CIS 228C or MMART 228C. Also offered as MMART 229C. Not open for credit to students who have completed or are currently enrolled in MMART 229C.

Advanced use of InDesign page-layout software: Developing grids; creating, editing, and applying styles; designing tables of contents; building and formatting data tables; creating and formatting jumplines, working with spot and process color; framing, keylining, grouping objects, working with service bureaus, managing typefaces.

0702.10

AA/AS area 4c

**CIS 230, .5 Units**  
**Laboratory Practice in Microcomputers**

1.5 hours laboratory (GR or P/ NP). Recommended preparation: CIS 200. Course study under this section may be repeated three times.

Designed to provide laboratory experience not covered under other course offerings: Prescribed laboratory activities or establishment of a specialized course of study under direction of instructor.

0702.00

**CIS 231, 1 Unit**  
**Advanced Laboratory Projects**  
**in Microcomputers**

3 hours laboratory (GR or P/ NP). Recommended preparation: CIS 210 or 212 or 220 or 235. Course study under this section may be repeated three times.

Designed to provide advanced laboratory experience not covered under other course offerings: Specialized projects using advanced applications/ programs or multiple application programs under direction of instructor for students with prior user or programming experience.

0702.00

AA/AS area 4c

**CIS 237, 1 Unit**  
**Introduction to Internet Basics**

1 hour lecture (GR or P/ NP).

Recommended preparation: CIS 200 or 241.

Introduction to Internet basics Connecting to the internet; exploring the World Wide Web; using email, search engines and directories, FTP/ Newsgroups/ Telnet; creating and publishing HTML pages; and ethical issues.

0709.00

AA/AS area 4c

**CIS 241, 1 Unit**  
**Introduction to Using Windows**

1 hour lecture (GR or P/ NP). Recommended preparation: CIS 200.

Introduction to the Windows graphical user interface.

0702.00

AA/AS area 4c

**CIS 243, 2 Units**  
**Foundations in Computer Skills**

1.5 hours lecture, 1.5 hours lab (GR or P/ NP).

Basics of computer usage: Keyboarding, word processing, e-mail, Internet research, basic web pages, and PowerPoint presentations.

0702.00

AA/AS Area 4c

**CIS 245A, 1.5 Units**  
**Introduction to Microsoft Access**

1 hour lecture, 1.5 hours laboratory (GR or P/ NP).

Corequisite: CIS 1 or 200.

Introduction to Microsoft Access database management: Designing, creating, modifying, and using databases; developing tables, queries, forms, and reports; tips for use in various business settings.

0702.10

AA/AS area 4c

**CIS 245B, 1.5 Units**  
**Microsoft Access with Visual Basic**  
**for Applications (VBA) I**

1 hour lecture, 1.5 hours laboratory (GR or P/ NP).

Prerequisite: CIS 1 or 5 or 200, and 216 and 245A

Microsoft Access database management: Design and optimization of relational databases; use of VBA and other tools to create and customize data entry and data viewing forms, analytical and descriptive reports, and related database elements.

0707.20

AA/AS area 4c

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## Course Announcements

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### **CIS 245C, 1.5 Units**

#### **Microsoft Access with Visual Basic for Applications (VBA) II**

*1 hour lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: CIS 1 or 5 or 200, and 216 and 245B.* Microsoft Access database management: Design and optimization of relational databases in a multi-user, networked environment; use of VBA and other tools to create and customize data access pages and macros, menus, and toolbars; security and related issues.

0707.20

AA/AS area 4c

### **CIS 246, 1.5 Units**

#### **Introduction to PowerPoint**

*1 hour lecture, 1.5 hours laboratory (GR or P/NP).* Introduction to Microsoft PowerPoint presentation graphics: Preparation for creating, saving, editing, and printing presentation materials; graphics techniques and overhead transparencies, color slides, outline notes, handouts, and on-screen graphics.

0702.10

AA/AS area 4c

### **CIS 248UA-ZZ, .5-9 Units**

#### **Selected Topics in Computer Information Systems**

*0-9 lecture hours, 0-27 hours laboratory (GR or P/NP)* See section on Selected Topics. 0702.00

## **Cooperative Education**

Duplicate credit will not be granted for concurrent enrollment in General Work Experience and Occupational Work Experience education. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education. The student's plan of work and study must have the approval of the college work experience supervisor.

Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

Students may enroll in no more than four units of Cooperative Work Experience Education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

### **COPEd 450, 1-3 Units**

#### **General Work Experience**

*Hours to be arranged (GR or P/NP).*

*Acceptable for credit: CSU*

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education. Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

### **COPEd 451, 1-4 Units**

#### **Occupational Work Experience**

*Hours to be arranged (GR or P/NP).*

*Acceptable for credit: CSU*

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education. Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals. 4932.00

### **COPEd 462G-484A, 1-4 Units**

#### **Occupational Work Experience**

*Hours to be arranged (GR or P/NP).*

*Acceptable for credit: CSU*

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education. Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals.

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## Course Announcements

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*Photographer: Shanna Hullaby*

**COPED 462G, 1-4 Units**  
**Occupational Work Experience in Applied Microcomputer Information Systems**

Hours to be arranged (GR or P/NP)  
0702.00

**COPED 462H, 1-4 Units**  
**Occupational Work Experience in Network Administration**

Hours to be arranged (GR or P/NP)  
0708.00

**COPED 464B, 1-4 Units**  
**Occupational Work Experience in Education**

Hours to be arranged (GR or P/NP)  
0801.00

**COPED 468B, 1-4 Units**  
**Occupational Work Experience in Multimedia Arts**

Hours to be arranged (GR or P/NP)  
0614.00

**COPED 470H, 1-4 Units**  
**Medical Interpreting Internship**

Hours to be arranged (GR/PNP). Prerequisites: SPAN 072, HUSV 070, HUSV 071  
2140.00

**COPED 484A, 1-4 Units**  
**Occupational Work Experience in Biotechnology**

Hours to be arranged (GR or P/NP)  
0430.00

### Counseling

**COUN 24, 3 Units**  
**College Success**

*3 hours lecture (GR or P/NP). Recommended preparation: ENGL 201B. Not open for credit to students who have completed LRNRE 24.*

*Acceptable for credit: UC/CSU*

Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources.

4930.10  
*CSU area E*

**COUN 48UA-ZZ, .5-5 Units**  
**Selected Topics in Counseling**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU*

See section on Selected Topics. 4930.10

**COUN 57, 3 Units**  
**Career and Life Planning**

*3 hours lecture (GR or P/NP). Recommended preparation: ENGL 201B. Not open for credit to students who have completed LRNRE 57.*

*Acceptable for credit: UC/CSU*

In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major.

4930.10  
*CSU area E*

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## Course Announcements

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### **COUN 200A, .5 Units**

#### **Orientation to College**

*.5 hours lecture (GR or P/NP)*

Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.10

### **COUN 200B, .5 Units**

#### **Orientation to College**

*.5 hours lecture (GR or P/NP). Recommended preparation: COUN 200A.*

Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.10

### **COUN 207A, 1 Unit**

#### **Career Exploration**

*1 hour lecture (GR or P/NP)*

*Not open for credit to students who have completed or are currently enrolled in COUN 207.*

Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

### **COUN 207B, 1 Unit**

#### **Career Exploration**

*1 hour lecture (GR or P/NP). Not open for credit to students who have completed or are currently enrolled in COUN 207.*

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

### **COUN 207C, 1 Unit**

#### **Career Exploration**

*1 hour lecture (GR or P/NP). Not open for credit to students who have completed or are currently enrolled in COUN 207.*

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10

### **COUN 221, .5-1 Units**

#### **Preparing for College/University Transfer**

*.5-1 hour lecture (GR or P/NP)*

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4930.10

### **COUN 224, 2-3 Units**

#### **College Preparedness**

*2-3 hours lecture (GR or P/NP). Recommended preparation: COUN 200A and 200B.*

Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

### **COUN 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Counseling**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)*

See section on Selected Topics. 4930.10

### **COUN 501, 0 Units**

#### **Counseling Learning Lab (Non-Credit)**

*1-5 hours laboratory (Not graded). Course study under this section may be repeated as necessary. Students may attend multiple sessions per semester. Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs. 4930.09*

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## Course Announcements

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### Economics

**ECON 1, 3 Units**  
**Principles of Economics**  
**(Macro-Economics)**

3 hours lecture (GR). Prerequisite: MATH 203 or 211D or 205B. Acceptable for credit: UC/CSU  
Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy.  
2204.00

AA/AS area 2; CSU area D; IGETC area 4

**ECON 2, 3 Units**  
**Principles of Economics**  
**(Micro-Economics)**

3 hours lecture (GR). Prerequisite: MATH 203 or 211D or 205B. Acceptable for credit: UC/CSU  
Principles of micro-economics: Forms of business organization, theory of the firm within competitive and non-competitive markets, distribution of income, poverty, labor issues, agriculture.  
2204.00

AA/AS area 2; CSU area D;  
IGETC area 4

**ECON 48UA-ZZ, .5-5 Units**  
**Selected Topics in Economics**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics. 2204.00

**ECON 248UA-ZZ, .5-5 Units**  
**Selected Topics in Economics\***

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics. 2204.00

### Education

**EDUC 1, 3 Units**  
**Introduction to the Field of Education**

3 hours lecture (GR or P/NP).  
Acceptable for credit: UC/CSU  
Historical and sociological analysis of the educational system and careers in teaching; Study of principles of effective instructional models with emphasis on student-centered and culturally relevant methods, research of resources for curriculum and instruction, and observation of teaching practices in local schools.  
0801.00  
AA/AS area 2

**EDUC 48UA-ZZ, .5-9 Units**  
**Selected Topics in Education**

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics. 0801.00

**EDUC 97, 2-4 Units**  
**Field Studies in Education**

1 hour lecture, 3-9 hours laboratory (GR or P/NP).  
Prerequisite or corequisite: EDUC 1.  
Acceptable for credit: CSU  
Course study under this section may be repeated one time for a maximum of 4 units.  
Supervised field experience in education: Strategies in teaching and/or tutoring in one of a variety of disciplines. 0801.00

**EDUC 248UA-ZZ, .5-9 Units**  
**Selected Topics in Education**

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)  
See section on Selected Topics. 0801.00



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## Course Announcements

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### English

#### **ENGL 1A, 4 Units**

##### **Composition and Reading**

4 hours lecture (GR). Prerequisite: ENGL 201B or ESL 21B or appropriate placement through multiple-measures assessment process. Acceptable for credit: UC/CSU

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively.

1501.00

AA/AS area 4a; CSU area A2; IGETC area 1A

#### **ENGL 1B, 4 Units**

##### **Composition and Reading**

4 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Continued expository writing: Careful reading of selected plays, poems, and novels.

1501.00

AA/AS area 3, 4a, 4d;

CSU area C2; IGETC area 3

#### **ENGL 5, 3 Units**

##### **Critical Thinking in Reading and Writing**

3 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Development of the ability to analyze, criticize, and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills.

1501.00

AA/AS area 4a, 4d;

CSU area A3; IGETC area 1B

#### **ENGL 10A, 3 Units**

##### **Creative Writing**

3 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers.

1507.00

AA/AS area 3, 4d; CSU area C2

#### **ENGL 10B, 3 Units**

##### **Creative Writing**

3 hours lecture (GR). Prerequisite: ENGL 1A. ENGL 10A is not prerequisite to ENGL 10B

Acceptable for credit: UC/CSU

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers.

1507.00

AA/AS area 3, 4d; CSU area C2

#### **ENGL 14, 3 Units**

##### **Non-Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: CSU

Non-fiction writing with emphasis on marketing for publication: Writing/discussion of student work in such genres as personal essay, personality profiles, book reviews, and feature stories for newspapers and magazines.

1507.00

AA/AS area 4d; CSU area C2

#### **ENGL 17A, 3 Units**

##### **Shakespeare**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. Acceptable for credit: UC/CSU

Study of selected works of Shakespeare.

1503.00

AA/AS area 3, 4d;

CSU area C2; IGETC area 3

#### **ENGL 17B, 3 Units**

##### **Shakespeare**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. ENGL 17A is not prerequisite to ENGL 17B. Acceptable for credit: UC/CSU

Continued study of selected works of Shakespeare.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

#### **ENGL 20, 3 Units**

##### **Introduction to Dramatic Literature**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. Acceptable for credit: UC/CSU

Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and twentieth century.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

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## Course Announcements

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### **ENGL 21, 3 Units**

#### **Film: Art and Communication**

3 hours lecture (GR or P/NP). Also offered as ART 98 and HUMAN 21. Not open for credit to students who have completed or are currently enrolled in and ART 98 or HUMAN 21. Acceptable for credit: UC/CSU

Analysis of history and aesthetics of film from its inception in the late nineteenth century to the present: Language of film, factual films vs. fictional films, and effect of films on contemporary society. 1501.00

AA/AS area 3; CSU area C1;  
IGETC area 3

### **ENGL 31, 3 Units**

#### **Survey of African-American Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Major works in African-American literature: From the earliest literature through the Harlem Renaissance and to the present.

1503.00

AA/AS area 3, 4d, 5; CSU area C2;  
IGETC area 3

### **ENGL 32A, 3 Units**

#### **Contemporary Women Writers**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

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.

1503.00

AA/AS area 3, 4d; CSU area C2;  
IGETC area 3

### **ENGL 32B, 3 Units**

#### **Contemporary Women Writers**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 32A is not prerequisite to ENGL 32B. Acceptable for credit: UC/CSU

Continuation of 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.

1503.00

AA/AS area 3, 4d; CSU area C2;  
IGETC area 3

### **ENGL 33B, 3 Units**

#### **Introduction to Contemporary Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 33A is not prerequisite to ENGL 33B. Acceptable for credit: UC/CSU

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; 1970 to the present with emphasis on American and British writers.

1503.00

AA/AS area 3, 4d; CSU area C2;  
IGETC area 3

### **ENGL 37A, 3 Units**

#### **American Fiction (1914 to 1945)**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Introduction to twentieth century American fiction writers (1914-1945): Writers such as Hemingway, Cather, Fitzgerald, Wharton, Faulkner, Welty, Toomer, Hurston, Wright, Yeziarska, Far, Mori, Kang, and Morning Dove; emphasis on a multicultural perspective representative of the broad diversity of American literature.

1503.00

AA/AS area 3, 4d; CSU area C2;  
IGETC area 3; UCB American Cultures

### **ENGL 37B, 3 Units**

#### **American Fiction (1945 to Present)**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 37A is not prerequisite to ENGL 37B. Acceptable for credit: UC/CSU

Study of American fiction writers (1945 to present): Writers such as Warren, O'Connor, Bellow, Olson, Malamud, Erdrich, Ellison, Morrison, Baldwin, Tan, Silko, Hijuelos, Kingston, and Momaday; emphasis on a multicultural perspective representative of the broad diversity of American literature.

1503.00

AA/AS area 3, 4d; CSU area C2;  
IGETC area 3; UCB American Cultures

### **ENGL 44A, 3 Units**

#### **Masterpieces of World Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Study of selected masterpieces of world literature from classics to the present.

1503.00

AA/AS area 3, 4d; CSU area C2;  
IGETC area 3

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## Course Announcements

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### **ENGL 44B, 3 Units**

#### **Masterpieces of World Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 44A is not prerequisite to ENGL 44B. Acceptable for credit: UC/CSU

Continued study of selected masterpieces of world literature from classics to the present.

1503.00

AA/AS area 3, 4d;

CSU area C2; IGETC area 3

### **ENGL 47, 3 Units**

#### **Children's Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: CSU

Introduction to children's literature: Fairy tales and tale types; interpretation of children's literature from the perspectives of children, teachers, and parents; study of books by authors such as Brown, Dahl, Juster, Rowling, Sendak, Soto, and others.

1503.00

### **ENGL 48UA-ZZ, .5-5 Units**

#### **Selected Topics in English**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1501.00

### **ENGL 49, .5-5 Units**

#### **Independent Study in English**

(GR or P/NP). Acceptable for credit: CSU

See section on Independent Study.

1501.00

### **ENGL 50, 3 Units**

#### **Multicultural American Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Multicultural American Literature: African-American, Asian-American, Latino/Chicano, Native American, and other literatures; relevant history and cultural development; influence of the dominant culture on minority experiences; multiple genres, including oral tradition, poetry, memoirs, short stories, and novels.

1501.00

AA/AS, area 3; CSU area C2;

IGETC area 3

### **ENGL 53, 3 Units**

#### **Technical Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: CSU. Not open for credit to students who have completed or are currently enrolled in BUS 59.

Analysis of the organization, style, and format of both technical and non-technical writing; Training in preparation of informal and formal reports related to the student's field of interest; research and progress reports, proposals, status reports, and user manuals.

1501.00

AA/AS area 4d

### **ENGL 70A, 3 Units**

#### **Transforming Autobiography into Creative Writing**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Autobiographical writing techniques: Transforming personal experience into autobiographical scenes, sketches, short poems, and short stories, as well as memoirs, anecdotes, histories, memory poems, tall tales, and yarns.

1507.00

AA/AS area 4d; CSU area C2

### **ENGL 70B, 3 Units**

#### **Transforming Autobiography into Creative Writing**

3 hours lecture (GR or P/NP). ENGL 70A is not prerequisite to ENGL 70B. Acceptable for credit: CSU

Autobiographical writing techniques: Transforming reminiscences, sketches, and vignettes into autobiographical free verse, adventures tales, and novellas.

1507.00

AA/AS area 4d; CSU area C2

### **ENGL 71A, 3 Units**

#### **Introduction to Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Introduction to fiction writing techniques: Overcoming writing fears; introduction to description, characterization, dialogue, plotting, avoiding clichés, and showing vs. telling.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

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## Course Announcements

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### **ENGL 71B, 3 Units**

#### **Introduction to Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 71A is not prerequisite to ENGL 71B. Acceptable for credit: UC/CSU

Continuation of introductory fiction writing techniques: Time management for fiction writers, introduction to point of view, past and present narration, first- and third-person narration, flashbacks, and revision.

1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 72A, 3 Units**

#### **Intermediate Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 71A or 71B. Acceptable for credit: UC/CSU  
Intermediate fiction writing: Refining description techniques, major and minor characters, dialect, interior monologue, plot design, and revising first drafts.

1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 72B, 3 Units**

#### **Intermediate Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 71A or 71B. ENGL 72A is not prerequisite to ENGL 72B. Acceptable for credit: UC/CSU  
Continuation of intermediate fiction writing: Review of time management techniques, creating atmosphere, dramatic monologues, multiple points of view, letter narration, subjective and observer narration, revising both first and second drafts, and introduction to critique.

1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 73A, 3 Units**

#### **Intensive Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 72A or 72B. Acceptable for credit: UC/CSU  
For experienced fiction writers: Developing root material; structuring ideas; using characterization and dialogue to plot; working on first, second and third drafts; and giving and receiving feedback.

1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 73B, 3 Units**

#### **Intensive Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 72A or 72B. ENGL 73A is not prerequisite to ENGL 73B. Acceptable for credit: UC/CSU

Continuation of intensive fiction writing: Aesthetic distance, stream-of-consciousness narration, polishing for publication, and introduction to publishing and book-length projects.

1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 74, 3 Units**

#### **Fiction: Special Projects**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 73A and 73B. Acceptable for credit: CSU  
Advanced fiction writing: Developing project ideas and themes, peer review techniques, maintaining pace and discipline, chapter and scene linkages, revision to sustain tone, book proposals, and copyright law.

1507.00

AA/AS area 4d

### **ENGL 82, 3 Units**

#### **Introduction to Latino/Chicano Literature**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU  
Introduction to Chicano/Latino literature: Pre-Hispanic period through contemporary literature (poetry, fiction, drama, non-fiction); study of authors such as Cherrie Moraga, Jimmy Baca, and Ana Castillo and others.

1503.00

AA/AS area 3, 4d, 5;  
CSU area C2; IGETC area 3

### **ENGL 83, 3 Units**

#### **American Nature Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU  
Survey of nature writing as a distinctively American art form: Readings from Native American creation myths through classic nineteenth century works (Emerson, Thoreau, and others), with emphasis on contemporary writers such as Gary Snyder, Leslie Marmon Silko, and Aldo Leopold.

1503.00

AA/AS area 3, 4d;  
CSU area C2; IGETC area 3

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## Course Announcements

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### **ENGL 85A, 4 Units**

#### **Literature in English through Milton**

4 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. Acceptable for credit: UC/CSU

Introduction to English literature of the Middle Ages and Renaissance: Study of major works by Chaucer, Spenser, and Milton as well as their contemporaries, such as Donne and Marlowe.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

### **ENGL 85B, 4 Units**

#### **Literature in English:**

#### **Late 17th through Mid 19th Century**

4 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. ENGL 85A is not prerequisite to

ENGL 85B. Acceptable for credit: UC/CSU

Introduction to English literature of the late seventeenth through mid-nineteenth century: Pope, Blake, Wordsworth, Bronte, Dickens, Austen, Whitman, and selected others.

1503.00

AA/AS area 3, 4d;

CSU area C2; IGETC area 3

### **ENGL 85C, 4 Units**

#### **Literature in English: Mid 19th through the 20th Century**

4 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. ENGL 85A and 85B are not prerequisite to ENGL 85C. Acceptable for credit: UC/CSU

Introduction to English literature of the mid-nineteenth through twentieth century: Wilde, Shaw, James, Woolf, Joyce, Faulkner, Eliot, Hurston, and selected others.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

### **ENGL 86, 3 Units**

#### **Introduction to Playwriting and Screenwriting**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. Acceptable for credit: UC/CSU

Introduction to playwriting and screenwriting: Introduction to films and theater, formatting of screenplays and plays, direction, study of techniques, rehearsal, and critique.

1507.00

AA/AS area 4d; (units limited at UC)

### **ENGL 87, 3 Units**

#### **Intermediate Playwriting and Screenwriting**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 86. Acceptable for credit: UC/CSU

Intermediate playwriting and screenwriting: Plays and film scenes; play and screenplay structure; intermediate direction, rehearsal, and critique; further study of techniques.

1507.00

AA/AS area 4d; (units limited at UC)

### **ENGL 88, 3 Units**

#### **Intensive Playwriting and Screenwriting**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 87. Acceptable for credit: UC/CSU

Intensive playwriting and screenwriting: Critique and revision of multiple drafts, three-stage method of giving and receiving criticism, intensive study of techniques.

1507.00

AA/AS area 4d;

(units limited at UC)

### **ENGL 89, 3 Units**

#### **Playwriting and Screenwriting: Special Projects**

3 hours lecture (GR or P/NP).

Prerequisite: ENGL 88. Acceptable for credit: CSU

Advanced playwriting and screenwriting: Completion of a play or screenplay in an advanced condition with first draft completed; editing, discussion of collaboration, critiquing, copywriting, and promotion.

1507.00

AA/AS area 4d;

(units limited at UC)

### **ENGL 91A, 3 Units**

#### **Introduction to Poetry Writing**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. Acceptable for credit: UC; CSU

Introduction to poetry writing: Overcoming writing fears; introduction to similes, metaphors, images, rhythm and avoiding clichés.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

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## Course Announcements

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### **ENGL 91B, 3 Units**

#### **Introduction to Poetry Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 91A is not prerequisite to ENGL 91B. Acceptable for credit: UC/CSU  
Continuation of introductory poetry writing: Time management for poets; introduction to diction, line, symbols, revision, and critical analysis. 1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 92A, 3 Units**

#### **Intermediate Poetry Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 91A or 91B. Acceptable for credit: UC/CSU  
Intermediate poetry writing: Overcoming writing blocks, refining simile, extended metaphor, complex imagery, sonnets, villanelles, haiku, and free verse. 1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 92B, 3 Units**

#### **Intermediate Poetry Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 91A or 91B. ENGL 92A is not prerequisite to ENGL 92B. Acceptable for credit: UC/CSU  
Continuation of intermediate poetry writing: Time management review, techniques of critical analysis, inferencing skills, dramatic monologue poems, prose poems, rondeaus, pantoums, and introduction to meter. 1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 93A, 3 Units**

#### **Intensive Poetry Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 92A or 92B. Acceptable for credit: UC/CSU  
For experienced poets: Reviewing meter, iambs, anapests, dactyls; extended imagery, linguistics and poetry, sestinas, and collage poetry. 1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 93B, 3 Units**

#### **Intensive Poetry Writing**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 92A or 92B. ENGL 93A is not prerequisite to ENGL 93B. Acceptable for credit: UC/CSU  
Continuation of intensive poetry writing: Language poetry, concrete poetry, open forms, polishing for publication, and introduction to publication and book-length projects. 1507.00

AA/AS area 4d; CSU area C2;  
(units limited at UC)

### **ENGL 94, 3 Units**

#### **Poetry: Special Projects**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 93A and 93B. Acceptable for credit: CSU  
Advanced poetry writing: Developing a poetry series, peer review techniques, maintaining a writing pace and discipline, revision to sustain tone, book proposals, and copyright law. 1507.00

AA/AS area 4d

### **ENGL 100, 4 Units**

#### **College Composition and Reading**

4 hours lecture (GR or P/NP). Prerequisite: ENGL 201B or ESL 21B, or appropriate placement through multiple-measures assessment. Acceptable for credit: CSU. Course does not satisfy the GE composition requirement for transfer.

Reading and writing of expository prose: Critical thinking using inductive and deductive reasoning; clarity and precision of expression; organizational structures in writing and sound development of ideas. 1501.00

AA/AS areas 4a, 4d

### **ENGL 101A, 2 Units**

#### **Integrated Composition Studies**

2 hours lecture (GR). Acceptable for credit: CSU  
English composition, grammar, and basic writing skills. Expression of ideas in ways that are logical, critical, and persuasive. 1501.00

### **ENGL 101B, 2 Units**

#### **Integrated Composition Studies**

2 hours lecture (GR). Acceptable for credit: CSU  
Continuation of English composition, grammar, and basic writing skills. Expression of ideas in ways that are logical, critical, and persuasive. 1501.00

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## Course Announcements

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### **ENGL 120, 1 Unit**

#### **Literary Journal Editing**

*1 hour lecture (GR or P/NP).*

*Acceptable for credit: CSU*

Introduction to the process of selecting literature for publication in an art and literary magazine: Determining selection criteria, articulating and advocating opinions, copyediting, and carrying out organizational tasks for a competition. 1501.00

### **ENGL 130, 3 Units**

#### **Introduction to English Syntax and Grammar**

*3 hours lecture (GR or P/NP).*

*Acceptable for credit: UC/CSU*

Survey of present-day English grammar as informed by contemporary linguistic theories: The major syntactic structures of English, integration of the sentence into its logical and rhetorical contexts, review of traditional grammar and usage, applications to pedagogical practices. 1501.00

### **ENGL 138, 3 Units**

#### **Survey of Asian-American Literature**

*3 hours lecture (GR or P/NP). Prerequisite:*

*ENGL 1A. Acceptable for credit: UC/CSU*

Survey of Asian-American literature: Chinese-American, Filipino-American, Japanese-American, Southeast Asian-American writers, and others; current and historic issues as influenced by immigration, national boundaries, hybridity, and culture. 1503.00

*AA/AS area 3, 4d, 5;*

*CSU area C2; IGETC area 3*

### **ENGL 201A, 4 Units**

#### **Preparation for Composition and Reading**

*4 hours lecture (GR or P/NP). Prerequisite:*

*ENGL 250D/267B or 252B or 259D/269B or 292B (or 292EB) or satisfactory multiple-measures assessment of writing skills, and ENGL 251D/268B or 252B or 259D/269B or 293B or satisfactory multiple-measures assessment of reading skills.*

Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/ proofreading. 1501.00

*AA/AS area 4d*



*Photographer: Shanna Hullaby*

### **ENGL 201B, 4 Units**

#### **Preparation for Composition and Reading**

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

*Prerequisite: ENGL 201A*

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/ proofreading.

1501.00

*AA/AS area 4d*

### **ENGL 208A, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours lab (GR or P/NP)*

Individualized instruction in writing: Thesis control and essay organization. 1501.00

### **ENGL 208B, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours lab (GR or P/NP).*

*Recommended Preparation: ENGL 208A.*

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

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## Course Announcements

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**ENGL 208C, 1 Unit****Writing Workshop**

.5 hours lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: ENGL 208B

Individualized instruction in writing: Thesis control, essay organization, idea development, and sentence structure. 1501.00

**ENGL 208D, 1 Unit****Writing Workshop**

.5 hours lecture, 1.5 hours lab (GR or P/NP).

Recommended Preparation: ENGL 208C

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure, and editing/proofreading. 1501.00

**ENGL 211, 3 Units****Introduction to Critical Thinking**

3 hours lecture (GR or P/NP)

Development of the ability to analyze, criticize, and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00

AA/AS area 4d

**ENGL 217A, 3 Units****Shakespeare**

3 hours lecture (GR or P/NP)

Study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d

**ENGL 217B, 3 Units****Shakespeare**

3 hours lecture (GR or P/NP)

Continued study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d

**ENGL 220, 3 Units****Introduction to Dramatic Literature**

3 hours lecture (GR or P/NP)

Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and twentieth century. 1503.00

AA/AS area 3, 4d

**ENGL 231, 3 Units****Survey of African-American Literature**

3 hours lecture (GR or P/NP)

Major works in African-American literature: From the earliest literature through the Harlem Renaissance and to the present. 1503.00

AA/AS area 3, 4d, 5

**ENGL 232A, 3 Units****Contemporary Women Writers**

3 hours lecture (GR or P/NP)

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. 1503.00

AA/AS area 3, 4d

**ENGL 232B, 3 Units****Contemporary Women Writers**

3 hours lecture (GR or P/NP)

Continuation of 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. 1503.00

AA/AS area 3, 4d

**ENGL 237A, 3 Units****American Fiction (1914-1945)**

3 hours lecture (GR or P/NP)

Introduction to twentieth century American fiction writers (1914-1945): Writers such as Hemingway, Cather, Fitzgerald, Wharton, Faulkner, Welty, Toomer, Hurston, Wright, Yeziarska, Far, Mori, Kang, and Morning Dove; emphasis on a multicultural perspective representative of the broad diversity of American literature. 1503.00

AA/AS area 3, 4d



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## Course Announcements

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### **ENGL 237B, 3 Units**

#### **American Fiction (1945 to Present)**

*3 hours lecture (GR or P/NP)*

Study of American fiction writers (1945 to present): Writers such as Warren, O'Connor, Bellow, Olson, Malamud, Erdrich, Ellison, Morrison, Baldwin, Tan, Silko, Hijuelos, Kingston, and Momaday; emphasis on a multicultural perspective representative of the broad diversity of American literature.

1503.00

*AA/AS area 3, 4d*

### **ENGL 238, 3 Units**

#### **Survey of Asian-American Literature**

*3 hours lecture (GR or P/NP)*

Survey of Asian-American literature: Chinese-American, Filipino-American, Japanese-American, Southeast Asian-American writers, and others; current and historic issues as influenced by immigration, national boundaries, hybridity, and culture.

1503.00

*AA/AS area 3, 4d, 5*

### **ENGL 248UA-ZZ, .5-5 Units**

#### **Selected Topics in English\***

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)*

See section on Selected Topics. 1501.00

### **ENGL 258A, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Non-degree applicable.*

Individualized instruction in writing: Thesis control and essay organization. 4930.21

### **ENGL 258B, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Recommended preparation: ENGL 258A. Non-degree applicable*

Individualized instruction in writing: Thesis control, essay organization, and idea development. 4930.21

### **ENGL 258C, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Recommended preparation: ENGL 258B. Non-degree applicable.*

Individualized instruction in writing: Thesis control, essay organization, idea development, and sentence structure. 4930.21

### **ENGL 258D, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Recommended preparation: ENGL 258C. Non-degree applicable.*

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure, and editing / proofreading. 4930.21

### **ENGL 269A, 6 Units**

#### **Foundations in Reading and Writing**

*6 hours lecture (GR). Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B. Non-degree applicable.*

Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

### **ENGL 269B, 6 Units**

#### **Foundations in Reading and Writing**

*6 hours lecture (GR). Prerequisite: ENGLISH 269A (or 259A-C). Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B. Non-degree applicable.*

Continuation of ENGL 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

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## Course Announcements

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**ENGL 501, 0 Units**  
**Supervised Tutoring**  
**in Composition and Reading**

*1 hour Lab, Non Credit course.*

Supervised tutoring, either individually or in small groups, to assist students in increasing their success in composition and reading in college courses. Students may enroll for assistance in more than one college course per semester. 4930.09

**English as a Second Language**

Suggested Guideline for Student Level of Difficulty

Subject Area	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Speaking	250A	250B	200A	200B	200C	
Writing	251A	251B	201A	201B	21A	21B
Grammar	252A	252B	202A	202B	202C	
Reading	253A	253B	203A	203B	23	
Vocabulary & Content			205A	205B		
Spelling & Phonics		256AB				
Pronunciation			257A	257B		
Conversation		258	208A	208B		
Listening Vocational	261-270	261-270	209			
		273	226A-B	227A-B		
			273			
Lifeskills/ Job Prep.	291	292				

Pre Level 1:  
290, 294

**ESL 21A, 5 Units**  
**Writing 5 (Composition/Reading)**

*5 hours lecture (GR or P/NP). Prerequisite: ESL 201B or appropriate placement through multiple-measures assessment process.*

*Recommended preparation: ESL 202C.*

*Acceptable for credit: UC/CSU*

Advance level of writing: Focus on reading, developing ideas, and writing expository essays. 4930.81

*AA/AS area 4d; (units limited at UC)*

**ESL 21B, 5 Units**  
**Writing 6 (Composition/Reading)**

*5 hours lecture (GR or P/NP). Prerequisite: ESL 21A or appropriate placement through multiple-measures assessment process. Recommended preparation: ESL 202C. Acceptable for credit: UC/CSU*

High advanced level of reading and writing: Focus on developing critical thinking skills, writing expository essays, and introduction to writing a research paper. 4930.81

*AA/AS area 4d; (units limited at UC)*

**ESL 23, 4 Units**  
**Reading 5**

*4 hours lecture (GR or P/NP). Prerequisite: ESL 203B or appropriate placement through multiple-measures assessment process.*

*Acceptable for credit: CSU*

Advance level of reading for students planning to take ENGL 1A: Analytical and critical reading of college-level materials. 4930.81

**ESL 200A, 5 Units**  
**Speaking 3**

*5 hours lecture (GR or P/NP). Prerequisite: ESL 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

**ESL 200B, 5 Units**  
**Speaking 4**

*5 hours lecture (GR or P/NP). Prerequisite: ESL 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

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## Course Announcements

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### **ESL 200C, 5 Units**

#### **Speaking 5 (Academic Speaking Skills)**

5 hours lecture (GR or P/NP).

Prerequisite: ESL 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

### **ESL 201A, 5 Units**

#### **Writing 3**

5 hours lecture (GR or P/NP). Prerequisite:

ESL 251B or appropriate placement through multiple-measures assessment process.

Recommended preparation: ESL 202A (may be taken concurrently with ESL 201A).

Low intermediate level of writing: Introduction to basic academic writing skills, and expanding paragraphs into simple essays. 4930.81

### **ESL 201B, 5 Units**

#### **Writing 4**

5 hours lecture (GR or P/NP). Prerequisite:

ESL 201A or appropriate placement through multiple-measures assessment process.

Recommended preparation: ESL 202B (may be taken concurrently with ESL 201B).

High intermediate level of writing: Further development of academic writing skills with a focus on well-developed paragraphs and short essays. 4930.81

### **ESL 202A, 5 Units**

#### **Grammar 3**

5 hours lecture (GR or P/NP). Prerequisite:

ESL 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

### **ESL 202B, 5 Units**

#### **Grammar 4**

5 hours lecture (GR or P/NP). Prerequisite:

ESL 202A or appropriate placement through multiple-measures assessment process.

High intermediate level of English grammar: Continuation and expansion of ESL 202A with further study of complex grammar structures and sentence patterns. 4930.83

### **ESL 202C, 5 Units**

#### **Grammar 5**

5 hours lecture (GR or P/NP). Prerequisite:

ESL 202B or appropriate placement through multiple-measures assessment process.

Advanced level of English grammar: Focus on expanding, refining and applying the complex grammar skills used in academic writing, reading and speaking. 4930.83

### **ESL 202D, 3 Units**

#### **Grammar 6A**

3 hours lecture (GR or P/NP).

Prerequisite: ESL 202C

Grammar, editing and proofreading practice for advanced ESL writers: Review and clarification of troublesome grammar points, and practice in writing, editing, and proofreading. 4930.84

### **ESL 202E, 3 Units**

#### **Grammar 6B**

3 hours lecture (GR or P/NP).

Prerequisite: ESL 202D

Continuation of grammar, editing and proofreading practice for advanced ESL writers: Review and clarification of troublesome grammar points, and practice in writing, editing and proofreading. 4930.84

### **ESL 203A, 4 Units**

#### **Reading 3**

4 hours lecture (GR or P/NP). Prerequisite: ESL 253B or appropriate placement through multiple-measures assessment process.

Low intermediate level of reading: Emphasis on development of academic vocabulary, and expanding critical skills essential for college-level reading. 4930.81

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## Course Announcements

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**ESL 203B, 4 Units****Reading 4**

4 hours lecture (GR or P/NP). Prerequisite: ESL 203A or appropriate placement through multiple-measures assessment process.

High intermediate level of reading; Further development of academic vocabulary and critical reading skills essential for reading literature and college textbooks.

4930.81

**ESL 205A, 3 Units****Vocabulary and Idioms in Context 3**

3 hours lecture (GR or P/NP). Prerequisite: Appropriate placement through multiple-measures assessment process.

Intermediate level of vocabulary: Study of words and idioms as used in context.

4930.81

**ESL 205B, 3 Units****Vocabulary and Word Analysis in Context 4**

3 hours lecture (GR or P/NP). Prerequisite: ESL 205A or appropriate placement through multiple-measures assessment process.

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations.

4930.81

**ESL 206, 4 Units****Spelling 3: Spelling and the Dictionary**

4 hours lecture (GR or P/NP). Prerequisite: ESL 252B and ESL 256B, appropriate placement at ESL Level 3 or higher based upon multiple measures.

Study of the spelling of American English: Focus upon dictionary skills.

4930.83

**ESL 207, 8 Units****Reading and Writing 3**

8 hours lecture (GR or P/NP). Prerequisites: Completion of ESL 251B (Writing 2) or appropriate placement through multiple measures assessment process. Recommended Preparation: ESL 202A.

Combined low intermediate course emphasizing the interdependence of reading and writing skills: Introduction to basic academic writing skills and expanding paragraphs into simple essays; emphasis on development of academic vocabulary and expanding critical thinking skills essential for college level reading and writing.

4930.83

**ESL 218A, 1.5 Units****ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Individualized instruction in writing; Emphasis on pre-writing, thesis control, and essay organization.

4930.83

**ESL 218B, 1.5 Units****ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP). Recommended preparation: ESL 218A.

Individualized instruction in writing; Emphasis on essay organization and idea development.

4930.83

**ESL 218C, 1.5 Units****ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP). Recommended preparation: ESL 218B.

Individualized instruction in writing; Emphasis on sentence structure and mechanics.

4930.83

**ESL 218D, 1.5 Units****ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP). Recommended preparation: ESL 218C.

Individualized instruction in writing; Emphasis on editing and proofreading strategies.

4930.83

**ESL 250A, 5 Units****Speaking 1**

5 hours lecture (GR or P/NP). 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.

4930.82

**ESL 250B, 5 Units****Speaking 2**

5 hours lecture (GR or P/NP). Prerequisite: ESL 250A or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Continuation of listening and speaking skills introduced in ESL 250A: Emphasis on basic grammar skills; practice in speaking and understanding American English.

4930.82

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## Course Announcements

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### **ESL 251A, 5 Units**

#### **Writing 1**

5 hours lecture (GR or P/NP). Prerequisite: ESL 252A. Non-degree applicable. Course study under this section may be repeated one time.

High beginning level of writing: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs.

4930.82

### **ESL 251B, 5 Units**

#### **Writing 2**

5 hours lecture (GR or P/NP). Prerequisite: ESL 251A or appropriate placement through multiple-measures assessment process. Recommended preparation: ESL 252B (can be taken concurrently). Non-degree applicable. Course study under this section may be repeated one time.

Continuation of writing skills introduced in ESL 251A: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs.

4930.82

### **ESL 252A, 5 Units**

#### **Grammar 1**

5 hours lecture (GR or P/NP). Recommended preparation: Appropriate placement through multiple-measures assessment process. Non-degree applicable.

High beginning level of English grammar: Review and practice of basic grammar structures, sentence patterns, and parts of speech.

4930.82

### **ESL 252B, 5 Units**

#### **Grammar 2**

5 hours lecture (GR or P/NP). Prerequisite: ESL 252A or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Continuation of basic grammar skills and sentence patterns introduced in ESL 252A: Review and practice of basic grammar structures, sentence patterns, and parts of speech.

4930.82

### **ESL 253A, 3 Units**

#### **Reading 1**

3 hours lecture (GR). Recommended preparation: Appropriate placement through multiple-measures assessment process. Non-degree applicable. Course study under this section may be repeated one time.

High beginning level of reading: Focus on basic vocabulary development, and techniques for reading comprehension.

4930.82

### **ESL 253B, 3 Units**

#### **Reading 2**

3 hours lecture (GR). Prerequisite: ESL 253A or appropriate placement through multiple-measures assessment process. Non-degree applicable. Course study under this section may be repeated one time.

Continuation of reading skills introduced in ESL 253A: Focus on basic vocabulary development, and techniques for reading comprehension.

4930.82

### **ESL 256A, 5 Units**

#### **Spelling 1: Spelling & Phonics**

5 hours lecture (GR or P/NP). Prerequisite: ESL 252A or appropriate placement at ESL Level 2 or higher based upon multiple measures is allowed. Recommended Preparation: ESL 202A. (Students having successfully completed ESL 256 are not eligible for this class).

Study of the spelling of American English: Focus upon sounds and patterns

4930.82

### **ESL 256B, 5 Units**

#### **Spelling 2: Difficult-to-Spell Words**

5 hours lecture (GR or P/NP). Prerequisite: ESL 252B appropriate placement at ESL Level 3 or higher based upon multiple measures, and ESL 256A or ESL 256.

Study of the spelling of American English: Focus upon difficult-to-spell words

4930.82

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## Course Announcements

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### **ESL 257A, 3 Units Pronunciation 3**

3 hours lecture (GR or P/NP). Recommended preparation: ESL 256 or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Beginning level pronunciation of American English: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.82

### **ESL 257B, 3 Units Pronunciation 4**

3 hours lecture (GR or P/NP). Recommended preparation: ESL 257A or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Continuation of ESL 257A: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.82

### **ESL 258, 3 Units Conversation 2**

3 hours lecture (GR). Recommended preparation: Appropriate placement through multiple-measures assessment process. Non-degree applicable.

Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities. 4930.82

### **ESL 262, 4 Units ESL in the Workplace**

4 hours lecture (GR or P/NP). Non-degree applicable.

ESL in the workplace: Emphasis on verbal communication skills and cultural knowledge needed for staying employed and advancing on the job. 4930.82

### **ESL 270, .5-3 Units ESL Computer Laboratory**

1.5- 9 hours laboratory (GR or P/NP).

Non-degree applicable. Course study under this section may be repeated two times for a maximum of 9 units.

Designed for ESL students who have completed or are currently enrolled in ESL or vocational courses: Development of basic computer literacy skills such as keyboarding and word processing to complete class assignments. 4930.82

### **ESL 290, 3-5 Units Beginning ESL 1**

3-5 hours lecture (GR or P/NP).

Non-degree applicable.

Basic level ESL course designed for those with minimal or no English skills: Focus on very basic grammar, and writing and reading lifeskills such as personal information, everyday activities, and feelings/emotions. 4930.82

### **ESL 291, 3-5 Units Beginning ESL 2**

3-5 hours lecture (GR or P/NP). Recommended preparation: ESL 290 or appropriate placement through multiple-measures assessment.

Non-degree applicable.

High beginning level ESL course designed for those with minimal English skills: Focus on high beginning level grammar, and writing and reading lifeskills such as personal information, everyday activities, and feelings/emotions. 4930.82

### **ESL 292, 3-5 Units Intermediate ESL 1**

3-5 hours lecture (GR or P/NP). Recommended preparation: ESL 291 or appropriate placement through multiple-measures assessment.

Non-degree applicable.

Low intermediate level ESL course designed for those who need to improve their English skills to move to academic classes or enter a vocational program: Focus on low intermediate level grammatical structures and increasing fluency in speaking, reading, writing, and listening in English; lifeskills and workplace skills to prepare students for further education and the workplace. 4930.82

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## Course Announcements

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### French

#### **FREN 1A, 5 Units Elementary French**

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school French. Acceptable for credit: UC/CSU

Study and practice in speaking, understanding, reading and writing French: Emphasis on understanding basic grammatical concepts.

1102.00

AA/AS area 3; CSU area C2;  
IGETC area Language

#### **FREN 1B, 5 Units Elementary French**

5 hours lecture (GR or P/NP). Prerequisite: FREN 1A. Acceptable for credit: UC/CSU

Continuation of FREN 1A: Proficiency in the areas of listening, speaking, reading, writing, and cultural knowledge; emphasis on basic vocabulary and basic grammatical concepts.

1102.00

AA/AS area 3; CSU area C2;  
IGETC area 3 and Language

#### **FREN 48UA-ZZ, .5-5 Units Selected Topics in French**

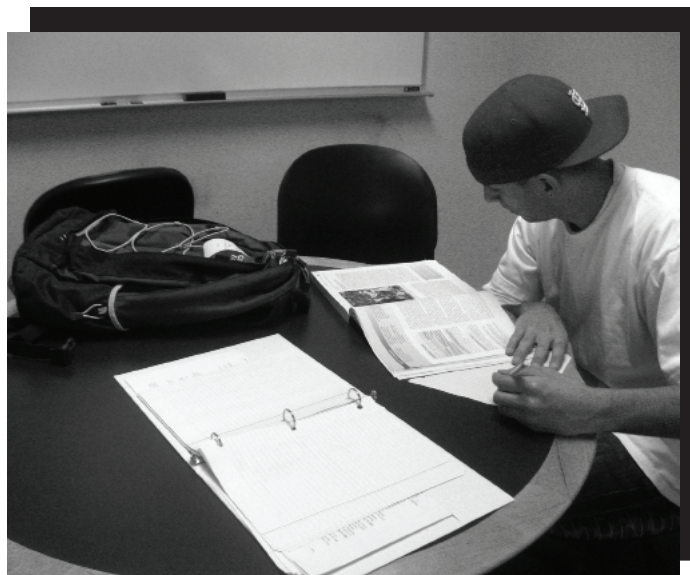
0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

1102.00

#### **FREN 248UA-ZZ, .5-5 Units Selected Topics in French**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics.

1102.00



Photographer: Shanna Hullaby

### Geography

#### **GEOG 1, 3 Units Physical Geography**

3 hours lecture (GR or P/NP).  
Acceptable for credit: UC/CSU

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns.

2206.00

AA/AS area 1; CSU area B1;  
IGETC area 5

#### **GEOG 1L, 1 Unit Physical Geography Laboratory**

3 hours laboratory (GR or P/NP). Prerequisite or corequisite: GEOG 1. Acceptable for credit: UC/CSU  
Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation.

2206.00

CSU area B3; IGETC area 5

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## Course Announcements

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### **GEOG 2, 3 Units** **Cultural Geography**

3 hours lecture (GR). *Acceptable for credit: UC/CSU*  
Basic elements of cultural geography: Interrelationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization, and resource exploitation.

2206.00

AA/AS area 2;

CSU area D; IGETC area 4

### **GEOG 3, 3 Units** **World Regional Geography**

3 hours lecture (GR or P/NP).  
*Acceptable for credit: UC/CSU*  
Introduction to the world's major geographic regions: Interconnections between regions, cultural and economic development, political organization, land uses, and the environment.

2206.00

AA/AS area 2; CSU area D;

IGETC area 4

### **GEOG 5, 3 Units** **Economic Geography**

3 hours lecture (GR). *Acceptable for credit: UC/CSU*  
Study of economic activities: Agriculture, natural resources, commercial fisheries, mining, manufacturing, and transportation; and changes in land use and settlement.

2206.00

AA/AS area 2; CSU area D; IGETC area 4

### **GEOG 10, 3 Units** **Introduction to Geography**

3 hours lecture (GR or P/NP).  
*Acceptable for credit: UC/CSU*  
Survey of the basic components of contemporary geography: Earth environments, economics, and resources issues; physical, cultural, and political geography.

2206.00

AA/AS area 1, 2;

CSU area D; IGETC area 4

### **GEOG 48UA-ZZ, .5-5 Units** **Selected Topics in Geography**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). *Acceptable for credit: CSU*  
See section on Selected Topics.

2206.00

### **GEOG 248UA-ZZ, .5-5 Units** **Selected Topics in Geography**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics.

2206.00

## Geology

### **GEOL 10, 3 Units** **Introduction to Geology**

3 hours lecture (GR). *Not open for credit to students who have completed or are currently enrolled in GEOL 1. Acceptable for credit: UC/CSU*

Survey of the structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion.

1914.00

AA/AS area 1; CSU area B1;

IGETC area 5

### **GEOL 48UA-ZZ, .5-5 Units** **Selected Topics in Geology**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
*Acceptable for credit: CSU*  
See section on Selected Topics.

1914.00



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## Course Announcements

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### Health Education

#### HLTED 1, 3 Units

##### Exploring Health Issues

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually-transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine.

0837.00

AA/AS area 2; CSU area E

#### HLTED 9, 2 Units

##### First Aid and Safety

2 hours lecture (GR or P/NP). Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements.

Acceptable for credit: UC/CSU. Course study under this section may be repeated three times for recertification.

Introduction to first aid and safety: Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures.

0837.00

#### HLTED 15, 1 Unit

##### Stress: Causes, Symptoms, and Management

1 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Stress: Identifying symptoms and methods for self-management.

0837.00

#### HLTED 27, 3 Units

##### Human Sexuality

3 hours lecture (GR). Also offered as BIOL 27 and PSYCH 12. Not open for credit to students who have completed or are currently enrolled in BIOL 27 or PSYCH 12.

Acceptable for credit: UC/CSU  
Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy.

0837.00

AA/AS area 2;

CSU areas D, E; IGETC area 4

#### HLTED 46F, 3 Units

##### History of Modern Pandemics

3 hours lecture (GR or P/NP). Also offered as HIST 46F. Not open for credit to students who have completed or are currently enrolled in HIST 46F.

Acceptable for credit: UC/CSU

Survey of modern pandemics: Influenza, AIDS/HIV, Avian flu and others.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### Health Professions/ Occupations

#### HLTOC 48UA-ZZ, .5-9 Units

##### Selected Topics in Health Professions and Occupations

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1299.00

#### HLTOC 201, 2 Units

##### Medical Terminology I

2 hours lecture (GR or P/NP)

Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms.

1299.00

#### HLTOC 202, 2 Units

##### Medical Terminology II

2 hours lecture (GR or P/NP).

Recommended preparation: HLTOC 201.

Continued study of medical terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures.

1299.00

#### HLTOC 248UA-ZZ, .5-9 Units

##### Selected Topics in Health Professions and Occupations

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics.

1299.00

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## Course Announcements

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### History

#### **HIST 1, 3 Units**

##### **American Indian History and Culture**

3 hours lecture (GR or P/NP). Also offered as ANTHR 5. Not open for credit to students who have completed or are currently enrolled in ANTHR 5. Acceptable for credit: UC/CSU

Survey of American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development.

2205.00

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

#### **HIST 2A, 3 Units**

##### **History of European Civilization**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
History of Western civilization to 1660: Pre-historic, Ancient, Medieval, and Renaissance periods to 1660.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

#### **HIST 2B, 3 Units**

##### **History of European Civilization**

3 hours lecture (GR). HIST 2A is not prerequisite to HIST 2B. Acceptable for credit: UC/CSU  
History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

#### **HIST 3, 3 Units**

##### **Modern World History**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Survey of nineteenth- and twentieth-century world history tracing the developments of liberalism, industrialism, and nationalism: Modern civilization as shaped by social, economic, political, philosophical, and historical forces.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

#### **HIST 5, 3 Units**

##### **History of Mexico**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Interpretative survey of Mexican history from the Spanish Conquest to the present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

#### **HIST 7A, 3 Units**

##### **History of the United States to 1877**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4; CSU American  
Institutions, Group 1

#### **HIST 7B, 3 Units**

##### **History of the United States Since 1865**

3 hours lecture (GR or P/NP). HIST 7A is not prerequisite to HIST 7B. Not open for credit to students who have completed or are concurrently enrolled in HIST 15 at College of Alameda and Merritt.

Acceptable for credit: UC/CSU

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4; CSU  
American Institutions, Group 1;  
UCB American Cultures

#### **HIST 8B, 3 Units**

##### **History of Latin-American Civilization**

3 hours lecture (GR or P/NP).

HIST 8A is not prerequisite to HIST 8B.

Acceptable for credit: UC/CSU

History of Latin America during the nineteenth and twentieth centuries: Changing patterns of political, social, and cultural life.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

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## Course Announcements

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### **HIST 10B, 3 Units**

#### **History of Africa**

3 hours lecture (GR or P/NP). HIST 10A is not prerequisite to HIST 10B.

Acceptable for credit: UC/CSU

History of African civilizations in the twentieth century: Rise of African nationalism and independence and the creation of new African states.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **HIST 12, 3 Units**

#### **History and Culture of Eastern Asia**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History and culture of eastern Asia: Emphasis on the history and culture of China and its role as a major influence on other Asian nations; eastern Asia in the modern world.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **HIST 13, 2 Units**

#### **History of the Bay Area**

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Regional history of the Bay Area during the twentieth century: Social and economic factors that have created the current five-million inhabitant "Megalopolis by the Bay."

2205.00

CSU area D (additional units  
needed to satisfy area D requirements)

### **HIST 17, 3 Units**

#### **History of the Mexican-American**

3 hours lecture (GR). Also offered as M/LAT 19. Not open for credit to students who have completed or are currently enrolled in M/LAT 19. Acceptable for credit: UC/CSU

History of the people of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **HIST 19, 3 Units**

#### **History of California**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

California's multi-ethnic history from the pre-Spanish period to the present: Emphasis on the social and ethnic diversity of past and present California.

2205.00

AA/AS area 2, 5; CSU area D;  
IGETC area 4; UCB American Cultures

### **HIST 20, 3 Units**

#### **History of the Jewish People**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History and culture of the Jewish people from Biblical times to the present with emphasis on the past 100 years: Persecution and immigration, the Holocaust, Jewish experience in America, growth of the state of Israel.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **HIST 21, 3 Units**

#### **U.S. Women: A Social History**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the role and contributions of women to the development of U.S. society from colonial times to the present: Examination of U.S. women as social activists in their own and other movements.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4; UCB American Cultures

### **HIST 22, 3 Units**

#### **Introduction to Peace Studies**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the political, social, economic, and cultural conditions necessary to build a peaceful world: Effectiveness of world twentieth-century peace movements.

2205.00

AA/AS area 2; CSU area D;  
IGETC area 4

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## Course Announcements

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### **HIST 23, 3 Units** **Global Perspectives**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the historical development of twentieth-century global political, social, and economic systems: Examination of key historical events, analysis of the interdependence among and conflict between different systems, and identification of possible solutions to current global problems.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 28, 3 Units** **American Labor Movement**

3 hours lecture (GR or P/NP). Also offered as LABST 10. Not open for credit to students who have completed or are currently enrolled in LABST 10. Acceptable for credit: UC/CSU

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 29, 3 Units** **Southern Africa: Combined and Uneven Development**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of current history, politics, geography and economics of Southern Africa: Relationship between Africa and the U.S.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 31, 3 Units** **Contemporary Middle East: Politics of Nationalism**

3 hours lecture (GR or P/NP). Also offered as POSCI 12. Not open for credit to students who have completed or are currently enrolled in POSCI 12. Acceptable for credit: UC/CSU

Survey of economic, political, and social forces behind current Middle East tensions: Examination of key current conflicts in the Middle East; analysis of the role of oil, religious and national antagonisms; and the geopolitical importance of the region in twentieth-century superpower policy.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 33, 3 Units** **History of Native American Thought and Literature**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Historical survey of thought and literature of North American Indians: Origin stories, spiritual perspectives, treaty writings, memoirs, novels, children's literature, essays, and contemporary political treatises.

2205.00

AA/AS area 2, 3, 4d, 5;

CSU areas C2, D; IGETC area 3

### **HIST 37, 3 Units** **Developing World**

3 hours lecture (GR or P/NP). Also offered as POSCI 25. Not open for credit to students who have completed or are currently enrolled in POSCI 25. Acceptable for credit: UC/CSU

Survey of the historical evolution of developing regions of the world: Examination of their infrastructures, political stability, economic development, acquisition of technology; analysis of ethnic conflicts, environmental problems, and role in the global economy and international community.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 38, 3 Units** **Current World Problems**

3 hours lecture (GR or P/NP). Also offered as POSCI 20. Not open for credit to students who have completed or are currently enrolled in POSCI 20. Acceptable for credit: UC/CSU

World problems with emphasis on four major areas of concern: Population explosion, war, ideological confrontation, and disparity of resources among nations.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 39, 3 Units** **History of Soviet Russia: 1917-Present**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of contemporary Russian history: Rise and fall of the Soviet Union, multiculturalism, and challenges of the post-communist era.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

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## Course Announcements

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### **HIST 40, 3 Units**

#### **Social and Cultural History of the United States**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Social, cultural, and intellectual history of the United States from European origins to the present: Study of American civilization as shaped by historical, geographic, and social forces.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4;

CSU American Institutions, Group 1

### **HIST 43, 1 Unit**

#### **Berkeley History**

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Berkeley as a special identity: A place of political/cultural experimentations and town-grown divisions; historical roots of contemporary Berkeley.

2205.00

### **HIST 46A, 1-3 Units**

#### **World Water Resources: Abundance into Scarcity**

1-3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Course study under this section may be repeated two times for a maximum of 3 units. Survey of shift in world water resources: Examination of privatization, development of major hydro-electric dam projects, mining and aqua-farming, role of corporate and banking control of world's water, global conflicts and struggles over erosion of water rights.

2205.00

AA/AS area 2; CSU area D

(if taken for 3 units)

### **HIST 46B, 1-3 Units**

#### **Current Middle East**

1-3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Course study under this section may be repeated two times for a maximum of 3 units. Survey of Current Middle East conflicts: Focus on Israel, Iran, Iraq, Palestine, and Saudi Arabia.

2205.00

AA/As area 2; CSU area D

(if taken for 3 units)

### **HIST 46C, 1-3 Units**

#### **Global Conflicts over Resources**

1-3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Course study under this section may be repeated two times for a maximum of 3 units. Survey of the current state of the world: Control of oil, military arms, and social spending.

2205.00

AA/AS area 2; CSU area D

(if taken for 3 units)

### **HIST 46D, 1-3 Units**

#### **Women and Globalization**

1-3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Course study under this section may be repeated two times for a maximum of 3 units. Survey of the impact of globalization on women in the world.

2205.00

AA/AS area 2; CSU area D

(if taken for 3 units)

### **HIST 46E, 3 Units**

#### **History of the U. S. Media**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History of the U.S. media from 1776 to the present: Roles of print media, broadcast media, and the internet; relationship of media to U. S. government; international media.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

### **HIST 46F, 3 Units**

#### **History of Modern Pandemics**

3 hours lecture (GR or P/NP). Also offered as HLTED 46E. Not open for credit to students who have completed or are currently enrolled in HLTED 46E. Acceptable for credit: UC/CSU

Survey of modern pandemics: Influenza, AIDS/HIV, Avian flu, and others.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

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## Course Announcements

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Photographer: Shirley Fogarino

**HIST 47, 3 Units**  
**Critical Thinking in History**

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU  
Introduction to critical thinking, reading, and writing skills through study of cases and historical problems: Includes, but not limited to, perspectives of Middle-Eastern and Arab Americans, European Americans, Asian Americans, African Americans, Mexican Americans.

2205.00

AA/AS area 2, 4a, 4d;  
CSU area A3; IGETC area 1B

**HIST 48UA-ZZ, .5-5 Units**  
**Selected Topics in History**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

2205.00

**HIST 49, .5-5 Units**  
**Independent Study in History**

.5-5 hours lecture (GR or P/NP).  
Acceptable for credit: CSU  
See section on Independent Study.

2205.00

**HIST 60A, 1 Unit**  
**Preparing an Oral History Interview**

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Preparation of an oral history interview: Setting interview goals, budget, and timeline; review of ethics guidelines; use of primary source documents; development of an interview outline; biographical interview and legal release forms; overview of oral history organizations and archives and the uses of oral history.

2205.00

**HIST 60B, 1 Unit**  
**Conducting an Oral History Interview**

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Conducting an oral history interview: Effective interview techniques and interview procedures, use of recording equipment, and practice in conducting and transcribing an interview.

2205.00

**HIST 60C, 1 Unit**  
**Transcribing and Editing an Oral History Interview**

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Transcribing and editing an oral history interview: Use of transcription equipment, effective transcription and editing practices, and practice in transcribing and editing an oral history.

2205.00

**HIST 248UA-ZZ, .5-5 Units**  
**Selected Topics in History**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics.

2205.00

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## Course Announcements

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### Humanities

#### **HUMAN 1, 3 Units**

##### **Introduction to Humanities**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Humanities seen through various forms of expression: The arts and society, such as dance, painting, music, sculpture, and mythology; theory and practice in artistic creation to stimulate personal awareness.

1599.00

AA/AS area 3; CSU area C2; IGETC area 3

#### **HUMAN 21, 3 Units**

##### **Film: Art and Communication**

3 hours lecture (GR). Also offered as ART 98 and ENGL 21. Not open for credit to students who have completed or are currently enrolled in ART 98 or ENGL 21. Acceptable for credit: UC/CSU

Analysis of history and aesthetics of film from its inception in the late nineteenth century to the present: Language of film, factual films vs. fictional films, and effect of films on contemporary society.

1599.00

AA/AS area 3; CSU area C1; IGETC area 3

#### **HUMAN 26, 4 Units**

##### **Global Cinema**

3 hours lecture, 3 hours laboratory (GR or P/NP).

Acceptable for credit: UC/CSU

Global cinema analyzed through historical, political, commercial, cultural, and artistic perspectives: Screenings and interpretation of representative films from a variety of national film traditions outside of the United States, including films from Iran, India, Italy, France, Russia, Japan, China, Brazil, and Argentina.

1599.00

AA/AS area 3; CSU area C1; IGETC area 3

#### **HUMAN 30A, 3 Units**

##### **Human Values/Ethics**

3 hours lecture (GR or P/NP)

Also offered as PHIL 31A. Not open for credit to students who have completed or are currently enrolled in PHIL 31A. Acceptable for credit: UC/CSU

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual.

1599.00

AA/AS area 3; CSU area C2; IGETC area 3

#### **HUMAN 30B, 3 Units**

##### **Human Values/Aesthetics**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Analysis of the nature of the beautiful as expressed in visual arts, music, and literature of Western and other cultures: Integration of various aspects of daily and transitory activities of the individual to permanent, recorded expressions of the human spirit through the use of major works of art.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3

#### **HUMAN 40, 3 Units**

##### **Religions of the World**

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; original sources stressed.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3

#### **HUMAN 46, 3 Units**

##### **Philosophy of the Human Experience**

3 hours lecture (GR or P/NP). Also offered as PHIL 46. Not open for credit to students who have completed or are currently enrolled in PHIL 46.

Acceptable for credit: UC/CSU

Perennial philosophical and religious questions central to the human experience: Overview of diverse religious teachings, as well as critical investigation of philosophical perspectives regarding the nature of the self, experience, and purpose.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3

#### **HUMAN 48UA-ZZ, .5-5 Units**

##### **Selected Topics in Humanities**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1599.00

#### **HUMAN 49, .5-5 Units**

##### **Independent Study in Humanities**

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

1599.00

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## Course Announcements

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### **HUMAN 52, 4 Units Women and Cinema**

4 hours lecture (GR or P/NP). Recommended preparation: HUMAN 21 or an introduction to Film Studies course. Also offered as WS 52. Not open for credit to students who have completed or are currently enrolled in WS 52.

Acceptable for credit: UC/CSU

Analysis of women in cinema and of feminist and queer film criticism: Feminist film theory, criticism, and history; women as readers of film; women's independent film; women's often conflicted relationship with film representations; and the role of sexuality and gender in film viewing and representation.

1599.00

AA/AS area 3; CSU area C1; IGETC area 3

### **HUMAN 53, 4 Units Comparative Film Genres**

4 hours lecture (GR or P/NP). Recommended preparation: HUMAN 21 or an introduction to Film Studies course.

Acceptable for credit: UC/CSU

Survey of film genres selected from two to four of the following: Film noir, action, comedy, romance, western, musical, horror, documentary, gangster, and others.

1599.00

AA/AS area 3; CSU area C1;

IGETC area 3

### **HUMAN 55, 4 Units The Representation of Immigration in Cinema and Television**

4 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of immigration and cinema: Divergent ways immigrants and immigration have been represented in U.S. cinema and television, historical and contemporary examples in relation to the history of U.S. immigration policies, and public debate about immigration. Focus is on the U.S., but other cinematic narratives of immigration may be studied for purposes of comparison.

1599.00

AA/AS area 3; CSU area C2, D;

IGETC area 3, area 4

### **HUMAN 56, 1 Unit Meditation: Theory and Practice**

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to theory and practice of a variety of meditation methods: Contemporary and ancient techniques; comparative studies from monastic and householder traditions, both Eastern and Western.

1599.00

### **HUMAN 226, 1 Unit Global Cinema (Screening)**

3 hours lab (P/NP).

Screenings of representative films from a variety of national film traditions outside of the United States, including films from Iran, India, Italy, France, Russia, Japan, China, Brazil, and Argentina.

1599.00

## Human Services

### **HUSV 48UA-ZZ, .5-5 Units Selected Topics in Human Services**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2104.00

### **HUSV 70, 3 Units Boundaries and Ethics**

3 hours lecture (GR). Acceptable for credit: CSU

Analysis of ethical principles and dilemmas that arise in health care settings: Criteria of conduct in professional boundaries, language and cultural guidelines to be applied by health care interpreters.

2104.00

### **HUSV 71, 3 Units Cultural Brokerage**

3 hours lecture (GR). Acceptable for credit: CSU

Analysis of cultural brokerage: Interpreter as liaison, cultural guide, mediator, and catalyst for change; bridging the gap between patients and providers; integrating awareness, knowledge, and skills.

2104.00



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## Course Announcements

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### **HUSV 100, 1 Unit**

#### **Orientation to Social Services**

*1 hour lecture (GR or P/NP).*

*Acceptable for credit: CSU*

Exploration of the field of social services:

Emphasis on departments, positions, and career ladders. 2104.00

### **HUSV 101, 2 Units**

#### **Case Management in Human Services**

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

*Acceptable for credit: CSU*

Case management skills for the paraprofessional: History of case management; case management concepts, assessment, benefits, service planning and linkage with community agencies, service monitoring, consultation and referral strategies. 2104.00

### **HUSV 102, 2 Units**

#### **Child and Family Services**

##### **Theory and Practice I**

*2 hours lecture (GR or P/NP). Prerequisite: SOCS 101 and HUSV 101. Corequisite:*

*HUSV 112. Acceptable for credit: CSU*

Introduction to working in social service agencies or nonprofits within Children and Family Services: Historical overview, federal funding, state child welfare structure and legislative mandates, values and ethics, confidentiality, child maltreatment, county policies, and special issues; sexual abuse, domestic violence, substance abuse, mental health, and mental illness. 2104.00

### **HUSV 103, 2 Units**

#### **Child and Family Services**

##### **Theory and Practice II**

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

*Prerequisite: HUSV 102. Corequisite: HUSV 113.*

*Acceptable for credit: CSU*

Continuation of HUSV 102: Interviewing, crisis intervention, working effectively with families, family risk and needs assessment, case planning, court procedures, child placement, working effectively with care providers, legal mandates, and community agency resources. 2104.00



Photographer: Jon Fisher

### **HUSV 104, 2 Units**

#### **Gerontology Theory and Practice I**

*2 hours lecture (GR or P/NP). Prerequisite:*

*SOCS 101 and HUSV 101. Corequisite:*

*HUSV 112. Acceptable for credit: CSU*

Introduction to working in social-service agencies or nonprofits that serve adult and aging populations: Historical overview, ageism, demographics, myths and fallacies, biopsychosocial aspects of aging, health and mental health demographics across varying cultures, communication with older adults, and caregiving. 2104.00

### **HUSV 105, 2 Units**

#### **Gerontology Theory and Practice II**

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

*Prerequisite: HUSV 104. Corequisite:*

*HUSV 113. Acceptable for credit: CSU*

Continuation of HUSV 104: Gender and aging; Medicare, interdisciplinary and managed care approaches; ethical and legal issues; federal, state, and county policies and procedures; assessment; and case management specific to adult and aging services. 2104.00

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## Course Announcements

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**HUSV 106, 2 Units****California Welfare Programs and Services Theory and Practice I**

2 hours lecture (GR or P/NP). Prerequisite: SOCSC 101 and HUSV 101. Corequisite: HUSV 112. Acceptable for credit: CSU

Introduction to working in social-service agencies or nonprofits with California welfare participants: Historical overview, legal issues, eligibility requirements, and benefits.

2104.00

**HUSV 107, 2 Units****California Welfare Programs and Services Theory and Practice II**

2 hours lecture (GR or P/NP). Prerequisite: HUSV 106. Corequisite: HUSV 113.

Acceptable for credit: CSU

Continuation of HUSV 106: Work requirements, child care benefits, legal rights and issues, educational opportunities.

2104.00

**HUSV 108, 2 Units****Helping Skills for Human Services Paraprofessionals**

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Helping skills: Building an alliance, effecting change and empowering others within a multicultural society; attending, active listening, demonstrating empathy, assessment and referral; legal and ethical guidelines of the professional helping relationship and scope of practice.

2104.00

**HUSV 109, 2 Units****Diverse Populations in Human Services**

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Working with diverse populations in human services settings: Values, problems, issues, concerns and support needs of special population groups including, but not limited to, age, gender, ethnicity, socioeconomic status, physical or psychiatric disability, sexual orientation, and chemical-dependency characteristics.

2104.00

**HUSV 110, 3 Units****Social Services Specialization I**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Overview of social services programs: Child and family, adult and aging, and California welfare programs and services; issues of abuse, as well as benefits and eligibility.

2104.00

**HUSV 111, 3 Units****Social Services Specialization II**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Overview of social services programs: Child and family, adult and aging, and California welfare programs and services, including needs assessment, techniques, and legal and ethical issues.

2104.00

**HUSV 112, 2 Units****Seminar for Field Experience in Social Services I**

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Beginning seminar for field experience in social services: Theoretical foundation for experiential learning in social service settings.

2104.00

**HUSV 113, 2 Units****Seminar for Field Experience in Social Services II**

2 hours lecture (GR or P/NP). Prerequisite: HUSV 112. Acceptable for credit: CSU

Continuation of HUSV 112: Theoretical foundation for experiential learning in social service settings.

2104.00

**HUSV 114, 3 Units****Introduction to Community Health Work**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

The roles of community health workers as critical members of the health care team: Improving community health status by providing linkages between community members, clinical practitioners and the larger health delivery system.

2104.00

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## Course Announcements

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### **HUSV 115, 3 Units**

#### **Health Education and Prevention for Community Health Work**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Principles of community health education and outreach: Prevention strategies and education programs appropriate to different populations and communities. 2104.00

### **HUSV 116, 1 Unit**

#### **Orientation to Community Health Work**

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Community health and the roles of community health workers: Practical problem-solving skills for the workplace; organizational and time-management skills. 2104.00

### **HUSV 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Human Services**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2104.00

## **International Trade**

### **INTRD 34, 3 Units**

#### **Global Political Economy**

3 hours lecture (GR or P/NP). Also offered as POSCI 34. Not open for credit to students who have completed or are currently enrolled in POSCI 34. Acceptable for credit: UC/CSU

Overview and analysis of the relationship between politics and economics in the modern global political economy: Evolving integrated world systems, global enterprises and crises, World Trade Organization, e-trade, business ethics, cultural diversity, security and communications. 0508.00

AA/AS area 2;  
CSU area D; IGETC area 4

### **INTRD 35, 3 Units**

#### **Globalization and Culture**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Impact of globalization on culture, the economy, politics and society: Global political, economic, and social change and the opportunities and challenges to states, institutions, and individuals; essential elements of global cultural differences; culture and cultural diversity in international business, trade and management situations; business management tools for negotiating cultural problems in business transactions; effect of world resource distribution on international trade. 0508.00

AA/AS area 2; CSU area D;  
IGETC area 4

## **Labor Studies**

### **LABST 10, 3 Units**

#### **American Labor Movement**

3 hours lecture (GR or P/NP). Also offered as HIST 28. Not open for credit to students who have completed or are currently enrolled HIST 28.

Acceptable for credit: UC/CSU

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues. 0516.00

AA/AS area 2; CSU area D;  
IGETC area 4

## **Learning Resources**

### **LRNRE 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Learning Resources**

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 4930.00

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## Course Announcements

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### **LRNRE 212, 2 Units**

#### **Study Strategies and Learning Differences**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Recommended for students with cognitive disabilities.

Course study under this section may be repeated as necessary per Title 5, Sec 56029. Study strategies and accommodative techniques for students with cognitive disabilities (e.g., learning disabilities, attention deficit disorder, psychological disabilities, and acquired brain injuries). 4930.32

### **LRNRE 220, 3 Units**

#### **Introduction to Team Self-Management**

2 hours lecture, 3 hours laboratory (GR or P/NP). Corequisite: LRNRE 221, 222, and 223

Introduction to team self-management and leadership: Team development, communication, listening skills, dynamic leadership, self-assessment, and working styles. 4930.72

### **LRNRE 221, 2 Units**

#### **Leadership and Team Management Skills**

2 hours lecture (GR or P/NP).

Corequisite: LRNRE 220, 222, and 223

Leadership and team management: Analysis of personal goals and goal setting; behavioral factors in success; scenario planning methodologies; assessment of leadership styles, behaviors, and skills. 4930.72

### **LRNRE 222, 3 Units**

#### **Introduction to Social Justice Issues**

3 hours lecture (GR or P/NP). Corequisite: LRNRE 220, 221, and 223

Current issues in social justice: Identification and analysis of community problems, implementation of work plans for research projects, and implementation of action plans for proposed solutions. 4999.00

AA/AS area 2

### **LRNRE 223, 2.5 Units**

#### **Social Justice Research Methodologies**

2 hours lecture, 2 hours laboratory (GR or P/NP). Corequisite: LRNRE 220, 221, and 222

Application of research methodologies to contemporary social justice issues: Use of surveys for community data collection, analysis and interpretation of data, and presentation of research findings using presentation software and visual aids. 4999.00

### **LRNRE 224, 3 Units**

#### **Peer Mentoring**

2 hours lecture, 3 hours lab (GR or P/NP)

Peer mentoring: Analysis of educational goals and goal setting, including history of the American educational system; assessment of leadership styles and behaviors; mentoring strategies and skills. 4930.72

### **LRNRE 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Learning Resources**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 4930.00

### **LRNRE 294, .5 Units**

#### **Introduction to Learning Disabilities**

4.5 term hours lecture, 13.5 term hours laboratory (GR or P/NP). Recommended for students with learning disabilities. Non-degree applicable. Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Overview of learning disabilities: Ability, achievement, adaptive behavior, processing deficits, and aptitude achievement discrepancies; learning styles, study strategies, and accommodations for individual students. 4930.32

### **LRNRE 501, 0 Units**

#### **Supervised Tutoring (Non-Credit)**

1-15 hours laboratory (Not graded). Open-entry/open-exit course. Course study under this section may be repeated as necessary. Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09

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## Course Announcements

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### Library Information Studies

#### LIS 48UA-ZZ, .5-9 Units

##### Selected Topics

##### in Library Information Studies

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

1699.00

#### LIS 248UA-ZZ, .5-5 Units

##### Selected Topics

##### in Library Information Studies

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP)

See section on Selected Topics.

1699.00

### Mathematics

#### MATH 1, 4 Units

##### Pre-Calculus

4 hours lecture (GR). Prerequisite: MATH 203 or 211D. Not open for credit to students who have completed or are currently enrolled in MATH 3A-3B or [4A-4B-4C]. Acceptable for credit: UC/CSU  
Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, and logarithmic and exponential functions; function concept used as a unifying notion.

1701.00

AA/AS area 4b; CSU area B4;  
IGETC area 2

#### MATH 2, 5 Units

##### Precalculus with Analytic Geometry

5 hours lecture (GR). Prerequisite: MATH 50 or 52C. Acceptable for credit: UC/CSU  
Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadric surfaces.

1701.00

AA/AS area 4b; CSU area B4;  
IGETC area 2

#### MATH 3A, 5 Units

##### Calculus I

5 hours lecture (GR). Prerequisite: MATH 2 or 1, and MATH 50 or 52C.

Acceptable for credit: UC/CSU

Theorems on limits and continuous functions, derivatives, differentials, and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions.

1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

#### MATH 3B, 5 Units

##### Calculus II

5 hours lecture (GR). Prerequisite: MATH 3A.

Acceptable for credit: UC/CSU

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series.

1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

#### MATH 3C, 5 Units

##### Calculus III

5 hours lecture (GR). Prerequisite:

MATH 3B. Acceptable for credit: UC/CSU

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus.

1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

#### MATH 3E, 3 Units

##### Linear Algebra

3 hours lecture (GR). Prerequisite: MATH 3A. MATH 3E and 3F are equivalent to MATH 3D. Not open for credit to students who have completed or are currently enrolled in MATH 3D.

Acceptable for credit: UC/CSU

Linear algebra: Gaussian and Gauss-Gordon elimination, matrices, determinants, vectors in  $R^2$  and  $R^3$ , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications.

1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

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## Course Announcements

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Photographer: Shanna Hullaby

### **MATH 3F, 3 Units** **Differential Equations**

3 hours lecture (GR). Prerequisite: MATH 3C. Math 3E and 3F are equivalent to MATH 3D. Not open for credit to students who have completed or are currently enrolled in MATH 3D. Acceptable for credit: UC/CSU

Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

### **MATH 11, 4 Units** **Discrete Mathematics**

4 hours lecture (GR or P/NP). Prerequisite: MATH 3B. Acceptable for credit: UC/CSU

Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

### **MATH 13, 4 Units** **Introduction to Statistics**

4 hours lecture (GR). Prerequisite: MATH 203 or 211D. Acceptable for credit: UC/CSU

Introduction to theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, Z-tests, T-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

### **MATH 15, 3 Units** **Mathematics for Liberal Arts Students**

3 hours lecture (GR). Prerequisite: MATH 203 or 211D. Acceptable for credit: UC/CSU

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00

AA/AS area 4b; CSU area B4

### **MATH 16A, 3 Units** **Calculus for Business and Life/Social Sciences**

3 hours lecture (GR). Prerequisite: MATH 1 or 2. Acceptable for credit: UC/CSU

Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications. 1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

### **MATH 16B, 3 Units** **Calculus for Business and Life/Social Sciences**

3 hours lecture (GR). Prerequisite: MATH 16A or 3A. Acceptable for credit: UC/CSU

Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration with particular attention to applications. 1701.00

AA/AS area 4b;  
CSU area B4; IGETC area 2

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## Course Announcements

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### **MATH 18, 3 Units**

#### **Real Number Systems**

3 hours lecture (GR or P/NP). Prerequisite: MATH 203 or 211D. Acceptable for credit: UC/CSU

Development and analysis of the structure and operations of the real number system: Number systems, set theory, logic, mathematical reasoning, and an introduction to probability and statistics. Survey course intended primarily for education majors planning to teach in the primary grades. 1701.00

AA/AS area 4b; CSU area B4

### **MATH 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Mathematics**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 1701.00

### **MATH 49, .5-5 Units**

#### **Independent Study in Mathematics**

.5-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study. 1701.00

### **MATH 50, 3 Units**

#### **Trigonometry**

3 hours lecture (GR). Prerequisite: MATH 202, and 203 or 211D. Not open for credit to students who have completed or are currently enrolled in MATH 52ABC. Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00

AA/AS area 4b; CSU area B4

### **MATH 201, 4 Units**

#### **Elementary Algebra**

5 hours lecture (GR). Prerequisite: MATH 250 or 251D or 225 or 253 or appropriate placement through multiple-measures assessment process. Not open for credit to students who have completed or are currently enrolled in MATH 210ABCD.

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

### **MATH 202, 3 Units**

#### **Geometry**

3 hours lecture (GR). Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process.

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area.

1701.00

AA/AS area 4b

### **MATH 203, 4 Units**

#### **Intermediate Algebra**

5 hours lecture (GR). Prerequisite: MATH 201 or 210D or appropriate placement through multiple-measures assessment process. Recommended preparation: MATH 202. Not open for credit to students who have completed or are currently enrolled in MATH 211ABCD.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA/AS area 4b

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## Course Announcements

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**MATH 214, 4 Units****Mathematics for Science Technicians**

4 hours lecture (GR). Prerequisite: MATH 203 or 211D or appropriate placement through multiple-measures assessment process.

Mathematics for science technicians: Functions; graphs; solutions of linear and nonlinear equations by algebraic, numeric, geometric, and graphic means; exponential, logarithmic, and trigonometric functions; introduction to problems of calculus and statistics.

1701.00

AA/AS area 4b

**MATH 218, .5-1 Unit****Math Workshop**

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP). Course study under this section may be repeated one time for a maximum of 2 units.

Reinforcement of problem solving skills through individualized instruction in elementary algebra and/or intermediate algebra.

1701.00

**MATH 248UA-ZZ, .5-5 Units****Selected Topics in Mathematics**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1701.00

**MATH 250, 3 Units****Arithmetic**

3 hours lecture (GR). Not open for credit for students who have completed or are currently enrolled in MATH 251ABCD. Non-degree applicable.

Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. 4930.41

**MATH 251A, 1 Unit****Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Arithmetic of whole numbers and fractions. 4930.41

**MATH 251B, 1 Unit****Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Prerequisite: MATH 251A or appropriate placement through multiple-measures assessment process. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Arithmetic of decimals and percents. 4930.41

**MATH 251C, 1 Unit****Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Prerequisite: MATH 251B or appropriate placement through multiple-measures assessment process. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Ratio, proportion, and arithmetic of measures including the English and metric systems. 4930.41

**MATH 251D, 1 Unit****Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Prerequisite: Math 251C or appropriate placement through multiple-measures assessment process. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Application to consumer-oriented problems, and introduction to the solution of equations and formulas. 4930.41

**MATH 253, 3 Units****Pre-Algebra**

3 hours lecture (GR) Recommended preparation: MATH 250 or 251D or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 4930.41



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## Course Announcements

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### **MATH 259, .5-1 Unit**

#### **Math Workshop (Basic Skills)**

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP). Course study under this section may be repeated one time for a maximum of 2 units.

Reinforcement of problem solving skills through individualized instruction in arithmetic and/or pre-algebra. 4930.41

## **Mexican and Latin-American Studies**

### **M/LAT 30A, 3 Units**

#### **Survey of Latin-American Films**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Critical examination of historical and contemporary film images of Latinos/ Americanos as a result of cultural encounters within the United States: Traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States.

2203.04

AA/AS area 3, 5;

CSU area C2; IGETC area 3

### **M/LAT 30B, 3 Units**

#### **Survey of Latin-American Films**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences: Emphasis on those films that educate viewers about Latino encounters with majority and minority cultures within Latin America.

2203.04

AA/AS area 3;

CSU area C2; IGETC area 3

### **M/LAT 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Mexican and Latin-American Studies**

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2203.04

## **Multimedia Arts**

### **MMART 48UA-ZZ, .5-9 Units**

#### **Selected Topics in Multimedia Arts**

0-9 hours lecture, 0-27 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

0614.00

### **MMART 49, .5-5 Units**

#### **Independent Study in Multimedia Arts**

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

0614.00

### **MMART 101, 3 Units**

#### **Writing Basics for Multimedia**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Essentials of writing for multimedia arts majors: Developing well-focused prose based on established conventions of grammar, punctuation, sentence structure, and paragraph organization; overview and practical examples of writing in the multimedia field.

0614.00

AA/AS Area 4d

### **MMART 109, 3 Units**

#### **Writing for the Business of Multimedia**

3 hours lecture (GR or P/NP)

Recommended preparation: ART 41, and

MMART 101 and 200. Acceptable for credit: CSU

Development of written and electronic materials to pitch, propose and sell a multimedia project: Effective writing structure and style, portfolios, prospectus packets, grant writing, pitches, treatments, budgets, development of industry contacts.

0614.00

AA/AS area 4d

### **MMART 110, 3 Units**

#### **Scriptwriting and Storyboarding I**

3 hours lecture (GR or P/NP). Recommended preparation: ENGL 1A. Acceptable for credit: CSU

Introduction to storytelling as an art: Pre-production planning for linear and interactive multimedia; development of treatments, scripts and storyboards; organization of drama through effective pacing and design.

0614.00

AA/AS area 4d

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## Course Announcements

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### **MMART 111A, 3 Units Narrative Scriptwriting I**

*3 hours lecture (GR or P/NP). Recommended preparation: MMART 110.*

*Acceptable for credit: CSU*

Theory and practice of narrative scriptwriting; Industry-accepted formatting, story research/ planning, story structure, plot points, characters, scene development; critical analysis of professional screenwriting, films; developing a full-length feature script. 0614.00

### **MMART 111B, 3 Units Narrative Scriptwriting II**

*3 hours lecture (GR or P/NP). Prerequisite: MMART 111A. Acceptable for credit: CSU*

Advanced workshop in revising and completing a professional-level narrative script: Critique and discussion of individual student scripts; revision and review, professional screenplay and film analysis; dissection of complex narrative elements such as voice, character, pacing; agent and producer pitch and strategy sessions. 0614.00

### **MMART 112, 3 Units Writing for News and Documentary**

*3 hours lecture (GR or P/NP). Recommended preparation: MMART 101. Acceptable for credit: CSU*

Writing and producing nonfiction stories for news and documentary: Breaking news, feature stories, broadcast and multimedia formats; development of sources and interview subjects, news coverage analysis, hands-on projects in the field, visits to local news media organizations, and lectures by working journalists. 0614.00

*AA/AS area 4d*

### **MMART 113, 3 Units Digital Storytelling**

*3 hours lecture (GR or P/NP). Prerequisite: MMART 130/130L. Recommended preparation: MMART 101 and 160A/160LA. Acceptable for credit: CSU*

Writing and design for interactive multimedia: The role of the writer in multimedia projects, overview of process and workflow for project development, nonlinear formats, conceiving and completing a multimedia project, technical considerations, narrative-based multimedia projects; history of multimedia and philosophical considerations of art, design, and narrative. 0614.00

### **MMART 114, 3 Units User-Centered Design**

*3 hours lecture (GR or P/NP). Prerequisite: MMART 110 and 160A/160LA. Corequisite: MMART 114L. Acceptable for credit: CSU*

User-centered design concepts: Creating an interactive project utilizing interviews, user profiles, flow charts, and structured walk-throughs for a client, focusing on professional principles of the user/ designer/ client development process and logical design structures. 0614.00

### **MMART 114L, 1 Unit User-Centered Design Lab**

*3 hours laboratory (GR or P/NP). Corequisite: MMART 114. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 114. 0614.00

### **MMART 115, 3 Units Advanced Storyboarding**

*3 hours lecture (GR or P/NP). Prerequisite: MMART 110. Recommended preparation: ART 20. Acceptable for credit: CSU*

Storyboard visualizations of narrative and interactive scripts for live action and animation: Analyzing complex pacing, sound, camera angles, and layout to create effective dramatic structures. 0614.00

### **MMART 116, 3 Units Storytelling in Animation**

*3 hours lecture (GR or P/NP). Recommended preparation: MMART 110. Acceptable for credit: CSU*

Animated project design using storytelling elements, improvisation and brainstorming: Developing effective characters, story arcs, primary and secondary action, pacing, and layout. 0614.00

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## Course Announcements

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### **MMART 120, 3 Units**

#### **Media and Communications**

*3 hours lecture (GR or P/NP).*

*Acceptable for credit: UC/CSU*

Critical appreciation of media as expressive and communicational systems: Brief survey of the history of media as a communication tool and transmitter of culture; analysis of image, language, voice, gesture, music, technology, and interactive multimedia; individual, social, and global effects of interactive digital media.

0614.00

### **MMART 121, 3 Units**

#### **Digital Culture**

*3 hours lecture (GR or P/NP). Recommended preparation: MMART 101.*

*Acceptable for credit: CSU*

Analysis of the emerging digital culture within contemporary society: Impact of computer use and digital reproducibility on art, culture, perception, work, and social relations.

0614.00

*AA/AS area 3*

### **MMART 122A, 3 Units**

#### **History of Video Art**

*3 hours lecture (GR or P/NP). Recommended preparation: ENGL 1A; and ART 98/ENGL 21/HUMAN 21 or MMART 122B.*

*Acceptable for credit: UC/CSU*

Survey of video as an art form: Historical context and aesthetic issues examined through representative examples from single-channel genre, installations, and video performance art.

0614.00

*AA/AS area 3*

### **MMART 122B, 3 Units**

#### **From Movies to Multimedia**

*3 hours lecture (GR or P/NP). Recommended preparation: MMART 101, Acceptable for credit: CSU*

Analysis of film, animation, video, and other time-based multimedia art forms: Elements of linear and interactive structures; history, aesthetics, and cultural significance of the various forms; impact of digital technologies on production and reception of motion pictures; practices of analysis, interpretation, and criticism.

0614.00

*AA/AS area 3*

### **MMART 123, 3 Units**

#### **The Documentary Tradition**

*3 hours lecture (GR or P/NP).*

*Acceptable for credit: UC/CSU*

History and analysis of documentary film: Critical and historical approaches to non-fiction film form and content; objectivity and point of view; aesthetics and ethics and the evolving impacts of documentary films on American politics and new technology on the genre.

0614.00

*AA/AS area 3;*

*CSU area C1; IGETC area 3*

### **MMART 124, 3 Units**

#### **Media Interpretation and Criticism**

*3 hours lecture (GR or P/NP).*

*Recommended preparation: MMART 101.*

*Acceptable for credit: CSU*

Writing effective media criticism and interpretative pieces aimed at publication: Critical analysis of news and entertainment media; professional critical writing formats, publication opportunities, standards, submission guidelines, research practices, resources, copyright issues, and ethics.

0614.00

*AA/AS area 3*

### **MMART 129, 2 Units**

#### **Contemporary Color**

*1.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Co-requisite: MMART 129L.*

*Recommended Preparation: MMART 130/130L.*

*Acceptable for credit: CSU*

Fundamental elements of color: Application of subtractive color principles through art exercises using traditional pigments; application of additive color principles through art exercises using computer imaging software.

0614.00

### **MMART 129L, 1 Unit**

#### **Contemporary Color Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 129. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 129.

0614.00

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## Course Announcements

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### **MMART 130, 2 Units**

#### **Survey of Digital Imaging**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). *Corequisite:* MMART 130L.  
*Recommended preparation:* ART 41 and MMART 200. Formerly offered as ART 130. *Acceptable for credit:* CSU

Introduction to digital imaging for the multimedia industry: Scanned resources, vector drawing, bitmap painting, and rendering from 3-D models; appropriate file formats for animation, web, and CD-ROM production.

0614.60

AA/AS area 4c

### **MMART 130L, 1 Unit**

#### **Survey of Digital Imaging Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 130. Formerly offered as ART 130L. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 130.

0614.60

AA/AS area 4c

### **MMART 131A, 2 Units**

#### **Photoshop I**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). *Corequisite:* MMART 131LA.  
*Recommended preparation:* ART 41 and MMART 200. *Acceptable for credit:* CSU

Introduction to basic image editing and digital illustration using a bitmap imaging program: Survey of elementary design principles used to create effective visual communication with emphasis on practical computer-based compositions.

0614.60

AA/AS area 4c

### **MMART 131LA, 1 Unit**

#### **Photoshop I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 131A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 131A.

0614.60

AA/AS area 4c

### **MMART 131B, 2 Units**

#### **Photoshop II**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). *Corequisite:* MMART 131LB. *Recommended Preparation:* MMART 131A/131LA.  
*Acceptable for credit:* CSU

Advanced image editing and digital illustration using a bitmap imaging program: Survey of design principles used to create effective visual communication with emphasis on advanced computer-based compositions.

0614.60

AA/AS area 4c

### **MMART 131LB, 1 Unit**

#### **Photoshop II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 131B. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 131B.

0614.60

AA/AS area 4c

### **MMART 132A, 2 Units**

#### **Illustrator I**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). *Corequisite:* MMART 132LA.  
*Recommended preparation:* ART 41, and MMART 130/130L and 200. *Acceptable for credit:* CSU

Introduction to basic image editing and digital illustration using a vector-based drawing program: Survey of elementary design principles used to create effective visual communication with emphasis on practical computer-based compositions.

0614.60

AA/AS area 4c

### **MMART 132LA, 1 Unit**

#### **Illustrator I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 132A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 132A.

0614.60

AA/AS area 4c

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## Course Announcements

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### **MMART 132B, 2 Units**

#### **Painter I**

*1.5 hours lecture, 1.5 hours laboratory*  
(GR or P/NP). *Corequisite: MMART 132LB.*  
*Recommended Preparation: ART 20, 41; CIS 1 or 200;*  
*MMART 132A/132LA. Acceptable for credit: CSU*  
Introduction to basic drawing and painting  
principals using computer software that emu-  
lates traditional media: Oil, watercolor, chalk,  
charcoal, pen, and pencil. 0614.60  
AA/AS area 4

### **MMART 132LB, 1 Unit**

#### **Painter I Lab**

*4 hours laboratory (GR or P/NP). Corequisite:*  
*MMART 132B. Acceptable for credit: CSU*  
Practical training for development of multime-  
dia skills presented in MMART 132B.  
0614.60  
AA/AS area 4c

### **MMART 132C, 2 Units**

#### **Painter II**

*1.5 hours lecture, 1.5 hours laboratory*  
(GR or P/NP). *Corequisite: MMART 132LC.*  
*Recommended Preparation: MMART 132B/132LB.*  
*Acceptable for credit: CSU*  
Introduction to basic drawing and painting  
principals using computer software that emu-  
lates traditional media: Oil, watercolor, chalk,  
charcoal, pen, and pencil. 0614.60  
AA/AS area 4c

### **MMART 132LC, 1 Unit**

#### **Painter II Lab**

*4 hours laboratory (GR or P/NP). Corequisite:*  
*MMART 132C. Acceptable for credit: CSU*  
Practical training for development of multime-  
dia skills presented in MMART 132C.  
0614.60  
AA/AS area 4c

### **MMART 133A, 2 Units**

#### **Digital Photography I**

*1.5 hours lecture, 1.5 hours laboratory*  
(GR or P/NP). *Corequisite: MMART 133LA.*  
*Recommended preparation: ART 41 and MMART*  
*200. Acceptable for credit: CSU. Digital camera*  
*and materials fee required.*  
Introduction to digital camera operation:  
Settings, composition, media considerations,  
image editing, proofing, and final print on  
digital printer. 0614.60  
AA/AS area 4c

### **MMART 133LA, 1 Unit**

#### **Digital Photography I Lab**

*4 hours laboratory (GR or P/NP). Corequisite:*  
*MMART 133A. Acceptable for credit: CSU*  
Practical training for development of multime-  
dia skills presented in MMART 133A.  
0614.60  
AA/AS area 4c

### **MMART 133B, 2 Units**

#### **Digital Photography II**

*1.5 hours lecture, 1.5 hours laboratory*  
(GR or P/NP). *Prerequisite: MMART*  
*133A/133LA. Corequisite: MMART 133LB.*  
*Acceptable for credit: CSU*  
Intermediate theory and practice of digital  
photography: Advanced composition, black  
and white conversions, channels, scanning,  
blending, stitching, macrophotography, digital  
printing, and framing. 0614.60  
AA/AS area 4c

### **MMART 133LB, 1 Unit**

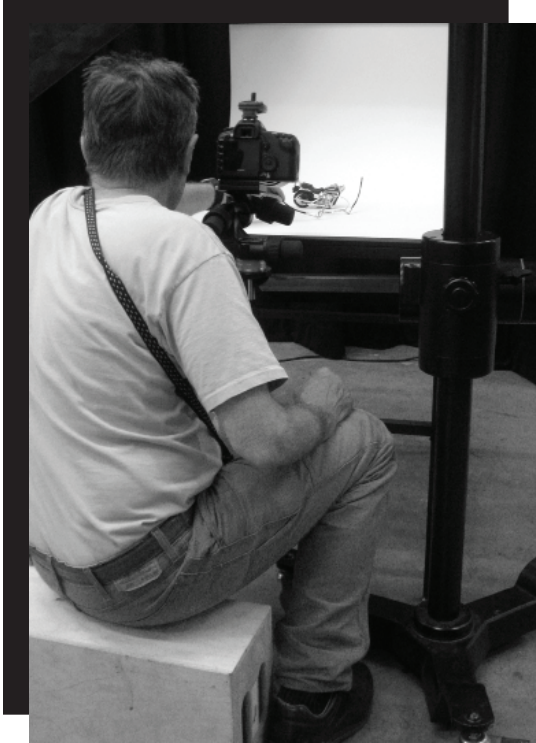
#### **Digital Photography II Lab**

*4 hours laboratory (GR or P/NP). Corequisite:*  
*MMART 133B. Acceptable for credit: CSU*  
Practical training for development of multime-  
dia skills presented in MMART 133B.  
0614.60  
AA/AS area 4c

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## Course Announcements

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Photographer: Shanna Hullaby

### **MMART 133C, 2 Units** **Digital Photography III**

1.5 hours lecture, 1.5 hours laboratory (GR).  
Corequisite: MMART 133LC. Recommended  
Preparation: MMART 133B/133LB. Acceptable  
for credit: CSU. Digital camera required.

Advanced theory and practice of digital photography: Archival quality prints and online galleries; professional level portfolio development.

0614.00  
AA/AS area 4c

### **MMART 133LC, 1 Unit** **Digital Photography III Lab**

4 hours laboratory (GR). Corequisite:  
MMART 133C. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 133C.

0614.00  
AA/AS area 4c

### **MMART 134A, 2 Units** **Digital Printmaking I**

1 hour lecture, 3 hours laboratory (GR or P/NP).  
Corequisite: MMART 134LA. Recommended  
Preparation: MMART 131A/131LA. Acceptable  
for credit: CSU. Materials fee required.

Introduction to digital printmaking: History of multiples, marketing techniques, output issues, and exploration of the creative digital process.

0614.60  
AA/AS area 4c

### **MMART 134LA, 1 Unit** **Digital Printmaking I Lab**

4 hours laboratory (GR or P/NP). Corequisite:  
MMART 134A. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 134A.

0614.60  
AA/AS area 4c

### **MMART 134B, 2 Units** **Digital Printmaking II**

1 hour lecture, 3 hours laboratory (GR or P/NP).  
Corequisite: MMART 134LB. Recommended Preparation: MMART 134A/134LA. Acceptable for credit: CSU. Materials fee required.

Intermediate digital printmaking: Major projects such as bookmaking and printing on canvas; advanced presentation, marketing and promotional techniques; aesthetic development.

0614.60  
AA/AS area 4c

### **MMART 134LB, 1 Unit** **Digital Printmaking II Lab**

4 hours laboratory (GR or P/NP). Corequisite:  
MMART 134B. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 134B.

0614.60  
AA/AS area 4c

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## Course Announcements

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**MMART 135A, 2 Units**  
**Advanced Practices**  
**for Digital Printmaking I**

*1 hour lecture, 3 hours laboratory (GR or P/NP).  
Corequisite: MMART 135LA. Recommended  
Preparation: MMART 134B/134LB , ART 41.  
Acceptable for credit: CSU*

Project-based study of digital printmaking; Focus on enhancing basic technological and visual skills; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60  
AA/AS area 4c

**MMART 135LA, 1 Unit**  
**Advanced Practices**  
**for Digital Printmaking I Lab**

*4 hours laboratory (GR or P/NP). Corequisite:  
MMART 135A. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 135A.

0614.60  
AA/AS area 4c

**MMART 135B, 2 Units**  
**Advanced Practices**  
**for Digital Printmaking II**

*1 hour lecture, 3 hours laboratory (GR or P/NP).  
Corequisite: MMART 135LB. Recommended  
Preparation: MMART 135A/135LA.  
Acceptable for credit: CSU*

Project-based study of digital printmaking; Focus on advancing input and acquisition skills to realize artistic vision; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60  
AA/AS area 4c

**MMART 135LB, 1 Unit**  
**Advanced Practices**  
**for Digital Printmaking II Lab**

*4 hours laboratory (GR or P/NP). Corequisite:  
MMART 135B. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 135B.

0614.60  
AA/AS area 4c

**MMART 135C, 2 Units**  
**Advanced Practices**  
**for Digital Printmaking III**

*1 hour lecture, 3 hours laboratory (GR or P/NP).  
Corequisite: MMART 135LC. Recommended  
Preparation: MMART 135B/135LB.  
Acceptable for credit: CSU*

Project-based study of digital printmaking; Focus on output and presentation techniques for conceptual realization; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60  
AA/AS area 4c

**MMART 135LC, 1 Unit**  
**Advanced Practices**  
**for Digital Printmaking III Lab**

*4 hours laboratory (GR or P/NP). Corequisite:  
MMART 135C. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 135C.

0614.60  
AA/AS area 4c

**MMART 135D, 2 Units**  
**Advanced Practices**  
**for Digital Printmaking IV**

*1 hour lecture, 3 hours laboratory (GR or P/NP).  
Corequisite: MMART 135LD. Recommended  
Preparation: MMART 135C/135LC.  
Acceptable for credit: CSU*

Project-based study of digital printmaking; Focus on preparation for participation in the cultural dialectic of digital print media; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60  
AA/AS area 4c

**MMART 135LD, 1 Unit**  
**Advanced Practices**  
**for Digital Printmaking IV Lab**

*4 hours laboratory (GR or P/NP). Corequisite:  
MMART 135D. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 135D.

0614.60  
AA/AS area 4c

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## Course Announcements

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### **MMART 136, 2 Units**

#### **Digital Printing for Photographers**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). Corequisite: MMART 136L.  
Acceptable for credit: CSU

Introduction to digital printing for photographers: Prepress considerations and techniques, operation and care of digital printing technologies, history of printmaking, client management, hands-on projects.

0614.60

AA/AS area 4c

### **MMART 136L, 1 Unit**

#### **Digital Printing for Photographers Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 136. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 136.

0614.60

AA/AS area 4c

### **MMART 148A, 2 Units**

#### **Sound Design I**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). Corequisite: MMART 148LA.  
Recommended preparation: MMART 150A/150LA and 200. Acceptable for credit: CSU

Theory and practice of sound design: Survey of sound-recording formats and mechanics, professional editing systems, preparing sound for postproduction, integrating sound and video editing software, techniques of sound editing and sound-sweetening, export and output issues, project management.

0614.10

AA/AS area 4c

### **MMART 148LA, 1 Unit**

#### **Sound Design I Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 148A. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 148A.

0614.10

AA/AS area 4c

### **MMART 148B, 2 Units**

#### **Sound Design II**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). Corequisite: MMART 148LB  
Recommended Preparation: MMART 148A/148LA. Acceptable for credit: CSU

Advanced practice and theory of sound design: Video, the internet, and live performance settings; advanced sound editing techniques using industry-standard tools, research/screenings of influential sound artists and revolutionary sound technologies.

0614.10

AA/AS area 4c

### **MMART 148LB, 1 Unit**

#### **Sound Design II Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 148B. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 148B.

0614.10

AA/AS area 4c

### **MMART 149, 2 Units**

#### **The Music Video**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 149L. Recommended Preparation: MMART 148A/148LA, 150A/150LA, 152A/152LA. Acceptable for credit: CSU

Theory and practice of postproduction for music videos: Advanced projects editing a music video, applying effective sound and visual design, synch and non-synch sound, musical structure and visual narrative, illustrative and expressive edit techniques, project management, industry standards, and career options.

0614.10

AA/AS area 4c

### **MMART 149L, 1 Unit**

#### **The Music Video Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 149. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 149.

0614.10

AA/AS area 4c



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## Course Announcements

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### **MMART 150A, 2 Units**

#### **Final Cut Pro I**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 150LA. *Recommended preparation:* CIS 1 or 200. *Acceptable for credit:* CSU

Theory and practice of digital video editing; Film aesthetics and time-based media design; video and audio acquisition, editorial, effects, and output; basic project and media management; industry standards, career opportunities, and copyright law.

0614.10

AA/AS area 4c

### **MMART 150LA, 1 Unit**

#### **Final Cut Pro I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 150A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 150A.

0614.10

AA/AS area 4c

### **MMART 150B, 2 Units**

#### **Final Cut Pro II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Co-requisite:* MMART 150LB. *Recommended Preparation:*

MMART 150A/150LA. *Acceptable for credit:* CSU  
Continuing theory and practice of digital video editing; Intermediate film aesthetics and time-based media design; basic compositing and rotoscoping; luma and color correction; advanced project and media management; industry standards, copyright law, and ethics.

0614.10

AA/AS area 4c

### **MMART 150LB, 1 Unit**

#### **Final Cut Pro II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 150B. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 150B.

0614.10

AA/AS area 4c

### **MMART 150C, 2 Units**

#### **Final Cut Pro III**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Co-requisite:* MMART 150LC. *Recommended Preparation:* ART 98/ENGL 21/HUMAN 21, or MMART 122B, 150B/150LB, 152B/152LB. *Acceptable for credit:* CSU

Theory and practice of motion picture editing style: Development of distinctive editing technique and style through lectures, demonstrations, group critiques, practical exercises, and final projects focused on strong composition, editorial “voice,” and innovation.

0614.10

AA/AS area 4c

### **MMART 150LC, 1 Unit**

#### **Final Cut Pro III Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 150C. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 150C.

0614.10

AA/AS area 4c

### **MMART 150D, 2 Units**

#### **Final Cut Pro IV**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Co-requisite:* MMART 150LD. *Recommended Preparation:* MMART 148A/148LA, 150C/150LC and 151A/151LA. *Acceptable for credit:* CSU

Finishing techniques and distribution planning for a broadcast-ready video program: Refinement of editorial structure, pacing, visual style, sound design; advanced finishing techniques; developing a distribution plan and submission packet; broadcast and related output considerations; legal and permissions issues and ethics.

0614.10

AA/AS area 4c

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## Course Announcements

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**MMART 150LD, 1 Unit**  
**Final Cut Pro IV Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 150D. *Acceptable for credit:* CSU  
Practical training for development of multimedia skills presented MMART 150D.

0614.10  
AA/AS area 4c

**MMART 151A, 2 Units**  
**Digital Video Production I**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 151LA. *Recommended preparation:* MMART 110. *Acceptable for credit:* CSU

Theory and practice of shooting video in studio and field environments: Recording formats and mechanics, basic cinematography styles and techniques, lighting, sound recording, make-up; planning shoots with scripts, directorial guidance, and postproduction specifications.

0614.10  
AA/AS area 4c

**MMART 151LA, 1 Unit**  
**Digital Video Production I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 151A. *Acceptable for credit:* CSU  
Practical training for development of production skills presented in MMART 151A.

0614.10  
AA/AS area 4c

**MMART 151B, 2 Units**  
**Digital Video Production II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 151LB. *Recommended Preparation:* MMART 151A/151LA. *Acceptable for credit:* CSU

Design for video production: Script analysis from pragmatic and aesthetic perspectives; advanced cinematography, studio and field lighting theory and techniques, audio composition and foley technique, appropriate microphone selection and use, art direction, and location selection.

0614.10  
AA/AS area 4c

**MMART 151LB, 1 Unit**  
**Digital Video Production II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 151B. *Acceptable for credit:* CSU  
Practical training for development of multimedia skills presented in MMART 151B.

0614.10  
AA/AS area 4c

**MMART 151C, 2 Units**  
**Digital Video Production III**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Prerequisite:* MMART 151B/151LB. *Corequisite:* MMART 151LC. *Acceptable for credit:* CSU

Video production emphasizing the development of advanced skills in one area of the student's choice: Direction, preproduction planning, cinematography, sound design, lighting or art direction.

0614.10  
AA/AS area 4c

**MMART 151LC, 1 Unit**  
**Digital Video Production III Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 151C. *Acceptable for credit:* CSU  
Practical training for development of multimedia skills presented in MMART 151C.

0614.10  
AA/AS area 4c

**MMART 152A, 2 Units**  
**Motion Graphics/After Effects I**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 152LA. *Recommended preparation:* MMART 130/130L and 150A/150LA and 200. *Acceptable for credit:* CSU

Introduction to motion graphics and 2D animation for the current industry standards: Importing source files including photographs, illustrations, video clips and 3D animation; compositing source imagery, keyframing, animating, and effects; compression and out-putting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level.

0614.10  
AA/AS area 4c

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## Course Announcements

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### **MMART 152LA, 1 Unit**

#### **Motion Graphics/After Effects I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 152A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 152A.

0614.10  
AA/AS area 4c

### **MMART 152B, 2 Units**

#### **Motion Graphics/After Effects II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 152LB. *Recommended Preparation:* MMART 152A/152LA. *Acceptable for credit:* CSU

Intermediate motion graphics and 2D animation for the current industry standards: Compositing source imagery, keyframing, animating, and effects; compression and outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level.

0614.10  
AA/AS area 4c

### **MMART 152LB, 1 Unit**

#### **Motion Graphics/After Effects II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 152B. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 152B.

0614.10  
AA/AS area 4c

### **MMART 152C, 2 Units**

#### **Motion Graphics/After Effects III**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 152LC. *Recommended Preparation:* MMART 152B/152LB. *Acceptable for credit:* CSU

Advanced motion graphics and 2D animation for the current industry standards: Compositing source imagery, keyframing, animating, effects, masks, 3D layers, and parenting; compression and outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level.

0614.10

### **MMART 152LC, 1 Unit**

#### **Motion Graphics/After Effects III Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 152C. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 152C.

0614.10  
AA/AS area 4c

### **MMART 153, 1.5 Units**

#### **Digital Cinematography Basics**

1.5 hours lecture (GR or P/NP). *Recommended preparation:* MMART 151A/151LA or MMART 154. *Acceptable for credit:* CSU

Digital camera use: Manual functions and settings, camera movement, pre-production preparation, on-set protocol, motion picture aesthetics, industry and on-set terminology, duties and responsibilities of the camera team.

0612.20  
AA/AS area 4c

### **MMART 154, 1.5 Units**

#### **Video Production Fundamentals**

1.5 hours lecture (GR or P/NP).

*Acceptable for credit:* CSU

Introduction to project planning and video production basics: Pre-production, local resources, on-set etiquette, camera operation, lighting, sound recording, preparation for post-production.

0612.20  
AA/AS area 4c

### **MMART 155A, 2 Units**

#### **Special Projects in Digital Photography A**

1.5 hours lecture, 1.5 hours lab (GR or P/NP).

*Prerequisite:* MMART 133A/133LA.

*Corequisite:* MMART 155LA. *Recommended Preparation:* MMART 131A/131LA and MMART 136/136L. *Acceptable for credit:* CSU

Project-based study of digital photography: Low light and night photography; portraiture; use of flash on camera + reflectors; natural light; development of photographs in Adobe Lightroom 2; history of photography; critiques.

0614.60  
AA/AS area 4c

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## Course Announcements

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**MMART 155LA, 1 Unit**  
**Special Projects in Digital**  
**Photography A Lab**

*4 hours lab (GR or P/NP). Corequisite:*  
*MMART 155A. Acceptable for credit: CSU*  
Practical training for development of multimedia skills presented in MMART 155A.

0614.60  
AA/AS area 4c

**MMART 155B, 2 Units**  
**Special Projects in Digital**  
**Photography B**

*1.5 hours lecture, 1.5 hours lab (GR or P/NP).*  
*Prerequisite: MMART 133A/133LA.*  
*Corequisite: MMART 155LB. Recommended*  
*Preparation: MMART 131A/131LA and*  
*MMART 136/136L. Acceptable for credit: CSU*  
Project-based study of digital photography: use of off-camera flash; advanced use of Adobe Lightroom 2; printing; landscape/cityscape; documentary photography; history and theory of photography; critiques.

0614.60  
AA/AS area 4c

**MMART 155LB, 1 Unit**  
**Special Projects in Digital**  
**Photography B Lab**

*4 hours lab (GR or P/NP). Corequisite:*  
*MMART 155B. Acceptable for credit: CSU*  
Practical training for development of multimedia skills presented in MMART 155B.

0614.60  
AA/AS area 4c

**MMART 155C, 2 Units**  
**Special Projects in Digital Photography C**

*1.5 hours lecture, 1.5 hours lab (GR or P/NP).*  
*Prerequisite: MMART 133A/133LA.*  
*Corequisite: MMART 155LC. Recommended*  
*Preparation: MMART 131A/131LA and*  
*MMART 136/136L. Acceptable for credit: CSU*  
Project-based study of digital photography: location shooting with supplemental light; making composite images in Adobe Photoshop; printing; the constructed image; still life; history and theory of photography; critique.

0614.60  
AA/AS area 4c

**MMART 155LC, 1 Unit**  
**Special Projects in Digital**  
**Photography C Lab**

*4 hours lab (GR or P/NP). Co-requisite:*  
*MMART 155C. Acceptable for credit: CSU*  
Practical training for development of multimedia skills presented in MMART 155C.

0614.60  
AA/AS area 4c

**MMART 155D, 2 Units**  
**Special Projects in Digital Photography D**

*1.5 hours lecture, 1.5 hours lab*  
*(GR or P/NP). Prerequisite: MMART 133A/133LA.*  
*Corequisite: MMART 155LD. Recommended*  
*Preparation: MMART 131A/131LA and MMART*  
*136/136L. Acceptable for credit: CSU*  
Project-based study of digital photography: production of an extended series of related images; portfolio development; printing; presentation strategies; critiques.

0614.60  
AA/AS area 4c

**MMART 155LD, 1 Unit**  
**Special Projects in Digital**  
**Photography D Lab**

*4 hours lab (GR or P/NP). Corequisite:*  
*MMART 155D. Acceptable for credit: CSU*  
Practical training for development of multimedia skills presented in MMART 155D.

0614.60  
AA/AS area 4c

**MMART 156, 3 Units**  
**Documentary Production Intensive**

*3 hours lecture (GR or P/NP). Prerequisite:*  
*MMART 154 or MMART 150A/LA or*  
*MMART 151A/LA. Acceptable for credit: CSU*  
Theory and practice of documentary video production: Creating non-fiction treatment and script, filming interview subjects and supporting visuals, editing a short non-fiction video program.

0612.20  
AA/AS area 4c

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## Course Announcements

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### **MMART 157, 1.5 Units** **Beginning Motion Picture Lighting**

*1.5 hours lecture (GR/PNP).*

Lighting basics for motion picture: Lighting theory, electricity and safety, use of lighting equipment, accessories and tools, on-set protocol, motion picture aesthetics, industry and on-set terminology, duties and responsibilities of the lighting team.

0612.20

*AA/AS area 4c*

### **MMART 159, 2 Units** **Interactive Video**

*1.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Corequisite: MMART 159L.*

*Recommended Preparation: MMART 150A/150LA.*

*Formerly offered as MULTM 137.*

*Acceptable for credit: CSU*

Major issues and practical projects related to producing video for the world wide web: Authoring environments, codes, streaming video, working within hardware and project constraints, embedding video in hypermedial designs, career options.

0614.10

*AA/AS area 4c*

### **MMART 159L, 1 Unit** **Interactive Video Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 159. Formerly offered as MULTM 137L.*

*Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 159.

0614.10

*AA/AS area 4c*

### **MMART 160A, 2 Units** **Web I: Dreamweaver**

*1.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Corequisite: MMART 160LA.*

*Recommended preparation: MMART130/130L and 162/162L and 200. Acceptable for credit: CSU*

Introduction to the theory, practice, and aesthetics of web-page layout and design: Use of web layout/graphics programs including preparation of images for the web, interface design, interactivity, and web animation.

0614.30

*AA/AS area 4c*

### **MMART 160LA, 1 Unit** **Web I: Dreamweaver Lab**

*4 hours laboratory (GR or P/NP). Corequisite:*

*MMART 160A. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 160A.

0614.30

*AA/AS area 4c*

### **MMART 160B, 2 Units** **Web II: Advanced Design Projects**

*1.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Corequisite: MMART 160LB.*

*Recommended Preparation: MMART 160A/160LA.*

*Acceptable for credit: CSU*

Advanced concepts in web-page design and implementation: Advanced technologies including streaming audio/video, research and development for client contact and presentations; team-based projects.

0614.30

*AA/AS area 4c*

### **MMART 160LB, 1 Unit** **Web II: Advanced Design Projects Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 160B. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 160B.

0614.30

*AA/AS area 4c*

### **MMART 160C, 2 Units** **Web III: Web Commerce Applications**

*1.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Corequisite: MMART 160LC.*

*Recommended Preparation: MMART 160B/160LB, 161A. Acceptable for credit: CSU*

Introduction to the principles of e-commerce and merchant website development: Analysis and application of advanced concepts in web-page design and development including server and client-side scripting, database development, and shopping cart implementation; application of site design for users with disabilities.

0614.30

*AA/AS area 4c*

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## Course Announcements

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Photographer: Richard Gonzalez

### **MMART 160LC, 1 Unit**

#### **Web III: Web Commerce Applications Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 160C. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 160C.

0614.30  
AA/AS area 4c

### **MMART 161A, 3 Units**

#### **Information Architecture I: Interface Design**

3 hours lecture (GR or P/NP). Recommended preparation: Art 41, and MMART 130/130L and 200. Acceptable for credit: CSU

Introduction to information architecture and interface design: Graphic and information design principles used to organize, navigate, and develop successful interfaces for new media projects.

0614.30  
AA/AS area 4c

### **MMART 162, 2 Units**

#### **Web Graphics**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 162L  
Recommended preparation: Art 41, and MMART 130/130L and 200. Acceptable for credit: CSU  
Image analysis and preparation for web-ready graphics and animation: Principles of web color theory, file size economy, and efficient online image presentation.

0614.30  
AA/AS area 4c

### **MMART 162L, 1 Unit**

#### **Web Graphics Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 162. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 162.

0614.30  
AA/AS area 4c

### **MMART 174A, 2 Units**

#### **Web Development: Flash**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 174LA.  
Recommended preparation: MMART 130/130L and 200. Acceptable for credit: CSU  
Introduction to the theory and practice of creating interactive web multimedia products using Macromedia Flash: Screen and interface design, time-based visual and sound design; typography and digital imaging; concepts of "interactivity," "hypermedia," and "virtuality"; project production phases; industry standards; philosophy and ethics.

0614.30

### **MMART 174LA, 1 Unit**

#### **Web Development: Flash Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 174A. Acceptable for credit: CSU  
Practical training for development of multimedia skills presented in MMART 174A.

0614.30  
AA/AS area 4c

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## Course Announcements

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### **MMART 175A, 2 Units**

#### **Interactive Authoring: CD/DVD**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 175LA. *Recommended preparation:* MMART 130/130L and 200. *Acceptable for credit:* CSU

Introduction to the theory and practice of creating interactive CD/DVD multimedia products using Macromedia Director: Screen and interface design, time-based visual and sound design; typography and digital imaging; concepts of “interactivity,” “hypermedia,” and “virtuality”; project production phases; industry standards; philosophy and ethics.

0614.40

AA/AS area 4c

### **MMART 175LA, 1 Unit**

#### **Interactive Authoring: CD/DVD Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 175A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 175A.

0614.40

AA/AS area 4c

### **MMART 175B, 3 Units**

#### **Game Design**

3 hours lecture, (GR or P/NP). *Recommended Preparation:* MMART 175A/175LA, 110.

*Acceptable for credit:* CSU

Introduction to game theory and interactive computer game design: Analysis and application of the concepts of pattern recognition, spatial reasoning, branching storytelling, interactive parameters, interface design through the use of flow charts, storyboards, story scripts and programming languages.

0614.40

AA/AS area 4c

### **MMART 176, 2 Unit**

#### **3D Web Animation**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 176L. *Recommended Preparation:* MMART 160A/160LA, 177/177L, and 185A/185LA. *Acceptable for credit:* CSU

3D animated project production for the web: Identification of the varied uses of 3D on the internet for entertainment and commercial sites; building an individual animated sequence and a group project within such internet parameters as file size, polygonal complexity, compression, and bandwidth; exploring future uses of the medium.

0614.40

AA/AS area 4c

### **MMART 176L, 1 Unit**

#### **3D Web Animation Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 176. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 176.

0614.40

AA/AS area 4c

### **MMART 177, 2 Units**

#### **Introduction to Animation Principles**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Co-requisite:* MMART 177L *Recommended Preparation:* ART 25, MMART 110. *Acceptable for credit:* CSU

Introduction to the principles of animation: Creating characters; drawing key poses and in-betweens; designing movement paths, pose manipulation and cycles; timing movement based on sound tracks; utilizing storyboards and dynamic composition to create animated scenes; testing motion studies and scene storytelling with software.

0614.40

AA/AS area 4c

### **MMART 177L, 1 Unit**

#### **Introduction to Animation Principles Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 177. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 177.

0614.40

AA/AS area 4c

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## Course Announcements

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### **MMART 178, 2 Units**

#### **Drawing for Animation**

1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP). Corequisite: MMART 178L.

Recommended preparation: ART 20.

Acceptable for credit: CSU

Freehand drawing techniques in traditional animation: Gesture drawing, designing key poses, drawing figures in motion, capturing motion in fast sketches, analysis and development of motion paths.

0614.40

AA/AS area 4c

### **MMART 178L, 1 Unit**

#### **Drawing for Animation Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 178. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 178.

0614.40

AA/AS area 4c

### **MMART 179, 3 Units**

#### **Animation Layout and Visual Development**

3 hours lecture (GR or P/NP). Recommended Preparation: MMART 129/129L, 177/177L.

Acceptable for credit: CSU

Fundamentals of dynamic composition and visual development for animation: Use of character actions, camera angles and perspective to stage effective layouts; application of storytelling elements, research, color theory and basic design principles to create backgrounds and the overall look of imaginary worlds.

0614.40

AA/AS area 4c

### **MMART 180, 2 Units**

#### **Animation Special Effects**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Recommended Preparation: MMART 152A/152LA, 177/177L, and 185A/185LA. Corequisite: MMART 180L. Acceptable for credit: CSU

Introduction to the history and production of 2D/3D visual effects animation: Examination of live action and animated video; researching and planning special effects based on natural phenomena; animation of 2D/3D objects and effects to be composited into existing video with appropriate sounds.

0614.40

AA/AS area 4c

### **MMART 180L, 1 Unit**

#### **Animation Special Effects Lab**

4 hours laboratory (GR or P/NP). Corequisite : MMART 180. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 180.

0614.40

AA/AS area 4c

### **MMART 181, 2 Units**

#### **Experimental Animation**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 181L. Recommended Preparation: MMART 177/177L.

Acceptable for credit: CSU

Exploration of alternative forms of traditional animation: Analysis and application of the techniques of claymation; stop-motion, paper cut-outs, puppets, color sand, mixed media, and set construction and sculpture; digital video manipulation.

0614.40

AA/AS area 4c

### **MMART 181L, 1 Unit**

#### **Experimental Animation Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 181. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 181.

0614.40

AA/AS area 4c

### **MMART 185A, 2 Units**

#### **3-D Illustration/Cinema 4D I**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 185LA. Recommended preparation: Art 41 and MMART 200. Acceptable for credit: CSU

Introduction to the theory and practice of 3D modeling / animation: Hands-on projects using modeling / animation applications combined with lectures on lighting, digital cinematography, character development, and other relevant topics.

0614.40

AA/AS area 4c



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## Course Announcements

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### **MMART 185LA, 1 Unit**

#### **3-D Illustration/Cinema 4D I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 185A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 185A.

0614.40  
AA/AS area 4c

### **MMART 185B, 2 Units**

#### **3-D Illustration/Cinema 4D II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 185LB. *Recommended Preparation:* MMART 185A/185LA. *Acceptable for credit:* CSU

Intermediate 3D modeling, texture mapping, lighting and animation, theory, and practice: Hands-on projects using modeling/animation applications, photo-realistic modeling, character animation; practice with small team projects.

0614.40  
AA/AS area 4c

### **MMART 185LB, 1 Unit**

#### **3-D Illustration/Cinema 4D II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 185B. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 185B.

0614.40  
AA/AS area 4c

### **MMART 186, 2 Units**

#### **Flash 2D Animation**

1.5 hours lecture, 1.5 hours lab (GR or P/NP). *Co-requisite:* MMART 186L. *Recommended Preparation:* MMART 177/177L.

*Acceptable for credit:* CSU

2D animation using a vector-based imaging and animation program : Survey of traditional animation techniques; importing graphics; creating and manipulating symbols; using keyframes; designing motion paths; using Motion Tweens and Shape Tweens to animate symbols; and publishing the animations to various formats.

0614.40  
AA/AS area 4c

### **MMART 186L, 1 Unit**

#### **Flash 2D Animation Lab**

4 hours lab (GR or P/NP). *Co-requisite:* MMART 186. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 186.

0614.40  
AA/AS area 4c

### **MMART 187, 2 Units**

#### **Animation Practice I**

1.5 hours lecture, 1.5 hours lab (GR or P/NP). *Co-requisite:* MMART 187L. *Recommended Preparation:* MMART 177/177L., ART 25.

*Acceptable for credit:* CSU

Project-based study of animation: Developing movement based on the principles of animation; designing characters; timing based on lip-synching; rotoscoping; coordinating sound to animated shorts and exploring the themes of American animation history.

0614.40  
AA/AS area 4c

### **MMART 187L, 1 Unit**

#### **Animation Practice I Lab**

4 hours lab (GR or P/NP). *Co-requisite:* MMART 187. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 187.

0614.40  
AA/AS area 4c

### **MMART 195A, 3 Units**

#### **Special Project: Digital Arts**

#### **Festival Organization**

3 hours lecture (GR or P/NP). *Corequisite:* MMART 195LA. *Recommended preparation:* ART 98/ENGL 21/HUMAN 21, and MMART 122B and 150A/150LA and 200.

*Acceptable for credit:* CSU

Collaborative project-based study of media arts festival development and organization, culminating in the planning, jurying, and preparatory organization of a digital arts festival: Contemporary media art and festival trends; professional jurying criteria, standards, and protocols; venue selection; project management, copyright issues, financing and publicity.

0614.00  
AA/AS area 4c

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## Course Announcements

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### **MMART 195LA, 1 Unit**

#### **Special Project: Digital Arts Festival Organization Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 195A. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 195A.

0614.00

AA/AS area 4c

### **MMART 195B, 3 Units**

#### **Special Project: Digital Arts Festival Production**

*3 hours lecture (GR or P/NP). Corequisite: MMART 195LB. Recommended preparation: ART 98/ENGL 21/HUMAN 21, and MMART 122B and 150A/150LA and 195A/195LA and 200. Acceptable for credit: CSU*

Collaborative project-based study of digital arts festival creation, culminating in the production of a media arts festival: Programming of juried entries, standard exhibition display practices, publicity, hospitality, budgeting, negotiating with venue, project management, copyright issues, postproduction mastering of festival program tape.

0614.00

AA/AS area 4c

### **MMART 195LB, 1 Unit**

#### **Special Project: Digital Arts Festival Production Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 195B. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 195B.

0614.00

AA/AS area 4c

### **MMART 196A, 2 Units**

#### **Art Marketing and Portfolio Management**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 196LA. Acceptable for credit: CSU*

Principles of marketing digital artwork: Business models and marketing structures, professional collaboration, systems approach to marketing digital artwork, portfolio development, networking opportunities, and career management for the professional digital artist.

0614.00

AA/AS area 4c

### **MMART 196LA, 1 Unit**

#### **Art Marketing and Portfolio Management Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 196A. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 196A.

0614.00

AA/AS area 4c

### **MMART 197, 2 Units**

#### **Multimedia Portfolio/ Sample Reel Development**

*1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Co-requisite: MMART 197L. Recommended Preparation: MMART 130/130L, 150A/150LA, 159, 160A/160LA. Acceptable for credit: CSU*

Development of professional-level portfolio in printed form, on the web, and/or on CD/DVD in the context of job-search preparation: Portfolio design and production, resume refinement, interview and customer relations skills, job-search activities, and networking in the multimedia field.

0614.00

AA/AS area 4c

### **MMART 197L, 1 Unit**

#### **Multimedia Portfolio/ Sample Reel Development Lab**

*4 hours laboratory (GR or P/NP). Corequisite: MMART 197. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 197.

0614.00

AA/AS area 4c

### **MMART 198, 3 Units**

#### **Multimedia Project Management**

*3 hours lecture (GR or P/NP). Recommended preparation: ART 41, and MMART 130/130L and 200. Acceptable for credit: CSU*

Theory and practices for multimedia project management: Applying time management, creativity, problem-solving, and decision-making skills, both in individual and team-based interactions, to manage assets, plan schedules, control costs, ensure quality, deliver the media, and communicate with clients, using real-world templates, examples, case studies, and contracts.

0614.00

AA/AS area 4c

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## Course Announcements

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### **MMART 199, 3 Units**

#### **Multimedia Special Projects**

1.5 hours lecture, 4.5 hours laboratory (GR or P/ NP). Prerequisite: ART 41, and MMART 110 and 130/130L and 150A/150LA and 175A/175LA. Acceptable for credit: CSU. Course study under this section may be repeated three times.

Collaborative project-based study of different multimedia specializations combined to produce a multimedia product or event: Internet web site, digital video documentary, animation, public-service commercial, public-access television program, online art and literary journal, digital art exhibit, CD Rom, or video festival.

0614.00

AA/AS area 4c

### **MMART 200, 3 Units**

#### **Digital Media Literacy**

2 hours lecture, 3 hours laboratory (GR or P/NP) Introduction to Mac OS X and iLife: Basic hardware and software components; user interface; digital media including digital photos, digital music, and digital video; DVD based media presentations and ergonomics; ethics and legal issues.

0614.00

AA/AS area 4c

### **MMART 228C, 2 Units**

#### **Introduction to InDesign Desktop Publishing**

1.5 hours lecture, 1.5 hours lab, (GR/PNP). Recommended preparation: CIS 200 or MMART 200. Also offered as CIS 228C. Not open for credit to students who have completed or are currently enrolled in CIS 228C.

Introduction to the use of InDesign page-layout software: Basics of page layout, font selection and formatting, setting defaults, text and graphic placement, graphic scanning, and laser printing.

0614.50

AA/AS area 4c



Photographer: Shirley Fogarino

### **MMART 229C, 2 Units**

#### **InDesign Desktop Publishing-- Continuation**

1.5 hours lecture, 1.5 hours lab (GR/PNP). Prerequisite: CIS 228C or MMART 228C. Also offered as CIS 229C. Not open for credit to students who have completed or are currently enrolled in CIS 229C.

Advanced use of InDesign page-layout software: Developing grids; creating, editing, and applying styles; designing tables of contents; building and formatting data tables; creating and formatting jumplines, working with spot and process color; framing, keylining, grouping objects, working with service bureaus, managing typefaces.

0614.50

AA/AS area 4c

### **MMART 248UA-ZZ, .5-9 Units**

#### **Selected Topics in Multimedia Arts**

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP) See section on Selected Topics.

0614.00

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## Course Announcements

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### Music

**MUSIC 15A, 3 Units**  
**Jazz, Blues and Popular Music in the American Culture**

*3 hours lecture (GR or P/NP).*

*Acceptable for credit: UC/CSU*

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock, and other popular music forms in the twentieth century. 1004.00

*AA/AS area 3, 5;*

*CSU area C1; IGETC area 3*

**MUSIC 15B, 3 Units**  
**Jazz, Blues and Popular Music in the American Culture**

*3 hours lecture (GR or P/NP).*

*Acceptable for credit: UC/CSU*

Study of the contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews.

1004.00

*AA/AS area 3, 5;*

*CSU area C1; IGETC area 3*

**MUSIC 25, 2 Units**  
**College Choir**

*1 hour lecture, 3 hours laboratory (GR or P/NP). Prerequisite: Ability to sing acceptably determined by instructor through audition. Acceptable for credit: UC/CSU. Course study under this section may be repeated three times.*

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performances required. 1004.10

**MUSIC 48UA-ZZ, .5-5 Units**  
**Selected Topics in Music**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU*

*See section on Selected Topics.*

1004.00

**MUSIC 248UA-ZZ, .5-5 Units**  
**Selected Topics in Music**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)*

*See section on Selected Topics.*

1004.00

### Persian

**PERS 48UA-ZZ, .5-5 Units**  
**Selected Topics in Persian**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU*

*See section on Selected Topics.*

1199.00

### Philosophy

**PHIL 1, 3 Units**  
**Introduction to Philosophy**

*3 hours lecture (GR). Acceptable for credit: UC/CSU*

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00

*AA/AS area 3;*

*CSU area C2; IGETC area 3*

**PHIL 2, 3 Units**  
**Social and Political Philosophy**

*3 hours lecture (GR). Acceptable for credit: UC/CSU*

Focus on classic examples of social and political philosophy in Western civilization: Original writings by Classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), Modern Europeans (Marx and Mills), and appropriate contemporary philosophers. 1509.00

*AA/AS area 3;*

*CSU area C2; IGETC area 3*

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## Course Announcements

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### **PHIL 10, 3 Units**

#### **Logic**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Consideration of logical problems of language:  
Deduction and induction, fallacies, theory  
of argument and the scientific method, and  
study of correct reasoning in Aristotelian and  
modern logic. 1509.00

AA/AS area 3; CSU area A3, C2

### **PHIL 16, 3 Units**

#### **Buddhist Philosophy**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to Buddhist philosophy and  
sutras: Focus on the study of the main tenets  
of the three major schools of thought: Abhid-  
harmakosa, Yogacara, and Madhyamika.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3

### **PHIL 20A, 3 Units**

#### **History of Ancient Greek Philosophy**

3 hours lecture (GR). Acceptable for credit: CSU  
Chronological development of leading philo-  
sophical perspectives of Ancient Greece from  
the Ionians to the Scholastics.

1599.00

AA/AS area 3

### **PHIL 20B, 3 Units**

#### **History of Modern European Philosophy**

3 hours lecture (GR). Acceptable for credit: CSU  
Chronological development of leading philo-  
sophical perspectives of Modern Europe from  
the Renaissance to present.

1599.00

AA/AS area 3

### **PHIL 31A, 3 Units**

#### **Human Values/Ethics**

3 hours lecture (GR or P/NP). Also offered as  
HUMAN 30A. Not open for credit to students  
who have completed or are currently enrolled in  
HUMAN 30A. Acceptable for credit: UC/CSU

Analysis of concepts of good and right in our  
society and of criteria of conduct: Various  
religious, philosophic, scientific, and aesthetic  
aspects of moral behavior integrated with  
reason and emotion of the individual.

1509.00

AA/AS area 3;

CSU area C2; IGETC area 3

### **PHIL 35, 3 Units**

#### **Feminist Philosophy**

3 hours lecture (GR or P/NP). Also offered as  
WS 35. Not open for credit to students who have  
completed or are currently enrolled in WS 35.

Acceptable for credit: UC/CSU

Introduction to feminist philosophy through  
the study of different philosophical ap-  
proaches to and bases for feminism: Historical,  
cultural, and political approach to feminist  
theories in relation to one another and to other  
branches of philosophy.

1509.00

AA/AS area 3;

CSU area C2; IGETC area 3

### **PHIL 37, 3 Units**

#### **Introduction to Asian Philosophy**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Major philosophies and religions of Asia:  
Emphasis on the origins, myths, and basic  
teachings of Hinduism, Jainism, Buddhism,  
Daoism, Confucianism, and Shinto, with spe-  
cial attention to current influences of Eastern  
philosophy and religion on Western culture.

1509.00

AA/AS area 3;

CSU area C2; IGETC area 3

### **PHIL 46, 3 Units**

#### **Philosophy of the Human Experience**

3 hours lecture (GR or P/NP). Also offered as HU-  
MAN 46. Not open for credit to students who have  
completed or are currently enrolled in HUMAN  
46. Acceptable for credit: UC/CSU

Perennial philosophical and religious ques-  
tions central to the human experience:  
Overview of diverse religious teachings, as  
well as critical investigation of philosophical  
perspectives regarding the nature of the self,  
experience, and purpose.

1509.00

AA/AS area 3;

CSU area C2; IGETC area 3

### **PHIL 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Philosophy**

0-5 hours lecture, 0-15 hours laboratory (GR or P/  
NP). Acceptable for credit: CSU

See section on Selected Topics.

1509.00

### **PHIL 49, .5-5 Units**

#### **Independent Study in Philosophy**

0-5 hours lecture (GR or P/NP). Acceptable for  
credit: CSU

See section on Independent Study. 1509.00

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## Course Announcements

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### Physical Education

**PE 48UA-ZZ, .5-5 Units****Selected Topics in Physical Education**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

0835.00

**PE 248UA-ZZ, .5-5 Units****Selected Topics in Physical Education**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP)

See section on Selected Topics.

0835.00

**PE 680, 0 Units****Physical Education Activities  
for the Disabled (Non-Credit)**

0-.5 hours lecture; 0-3 hours laboratory (Not  
graded). Recommended for students with dis-  
abilities. Course study under this section may be  
repeated as necessary.

Disability-related exercises designed to meet  
individual needs and interests: Range of mo-  
tion, aerobics, muscle retraining and strength-  
ening, and balance and coordination.

0835.80

**PE 682****Swimming for the Disabled (Non-Credit)**

0 units, 0-.5 hours lecture, 0-3 hours laboratory  
(Not graded). Recommended for students with  
disabilities. Course study under this section may  
be repeated as necessary.

Individualized instruction in swimming  
designed to meet the needs of adults with  
disabilities: Improvement of physical strength  
and endurance through swimming:

0835.80

### Physical Science

**PHYS 10, 3 Units****Physical Science Survey**

3 hours lecture (GR or P/NP).  
Acceptable for credit: UC/CSU

Introduction to the physical sciences: Selected  
topics from astronomy, chemistry, meteorol-  
ogy, physics, geology, and oceanography.

1901.00

AA/AS area 1;

CSU area B1; IGETC area 5

**PHYS 20, 3 Units****Introduction to the Marine Environment**

3 hours lecture (GR). Acceptable for credit: UC/CSU

Introduction to the oceans: History and to-  
pography; physical and chemical properties  
of sea water; causes and effects of currents,  
tides, and waves; ocean life, distribution and  
management of marine resources, marine  
pollution, sea floor sediments; tectonics and  
paleomagnetism.

1919.00

AA/AS area 1;

CSU area B1; IGETC area 5

**PHYS 48UA-ZZ, .5-5 Units****Selected Topics in Physical Science**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

1901.00

**PHYS 248UA-ZZ, .5-5 Units****Selected Topics in Physical Science**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP)

See section on Selected Topics.

1901.00

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## Course Announcements

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### Physics

#### PHYS 2A, 5 Units

##### General Physics

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: MATH 50 or 52C.

Acceptable for credit: UC/CSU

Comprehensive study of general physics: Mechanics, properties of matter, thermodynamics, heat, wave motion, and sound.

1902.00

AA/AS area 1;

CSU area B1, B3; IGETC area 5

#### PHYS 2B, 5 Units

##### General Physics

4 hours lecture, 3 hours laboratory (GR). Prerequisite: PHYS 2A. Acceptable for credit: UC/CSU

Comprehensive study of general physics: Light, optics, electricity, magnetism, atomic physics, and modern physics.

1902.00

AA/AS area 1; CSU area B1, B3;

IGETC area 5

#### PHYS 3A, 5 Units

##### General Physics

4 hours lecture, 3 units laboratory (GR or P/NP).

Prerequisite or Co-requisite: MATH 3A.

Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, heat, and thermodynamics for students majoring in the biological and medical sciences.

1902.00

AA/AS area 1; CSU area B1, B3;

IGETC area 5

#### PHYS 3B, 5 Units

##### General Physics

4 hours lecture, 3 units laboratory (GR or P/NP).

Prerequisite: PHYS 3A.

Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy; DC and AC circuits, light, optics, relativity, quantum physics, atoms, molecules, nuclei, particles, and astrophysics for students majoring in the biological and medical sciences.

1902.00

AA/AS area 1;

CSU area B1, B3; IGETC area 5

#### PHYS 4A, 5 Units

##### General Physics with Calculus

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: MATH 3A. Recommended

preparation: PHYS 10.

Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound.

1902.00

AA/AS area 1;

CSU area B1, B3; IGETC area 5

#### PHYS 4B, 5 Units

##### General Physics with Calculus

4 hours lecture, 3 hours laboratory (GR). Prerequisite: PHYS 4A and MATH 3B.

Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits.

1902.00

AA/AS area 1;

CSU area B1, B3; IGETC area 5

#### PHYS 4C, 5 Units

##### General Physics with Calculus

4 hours lecture, 3 hours laboratory (GR). Prerequisite: PHYS 4B and MATH 3C.

Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Light interference, relativity, quantum physics, atoms, molecules, and nuclei.

1902.00

AA/AS area 1;

CSU area B1, B3; IGETC area 5

#### PHYS 10, 4 Units

##### Introduction to Physics

4 hours lecture (GR or P/NP). Recommended preparation: MATH 201 or 210D, and MATH 202. Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B or 4A-4B-4C. Acceptable for credit: UC/CSU

Elementary study of major topics of physics: Motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity.

1902.00

AA/AS area 1;

CSU area B1; IGETC area 5

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## Course Announcements

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### **PHYS 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Physics**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

1902.00

## **Political Science**

### **POSCI 1, 3 Units**

#### **Government and Politics in the United States**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Introduction to principles and the political  
process of national, state, and local govern-  
ment: Emphasis on national government and  
the Constitution.

2207.00

AA/AS area 2; CSU area D;  
IGETC area 4; CSU American  
Institutions, Group 2+3

### **POSCI 2, 3 Units**

#### **Comparative Government**

3 hours lecture (GR or P/NP). Acceptable for  
credit: UC/CSU

Comparative analysis in government and poli-  
tics: Political leadership, citizenship participa-  
tion, centers of power, and political problems  
of selected governments.

2207.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **POSCI 3, 3 Units**

#### **International Relations**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Nature of relations among nation-states: Anal-  
ysis of basic forces affecting the formulation  
of foreign policy, dynamics of international  
politics, survey of rise and development of the  
nation-state system, problems of nationalism  
and imperialism with emphasis on develop-  
ment since World War II, and evolution and  
operation of the United Nations.

2207.00

AA/AS area 2;  
CSU area D; IGETC area 4

### **POSCI 5, 3 Units**

#### **American Politics and Minority Groups**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Role and experience of ethnic groups in the  
American political system: Expression and  
resolution of political conflicts, contemporary  
political experiences, problems of selected  
ethnic groups, proposed solutions to these  
problems, and practical political techniques  
for the achievement of such solutions.

2207.00

AA/AS area 2, 5; CSU area D;  
IGETC area 4; CSU American  
Institutions, Group 2+3

### **POSCI 6, 3 Units**

#### **The U.S. Constitution and Criminal Due Process**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey and analysis of people's rights under  
criminal and civil law: Procedural civil liber-  
ties and rights (defendants, court personnel,  
and police), concepts of due process and equal  
protection, search and seizure, and applica-  
tions of principles and practices to everyday  
life.

2207.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **POSCI 12, 3 Units**

#### **Contemporary Middle East: Politics of Nationalism**

3 hours lecture (GR or P/NP). Also offered as  
HIST 31. Not open for credit to students who have  
completed or are currently enrolled in HIST 31.  
Acceptable for credit: UC/CSU

Survey of economic, political, and social forces  
behind current Middle East tensions: Exami-  
nation of key current conflicts in the Middle  
East; analysis of the role of oil, religious and  
national antagonisms; and the geopolitical  
importance of the region in twentieth-century  
superpower policy.

2207.00

AA/AS area 2;  
CSU area D; IGETC area 4



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## Course Announcements

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### **POSCI 20, 3 Units**

#### **Current World Problems**

3 hours lecture (GR or P/NP). Also offered as HIST 38. Not open for credit to students who have completed or are currently enrolled in HIST 38. Acceptable for credit: UC/CSU

World problems with emphasis on four major areas of concern: Population explosion, war, ideological confrontation, and disparity of resources among nations.

2207.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **POSCI 25, 3 Units**

#### **Developing World**

3 hours lecture (GR or P/NP). Also offered as HIST 37. Not open for credit to students who have completed or are currently enrolled in HIST 37. Acceptable for credit: UC/CSU

Survey of the historical evolution of developing regions of the world: Examination of their infrastructures, political stability, economic development, acquisition of technology; analysis of ethnic conflicts, environmental problems, and role in the global economy and international community.

2207.00

AA/AS area 2; CSU area D;  
IGETC area 4

### **POSCI 34, 3 Units**

#### **Global Political Economy**

3 hours lecture (GR or P/NP). Also offered as INTRD 34. Not open for credit to students who have completed or are currently enrolled in INTRD 34. Acceptable for credit: UC/CSU

Overview and analysis of the relationship between politics and economics in the modern global political economy: Evolving integrated world systems, global enterprises and crises, World Trade Organization, e-trade, business ethics, cultural diversity, security and communications.

2207.00

AA/AS area 2;  
CSU area D; IGETC area 4

### **POSCI 42, 1-3 Units**

#### **California Environmental Controversies**

1-3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 12 units. Historical background of California environmental controversies: Analysis of selected environmental controversies and public policy choices facing California; includes guest speakers and field trips.

2207.00

CSU area D (if taken for 3 units)

### **POSCI 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Political Science**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2207.00

### **POSCI 49, .5-5 Units**

#### **Independent Study in Political Science**

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

2207.00

### **POSCI 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Political Science**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics.

2207.00

## **Portuguese**

### **PORT 1A, 5 Units**

#### **Elementary Portuguese**

5 hours lecture (GR or P/NP). Acceptable for credit: UC/CSU. This course is equivalent to two years of high school study.

Study and practice in understanding, speaking, reading, and writing Portuguese: Emphasis on understanding basic grammatical concepts and vocabulary building; readings in Portuguese and on Lusophone countries' life and culture.

1119.00

AA/AS Area 3; CSU area C2;  
IGETC area 3 and Language

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## Course Announcements

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### **PORT 1B, 5 Units**

#### **Elementary Portuguese**

5 hours lecture (GR or P/NP). Prerequisite: PORT 1A. Acceptable for credit: UC/CSU

Continuation of Portuguese 1A: Study and practice in understanding, speaking, reading, and writing Portuguese with continuing emphasis on understanding basic grammatical concepts and vocabulary building; readings in Portuguese and on all Lusophone Countries' life and culture.

1119.00

AA/AS Area 3;

CSU area C2; IGETC area Language

### **PORT 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Portuguese**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1119.00

## **Psychology**

### **PSYCH 1A, 3 Units**

#### **Introduction to General Psychology**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism.

2001.00

AA/AS area 2;

CSU area D; IGETC area 4

### **PSYCH 6, 3 Units**

#### **Social Psychology**

3 hours lecture (GR). Acceptable for credit: UC/CSU  
Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society.

2001.00

AA/AS area 2;

CSU area D, E; IGETC area 4

### **PSYCH 7A, 3 Units**

#### **Psychology of Childhood**

3 hours lecture (GR). Not open for credit to students who have completed or are currently enrolled in PSYCH 7L. Acceptable for credit: UC/CSU

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development.

2001.00

AA/AS area 2; CSU area D, E;

IGETC area 4

### **PSYCH 10, 3 Units**

#### **Psychology and Life: Basic Principles**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Basic principles of psychology and recent research developments: Contemporary psychological issues pertaining to individuals and their interactions.

2001.00  
AA/AS area 2; CSU area D, E; IGETC area 4

### **PSYCH 12, 3 Units**

#### **Human Sexuality**

3 hours lecture (GR). Also offered as BIOL 27 and HLTED 27. Not open for credit to students who have completed or are currently enrolled in BIOL 27 or HLTED 27. Acceptable for credit: UC/CSU  
Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy.

2001.00

AA/AS area 2;

CSU area D, E; IGETC area 4

### **PSYCH 21, 3 Units**

#### **Lifespan Human Development**

3 hours lecture (GR or P/NP).

Acceptable for Credit: UC/CSU

Human development from conception to death: Theories of development, research methods; physical, cognitive, social, and emotional changes of the life span with developmental issues; nature vs. nurture, continuity vs. discontinuity, stability vs. instability.

2001.00

AA/AS area 2; CSU area D, E;

IGETC area 4

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## Course Announcements

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### **PSYCH 28, 3 Units**

#### **Introduction to Research Methods in Psychology**

*3 hours lecture (GR/PNP). Prerequisites: PSYCH 001A and MATH 013. Acceptable for credit: CSU*  
Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology.  
2001.00

### **PSYCH 30, 3 Units**

#### **Psychology of Men and Women**

*3 hours lecture (GR or P/NP).  
Acceptable for credit: UC/CSU*  
Factors contributing to a sense of self as man or woman: Biological and cultural determinants of sex roles and psychological implications including heredity, development, identity, social role, perception, and personality.  
2001.00

*AA/AS area 2; CSU area D, E;  
IGETC area 4*

### **PSYCH 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Psychology**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU*  
See section on Selected Topics.  
2001.00

### **PSYCH 49, .5-5 Units**

#### **Independent Study in Psychology**

*0-5 hours lecture (GR or P/NP).  
Acceptable for credit: CSU*  
See section on Independent Study.  
2001.00

### **PSYCH 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Psychology**

*0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)*  
See section on Selected Topics. 2001.00



*Photographer: Shirley Foarino*

## Social Science

### **SOCSC 1, 3 Units**

#### **Introduction to Women's Studies**

*3 hours lecture (GR or P/NP). Also offered as WS 1. Not open for credit to students who have completed or are currently enrolled in WS 1. Acceptable for credit: UC/CSU*

Contemporary issues concerning women and girls in diverse national, cultural, racial/ethnic, and social class contexts: Theories of and strategies for women's empowerment on the personal, institutional, societal, and global levels.  
2201.00

*AA/AS area 2; CSU area D;  
IGETC area 4*

### **SOCSC 2, 3 Units**

#### **Introduction to Diversity Issues**

*3 hours lecture (GR or P/NP).  
Acceptable for credit: UC/CSU*  
Complexities of interpersonal relationships among cultures in United States society: Self-concept, values, beliefs, communication, and lifestyle; exploration of individual cultural perceptions; sociological aspects of majority-minority group relationships (ethnic, racial, and gender); respect for differences; sense of community.  
2201.00

*AA/AS area 2; CSU area D;  
IGETC area 4*

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## Course Announcements

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**SOCSC 48UA-ZZ, .5-5 Units****Selected Topics in Social Science**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics.

2201.00

**SOCSC 101, 3 Units****Introduction to Social Services**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to social services: Critical exploration of the history, theoretical development, and current issues within the field of social service; characteristics and career of a social service worker; local agencies, diverse populations served, politics and economics of the system, and evaluation of the legal and social issues of the system.

2201.00

AA/AS area 2

**SOCSC 248UA-ZZ, .5-5 Units****Selected Topics in Social Science**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics.

2201.00

## Sociology

**SOC 1, 3 Units****Introduction to Sociology**

3 hours lecture (GR). Acceptable for credit: UC/CSU

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

**SOC 2, 3 Units****Social Problems**

3 hours lecture (GR). Acceptable for credit: UC/CSU

Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control.

2208.00

AA/AS area 2; CSU area D;

IGETC area 4

**SOC 3, 3 Units****Sociology of Women**

3 hours lecture (GR). Also offered as HIST 56. Not open for credit to students who have completed or are currently enrolled in HIST 56.

Acceptable for credit: UC/CSU

Exploration of various conceptual frameworks regarding the status of women: Structure function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement.

2208.00

AA/AS area 2; CSU area D;

IGETC area 4

**SOC 5, 3 Units****Minority Groups**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations.

2208.00

AA/AS area 2, 5; CSU area D;

IGETC area 4

**SOC 8, 3 Units****Crime and Deviance**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Sociological exploration of the nature, extent, and causes of crime and deviance: Corporate crime, property and violent crime, drug culture, sex work, the criminal justice system, stigmatization, and the socio-political impact of crime and deviance.

2208.00

AA/AS area 2; CSU area D;

IGETC area 4

**SOC 13, 3 Units****Sociology of the Family**

3 hours lecture (GR). Acceptable for credit: UC/CSU

Social forces and emotional factors which contribute to marriage and family ties: The changing economy and values on the relationships between men and women, parents and children.

2208.00

AA/AS area 2; CSU area D;

IGETC area 4

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## Course Announcements

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### **SOC 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Sociology**

0-5 hours lecture, 0-15 hours laboratory  
(GR or P/NP). Acceptable for credit: CSU  
See section on Selected Topics.

2208.00

### **SOC 120, 3 Units**

#### **Introduction to Research Methods**

3 hours lecture (GR/PNP). Prerequisite: SOC 1.  
Recommended preparation: MATH 13.  
Acceptable for credit: CSU

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative analytic tools including survey, observational, experimental, case study, and comparative historical research.

2208.00

### **SOC 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Sociology**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics.

2208.00

## Spanish

### **SPAN 1A, 5 Units**

#### **Elementary Spanish**

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school study.  
Acceptable for credit: UC/CSU

Study and practice in understanding, speaking, reading, and writing Spanish: Emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture.

1105.00

AA/AS area 3; CSU area C2;  
IGETC area 3 and Language

### **SPAN 1B, 5 Units**

#### **Elementary Spanish**

5 hours lecture (GR or P/NP). Prerequisite: SPAN 1A. Acceptable for credit: UC/CSU

Continuation of SPAN 1A: Study and practice in understanding, speaking, reading, and writing Spanish with continuing emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture.

1105.00

AA/AS area 3; CSU area C2;  
IGETC area 3 and Language

### **SPAN 2A, 5 Units**

#### **Intermediate Spanish**

5 hours lecture (GR or P/NP). Prerequisite: SPAN 1B. Acceptable for credit: UC/CSU  
Intermediate-level spoken and written Spanish: Grammar review, conversation, composition, reading, and aural-oral practice.

1105.00

AA/AS area 3; CSU area C2;  
IGETC area 3 and Language

### **SPAN 2B, 5 Units**

#### **Intermediate Spanish**

5 hours lecture (GR or P/NP). Prerequisite: SPAN 2A. Acceptable for credit: UC/CSU  
Continuation of SPAN 2A: Selected readings from Spanish and Latin-American literature, grammar review, and advanced composition and conversation.

1105.00

AA/AS area 3; CSU area C2;  
IGETC area 3 and Language

### **SPAN 10A, 3 Units**

#### **Advanced Spanish Conversation**

3 hours lecture (GR or P/NP). Prerequisite: SPAN 2A. Acceptable for credit: UC/CSU  
Advanced Spanish conversation: Practice in developing oral fluency through interpretation and discussion of selected readings.

1105.00

AA/AS area 3; CSU area C2;  
IGETC area 3

### **SPAN 10B, 3 Units**

#### **Advanced Spanish Conversation**

3 hours lecture (GR or P/NP). Prerequisite: SPAN 10A. Acceptable for credit: UC/CSU  
Continuation of SPAN 10A: Continued practice in developing oral fluency through interpretation and discussion of selected readings.

1105.00

AA/AS area 3; CSU area C2;  
IGETC area 3

### **SPAN 11, 3 Units**

#### **Spanish for the Medical/Health Professions**

3 hours lecture (GR or P/NP). Prerequisite: SPAN 1A. Acceptable for credit: CSU  
Introductory Spanish for the medical and health professions: Cultural, geographical, and linguistic aspects of the Spanish-speaking world as relevant to the medical profession.

1105.00

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## Course Announcements

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### **SPAN 12, 3 Units**

#### **Spanish for the Business Professions**

3 hours lecture (GR or P/NP). Prerequisite:

SPAN 1A. Acceptable for credit: CSU

Introductory Spanish for the world of business: Cultural, geographical, and linguistic aspects of the Spanish-speaking world as relevant to business. 1105.00

### **SPAN 15, 3 Units**

#### **Spanish Composition**

2 hours lecture, 3 hours laboratory (GR or P/NP).

Prerequisite: SPAN 1B.

Acceptable for credit: UC/CSU

Intermediate Spanish composition: Writing in Spanish, including writing strategies as well as recognition and self-correction of errors.

1105.00

AA/AS area 3

### **SPAN 22A, 5 Units**

#### **Spanish for Bilingual Speakers I**

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school study. Acceptable for credit:

UC/CSU. Course is conducted entirely in Spanish.

Elementary and intermediate Spanish for students whose native language is Spanish: Critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition.

1105.00

AA/AS area 3; CSU area C2;

IGETC area Language

### **SPAN 22B, 5 Units**

#### **Spanish for Bilingual Speakers II**

5 hours lecture (GR or P/NP). Prerequisite: SPAN 22A. Acceptable for credit: UC/CSU

Course is conducted entirely in Spanish.

Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition. 1105.00

AA/AS area 3; CSU area C2;

IGETC area Language

### **SPAN 30A, 3 Units**

#### **Beginning Conversational Spanish**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

CSU area C2

### **SPAN 30B, 3 Units**

#### **Beginning Conversational Spanish**

3 hours lecture (GR or P/NP). Recommended

preparation: SPAN 30A. Acceptable for credit: CSU

Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

CSU area C2

### **SPAN 31A, 3 Units**

#### **Intermediate Conversational Spanish**

3 hours lecture (GR or P/NP). Prerequisite:

SPAN 30B. Acceptable for credit: CSU

Intermediate-level conversational Spanish: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish. 1105.00

AA/AS area 3; CSU area C2

### **SPAN 31B, 3 Units**

#### **Intermediate Conversational Spanish**

3 hours lecture (GR or P/NP). Prerequisite:

SPAN 31A. Acceptable for credit: CSU

Continuation of SPAN 31A: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish. 1105.00

AA/AS area 3; CSU area C2

### **SPAN 35A, 3 Units**

#### **Intermediate Conversational Spanish:**

##### **Current Events**

3 hours lecture (GR or P/NP).

Recommended Preparation: SPAN 1B or 30B.

Acceptable for credit: CSU

Emphasis on intermediate-level conversational practice with a focus on current events: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish. 1105.00

CSU area C2

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## Course Announcements

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### **SPAN 35B, 3 Units**

#### **Intermediate Conversational Spanish: Film**

3 hours lecture (GR or P/NP).

Recommended Preparation: SPAN 1B or 30B.

Acceptable for credit: CSU

Emphasis on intermediate-level conversational practice with a focus on films: Grammar review as needed; readings from conversation textbook; films in Spanish. 1105.00

AA/AS area 3; CSU area C2

### **SPAN 38, 3 Units**

#### **Latin American Literature**

3 hours lecture (GR or P/NP). Recommended preparation: SPAN 1B. Acceptable for credit: UC/CSU

Contemporary Latin-American literature: Reading of short stories and poetry from prominent Latin-American writers, such as Carlos Fuentes, Gabriel García-Márquez, Julio Cortázar, Pablo Neruda, and many others. 1105.00

AA/AS area 3; CSU area C2, IGETC area 3

### **SPAN 39, 3 Units**

#### **Latin-American Novel**

3 hours lecture (GR or P/NP).

Recommended preparation: SPAN 2A.

Acceptable for credit: UC/CSU

Course is conducted entirely in Spanish.

Contemporary Latin-American fiction: Reading of novels by prominent Latin-American writers. 1105.00

AA/AS area 3; CSU area C2

### **SPAN 40, 3 Units**

#### **Hispanic Civilization and Culture**

3 hours lecture (GR or P/NP).

Recommended preparation: SPAN 1B.

Acceptable for credit: UC/CSU

Study of Hispanic civilization and culture: Readings in Spanish designed to develop active language skills. 1105.00

AA/AS area 3;

CSU area C2; IGETC area 3

### **SPAN 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Spanish**

0-5 hours lecture, 0-15 hours of laboratory

(GR or P/NP). Acceptable for credit: UC/CSU

See section on Selected Topics.

1105.00

### **SPAN 49, .5-5 Units**

#### **Independent Study in Spanish**

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

1105.00

### **SPAN 70, 3 Units**

#### **Spanish Medical Terminology**

3 hours lecture (GR). Prerequisite: SPAN 002A.

Acceptable for credit: CSU

Spanish medical terminology for the human body: Internal and external anatomy, its nature and system, general diseases, treatment modalities and procedures, first aid in emergencies and common injuries; bridging the language and cultural gap between clients and providers. 1105.00

### **SPAN 71, 3 Units**

#### **Spanish Medical Interpreting I**

3 hours lecture, (GR). Acceptable for credit: CSU

Effective language interpretation in health care settings: Basic knowledge of common medical conditions; treatments and procedures, insight in language and cultural nuances for specific communities; basic modes of interpretation; techniques for strengthening memory; and interpreting accurately; overview of the U.S. health care system and the responsibilities of health care interpreters. 1105.00

1105.00

### **SPAN 72, 3 Units**

#### **Spanish Medical Interpreting II**

3 hours lecture (GR). Prerequisite: SPAN 71.

Acceptable for credit: CSU

Continuation of Medical Interpreting I: Effective language interpretation in health care settings: Basic knowledge of common medical conditions, treatments and procedures; insight in language and cultural nuances for specific communities; basic modes of interpretation; techniques for strengthening memory; interpreting accurately; overview of the U.S. health care system and the responsibilities of health care interpreters. 1105.00

1105.00

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## Course Announcements

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### **SPAN 101, 3 Units**

#### **Basic Spanish for the Education Profession**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introductory Spanish for the education profession: Cultural, geographical, and linguistic aspects of the Spanish-speaking world as relevant to education. 1105.00

### **SPAN 201, 1 Unit**

#### **Spanish for the Workplace**

1 hour lecture (GR or P/NP).

Elementary vocational Spanish conversation: Workplace dialogs, vocabulary, and cultural issues. 1105.00

### **SPAN 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Spanish**

0-5 hours lecture, 0-15 hours of laboratory (GR or P/NP)

See section on Selected Topics. 1105.00

## **Theater Arts**

### **THART 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Theatre Arts**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 1007.00

### **THART 248UA-ZZ, .5-5 Units**

#### **Selected Topics in Theatre Arts**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1007.00

## **Women's Studies**

### **WS 1, 3 Units**

#### **Introduction to Women's Studies**

3 hours lecture (GR or P/NP). Also offered as SOCSC 1. Not open for credit to students who have completed or are currently enrolled in SOCSC 1. Acceptable for credit: UC/CSU

Contemporary issues concerning women and girls in diverse national, cultural, racial/ethnic, and social class contexts: Theories of and strategies for women's empowerment on the personal, institutional, societal, and global levels. 2201.10

AA/AS area 2;

CSU area D; IGETC area 4

### **WS 35, 3 Units**

#### **Feminist Philosophy**

3 hours lecture (GR or P/NP). Also offered as PHIL 35. Not open for credit to students who have completed or are currently enrolled in PHIL 35.

Acceptable for credit: UC/CSU

Introduction to feminist philosophy through the study of different philosophical approaches to and bases for feminism: Historical, cultural, and political approach to feminist theories in relation to one another and to other branches of philosophy. 2201.10

AA/AS area 3; CSU area C2;

IGETC area 3

### **WS 48UA-ZZ, .5-5 Units**

#### **Selected Topics in Women's Studies**

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics. 2201.10

### **WS 52, 4 Units**

#### **Women and Cinema**

4 hours lecture (GR or P/NP). Recommended preparation: HUMAN 21 or an introduction to Film Studies course. Also offered as HUMAN 52. Not open for credit to students who have completed or are currently enrolled in HUMAN 52.

Acceptable for credit: UC/CSU

Analysis of women in cinema and of feminist and queer film criticism: Feminist film theory, criticism, and history; women as readers of film; women's independent film; women's often conflicted relationship with film representations; and the role of sexuality and gender in film viewing and representation. 2201.10

2201.10

AA/AS area 3;

CSU area C1; IGETC area 3



# ***Other District and College Policies and Procedures***



*Photographer: Shanna Hullaby*

The district and college policies in this section were developed to protect your interests while you are a student at Berkeley City College. Read through them carefully to become familiar with your student rights and responsibilities. The policies in this section are:

- I. Discrimination and Complaint Procedures (p. 274)
  - Policy Prohibiting Discrimination (p. 274)
  - Implementing Procedures Prohibiting Sexual, Racial, and Disability Harassment and Discrimination Toward Students (p. 276)
  - Sexual Assault Policy and Procedures (p. 282)
- II. Student Grievance Procedures (p. 284)
- III. Student Conduct, Discipline, and Due Process Rights (p. 290)
- IV. Academic Accommodations Policy and Procedures (p. 297)
- V. Other College Policies (p. 301)
  - Academic Integrity / Academic Honesty for Students (p. 301)
  - Animals on Campus (p. 303)
  - Preserving a Drug-Free Campus (p. 303)
  - Smoke-Free Campus (p. 303)
  - Student Right-to-Know Disclosure (Completion and Transfer Rates) (p. 303)
  - Open Enrollment - Title 5 Regulations (p. 304)
  - Use of Information Technology by Students (p. 304)
  - Usage of Camera and Audio Devices, Information Technology by Students (p. 306)
  - Weapons Policy (p. 304)
  - Family Education Rights and Privacy Act (p. 305)

***Important Note about Translations in Chinese and Spanish:***

*Chinese and Spanish translations of College and District Policies may be found online at:*

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

## I. 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 Vice Presidents of Student Services for student complaints and with the Vice President of Instruction for employee complaints.

To insure 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.

### **Policy Prohibiting Discrimination (Including Sexual and Racial Harrassment and Discrimination Toward Students)**

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

The Peralta District is subject to Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA).

The Title IX, Section 504 and ADA Coordinator for the Peralta District is the District Equal Opportunity Officer whose office is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7252.

Each college has an ADA Coordinator who can be reached by calling the main number of the college.

Students, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the President of the college, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the District Equal Opportunity Officer. Complaint forms and procedures are available in the offices of the President, Vice Presidents, and Equal Opportunity Officer.

The Peralta Colleges encourage "mainstreaming" students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has an Enabler/Coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include classroom interpreters, notetakers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.

The lack of English language skills will not be a barrier to admission and participation in the colleges' vocational education programs.

## **Política que prohíbe la discriminación hacia los estudiantes (incluyendo la discriminación y el acoso sexual y racial)**

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

El Distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de 1973 y al Acta de 1991 referente a los Americanos incapacitados.

El Coordinador del Título IX y Sección 504 para el Distrito de Peralta es el Funcionario de Oportunidad Igual del Distrito, cuya oficina se encuentra situada en el 333 E. 8th Street, Oakland, CA 94606; teléfono (510) 466-7252.

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el Presidente del colegio correspondiente, el Vice Presidente de Servicios Estudiantiles (en el caso de los alumnos), el Vice Presidente de Enseñanza (en el caso de facultad o empleados) o el Funcionario de Oportunidad Igual del Distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del Presidente, de los Vice Presidentes y de Oportunidad Igual.

Todos los colegios del Distrito de Peralta fomentan la incorporación de alumnos con incapacidades físicas y mentales a las clases regulares. Los colegios ofrecen servicios de apoyo a fin de brindar una educación accesible. Cada colegio tiene un Coordinador cuya función es administrar el programa para estudiantes incapacitados. Los estudiantes que encuentren que una clase no es accesible deben comunicarse con el Centro de Recursos para Estudiantes Incapacitados a fin de recibir asistencia. Los servicios del Centro incluyen asistencia por medio de intérpretes en el aula, personas que puedan tomar los apuntes, lectores, un servicio de asesoramiento especial para el manejo de las incapacidades y un grupo de asesoramiento constituido por personas con problemas similares. También hay libros de texto en sistema Braille, libros de texto grabados y otros equipos especiales.

La falta de fluidez en el idioma inglés no es un obstáculo para el ingreso y la participación en los programas de educación vocacional de los colegios.

## **Implementing 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.

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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.
4. 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.
5. 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

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- (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.

### **E. Consensual Relationships**

#### 1. Definitions:

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

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

#### 2. Rationale:

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

#### 3. Ethical Violation:

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

#### 4. Presumption of a Policy Violation:

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

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

### F. Harassment and Discrimination Complaint Procedures

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

The District's Equal Opportunity Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.

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 Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252).
3. Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:  
Berkeley City College, 2050 Center St,  
Berkeley, 2nd Floor, (510) 981-2820  
College of Alameda,  
Building A, Room 111, (510)-748 2204  
Laney College, Tower Building,  
Room 412, (510) 464-3162  
Merritt College, Building P,  
Room 311, (510) 436-2478
4. All complaints not filed directly with the District's Equal Opportunity 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 Equal Opportunity 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;



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- (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 Equal Opportunity Officer will forward a copy to the State Chancellor's Office on the appropriate form.
  - (f) The District's Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
  - (g) Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
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 complainant apprised of the progress of the investigation.
7. Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.
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.

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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 Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor's Office.
12. 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.

### Sexual Assault Policy and Procedures

#### 1.0 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.

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### 2.0 Definition of Sexual Assault (Education Code 67365)

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 required. This includes:

- Making available to students and staff the District policy on sexual assault.
- Meeting legal reporting requirements.
- Identifying available services for the victim.
- Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
- Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
- 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 students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.

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 should have 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.

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### **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 press, concerned students, parents, and Peralta employees not involved in the assault or its investigation, will be handled by the college's Public Information Office or the District's Office of Marketing in accordance with these regulations: the Family Educational Right and Privacy Act, applicable California Education and Administrative Code sections, and Peralta Community College District Policy.

### **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.

## **II. Student Grievance Procedures**

The purpose of this procedure (Board Policy 4.43: revised March 15, 2011) is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student.

### **A. Grounds for Filing Student Grievances**

The Student Grievance Procedure shall apply only to grievances involving:

1. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance. (Board Policy 4.43A)
2. Violation of Law, Policy, and Procedures:
  - a. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.

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- b. Act or threat of physical aggression
- c. Act or threat of intimidation or harassment

This Student Grievance Procedure does not apply to:

1. Police citations (i.e. "tickets").  
Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
2. Discrimination, Sexual Assault or Sexual Harassment. Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

### B. Definitions

**Party.** The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.

**Student.** A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent.** Any person claimed by a grievant to be responsible for the alleged grievance.

**Observer.** An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.

**Written Notice/Written Decision.** Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.

**Day.** Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

### C. Grievance Process

#### 1. Step One: Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.
- b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

**2. Step Two: Formal  
Complaint Procedures**

Any student who believes he/she has a grievance must file an approved grievance complaint form with the Vice President of Student Services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

**a. Filing a Complaint  
The complaint must include the following:**

- The exact nature of the complaint (grounds).
- The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation).
- A description of the informal meeting and attempted resolution, if any.
- The specific resolution/remedy sought.

Complaints should be filed with the Vice President of Student Services.

**b. Meeting with Vice President of Student Services (or designee)**

The Vice President of Student Services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the Vice President of Student Services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

**c. Request for Grievance Hearing**

If an informal resolution cannot be reached, the Vice President of Student Services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the Chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

- i. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.
- ii. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

**d. Grievance Hearing Committee**

Within 90 days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing. The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- The Vice President of Instruction, who shall Chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students

**Additional committee member:**

- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

**e. Hearing Procedure**

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.

2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.
3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
4. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.

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7. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
8. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
10. Any member of the committee may ask questions of any witness.
11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
14. The committee shall make all evidence, written or oral, part of the record.
15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
16. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
17. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.



18. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
19. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
20. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

**f. Final Decision by Vice President of Student Services**

Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

- The committee's recommendation;
- The final decision by Vice President of Student Services; and
- Appeals procedure

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

**3. Appeals**

**a. President's Decision**

The Vice President of Student Services' (or designee's) decision may be appealed by either party in writing within 10 days of the Vice President of Student Services' (or designee's) decision.

The College President shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

**b. Chancellor's Decision**

The College President's decision may be appealed to the Chancellor in writing within 10 days of written notice of the decision.

The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

**c. Board of Trustees' Decision**

The Chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of written notice of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) days after receipt of the decision.

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A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

#### 4. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

### III. Student Code of Conduct, Discipline and Due Process Rights

The purpose of this procedure (Board Policy 4.40: revised March 15, 2011) is to provide a prompt and equitable means to address violations of the Code of Student Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

#### A. Student Code of Conduct

Students are responsible for complying with all college regulations and for maintaining appropriate course requirements as established by the instructors.

Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or -controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.

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## Other District and College Policies and Procedures

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3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Unauthorized entry to or use of college facilities.
6. Committing or attempting to commit robbery or extortion.
7. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
8. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
9. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
10. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.



*Photographer: Shanna Hullaby*

11. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
12. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
13. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
14. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

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

In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 school days of the results, to the alleged victim, who shall keep such information confidential.

### B. Forms of Discipline:

Students facing disciplinary action are subject to any of the following actions:

**Written or verbal reprimand.** An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

**Probation.** A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.

**Loss of Privileges and Exclusion from Activities.** Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.

**Educational Sanction.** Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.

**Treatment Requirement.** Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).

**Group Sanction.** Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.

**Removal from Class.** Exclusion of the student by an instructor for the day of the removal and the next class meeting. Instructor must immediately report the removal to the Vice President of Student Services (or designee).

**Exclusion from Areas of the College.** Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.

**Withdrawal of Consent to Remain on Campus.** Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.

**Short-term Suspension.** Exclusion of the student by the President (or designee) for good cause from one or more classes for a period of up to ten consecutive days of instruction.

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**Long-term Suspension.** Exclusion of the student by the President (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and District for one or more terms.

**Expulsion.** Exclusion of the student by the Board of Trustees from all colleges in the District.

**Disciplinary action may be imposed on a student by:**

1. A college faculty member who may place a student on probation or remove the student from class and/or a college activity for the remainder of that class/activity period.
2. The President (or designee) who may impose any form of discipline, including summarily suspending a student when deemed necessary for the welfare and safety of the college community.
3. The President who may recommend "expulsion" to the Board of Trustees.
4. The Board of Trustees who may terminate a student's privilege to attend any college of the District.

### C. Due Process Rights for Suspensions and Expulsions

*Definitions:*

**Student.** Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.

**Faculty Member.** Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.

**Day.** A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

**Written Notice/Written Decision.** Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

### Short-term Suspensions, Long-term Suspensions, and Expulsions:

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**Notice.** The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

- The specific section of the Code of Student Conduct that the student is accused of violating.
- A short statement of the facts (such as the date, time, and location) supporting the accusation.
- The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
- The nature of the discipline that is being considered.

**Time limits.** The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.

**Conference Meeting.** A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid.

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The conference with the Vice President of Student Services (or designee) will be for the purpose of:

- a. Reviewing the written statement of the charge(s) as presented to the student;
- b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
- c. Informing the student in writing of possible disciplinary action that might be taken;
- d. Presenting to the student the College

### *Due Process Procedures.*

One of the following scenarios will occur:

- a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
- b. A disciplinary action is imposed, and the student accepts the disciplinary action.
- c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
- d. A disciplinary action of a long-term suspension is imposed and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
- e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.

### **Short-term Suspension.**

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.

### **Long-term Suspension.**

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

### **Expulsion.**

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

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### Hearing Procedures:

**Request for Hearing.** Within 5 days of written notice, the Vice President of Student Services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid.

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

**Schedule of Hearing.** The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

**Student Disciplinary Hearing Panel.** The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).

*The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.*

**Hearing Panel Chair.** The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.

### Conduct of the Hearing.

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

**Formal rules of evidence shall not apply.** Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance.

The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

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## Other District and College Policies and Procedures

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In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.

Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

### President's (or designee's) Decision

**Long-term suspension.** Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a final written decision based on the recommendations of the hearing panel and the Vice President of Student Services (or designee). If the President (or designee) modifies or rejects the hearing panel's recommendation, the President shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the President (or designee) shall be final.

**Expulsion.** Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the President (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. If the President (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the Chancellor and Board of Trustees.

### Chancellor's Decision

A student may, within 10 days of the President's decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the Chancellor. For long-term suspensions, the Chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the President's decision. For expulsions, the Chancellor shall forward the President's recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.



### Board of Trustees' Decision

**Long-Term Suspension Appeal.** The Chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor's decision. The Board will consider the appeal request, along with the Chancellor's decision, at the next regularly scheduled meeting. The Board may reject the appeal request and uphold the Chancellor's decision, or accept the appeal and conduct a hearing. The Board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

**Expulsion.** The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall receive written notice at least three days prior to the meeting of the date, time, and place of the Board's meeting. The student may, within 72 hours of written notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**Time Limits.** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

**Student Grievance.** 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 in Allied Health Programs.

Board Policy 4.43B may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

*(Source of Law: California Education Code Sections 66300, 66301)*

## IV. Academic Accommodations Policy and Procedures

### A. Academic Accommodations Policy for Students with Disabilities\*

The Peralta Community College District, as a group of public institutions 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 accommodate requests involving academic adjustments consistent with local, state, and federal laws and regulations.

*\*Note:*

*At Berkeley City College, Disabled Students' Programs and Services (DSP&S) is referred to as Programs and Services for Students with Disabilities (PSSD)>*

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## Other District and College Policies and Procedures

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In the case of a dispute involving the student's request for academic accommodations or a student's inquiry regarding the District's compliance with applicable laws and regulations, the Vice President of Student Services reviews the case and makes an interim decision pending resolution through the grievance procedure, Board Policy 4.43. The finding of the grievance committee may be appealed directly to the District Equal Opportunity Officer. (BP 5.24)

### **B. Academic Accommodations Policy for Students with Disabilities: Implementing Procedures for Board Policy 5.24**

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. Process to Request Services**

When a student requests disability-related services, the student's disability is verified by the DSP&S professional according to state-mandated criteria. If the student is deemed ineligible for services 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 Equal Opportunity Officer.

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.

## **2. 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 Equal Opportunity Officer.

## **3. 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.

## **4. 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.<sup>2</sup> 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.

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## Other District and College Policies and Procedures

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### 5. Evaluation of Substitution/ Waiver Request

#### a. Documentation

The student will complete the Request for Change of Graduation Requirements Form (available in the DSP&S office) and submit it to the DSP&S professional with the following attachments:

1. PETITION for Substitution/Waiver (obtained from the Admissions Office).
2. LETTER (written by the student) addressing the criteria listed in Part B.
3. EVIDENCE FROM THE DSP&S PROFESSIONAL (DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist, etc.) verifying the disability and how it relates to the student's request.
4. DOCUMENTATION of the student's academic record, the degree requirements for graduation and information about the course in question regarding whether or not it is essential to the student's course of study, major, transfer goals and/or employment goals as appropriate.
5. ADDITIONAL SUPPORTING DOCUMENTATION can be provided by students.

#### b. Evaluation of Request

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, DSP&S Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability,

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## Other District and College Policies and Procedures

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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.

### 6. 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.

### 7. 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.

### 8. 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 Equal Opportunity Officer. Students can obtain the assistance of the District Equal Opportunity Office at any point during this process.

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

<sup>2</sup>When a student completes a comparable course as established by an Evaluation Team.

<sup>3</sup>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.

## Other District/College Policies

### Academic Integrity/Academic Honesty for Students

The four colleges of the Peralta Community College District have the responsibility to make every reasonable effort to foster honest and academic conduct. Academic dishonesty defrauds all those who depend upon the integrity of the colleges, its courses, and its degrees and certificates. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, accomplishment, which he or she does not possess. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the instructor of record. Nothing in this policy shall be interpreted to discourage collaborative learning or other cooperative methods of learning.



Photographer: Shirley Fogarino

The following list includes, but is not limited to, some of the activities which exemplify academic dishonesty:

**I. Cheating:**

- a. Copying, in part or in whole, from someone else's test.
- b. Communicating answers to another student during an examination.
- c. Taking an examination for another student or having someone take an examination for oneself.
- d. Altering or interfering with grading.
- e. Using or consulting any sources or materials not authorized by the professor during an examination, including calculators, dictionaries, or any electronic devices, including texting to obtain information.
- f. Misreporting or altering the data in laboratory or research projects.
- g. Committing other acts, which defraud or misrepresent one's own academic work.

**II. Plagiarism:**

- a. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as one's own work.

- b. Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as one's own.
- c. Submitting a paper purchased or downloaded from a research or term paper service.
- d. Using the content of thought in outside sources (books, periodicals, the Internet, or other electronic sources, or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words used in quotation marks).
- e. Writing or creating a speech, essay, report, project or paper for another student.

**III. Other Specific Examples of Academic Dishonesty:**

- a. Purposely allowing another student to copy from one's paper during a test.
- b. Giving one's homework, term paper, or other academic work to another student to plagiarize.
- c. Having another person submit any work in one's name.
- d. Lying to an instructor or college official to improve one's grade.
- e. Altering graded work after it has been returned, then submitting the work for re-grading without the instructor's permission.
- f. Removing tests or examinations from the classroom without the approval of the instructor.
- g. Stealing tests or examinations.
- h. Having one's work corrected for spelling or grammar, if contrary to the rules of the course.
- i. Forging signatures on drop/add slips or altering other college documents.
- j. Facilitating any of the above on behalf of other students.

Faculty members are encouraged to review this policy with their students.

#### IV. Consequences of Academic Dishonesty:

Please refer to Policy and Procedures for “Student Conduct, Discipline, and Due Process Rights,” which are published in college catalogs. (Approved by the Board of Trustees: September 16, 2008 [Board Policy 7.84]).

#### Animals on Campus

Students are urged not to bring animals on campus. Animals running loose or left tied on campus will be impounded in accordance with sections 3-9.16 and 3-9.17 of the Oakland Municipal Code. Seeing-eye dogs are an exception.

#### Preserving a 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.

The purpose of such sanctions and discipline is to urge students to begin the personal process of rehabilitation. (Source of Law: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 86.1 et seq; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702.)

#### Smoke-Free Campus

Berkeley City College is a smoke-free campus. *There is absolutely no smoking anywhere inside the BCC building nor outside on the Center Street sidewalk in front of the college.* Smoking in this Commercial Zone can result in fines of up to \$271 (Berkeley Municipal Code 12.70).

#### Student Right to Know Disclosure

In compliance with the Higher Education Act of 1965, as amended, completion and transfer rates for students attending Berkeley City College can be found on the Peralta Community Colleges web site at <http://eperalta.org/wp/indev/peralta-2009-fact-books/>. Information can also be found at <http://nces.ed.gov/collegenavigator/>

### **Open Enrollment—Title 5 Regulations**

It is the policy of the Peralta Community College District (unless specifically exempt by statute) that every course, wherever offered and maintained by the district, for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

### **Use of Information Technology by Students (Board Policy 4.60)**

It is the policy of the District to provide students the use of its information technologies (computers, networks, Internet access, information stored in an electronic format, and related resources) for purposes related only to the educational mission of the District. Students who use District informational technologies have the responsibility not to misuse those resources. Students shall respect software copyrights and licenses. Students shall not seek or use unauthorized access to District information technologies through District resources or by outside means. Students shall respect the rights of other computer users and comply with federal and state law while utilizing District information technologies. The Chancellor shall establish procedures that provide guidelines to students for appropriate use of information technologies in alignment with and in addition to the provisions of this policy.

### **Usage of Cameras and Audio Devices Information Technology by Students (Board Policy 4.65)**

The Peralta Community College District puts forth the following guidelines for possession and use of cellular phones with built-in cameras, as well as other electronic devices with photographic capabilities:

1. Camera and audio devices may not be used for unethical or illegal purposes.
2. Camera and audio devices may not be used to photograph or record another person who has a reasonable expectation of privacy, without that person's knowledge and consent
3. Camera and audio devices may not be used in a way to violate another person's copyright, or to harass, intimidate, or bully another person.
4. An image taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded.
5. Camera and audio devices may not be used in any classroom without an instructor's permission, except as necessary to provide  
*(Cf: California Penal Code, Section 647; California Education Code, Section 78907)*

### **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.



\*Policy 4.03 Policy Prohibiting Discrimination Including Sexual and Racial Harassment and Discrimination and Discriminatory Harassment Toward Students

- In Chinese (320)
- In Vietnamese (321)
- In Spanish (323)

### **Family Education Rights and Privacy Act of 1974 (Access to Educational Records)**

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

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

1. To give presently or formerly enrolled BCC students access to their individual education records maintained at the college;
2. To protect such students' rights to privacy by limiting the transfer of their records without their consent.

The legislation states that an institution is not required to grant students access to certain materials which includes the following:

1. Information provided by a student's parents relating to applications for financial aid or scholarships;
2. Information related to a student compiled by a Berkeley City College employee;
  - a. that is appropriate for such officer or employee's performance of his or her responsibility,

- b. that remains in the sole possession of the maker thereof.
- c. that cites medical, psychiatric, or similar reports which are used solely in connection with treatment purposes and only available to recognized professionals or paraprofessionals in connection with such treatment (provided, however, that a physician or other professional of the student's choice may review such records),
- d. that is maintained by a law enforcement unit; that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or which may be assigned by the district, and that such law enforcement unit personnel do not have access to other student records, and that such information is kept apart from other student records, and that it is maintained solely for law enforcement purposes, and that is available only to other law enforcement officials of the same jurisdiction.

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

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

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



Photographer: Jon Fisher

educational agency or institution attended by the student. Students have a right to inform the college within a reasonable period of time that any or all of this so-called “directory information” should not be released without their prior consent. Berkeley City College has not published an “Information Directory” and should one be compiled in the future, a public notice of intent will be provided.

The legislation further identifies exceptions to the written consent of release of records. “Access” shall be permitted to the following:

1. Officials and employees of the college or district, provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;
4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U.S. Internal Revenue Code of 1954;

5. Those persons with a court order requesting information concerning a student.

“Access” may be permitted to the following:

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

Finally, it should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In some cases, student files do not contain many of the types of records listed above.

百拉達社區學院學區 (Peralta Community College District)

理事會政策 4.03

**4.03 政策禁止對學生的歧視 (包括性及性傾向歧視)**

百拉達社區學院學區 (Peralta Community College District) 根據相關的聯邦和州府法律及理事會政策，禁止在其任何及所有計劃與活動 (包括所提供的教育機會) 和其他如財務資助及特別服務等計劃及活動中對學生有後述方面的不當歧視及歧視性騷擾：種族、信念、膚色、血統、宗教、性別、國籍、年齡 (40 歲及以上)、婚姻狀況、身體健康狀況 (病症)、殘障、政治觀點及立場、性傾向偏好或任何階段的異性性別狀況。若有此種情況發生，本學區會立刻採取適當行動調查相關的歧視投訴，以便消除現有的歧視情形，並防止發生更嚴重的歧視行為。本學區嚴禁對因歧視而提出投訴或因歧視性騷擾問題作出諮詢的任何個人進行報復行為。

**法律規定依據**

教育法規 72011 條款

1973 年改革法 504 條款

1972 年教育修正法 IX 標題

1964 年公民權利法 VI 標題

1866 年公民權利法、1981 年美國法典 42 條款

1983 年美國法典 42 條款

採用: 1999 年 4 月 13 日

修訂: 2002 年 7 月 23 日

Peralta Community College District

Quy Định Của Ban Giám Hiệu 4.03

**4.03 Quy Định Nghiêm Cấm Phân Biệt Đối Xử (Kể Cả Quy Định Tình Dục và Quy Định liên quan tới Chứng thực và Phân biệt Đối xử) với các Sinh Viên**

Theo qui định của luật pháp Tiểu Bang và Liên Bang và Quy Định Của Ban Giám Hiệu, Peralta Community College District cấm phân biệt đối xử và quấy rối kỳ thị trái phép đối với các sinh viên, dựa trên chủng tộc, tin ngưỡng, màu da, nguồn gốc tổ tiên, tôn giáo, phái tính, quốc gia nơi xuất thân, tuổi (trên 40 tuổi), hoàn cảnh hôn nhân, bệnh tật (liên quan tới ung thư), khuyết tật, quan điểm và tư cách chính trị, sở thích/xu hướng tính dục, hay chuyển đổi giới tính ở bất cứ giai đoạn nào, trong bất kỳ và toàn bộ các chương trình và hoạt động của KHX, kể cả việc cung cấp các chương trình giáo dục của KHX; và các chương trình và hoạt động khác như trợ giúp tài chính và các dịch vụ đặc biệt. Để đạt được điều này, KHX sẽ tiến hành các biện pháp kịp thời và thích hợp để điều tra những trường hợp khiếu nại phân biệt đối xử để loại bỏ và ngăn ngừa việc này. KHX cấm trả thù bất cứ người nào đưa đơn khiếu nại hay tham dự điều tra phân biệt đối xử hay quấy rối kỳ thị.

**Dựa Trên Pháp Lý**

Bộ Luật Giáo Dục, Mục 72011

Mục 504, Đạo Luật Phục Hồi năm 1973

Tiền đề IX của Bản Tu Chính Giáo Dục năm 1972

Tiền Đề VI của Đạo Luật Dân Quyền 1964

Đạo Luật Dân Quyền 1866, 42 U.S.C. Mục 1981

42 U.S.C. Mục 1983

Được chấp thuận: 13 tháng Tư, 1999

Tu chính: 23 tháng Bảy, 2002

# ***Advisory Committees, Faculty, Staff and Administration***



*Photographer: Jon Fisher*

**B**erkeley City College's industry advisers, faculty, staff and administrators are committed to your success in college and in the occupation you choose. Both industry advisers and faculty work together to make sure that you receive the best possible education and training.

Liberal arts and science faculty, trained at leading universities, provide you with excellent preparation for upper division university course work.

Faculty who teach in the college's occupational programs are successful entrepreneurs or hold highly responsible positions in government and industry. Their knowledge of state-of-the-art technology, business and management practices allows you to develop a competitive edge in your chosen career.

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## Advisory Committees, Faculty, Staff, and Administration

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### American Sign Language Program

Ms. Iva Ikeda, Instructor  
and ASL Department Chairperson  
Berkeley City College  
American Sign Language Program

Ms. Shelley Lawrence, Coordinator  
Ohlone College  
Interpreter Preparation Program

Denise Madland, Interpreter  
Oakland Call Center,  
Purple Communications

Mr. Steve McClelland,  
Business Manager/Partner  
Bay Area Communication Access

Mr. David Weiss, Department Manager  
The Deaf and Disabled  
Telecommunications Program

Mr. Butch Zein, Sales Executive  
Communication Service for the Deaf Video  
Relay Service (CSDVRS)

### Biotechnology and Stem Cell Biology Programs

Dr. Irania Alarcon  
Adjunct Instructor  
Berkeley City College

Dr. Kelly Chavez,  
Postdoctoral Fellow  
University of California,  
San Francisco

Dr. Pieter de Haan  
Biology Instructor, Berkeley City College

Dr. Barbara Des Rochers  
Biotechnology Instructor  
Berkeley City College

Nicholas Larocque  
Laboratory Director  
Stem Cell Program, UCSF

Dr. Alexander Lucas,  
Executive Director of Medical Research  
Children's Hospital Oakland  
Research Institute (CHORI)

Dr. Siraj Omar  
Chemistry Instructor, Berkeley City College

Dr. Linsey Steirer-Taylor  
Assistant Staff Scientist  
Children's Hospital Oakland  
Research Institute (CHORI)

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## Advisory Committees, Faculty, Staff, and Administration

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### Business and Technology Programs

Mr. John Abrate, Priority Manager  
Union Bank

Mr. Kevin J. Allen, Innkeeper  
Rose Garden Inn

Kathy Barnes-Jones  
Senior Management Analyst  
City of Berkeley

Ms. Deborah Baddhia, Executive Director  
Downtown Berkeley Association

Ms. Diane Broch

Mr. Patrick Carey, Manager  
California State Automobile Association

Mr. Neil Dunlop, Instructor  
Business  
Berkeley City College

Mr. Roman Fan, Loan Agent  
Washington Mutual Bank

Ms. Shirley Fogarino, Public Information Officer  
and Adjunct Business Instructor  
Berkeley City College

Ms. Sharon Garrett, Coordinator  
Berkeley City College Business  
and Technology Advisory Board

Ms. Joya Gray, Procurement Director  
The Clorox Corporation

Ms. Ann-Marie Hogan, City Auditor  
City of Berkeley

Ms. Edna San Juan,  
Team Lead-It, PG&E

Ms. Jayne Matthews, Instructor  
Business Department  
Berkeley City College

### Extended Opportunity Programs and Services (EOPS)

Lorraine Allen  
Case Management Specialist II-  
Family Paths

Annemarie Basso  
EOPS Graduate Student Counseling Intern

Luna Finlayson  
EOPS Counselor

Victor Flint  
Outreach Coordinator

Brenda Johnson  
Dean of Student Services/EOPS Director

Ayele Lemma  
EOPS/CARE/CalWORKs Coordinator

Earl Neconie  
EOPS Graduate, Student at SFSU

Tamara Perkins  
Trust Community.Org

Jose Rocha  
Asst. Director of Planning and Enrollment  
Management –CSU East Bay

Fatima Shah  
EOPS/CARE/CalWORKs Staff

Cleavon Smith  
English Instructor

Bridget Wilson  
UC Berkeley Outreach Coordinator  
for Native American Student

## Multimedia Arts Programs

Paul Babb  
Vice President-Marketing USA  
Software Specialist Maxon Computer

Maxine Einhorn  
Director of the Education Network. KQED

Elyse Klaidman  
Director, Pixar University  
Pixar Animation Studios

Alan Copeland  
Digital Publishing  
Karger Group

Christy Marx  
Game Designer, Animation, Comics & TV Writer

Michael Moore  
Game Department Chair  
DigiPen Institute of Technology

Tom Weidlinger  
Writer, Director, Producer  
Moira Productions

## Programs and Services for Students with Disabilities (PSSD)

Dmitri Belser, Executive Director  
Center for Accessible Technology, Berkeley

Paul Church, Disability Services Specialist  
City of Berkeley Dept. of Public Works  
Disability Compliance

Bethany Ensminger, Program Director  
Kaeb Menker, Program Coordinator  
College Internship Program, Berkeley

Erin Foley, Instructor  
Katie Mazza, Instructor  
The Hatlen Center for the Blind, San Pablo

Paul Hippolitus, Director  
UC Berkeley / Disabled Students' Program

Dan Mays, Blind Field Services Counselor and  
Wendy Wilkinson, DHH Field Services Coordinator  
California State Dept. of Rehabilitation, Berkeley

Rebecca Rodriguez, Community Health Worker  
Berkeley Mental Health, Berkeley

Lauren Steinberg, Systems Change Advocate  
Center for Independent Living

Mary Beth Stevens,  
Senior Vocational Rehabilitation Counselor and  
Linda Zagula, Orientation and Mobility Instructor  
Orientation Ctr. for the Blind, Albany

Arlena Winn, Blind Leaders Program Coordinator  
Lighthouse for the Blind, San Francisco

Frank Wang, Sr. Vocational Rehabilitation Counselor  
Dana Mitchell, Ph.D., Sr. Vocational  
Rehabilitation Counselor and  
Kerry Stamps, Blind Field Services Counselor  
California State Dept. of Rehabilitation, Oakland

Student Members:  
Anwar Rashida Abdul-Rahim  
Anthony Bonet

## Public and Human Services Programs

Victoria Breckwich-Vasquez, Dr.PH  
Senior Manager of Community Health Unit  
City of Berkeley Public Health Department

Delfina Geiken  
Employment Programs Administrator  
City of Berkeley Housing  
& Community Services Department

Sharon Healy  
Office Administrator  
East Bay Family Practice, Oakland

Judith Izzo, LCSW  
Social Services Manager, Aging Services  
City of Berkeley

Susan R. Marchant, MA, CCLS  
Adjunct Professor, Graduate School of Education  
Mills College, Oakland



---

## Advisory Committees, Faculty, Staff, and Administration

---

### Administrators, Classified Staff and Full-Time Faculty

**ARAIZA, Juana**

**Coordinator Public Arts Program**

**Instructor, Art**

A.A., Hartnell College

B.A., UC Santa Cruz

M.F.A., San Francisco Art Institute

**BANGA, Fabian**

**Department Chair Modern Languages**

**Distance Education Coordinator**

**Instructor, Spanish**

B.A., M.A., Ph.D.,

University of California, Berkeley

(Italian, Spanish and Portuguese)

**BEREZIN, Joan**

**Instructor, History/Global Studies**

B.A., Antioch College

M.A., Morgan State University

**BIELANSKI, Joseph J. Jr.**

**Articulation Officer**

B.S.Ed., Ohio University

M.A., Miami University, Oxford, Ohio

M. Div. and Th.M., Co-jointly

University of St. Michael's College and

University of Toronto, Canada

M.S., San Francisco State University

Ed.D., St. Mary's College

**BOATRIGHT, Joshua**

**Department Chair Librarian**

B.A., University of California, Santa Cruz

M.A., Boston College

M.L.I.S., University of Washington

**BRAMAN, Jennifer**

**Department Chair Art & Co-Chair Cultural Studies**

**Instructor, Art**

B.A., Art History, Williams College, Massachusetts

M.F.A., John f. Kennedy University, Berkeley

(Spanish and Portuguese)

**BRION, Laurie**

**Department Chair English As A Second Language**

**Instructor, English As A Second Language**

B.A., Cornell University

M.A., Columbia University

M.Ed., Harvard University

**BUTLER, Ramona**

**Secretary Student Services**

**CAIN, Dwayne**

**Head Custodian**

**CARRUTHERS, Karen**

**Instructor, American Sign Language**

B. A., Gallaudet University

(American Sign Language)

**CAYTON, Nancy**

**Staff Assistant, American Sign Language & English**

A.A., Ohlone College

B.A., San Francisco State University

(American Sign Language)

**CHAN, Marc**

**Science Lab Technician**

**CHEN, May**

**Vice President Student Services**

B.S., Chung Yuan University

M.S., and Ph.D., Iowa State University

**CISIN, Frederick**

**Librarian**

B.A., Antioch College

M.L.I.S., University of California, Berkeley

**CLARK, Ada**

**Clerical Assistant Financial Aid**

**CLAUSEN, Marilyn**

**Staff Assistant, PACE**

A.A., Northern State University, South Dakota

**COIL, Paula**

**Coordinator, Transfer and Career Information Center**

B.A., Kalamazoo College

M.P.A., California State University, Hayward

**DE HAAN, Pieter**

**Academic Senate President**

**Instructor, Biology**

B.Sc., M.S., University of Amsterdam,

The Netherlands

Ph.D., University of California, Davis

(Dutch and German)

**DES ROCHERS, Barbara**

**Director of Biotechnology Programs**

**Department Co-Chair, Science**

**Instructor, Biology**

B.A., M.S., Ph.D.,

University of California, Berkeley

**DJUKICH, Vladeta**

**Instructor, Computer Information Systems**

B.SC., Northrop Institute of Technology

M.B.A., Pepperdine University

**DONG, Johnny**

**Academic Support Services**

B.A., University of California, Berkeley

M.A., Stanford University

---

## Advisory Committees, Faculty, Staff, and Administration

---

**DORHAM, Barbara**  
**Librarian**

B.S., San Francisco State University  
M.L.S., University of California, Berkeley

**DORSEY, Donna -**  
**Staff Assistant, Office of Instruction**

A.A. Liberal Arts, Vista Community College

**DOYLE, Joe**  
**Instructor, Art and Multimedia Arts**

M.A., San Francisco State University

**ESPINOSA, Sylvia**  
**Program Specialist, Office of Instruction**

B.A., Mills College, Oakland  
(Spanish)

**FLINT, Victor**  
**Outreach Coordinator**

A.A., Vista Community College

**FOGARINO, Shirley**  
**Public Relations Officer**

**Instructor, Business**

A.A., City College of San Francisco  
B.A., University of California, Berkeley  
M.A., University of Maryland, College Park  
M.A., San Francisco State University

**FREEMAN, MATTHEW**  
**Instructor Political Science**

B.A., University of California Berkeley  
M.A., San Francisco State University  
Ph.D., Walden University

**GARCIA, Salvador**  
**Department Co-Chair, Mathematics**

**Instructor, Mathematics**

B.A., Autonoma University of Mexico  
M.A., Harvard University  
(Spanish)

**GIBBS, Bryan**  
**Audio Visual Services Assistant**

**GONZALES, ROBERTO**  
**Alternate Media Specialist**

B.A., University of California, Berkeley

**HADLEY-TORRES, Nola**  
**Director, Program for Adult College Education**  
**Instructor, History**

B.A., San Francisco State University  
Ph.D., Union Institute

**HARRIS-COLEMAN, Tamara**  
**Transfer Counselor**

B.A., University of Massachusetts, Amherst  
M.Ed., Teachers College, Columbia University

**HOSHIDA, SCOTT**  
**Instructor, English**

M.F.A., Mill College  
B.A., University of California Santa Cruz

**IKEDA, Ivanetta**  
**Department Chair, American Sign Language**  
**Instructor, American Sign Language**

Specialist Credential,  
San Francisco State University  
B.A., Gallaudet University  
(American Sign Language)

**INCLAN, Betty**  
**President of the College**

A.A., Miami Dade College  
B.A., University of Miami  
M.A., Kent State University  
Ph.D., University of Texas at Austin  
(French and Spanish)

**JENNING, Marline**  
**Staff Assistant, Vice President of Instruction**

A.A., Merritt College

**JOHNS, KRISTA**  
**Vice President of Instruction**

B.A., University of Wisconsin  
J.D., IIT Chicago-Kent College of Law

**JOHNSON, Brenda**  
**Dean of Student Services**

B.A., M.S., San Francisco State University

**KINDBLAD, Nina**  
**Learning Disability Specialist**

A.A., Merritt College  
B.A., California State University, Hayward  
M.A., San Francisco State University

**KOCEL, Katherine**  
**Instructor, Psychology**

B.A., Antioch College, Ohio  
Ph.D., University of Hawaii

**KOO, Vincent**  
**College Network Coordinator**

A.A., City College of San Francisco  
B.S., San Francisco State University  
(Catonese)

---

## Advisory Committees, Faculty, Staff, and Administration

---

**LE, Phi**

**Computer Network Technician**

B.S., University of California, Davis  
(Vietnamese)

**LE, Phu**

**Computer Network Technician**

A.A., Laney College  
B.S. University of California, Davis  
(Vietnamese)

**LEMMA, Ayele**

**EOPS/CARE Coordinator**

B.A., University of California, Berkeley  
M.A., John F. Kennedy University  
(Amharic)

**LENAHAN, Jennifer**

**Student Services Specialist**

B.A., California State University, Chico

**LIZARRAGA, Willy**

**Instructor, Spanish**

B.A., San Francisco State University  
M.A., University of California, Los Angeles  
(Spanish)

**LOPEZ, Javier**

**Senior Storekeeper**

**LOWOOD, Jennifer**

**Department Chair, English/Education**

**Instructor, English**

B.A., University of California, Berkeley  
M.A., San Francisco State University  
(French and German)

**MARRS, Lee**

**Department Chair, Multimedia Arts**

**Instructor, Multimedia Arts**

B.A., American University  
M.A., California State University East Bay

**MARTIN, Donald**

**Instructional Assistant, Mathematics**

B.A., Sonoma State University  
A.B., University of California, Berkeley  
(German)

**MARTÍNEZ, Jasmine**

**Staff Assistant, Vice President Student Services**

**MASSEY, Lynn**

**Staff Assistant, PSSD**

A.A., Merritt College

**MATTHEWS, Jayne A.**

**Instructor, Business**

**Curriculum Chair**

A.A., Fresno City College  
B.A., M.B.A., Golden Gate University

**MCALLISTER, Linda**

**Department Chair Social Science**

**Instructor, Sociology**

B.A., State University of New York, Stony Brook  
M.A., Ph.D., University of Michigan

**MONIZ, Tom**

**Instructor, English**

A.A., Marymount College, Palos Verdes  
B.A., University of California, Santa Barbara  
M.A., San Francisco State University

**MONTAGUE, Marilyn**

**Senior Clerical Assistant, Business Office**

A.A., College of Alameda

**NGUYEN, Loan**

**Financial Aid Supervisor**

(Vietnamese)

**NICHOLS, Catherine**

**Financial Aid Specialist**

B.A., California State University, East Bay

**NZOMO, Seraphine**

**Staff Services Specialist/Fiscal**

**OMAR, Siraj**

**Department Co-Chair, Science**

**Instructor, Chemistry**

B.S.C., University of Malaya,  
Kuala Lumpur, Malaysia  
Ph.D., University of California, Santa Cruz  
(Indonesian, Javanese, Malay and Malaysian)

**PANG, John**

**Supervisor, Business Office**

B.S., California State University, Hayward  
(Cantonese)

**PARK, Daniel**

**Computer Network Technician**

**PENDLETON, Gail**

**Student Services Personnel Specialist/Matriculation**

A.A., Laney College

**PEERY, Tammie –**

**Clerical Assistant Financial Aid**

---

## Advisory Committees, Faculty, Staff, and Administration

---

**PRICE, Pamela**

**Principal Accounting Technician, Business Office**  
M.B.A., John F. Kennedy University

**REESE, CYNTHIA**

**Executive Assistant to the President**

**RUBERTO, Laura**

**Department Co-Chair, Arts & Cultural Studies**  
**Instructor, Humanities**

B.A., University of California, Davis  
M.A., San Francisco State University  
Ph.D., University of California, San Diego  
(Italian and Roman/Dialects)

**SEGAR, Douglas**

**Instructor, Physical Science**  
B.Sc., Ph.D., University of Liverpool, England

**SHIELDS, Karen**

**Duplicating Technician**

**SIMPSON, RACHEL**

**Instructor, Instructor, Multimedia Arts**  
B.A., Wesleyan University  
Master of Divinity,  
Pacific School Religion Berkeley

**SLAUGHTER, Shirley**

**Business and Administrative Services**  
B.S., Central State University, Xenia, OH

**SMITH, Cleavon**

**Instructor, English Basic Skills**  
B.S., U.S. Naval Academy  
M.F.A., Mills College

**THANANJEYAN, Paramsothy**

**Department Chair and Instructor**  
**Computer Information Systems**  
Bachelor of Technology,  
Indian Institute of Technology, Madras  
M.S., University of Minnesota, Minneapolis  
Ph.D., University of California, Berkeley  
(Tamil)

**TOLLIVER, Roger**

**Staff Services Specialist/Fiscal**

**TRICOMI, Terry**

**Director of Special Projects**  
B.A., Northeastern Illinois University  
M.P.A., California State University, Hayward  
M.F.A., Mills College  
(Spanish)

**WARD, Jim**

**Learning Resource Center Coordinator**  
**Instructional Assistant, Mathematics**  
B.S., Massachusetts Institute of Technology  
D.C., Life College Chiropractic West

**WINER, GABRIELLE**

**Instructor English As A Second Language**  
B.A., Brown University  
M.A., St. Mary's College

**WING, Rick L.**

**Instructor, Mathematics**  
B.A. and M.A., University of California, Berkeley  
M.S., San Francisco State University

**WOZNIAK, Sonya**

**Instructor, English**  
B.A., Occidental College, Los Angeles  
M.A. and Ph.D., University of California, Davis

**VO, Jackie**

**Financial Aid Specialist**

**YAM, Hermia**

**Counselor**  
B.Sc., M.A., M. Tennessee State University  
M.S., California State University, Hayward  
Dip.Edu., Chinese University, Hong Kong  
(Cantonese and Mandarin)

**YOUNG, Allene H.**

**Career Counselor**  
**Department Chair Counseling**  
B.A., M.S., San Francisco State University

**Zhiv, Dmitriy**

**Instructor, Mathematics**  
M.A., San Francisco State University  
M.S. and Ph.D., Belarus Polytechnic Institute

## **Adjunct Faculty**

**BODKIN, Terry**

**Instructor, Multimedia Art**

A.A., De Anza College

B.S., University of California, Davis

**DAVIS, Dana**

**Instructor, Art**

B.F.A., Arizona State University

M.F.A., State University of New York at Buffalo

**DAVIS, Morton**

**Department Co-Chair, Mathematics**

**Instructor, Mathematics**

A.B., University of Colorado

Ph.D., M.A., University of California Berkeley

**DUPEN, Kyle**

**Instructor, Humanities**

B.A., B.S., M.A., San Francisco State University

**DUNLOP, Neil**

**Instructor, Computer Information Systems**

B.A., University of Wisconsin, Madison

M.B.A., John F. Kennedy University

**EL GIHENY, Fayez**

**Instructor, Computer Information Systems**

B.S., M.S., San Francisco State University

**FINLAYSON, Luna**

**Counselor, EOPS**

B.A., M.S., San Francisco State University

**HABERLIN, Rita**

**Instructor, Geography**

B.A., M.A., B. Litt., University of Oxford

**GORMAN, Douglas J.**

**Counselor, Programs & Services for Students with Disabilities**

B.A., UC Berkeley

M.S., San Francisco State University

**HASKELL, Marjory**

**Instructor, Political Science**

B.A., Brooklyn College

LL.B., Harvard Law School

**HERRERA, Amy**

**Counselor & Veterans' Counselor**

B.S., California Polytechnic State University

M.S., San Francisco State University

**JOHNSON, Nancy F.**

**Counselor**

B.A., UC San Diego (Revelle College)

M.S., California State University, East Bay

**KIM, Dru**

**Instructor, Art and Multimedia Arts**

B.F.A., M.F.A., San Francisco Art Institute

**KOELLE, Katherine**

**Instructor, English**

B.A., Hamilton College

M.A., University of San Francisco

(Italian)

**LADD, Dennis**

**Instructor, Psychology**

B.A., M.A., San Jose State University

M.A., University of Redlands

**LA ROCCA, Isabella**

**Instructor, Multimedia Arts**

B.A., University of Pennsylvania

M.F.A., Indiana University

(French, Italian and Spanish)

**LASS, Barbara**

**Instructor, Anthropology**

B.A., University of South Dakota

M.A., Ph.D., University of Minnesota

**LEBO-PLANAS, Alvin**

**ASPIRE Coordinator**

**Instructor, English**

B.A., University of California Berkeley

M.S., University of Hawaii, Manoa

**LEE, Phyllis**

**Instructor, Mathematics**

B.S., University of Wisconsin

M.S., University of Oregon

**LEIGH, Julianne -**

**Instructor, English**

B.A., San Jose State University

M.F.A., Mills College

**LOPEZ JIMENEZ, Jessica**

**Counselor, TRiO Program**

A.A., Mount San Antonio College

B.A., UC Berkeley

M.S., San Francisco State University

(Spanish Speaker)

**MARINO, Olga-Yu**

**Instructor, Business/International Trade**

B.A., M.A., St. Petersburg State University, Russia

M.P.A., University of Alaska, Anchorage

M.A., Johns Hopkins University, Washington

Ph.D., St. Petersburg University, Russia

**MARTIN, JOSÉ**

**Instructor, Humanities, Philosophy and Psychology**

M.A., California Institute of Integral Studies

B.A., University of California Berkeley

**MARTIN, Nick**

**Counselor**

B.A., University of San Francisco

M.A., University of San Francisco

**MITSUNO, Emie**

Counselor, TRiO Program

M.S., San Francisco State University

**NAKAMOTO, Bobby**

**PACE Counselor**

A.A., Chabot College

B.A., CSU Hayward

M.A., CSU Northridge

---

## Advisory Committees, Faculty, Staff, and Administration

---

**NELSON, Sheldon****Instructor, Physical Science -**

B.S., State University of New York, Albany  
M.A., Queens College of the City University  
of New York  
M.S., Brown University

**NEWMAN, Roger****Instructor - Anthropology and History**

B.A., Columbia University  
M.A., San Francisco State University  
(Brazilian, Portuguese and Spanish)

**NIEMANN, Sandra****Instructor, English**

B.S., University of Virginia  
M. Div., Pacific School of Religion, Berkeley  
M.A., University of California, Berkeley

**PACHTRAPANSKA, Daniel -****Instructor, Multimedia Art**

M.A., Academy of Art in Sofia, BG  
(Bulgarian, Italian, Spanish and Russian)

**PENCE, Marc****Instructor, Physical Education**

Adaptive Physical Education Credential,  
San Francisco State University  
Teaching Credential, California State  
University, Hayward  
B.S., Washington State University

**PISANO, Gabriela****Instructor, Spanish**

B.A., Mills College  
M.A., San Francisco State University  
Ed.D., University of San Francisco  
(Italian and Spanish)

**POLATNICK, Rivka****Instructor, Sociology**

B.A., Radcliffe College  
M.A., Ph.D., University of California, Berkeley

**PRINZ, Elisabeth****Instructor, American Sign Language**

B.S., Pennsylvania State University  
(American Sign Language)

**QUINN, Joseph****Instructor, American Sign Language**

(American Sign Language)

**ROSS, Clifton****Instructor, English**

B.A., M.A., San Francisco State University

**RUSSELL, Joyce****Counselor, Programs & Services for Students with Disabilities**

B.A., Saint Mary's College of California  
M.A., Saint Mary's College of California

**SANDERS-BADT, Stephanie****Human and Public Services****Instructor, Health Education and****Health Professions/Occupation**

University of California, Berkeley  
B.A., University of Perugia  
(Italian)

**SCHMIDT, Douglas****Instructor, Biology**

B.S., State University of New York,  
College, Cortland  
M.S., University of Delaware, Newark  
Ph.D., Kansas State University, Salina

**SEERY, PATRICIA****Instructor, English As A Second Language**

B.A., University of Natal, South Africa  
M.A., Stanford University

**SHIMA, Todd****Counselor**

B.A. CSU, Sacramento  
M.A. and M.S., CSU Sacramento

**SMITH, Cherilynne****Instructor, American Sign Language**

A.A., Merritt College  
B.S., California State University, Hayward  
(American Sign Language)

**SOMER, Jeremy****Instructor, English**

B.A., University of Oregon  
M.F.A., University of Texas at El Paso

**STANLEY, Louise****Instructor, Art**

B.A., La Verne College  
B.F.A., M.F.A., California College of Arts  
And Crafts, Oakland

**STARRATT, Scott****Instructor, Geography**

B.A., Whitman College, Walla Walla  
M.A., Ph.D., University of California, Berkeley  
Ph.D., University of Utah, Salt Lake City

**TELFORD, Mary****Instructor, American Sign Language**

A.A., Vista Community College  
(American Sign Language)

**TOOTHMAN, Charlotte****Instructor, American Sign Language**

B.S., M.S., Utah State University  
(American Sign Language)

**TURNER, Cindy****Instructor, Business**

B.S., M.B.A., California State University, Hayward

**WEBB, Mary****Instructor, English**

A.A., Cornell University  
B.A., University of California, Berkeley  
M.A., University of Florida

**WOLLENBERG, Charles****Instructor, History and Political Science**

B.A., M.A. and Ph. D.,  
University of California, Berkeley

---

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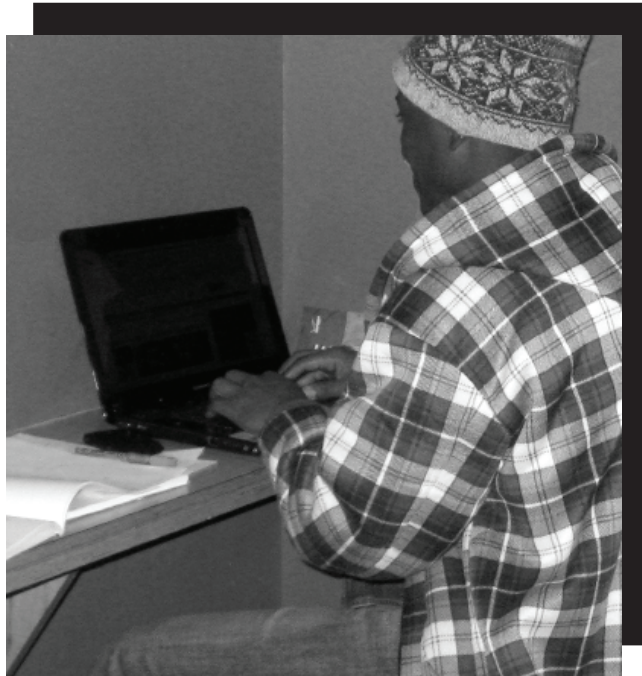
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