



BERKELEY CITY COLLEGE

2050 Center St., Berkeley, CA 94704; (510) 981-2800; www.peralta.edu

MERRITT COLLEGE

LANEY COLLEGE

COLLEGE OF ALAMEDA

BERKELEY CITY COLLEGE

Public and Human Services

Community and Public Service Associate in Arts Degree and Certificate Of Achievement at Berkeley City College



**You may also wish to consider these other new
Public and Human Services Associate Degree
and Certificate Options:**

- Community Health Worker
- Social Services Paraprofessional



PERALTA COMMUNITY COLLEGE DISTRICT

What You Should Know about the Major

Welcome to Berkeley City College's Community and Public Service major, part of our Public and Human Services Program (PHSP). The major provides a comprehensive curriculum focusing on community and public service training. The PHSP is designed to help California meet the statewide challenges and the rapidly expanding need for Health, Public and Human Service Paraprofessionals. The program addresses local needs and provides training to qualified applicants who wish to specialize in social services, community health work or public and community services. Your training will allow you to become a well-rounded employee who can participate as a team member in health and human service agencies and community settings.

Who Takes Community and Public Services Classes?

- County Social Services Workers
- People Interested in Working in Community and Public Service
- People Interested in Working in Nonprofit and Community Organizations

It's Easy to Start

At Berkeley City College, we make it easy for you to learn. Community and Public Service classes provide theory and active learning activities that simulate everyday experiences in the world of work. You will have the opportunity to explore real life cases in the comfort of the classroom. As part of your classes, you:

- Gain essential tools to assist you in your career.
- Apply what you learn to case studies and community internships.
- Learn essential and effective communication and case management skills.
- Gain valuable on the job experience.

More Job Opportunities

Berkeley City College's Community and Public Service Program provides you with a foundation in critical skills which lead to entry level positions. This certificate is a valuable tool to obtain entry level positions in a variety of public service fields, including law enforcement, education, public safety careers and adult/child day care. Examples of your career options are:

- Community Relations Specialist
- Non-Profit Agency Outreach and Office Management
- Public Administration/Case Worker

Advancement in this field requires additional experience or a higher level of education. Some of the college's Community Health Worker courses articulate with baccalaureate programs in related fields.

Salary Levels

Salaries vary depending on the job description.

Entry level jobs (no experience) start at \$12-\$15/hour.

Jobs which require 1 to 3 years experience start at \$13-\$17/hour

Top Pay Rate for 3+years experience is \$18-\$25/hour

Pay depends on your level of education and work experience. Employee benefits may include medical, dental, vision, paid vacations and holidays, and retirement plans. A standard work week is 40 hours.

Where to Get More Information

Stop by Berkeley City College to register or see a counselor. We're at 2050 Center St. between Shattuck Ave. & Milvia St. Call (510) 981-2932 (voice) or 981-2865 (VP) or visit www.berkeleycitycollege.edu.

A Note for Our International Students

For information regarding enrollment procedures, student visas, and other details, please contact the Office of International Education, Peralta Community College District, 333 E. 8th St., Oakland, CA 94606. Call (510) 466-7380 or e-mail gloaled@peralta.edu.

Hours for Information

8 a.m.-4:45 p.m., Mon.-Fri.

Call for extended hours for Fall, Spring, and Summer registration periods. Call (510) 981-2800.

**Note that community college enrollment fees are subject to change by the California state legislature; out-of-state/international student tuition, and other fees are subject to change by local government entities.*

Community and Public Service Degree and Certificate Program

Our Community and Public Service Program offers either an associate in arts degree or certificate of achievement. Required courses are:

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 Minimum Required Units	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
**SOCSC 101	Introduction to Social Services=	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

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

***For the Certificate of Achievement, students must complete the 31 units of core courses. For the Associate Degree, students must complete 31 units of core courses plus 29 units of General Education requirements and elective courses.*

Academic Credit

Core general education classes for the Associate Degree meet all University of California and California State University transfer requirements. Social Services Paraprofessional classes are transferable as part of General Education transfer requirements. See a counselor for details.

Class Times Fit Your Schedule

Berkeley City College's morning, afternoon, and evening classes fit your busy schedule. Most classes are held at our 2050 Center St. campus in downtown Berkeley.

Community College Fees* and Financial Aid

If you are a California resident, your community college enrollment fee is \$46 per unit.* Out-of-state students pay \$236 per unit, (includes enrollment fee). International students pay \$242 per unit which includes the \$46 per unit enrollment fee plus a \$6 Capital Outlay Fee up to \$144 per year (all non-resident students pay a \$6 per unit Capital Outlay fee). Pay by money order, credit card, or personal check. Full-time students enrolled in nine or more units also pay \$36 per semester for the AC Transit EasyPass, a \$1 per semester Student Representation Fee, a \$2 Campus Center Use Fee, a Health Services Fee of \$18 per semester and \$15 in summer. Financial aid is available. College of Alameda, Laney and Merritt Colleges charge a \$2 per day or \$40 per semester Parking Fee. Call (510) 981-2807 or e-mail bcfind@peralta.edu for information.

Counseling

Call for counseling information—(510) 981-5036.

How to Reach Berkeley City College

- **By car** take I-80 to University Ave. exit, drive east on University to Milvia. Right turn on Milvia, then proceed South to Center St., take a left turn on Center St. Parking is available on the street or in the Center Street garage.
- **By BART** take Richmond train to downtown Berkeley station. Exit at Center St. escalator. Berkeley City College is one-half block west of the downtown Berkeley BART station.
- **By bus** take AC transit. Visit www.actransit.org for the route nearest you, or connect to www.actransit.org.

Required Courses for the Major

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.

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.

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.

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.

ENGL 100, 4 Units

College Composition and Reading

4 hours lecture (GR or P/NP). Prerequisite: ENGL201B or ESL21B, 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.

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.

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.

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.

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.

Choose 6 Units

from the Following Electives:

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.

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.

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.

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.

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.

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.

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.

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.



Berkeley City College
2050 Center St.
Berkeley, CA 94704

Nonprofit Organization
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Berkeley, California

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*Public and Human Services:
Community and Public Service*

Berkeley City College
2050 Center St.
between Shattuck Ave. & Milvia St.
Berkeley, CA 94704
(510) 981-2932
(510) 841-7333 (FAX)

Stephanie Sanders-Badt, Coordinator
e-mail: ssanders-badt@peralta.edu
Visit www.berkeleycitycollege.edu

Hours for information

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Counseling

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Transportation

By car take I-80 to University
Ave. exit, drive east on
University to Milvia. Right
turn on Milvia and drive south to Center St.
Go left on Center Street. Parking is
available on the street or in
the Center Street garage.

By BART take Richmond
train to downtown
Berkeley station. Exit at Shattuck
& Center St. BART escalator. Berkeley
City College is one half block west of the
Shattuck & Center St. exit.

By bus take AC transit.
Visit www.actransit.org for the route
nearest you.



The Peralta Colleges

Berkeley City College is part
of the Peralta Community College District
which also includes College of Alameda,
Laney College and Merritt College. The
Peralta Community College District serves
the cities of Alameda, Albany, Berkeley,
Emeryville, Oakland and Piedmont.

**Important Note About This
Publication for Students
with Disabilities**

This publication is available in an alternate
media format upon request. Should you
need further accommodations, contact
Programs and Services for Students with
Disabilities (PSSD) at 981-2826.

**Please send me a current Berkeley City College class
schedule. I am enclosing a self-addressed
9x12 envelope with \$1.75 postage to:**

**Marketing and Community Relations Office
Berkeley City College**

Name _____

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Day Phone _____ Evening Phone _____