BERKELEY
CITY COLLEGE

Berkeley City College

2025–2026 Catalog

BCC is an award winning college that has one of the highest transfer rates to California State Universities and University of California campuses. It is located in downtown Berkeley, one of the world's greatest education centers, and is part of the Peralta Community College District. BCC students are part of a thriving college community which mirrors the Bay Area's ethnic, cultural, and socioeconomic diversity. Working together with BCC faculty, students create a dynamic environment where interdisciplinary education and teamwork leads to transformation. 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: 428 J Street, Suite 400, Sacramento, CA 95814 Phone: 415-506-0234. Email: accjc@accjc.org, URL: http://www.accjc.org

Berkeley City College
2050 Center Street Berkeley, CA 94704
(510) 981-2800
http://www.berkeleycitycollege.edu or http://www.peralta.edu

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Welcome to Berkeley City College

Welcome to Berkeley City College! You have taken a major step in your education journey, and we are honored that you have chosen to do so at BCC. For over 50 years, Berkeley City College has been a place for students to pursue tangible growth in their lives, whether pursuing a degree, certification, or planning to transfer to university. You will find that our distinguished faculty, classified professionals, and administrators are dedicated to your learning experience and most importantly, your program completion. We consider every classroom experience, counseling appointment, financial aid and admissions encounter an opportunity for us to support your success.

Berkeley City College believes that providing quality, affordable education is critical to maintaining a democratic society and supporting widespread access to economic mobility within our community. We are proud to be among the colleges with the highest rates of completion and transfer to the California State University (CSU) and University of California (UC) systems. Our Career Education programs are tailored for career placements with high recruitment demands in industries that lead to higher living wages. With more than 100 degree and certificate programs, you are sure to discover a pathway that leads toward your goal.

In this catalog you will find detailed information about course offerings, programs, certificates, associate degrees, and transfer pathways. It is also a key resource for learning about the extensive student services opportunities provided at Berkeley City College. We offer tutoring and counseling services, the Veterans Resource Center, Extended Opportunity Programs and Services (EOPS), CalWORKS, the Career and Transfer Center, Adult Education, the Society of Scholars learning communities, and SO much more!

Whether you are enrolling as a high school graduate, a dual enrolled high school student, returning to college after some time away, or choosing to enroll in higher education for the first time, Berkeley City College will support you in achieving your academic and career goals.

Thank you for choosing Berkeley City College! We will be here for you every step of the way. Go Owls!

Denise Richardson, Ed.D.

President, Berkeley City College

Denise Richardson Ed.D., President

An Important Message For Students

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— are available to you. Call (510) 981-2800 or visit http://www. berkeleycitycollege.edu for more information.

Berkeley City College's Hispanic Serving Instititution Identity

Berkeley City College is proud to be formally designated as a Hispanic Serving Institution (HSI) and we embrace our identity as an HSI serving Latina/o/x students through our Conocimiento los Caminos and Adelante initiatives. We recognize the persistence of historical and structural systems of inequality and are implementing measurable steps towards racial equity and justice. We are committed to moving beyond the title of being a Hispanic-enrolling institution to being a college that affirms our students' identities and meets their educational needs.

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. For the most current information, please check our Web site at http://www.berkeleycitycollege.edu and our catalog addendum.

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 Disabled Students Programs and Services office 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, 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 2025-2026 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.

Student Success and Placement

The Student Success and Placement Office is pleased to share some very important changes in our placement process. With the enactment of Assembly Bill 705, students are now placed in math, English and English for Speakers of Other Languages (ESOL) courses using one or more of the following measures:

- High school coursework, grades, and/or grade point average (GPA) from transcripts or CalPASS
- Self-reported high school transcripts
- Guided self-placement

Students can begin math and English at the college level, either with or without a linked support class. All English language learners have access to academic credit ESOL coursework. Make an appointment with a counselor or visit the placement and orientation webpage to access guided self-placement tools for math, English and ESOL

Academic Calendar

Summer Session 2025 Calendar

June	16	Day and Evening Instruction Begins
June	19	Juneteenth - Holiday Observance
June	23	Last Day to Submit Census Roster- Instructors Verify Enrollment
June	23	Last Day to Drop Regular Session Classes by the Class Census Date to Receive a Refund
June	23	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June	23	Last Day to Add Summer Session Classes
June	26	Last Day to File for PASS/NO PASS Grading Option
June	27	Last Day to File Petitions for AA or AS Degree/Certificate
July	4	Independence Day – Holiday Observance
July	16	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
July	24	Summer Session Ends
July	31	Last Day to Submit Grades/ Rollbooks

Fall Semester 2025 Calendar

AUG	18	Day and Evening Instruction Begins
AUG	23	Saturday Instruction Begins
AUG	24	Last Day to Add without a Permission Number or Add card
SEPT	1	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
SEPT	1	Labor Day – Holiday Observance
SEPT	1	Last Day to Drop Regular Session Classes by the Class Census Date to Receive a Refund
SEPT	1	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
SEPT	1	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
SEPT	1	Census Roster Due
OCT	15	Professional Day – No Instruction
OCT	18	Last Day to File Petitions for AA, AS, or ADT Degree/Certificate
NOV	11	Veteran's Day – Holiday Observance
NOV	12	Last Day to Withdraw from Regular Session Classes with a grade of "W". All outstanding fees are due even if classes are dropped on this day.
NOV	12	Attendance Verification Day – Instructors Verify Enrollment and Submit Rosters "Online and On Time"
NOV	27-30	Thanksgiving - Holiday Observance
DEC	6	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
DEC	13	Saturday Instruction Ends
DEC	13	Fall Semester Ends
DEC	20	Final Grade Due

NOTE: *Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change, see the online Academic Calendar http://www.peralta.edu for the latest information.*

Mission, Vision, and Values

Mission

Berkeley City College transforms lives. This shared commitment reflects the profound journey of growth and learning for every member of our campus community. Students pursue their passions through innovative academic programs, faculty inspire critical thinking, and administrators and staff offer vital guidance. Together, we create a dynamic and diverse environment that supports students in earning associate degrees and certificates, preparing them for successful careers and transfers.

Vision

Envision. Engage. Excel.

Values

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

- **Equity:** Providing fair access to resources, opportunities, and support for all students, regardless of their background, identity, or life circumstances.
- **Diversity:** Supporting of a wide range of perspectives, experiences, and identities within the college community. Celebrating differences, including race, ethnicity, gender, age, socioeconomic status, disability, sexual orientation, and more. Fostering an inclusive environment where everyone feels valued and respected.
- **Academic Excellence:** Maintaining high standards of learning and achievement. Promoting rigorous academic programs that challenge students and encourage them to reach their full potential. In all things, reflect the college's commitment to providing quality education and preparing students for success in their chosen fields.
- **Innovation:** Encourage creativity, forward-thinking, and the adoption of new ideas, technologies, or teaching methods. Stay adaptable and open to change in order to meet the evolving needs of students and the workforce. Innovation helps the college stay relevant and prepares students for future challenges.
- **Community:** Maintain an intentional focus on building a supportive and inclusive environment where students, faculty, staff, and the surrounding local area feel connected and engaged. Create a sense of belonging and support each other's growth and well-being, both within and outside the classroom.
- **Collaboration:** Emphasize teamwork, communication, and the sharing of ideas and resources. Work together across departments, with other institutions, or with local organizations to improve the educational experience and outcomes for students.
- **Respect:** Value and treat all members of the college community with dignity. Foster an environment where people listen to each other's ideas, perspectives, and concerns, and where differences are appreciated rather than dismissed.

Berkeley City College's Institutional Learning Outcomes

Berkeley City College's Institutional Learning Outcomes, as described below, represent the skills and knowledge that students will acquire in whole or in part as they complete coursework, programs, degrees, certificates, or engage with student services and campus activities, which all align with at least one of the following ILOs.

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.
- work effectively with others in groups.

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/ Quantitative Reasoning

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.

History of Berkeley City College

Berkeley City 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 and was intended to provide innovative approaches to education to enhance educational opportunities. Largely aimed at adults in transition, the college's alternative programs flourished, pioneering some of the first alternative delivery methods in the district, including telecourses. Its original name, the Berkeley Learning Pavilion, was changed in October 1974 to the Peralta College for Non-Traditional Study (PCNS) focused on alternative postsecondary educational programs and services for students of the Peralta Community College District. For the first three years of its existence, PCNS was a "college without walls" with widely dispersed locations, offering classes at sites throughout the Berkeley service area, including UC Berkeley. 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, which was granted in June 1977. Following accreditation, the district voted to change the college's name to Vista College in 1978. From the early 80's Vista continued to offer classes and programs at multiple off-campus sites, while housing its administrative offices and a few classrooms at 2020 Milvia St. In June 2006, funds from Measure A helped the college to expand into a new building and classroom space at 2050 Center Street. Also, in June 2006, Vista Community College's name was changed to Berkeley City College. Berkeley City College provides innovative curriculum and has taken its place as a premier community college, ranking fourth in the state for transfer to California State Universities and UCs.

Administration

Denise Richardson, Ed.D.

President

Chris Lewis

Interim Vice President of Instruction

Stacey Shears, Ed.D.

Vice President of Student Services

Vacant

Vice President of Business and Administrative Services

Mozell Person

Dean, Liberal Arts & Social Studies

Kyla Oh

Interim Dean, Math, Science & Career Education

Raniyah Johnson

Dean of Counseling and Student Equity

Amy H. Lee, Ed.D.

Dean of Enrollment Services

Vacant

Associate Dean of Student Engagement and Basic Needs

Lissette Flores

Director, Conocimiento Los Caminos HSI Grant

Armando Franco

Director, MESA Program

Department Chairs

Jenny Yap

Chair of Chairs
Chair, Library

Ari Krupnick

Co-Chair, Arts and Cultural Studies

Laura Ruberto

Co-Chair, Arts and Cultural Studies

Iva Ikeda

Chair, ASL

Chris Bernard

Chair, Business/ECON/CIS

Skyler Barton

Co-chair, Counseling

Fatimah Shah

Co-chair, Counseling

Susan Truong

Co-chair, Counseling

Jenny Lowood

Co-Chair, English

Adán Olmedo

Co-Chair, English

Sepi Hosseini

Chair, ESOL

Claudia Abadia

Chair, Math

Fabian Banga

Chair, Modern Languages

Michel Bohbot

Co-Chair, Multimedia Arts

Mary Clarke-Miller

Co-Chair, Multimedia Arts

Rebecca Wolff

Co-Chair, Multimedia Arts

Barbara Des Rochers

Co-Chair, Science

Becky Gee

Co-Chair, Science

Randy Yang

Co-Chair, Science

Linda McAllister

Co-Chair, Social Science

Tim Rose

Co-Chair, Social Science

Peralta Community College District Board of Trustees

Bill Withrow

Area 1

Pauline Gonzalez-Brito

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Area 3

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Area 4

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Dyana Delfín Polk

Area 6

Sheweet Yohannes

Area 7

Tammeil Gilkerson, Ed.D.

Chancellor

Admissions, Registration and Enrollment Information

Admissions and Residency Requirements

Eligibility for Admission

If you are 18 years of age or older and can profit from the 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.

Admission of Resident Students

To be qualified as an in-state resident for tuition purposes, you must have lived continuously in California for at least more than one year (366 days) 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. In addition, you must be a U.S. citizen or hold a U.S. Immigration status that does not prevent establishment of residency.

Admission of Nonresident Students

Students 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. Non-residents 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: Non-resident students pay all fees unless specifically exempted from paying a particular fee.

California Nonresident Tuition Exemption — AB 540

California Nonresident Tuition Exemption, commonly known as AB 540 allows eligible students, including undocumented individuals, to be exempted from nonresident tuition at CCC, CSU, and UC and access state-based financial aid at California public and private colleges.

AB 540 Eligibility

To be eligible for AB 540, students must meet the following criteria (A-D):

1. Have an immigration status that allows the student to be eligible: Undocumented and DACA recipients, T and U visa holders, U.S. citizens, and lawfully present immigrants.
2. Total attendance (or attainment of credits earned) in California that is equivalent to three or more years of full-time attendance at California high schools course work, or California elementary, middle and/or high schools in California for a total of three or more years, California adult schools, campuses of the California Community Colleges (noncredit or credit courses), or a combination of these.
3. Completion of a course of study. This requirement can be met in the following ways: i. Graduation from a California high school or equivalent (diploma, certificate of completion, GED, HiSet, or TASC). ii. Attainment of an associate degree from a California Community College. iii. Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.
4. Filing of a Nonresident Tuition Exemption Request (AB 540 Affidavit) stating that the student has filed an application to legalize the student's immigration status, or will file an application as soon as the student is eligible to do so. Students must submit an AB 540 Affidavit to each college or university they wish to attend and have it approved by the appropriate department.

Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents".

How to apply for AB 540

There are two ways to apply for AB 540.

1. You may submit an AB 540 Tuition Exemption form to Admission and Records. The form can be found here under Residency https://www.peralta.edu/admissions/forms or,
2. For students submitting a California Dream Act Application (CADAA), AB 540 Affidavits are embedded within the application and sent directly to all of the colleges and universities that the student listed. Students who submit their CADAA to Berkeley City College do not have to submit a separate AB 540 form to Admissions and Records.

Benefits for AB 540

Eligible students will receive the following benefits:

- Are exempt from paying out-of-state tuition.
- Can apply for and receive application fee waivers at CSU or UC.
- Can apply for and be admitted to EOPS or EOP programs.

- Can apply for and receive state-based financial aid, including public college and university financial aid, through the California Dream Act Application. If an undocumented student does not meet AB 540 eligibility requirements, they will not be eligible to receive state-based financial aid (state grants and public college and university financial aid).

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 Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or email international@peralta.edu. The International Student Application form along with a $50 application fee is required. Upon acceptance, the student must complete the online CCC Apply application at http://www.cccapply.org/. The Office of International Education is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

Special Admission of Adult School, High School and Other Young Students

Peralta's Adult High School Special Enrollment Program provides enrichment opportunities for adult high school students who can benefit from college-level instruction.

Each college may admit a number of adult high school students in the GED or high school diploma program or high school students entering 9th grade or above who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the high school counselor and principal. **Other high-school students may be admitted on the basis of a contractual arrangement between the District and the high school of attendance (PCCDBP 5010).

Your principal must recommend you for enrollment, you must have parental or guardian consent (for minors) and a counselor signature on the high school concurrent/ dual 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.

Special Admissions students enrolling in a College Level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student brings a high school transcript to assist the college in determining the correct level of courses.

Special Admission students are limited to enrolling in 11 units for fall/ spring and 10 units for summer. High School students admitted on the basis of a CCAP contractual agreement may enroll in up to 15 units per regular semester.

Students are exempted from paying the California Community College enrollment fees and all other fees. Students enrolled in more than 11 units are required to pay enrollment and all other mandatory fees (see the current Peralta Colleges class schedule for current health, campus use and transportation fees).

Steps for Special Enrollment:

Talk to your high school guidance counselor to choose a course that will help you reach your educational and professional goals.

1. Apply to Berkeley City College by going to CCCApply.org
2. Complete the High School Special Enrollment steps. They include a form be signed by a parent or guardian and a counselor at your high school.
3. If you are registering for a class that has a pre-requisite, meet with a College Counselor to clear your pre-requisite.
4. To register for classes, bring your High School Special Enrollment form, high school transcript, and a photo ID to the Admissions and Records office at the college.

Access to Special Enrollment is NOT allowed for:

- Remedial work (any classes in any discipline that are not college level and cannot be applied to an associate degree or higher). Remedial course numbers are generally 250 or higher. Check the college catalog for courses that area degree applicable.
- Work to make up for failed high school or middle school classes.
- Recreation or hobbies.
- Any class that can be taken at a local high school.

For more detailed information visit https://www.peralta.edu/admissions/otherschool-resources

Special Admission students earn college credits that count towards financial aid eligibility in future semesters. All coursework is governed by the Family Educational Rights and Privacy Act, which allows release of academic information, including grades, to the student only, regardless of age. Academic information is not released to parents or third parties without the consent of the student.

Admission of Veterans

The College Veteran Resource Center was 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 rhe required paperwork. Continuing students should check in at the Veteran Resource Center at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA Education Benefit payment. In addition, all recipients must confirm their classes with the Veteran Resource Center after completion of registration, and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months to process through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, 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 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 Nonresident 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. Under federal law (H.R. 357), recent veterans will be eligible for in-state tuition regardless of previous state residency. If you are a veteran and you are new to California or returning after a year-long absence, please fill out a "California Residence Questionnaire." Turn this questionnaire in to Admissions and Records (first floor of campus) with a copy of your DD214 and a copy of your photo ID. If you are a dependent of someone on active military duty in California, the waivers and procedures also apply to you.

Other Residency Exemptions

For additional residency exemptions visit our website at http://www.peralta.edu and review Administrative Procedure 5015 https://fs.hubspotusercontent00.net/hubfs/6398505/BP%205015%20Residence%20Determination.pdf

Admissions Procedures

Eligibility for Admission

If you are 18 years of age or older and can profit from the 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.

Admission of Resident Students

To be qualified as an in-state resident for tuition purposes, you must have lived continuously in California for at least more than one year (366 days) 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. In addition, you must be a U.S. citizen or hold a U.S. Immigration status that does not prevent establishment of residency.

Admission of Nonresident Students

Students 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. Non-residents 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: Non-resident students pay all fees unless specifically exempted from paying a particular fee.

California Nonresident Tuition Exemption — AB 540

California Nonresident Tuition Exemption, commonly known as AB 540 allows eligible students, including undocumented individuals, to be exempted from nonresident tuition at CCC, CSU, and UC and access state-based financial aid at California public and private colleges.

AB 540 Eligibility

To be eligible for AB 540, students must meet the following criteria (A-D):

1. Have an immigration status that allows the student to be eligible: Undocumented and DACA recipients, T and U visa holders, U.S. citizens, and lawfully present immigrants.
2. Total attendance (or attainment of credits earned) in California that is equivalent to three or more years of full-time attendance at California high schools course work, or California elementary, middle and/or high schools in California for a total of three or more years, California adult schools, campuses of the California Community Colleges (noncredit or credit courses), or a combination of these.
3. Completion of a course of study. This requirement can be met in the following ways: i. Graduation from a California high school or equivalent (diploma, certificate of completion, GED, HiSet, or TASC). ii. Attainment of an associate degree from a California Community College. iii. Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.
4. Filing of a Nonresident Tuition Exemption Request (AB 540 Affidavit) stating that the student has filed an application to legalize the student's immigration status, or will file an application as soon as the student is eligible to do so. Students must submit an AB 540 Affidavit to each college or university they wish to attend and have it approved by the appropriate department.

Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

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Benefits for AB 540

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- Are exempt from paying out-of-state tuition.
- Can apply for and receive application fee waivers at CSU or UC.
- Can apply for and be admitted to EOPS or EOP programs.
- Can apply for and receive state-based financial aid, including public college and university financial aid, through the California Dream Act Application. If an undocumented student does not meet AB 540 eligibility requirements, they will not be eligible to receive state-based financial aid (state grants and public college and university financial aid).

Admission of International Students

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Each college may admit a number of adult high school students in the GED or high school diploma program or high school students entering 9th grade or above who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the high school counselor and principal. **Other high-school students may be admitted on the basis of a contractual arrangement between the District and the high school of attendance (PCCDBP 5010).

Your principal must recommend you for enrollment, you must have parental or guardian consent (for minors) and a counselor signature on the high school concurrent/ dual 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.

Special Admissions students enrolling in a College Level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student brings a high school transcript to assist the college in determining the correct level of courses.

Special Admission students are limited to enrolling in 11 units for fall/ spring and 10 units for summer. High School students admitted on the basis of a CCAP contractual agreement may enroll in up to 15 units per regular semester.

Students are exempted from paying the California Community College enrollment fees and all other fees. Students enrolled in more than 11 units are required to pay enrollment and all other mandatory fees (see the current Peralta Colleges class schedule for current health, campus use and transportation fees).

Steps for Special Enrollment:

Talk to your high school guidance counselor to choose a course that will help you reach your educational and professional goals.

1. Apply to Berkeley City College by going to CCCApply.org
2. Complete the High School Special Enrollment steps. They include a form be signed by a parent or guardian and a counselor at your high school.
3. If you are registering for a class that has a pre-requisite, meet with a College Counselor to clear your pre-requisite.
4. To register for classes, bring your High School Special Enrollment form, high school transcript, and a photo ID to the Admissions and Records office at the college.

Access to Special Enrollment is NOT allowed for:

- Remedial work (any classes in any discipline that are not college level and cannot be applied to an associate degree or higher). Remedial course numbers are generally 250 or higher. Check the college catalog for courses that area degree applicable.
- Work to make up for failed high school or middle school classes.
- Recreation or hobbies.
- Any class that can be taken at a local high school.

For more detailed information visit https://www.peralta.edu/admissions/otherschool-resources

Special Admission students earn college credits that count towards financial aid eligibility in future semesters. All coursework is governed by the Family Educational Rights and Privacy Act, which allows release of academic information, including grades, to the student only, regardless of age. Academic information is not released to parents or third parties without the consent of the student.

Admission of Veterans

The College Veteran Resource Center was 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 rhe required paperwork. Continuing students should check in at the Veteran Resource Center at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA Education Benefit payment. In addition, all recipients must confirm their classes with the Veteran Resource Center after completion of registration, and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months to process through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, 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 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 Nonresident 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. Under federal law (H.R. 357), recent veterans will be eligible for in-state tuition regardless of previous state residency. If you are a veteran and you are new to California or returning after a year-long absence, please fill out a "California Residence Questionnaire." Turn this questionnaire in to Admissions and Records (first floor of campus) with a copy of your DD214 and a copy of your photo ID. If you are a dependent of someone on active military duty in California, the waivers and procedures also apply to you.

Other Residency Exemptions

For additional residency exemptions visit our website at http://www.peralta.edu and review Administrative Procedure 5015 https://fs.hubspotusercontent00.net/hubfs/6398505/BP%205015%20Residence%20Determination.pdf

Enrollment Policies and Procedures

Adding Classes/Change of Classes

The last day to add regular session (full-term) classes is available online at http://www.peralta.edu under Admissions and Records. This is also published in the academic calendar of the current Schedule of Classes.

After the specified date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to follow to add and drop classes.

Attendance Policies

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

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

Auditing Classes

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

Enrollment in Conflicting Classes

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

Excess Units

Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in a combined total of 18.5–21.5 units per semester at all Peralta Colleges. Enrollment in 22–25 units per semester requires the approval of the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum load for summer session is 10 units.

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.

Open Classes/Open Enrollment

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

Student Study Load

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. For college purposes, a full-time student is one who is carrying 12 or more units.

Wait Lists

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit, can add themselves to the wait list. A process will run each night that will automatically enroll students in the class from the wait list as seats become available. An email will be sent to the student's Peralta email notifying them of the enrollment and the charge to their student account. Students should check their Peralta email regularly. The last day a student can add to a wait list is the day before the first day of the term. After classes begin, 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 in 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 corequisites or prerequisites must be completed before you are enrolled from the wait list.
- You will not be enrolled from the wait list if the class conflicts with the 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.

Dropping Classes/Withdrawal

Students are responsible for dropping classes using Campus Solutions or at the college Office of Admissions and Records. Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade. A withdrawal that occurs prior to the Census date shall not be noted on the student's academic record.

A "W" grade symbol will be recorded on the student's transcript upon withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" grade symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who did not withdraw from a class nor was dropped by the class instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor.

Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also included in determining the ability to repeat courses). Enrollment Fee Refund Information can be obtained at the following link https://www.peralta.edu/admissions/student-finance/fees-and-payment

Prerequisites, Corequisites and Recommended Preparation

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

Prerequisite means a condition of enrollment that a student is required 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 a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. A prerequisite course must be completed with a satisfactory grade (A, B, C, P)

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

Recommended Preparation (Advisory) means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparations represent a set of skills or a body of knowledge which enables a student to achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in a course or program. If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled. There are three options:

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

Petition for Prerequisite/Corequisite Equivalency

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

Petition for Prerequisite/Corequisite Substitution

If the course does not appear on the preapproved 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, Dean, and/or Vice President of Academic and Student Affairs, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.

Petition for Prerequisite/Corequisite Challenge

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation to the Office of Admissions and Records at the campus where they want to take the course. A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term; and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge. Grounds for challenge shall include the following:

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

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

Program Preparation

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

Study Load

A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission is ordinarily reserved for students who have maintained a grade-point average of 3.0 the previous semester. (See section on Grades and Grade Points for explanation of grade point average.) An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying excess of 18 units, including variable units, must be filed in the Admissions and Records Office. For summer session, a maximum unit load is set for 10 units. It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.

Procedures and Policies Regarding Student Access to Education Records

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6, a cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

A. Release of Student Records: No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a former or current student's written consent.
2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
3. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
4. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
5. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
6. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
7. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
8. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
9. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administrating predictive tests, administering financial aid, programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
10. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

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

1. Student names
2. Addresses
3. Listings
4. Dates and places of birth
5. Levels of education
6. Majors
7. Degrees received
8. Prior military experience
9. And/or the most recent previous educational institutions enrolled in by the students

Fees

California Community College Enrollment Fee

You are required to pay a California Community College Enrollment Fee. The fee is $46 per semester unit (subject to change) which is collected at the time of enrollment in classes.

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

Full-time High school students enrolling in 11.5 units or more pay full tuition fees and all other fees.

Enrollment Fee Assistance—California College Promise Grant (CCPG)

The California College Promise Grant (CCPG) 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. Under the California Dream Act, AB 540 students may also apply for the CCPG.

Non-resident 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 Non-resident Tuition per semester unit unless you qualify for the Non-resident status known as "AB 540". Non-resident students must pay Non-resident Tuition in addition to the California Community College Enrollment Fee of $290 per semester unit, 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.

Non-resident Fee Exemption/ AB 540

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

1. You must have attended a (public or private) California high school and or a combination of high school and elementary or secondary school, and/or a California Community College 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. Attainment of an associate degree from a California Community College or fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California Community College.
4. If you are a student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

Complete and submit an *AB 540 CA Nonresident Tuition Exemption Request to the college Admissions and Records office*.

AB 540 California Non-resident Tuition Exemption Request for Eligible California High School Graduates

General Information

Students who meet the following requirements, shall be exempt from paying Non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements

The student must have attended a high school (public or private) in California for three or more years. The student must have graduated from a California high school or attained the equivalency prior to the start of the term (for example, passing the GED or California High School Proficiency Exam.) The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

An undocumented student who is without lawful immigration status must file an affidavit with the college stating that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so.

Students who are non-immigrants (for example, those who hold F (student) visas, B (visitor) visas, etc.) are not eligible for this exemption.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. The Non-resident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at *https://6398505.fs1.hubspotusercontent-na1.net/hubfs/6398505/AB540-022023.pdf*

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Non-resident students meeting the criteria will be exempted from the payment of Nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents." These students remain ineligible for federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship, the California College Promise Grant, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application *https://dream.csac.ca.gov/*

For more information on AB 540 and the California Dream Act, please visit https://www.peralta.edu/financial-aid/california-dream-act/

For additional residency exemptions visit our website at *http://www.peralta.edu* and review Administrative Procedure 5015 *https://fs.hubspotusercontent00.net/hubfs/6398505/BP%205015%20Residence%20Determination.pdf*

Non-resident Capital Outlay Fee

Non-resident students who are both citizens and residents of a foreign country will be charged a Non-resident Capital Outlay Fee in addition to the Non-resident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Non-resident Capital Outlay fee is $7 per semester unit. Note: Non-resident students pay all other fees unless specifically exempted from paying a particular fee.

Campus Center Use Fee

In addition to the California Community College Enrollment Fee, Non-resident Tuition and Non-resident Capital Outlay Fee, there is a Campus Center Use Fee of $2 per campus, per semester (excluding off-campus locations), to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal must pay the Campus Center Use Fee. Non-resident students must also pay the Campus Center Use Fee.

Health Fee

You are required to pay the Student Health fee of $26.00 per semester for fall and spring semesters ($22 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.
3. Students who are attending college in nonapportionment courses

The Student Health Fee is refundable if the student drops all units on or before the last day to drop regular session classes.

Returned-Check Fee

There will be a $25.00 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.

Paying Your Fees

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 you will be dropped from your classes and a hold WILL be placed on your account and your debt may 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 Master Card); and by payment plans that are available upon request. For additional information, go to https://www.peralta.edu/admissions/student-finance/fees-and-payment

Payment Of Charges and Financial Aid Disbursements

When receiving financial aid disbursements, all eligible charges, upon authorization, will be deducted before remaining amounts are released. For more information on Financial Aid disbursements, please visit https://www.peralta.edu/financial-aid/or the campus Financial Aid office.

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.

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 issued 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 other sessions.

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% refund if you officially withdraw by the class census date to receive a refund. No refunds will be issued after this date. Please refer to the deadline dates in the Schedule of Classes.

Variable-Unit Classes

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

Non-resident Tuition and Capital Outlay Fee Refund Policy

A full refund of Non-resident Tuition and Capital Outlay Fee will be issued for any class which is canceled by Berkeley City College. Also, a 100% refund (minus a $10 processing fee) will be issued for any class from which you withdraw through the last day to drop regular session credit classes and receive a refund. There will be no refunds after this date.

No refund will be issued after the "no grade record date" for regular session classes. You may appeal to the Vice President of Academic and Student Affairs 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 Non-resident tuition. Grades, transcripts and diplomas will be withheld from students or former students who fail to pay loans, other fees, or obligations which have been properly charged to him/her.

Dropping a Student for Nonpayment of Enrollment Fees

- **Payment Policy:** Students must pay all applicable fees no later than two (2) weeks before the beginning of the term. If a student owes more than $800 in fees two weeks before the beginning of the term, all classes will be dropped. Students, who add classes after the two week deadline and then owe more than $800 in fees, are required to pay all fees before classes start or all their classes will be dropped. Students who owe any fees as of the last day of enrollment will have a hold placed on their account so that they cannot enroll in future semesters or receive their transcript, and their debt may be sent to collections. For important dates, see the A&R website: *https://www.peralta.edu/admissions/apply-enroll*
- **Installment Payment Plans:** Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least $25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. Please refer to the PCCD A&R website on "Payment Policies" for more details: *https://www.peralta.edu/admissions/student-finance/payment-policies*
- **Student's Responsibility to Drop:** Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes he/she is not attending. If the student does not drop a class, he/she will be charged and could receive an "F" or "W" grade that will appear on the student's permanent record.

Student Services at Berkeley City College

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, Student Success, and Placement

Admissions

The Admissions and Records Office, located in Room 152 at Berkeley City College, assists you with the registration and enrollment process. This office also provides assistance with tasks such as adding or dropping classes, obtaining unofficial transcripts, submitting various petitions (eg. for graduation or grade changes), and picking up forms related to grading policies. You can find further information about eligibility for admission to the college and registration procedures in the Admissions, Registration and Enrollment Information section. The telephone number for the Admissions and Records Office is (510) 981- 5000 and email: bccadmissionsrecords@peralta.edu.

Student Success and Placement

All students can begin in transfer level math and English, either with or without a linked support course, effective Summer and Fall 2019 enrollment, due to the enactment of AB 705. Students are now placed in math, English and English for Speakers of Other Languages (ESOL) courses based on their high school records or guided self- placement results instead of taking a placement test and having courses assigned based on that test. The following documents can be used as multiple measures of assessment: college and/or high school transcript, high school AP (with a 3 or higher) and IB (with a 6 or higher) scores. The guided self-placement tools for English, math and ESOL can be accessed on our Placement and Orientation webpage.

Welcome Desk

The Berkeley City College Welcome Desk is located on the first floor is available to help new and continuing students with general questions including the resources available on campus, photo IDs, and finding classes.

Student ID Card

The college will issue you a photo ID after you have paid your fees and are enrolled in at least one BCC course. Bring a copy of your course schedule to the Welcome Desk 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 used to access various BCC resources, such as tutoring, the library, your financial aid check, and other services. Additionally, some local business establishments offering student discounts require a student ID.

Transfer and Career Center

The BCC Transfer and Career Center is a resource center designed to provide services and programs in career exploration, development, and transfer planning to facilitate student success. The center partners with Counseling, Instructional Faculty, Student Support Services, and community agencies to provide students with collaborative support for transfer and career goals. The Transfer and Career Center is committed to identifying and assisting with the needs of students from diverse and underrepresented backgrounds to help them discover a career path, connect with mentors, and engage in the career development and transfer process.

Transfer Resources:

- Cross Enrollment and Transfer Admission Guarantee (TAG) information
- Scholarship opportunities on campus and for transfer
- Researching transfer requirements and academic major exploration
- Transitional assistance to 4 year college and or universities
- Resources and information about Historically Black Colleges & Universities
- Access and connection with public and private university representatives
- Workshops specifically for UC and CSU bound transfer students
- College Transfer Fairs

Counseling

Berkeley City College offers academic and career counseling services for new and continuing students. Students should consult with a counselor for assistance with course selection, identify majors and career exploration or to create a Student Education Plan (SEP). All students are encouraged to meet with a counselor once a semester, to discuss their academic progress and to update their SEP. Up-to-date hours and locations can be found at the Counseling website. Counseling services are offered in the following two formats to support the needs of students:

Quick Stop Counseling Services:

First-come, first-served, drop-in counseling services (5-15 minutes) to clear enrollment holds, pre-requisite/co-requisite holds, and general questions

Academic, Transfer and Career Counseling Appointment Services:

Students can schedule a 30 minute to one hour long appointment to create student educational plans, explore majors and career, transfer counseling, clear academic probation and dismissal holds, petition for certificate and degrees. To reach the Counseling Department, please call our front desk phone at (510) 981- 5036 or email us at counselingbcc@peralta.edu.

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. Counseling services are available on a drop-in basis (5–15 minute session), or by appointment (30–60 minute session). Please call (510) 981-5036 for an appointment or come to the counseling reception desk on the second floor.

EOPS, CARE, NextUp, and CalWORKS

Extended Oppurtunity Programs and Services (EOPS)

Eligibility

EOPS is a state funded program that provides academic support to students who meet the state criteria for being educationally disadvantaged. To qualify, you must be a California resident, be enrolled in at least 9-12 semester units, have completed fewer than 70 degree applicable units, have completed a FAFSA or California Dream Act (CADA) application, and be eligible for the California College Promise Grant Part B. (CCPG-B)

Services Offered

The EOPS program is an academically oriented program. Student support services include student orientation, book voucher, priority registration, academic and career counseling, transfer assistance, homework lab, workshops, college campus tours, and cultural awareness activities.

If you are interested in applying to the EOPS program, applications are available in the EOPS office, BCC, 3rd floor and www.berkeleycitycollege.edu/eops-care. For additional information contact us, 510-981-2819 or bcc-eops@peralta.edu.

Cooperative Agencies Resources for Education (CARE)

CARE is a supplemental program of EOPS designed to support single head of household parents with at least one child under the age of 18 when parent and or child(ren) are receiving Cash Aid or CalWORKs benefits. Program includes all EOPS services plus monthly childcare, transportation and additional as needed stipends.

Visit our website to learn more about how to apply. You may also visit our office on the 3rd floor of the BCC main campus. For additional information contact us, 510-981-2819 or bcc-eops@peralta.edu.

NextUp (CAFYES)

The NextUp program offers eligible current and former foster youth support and services that could include academic and career counseling, tutoring, book and supply grants, independent living, housing assistance and financial literacy skills support, child care and transportation assistance, unmet need grants, and referrals to other support services services.

In order to qualify, students must meet EOPS eligibility, under age 26, have been in foster care on or after their 13th birthday, and enrolled in at least 9 units (waivers available). For more information visit the NextUp website or please come to the 3rd floor, room 349 or call (510) 981-2831.

California Work Opportunity and Responsibility to Kids (CalWORKs)

Eligibility

CalWORKs is a State funded program designed to provide academic support for CalWORKs participants to succeed in both their educational and employment goals. As a CalWORKs participant at Berkeley City College, individuals join a supportive group that acts as a liaison between the student and their county of residence, as well as provide the following support services. If you are receiving CalWORKs/TANF cash aid for yourself, spouse (if married), and at least one child under 18 years of age, and are a Berkeley City College Student, or intend to become one. For more information, visit the CalWORKS website or please come to the CalWORKs office, BCC 3rd floor or call (510) 981-2819.

Services Offered

Services include academic and career counseling, priority registration, tutorial services, job readiness training, childcare assistance, specialized workshops and student conferences.

Society of Scholars Learning Communities

Join the BCC Society of Scholars Learning Communities to help ensure your transfer success! A Learning Community is a cohort based educational program. You take classes with the same group of people, get to know your classmates, and support each other, while your instructors and counselors work with you to help you succeed. You can choose from Ignite to Transfer, The Puente Project (Latina/x/o themed community), UMOJA (designed for African-American students), and AAPI LEAD (Asian American and Pacific Islander themed community). Visit our website to learn more.

To find out the first steps, which includes the scheduled special orientations, email bcc-learningcommunities@peralta.edu for an appointment.

Basic Needs Center

The Berkeley City College Basic Needs Center (BNC) aims to provide secondary support services and resources to removereduce barriers and empower students to persist and thrive towards success. The BNC provides virtual and physical hubs of resources, where students can find support in having their essential needs met.

Located in the Basement Level, Room 15, the BCC Basic Needs Center is open during weekdays. Students can visit once a week for free clothes, hygiene items, food and snack items. Students can also drop-in to receive support with their CalFresh application, find off-campus food pantry information, and learn about local or county-specific housing resources. For operating hours and latest information, visit the BNC website.

Services

Weekly Free Food Pantry

Free produce and select grocery items are available every Thursday from 12:00- 3:00PM in the Basement Level Atrium.

The Basic Needs Center partners with the Berkeley Food Network who provides produce from the Berkeley Bowl and non-perishable items from the Alameda County Community Food Bank.

CalFresh Support

During the open hours of the Basic Needs Center, students can drop-in and receive support filling out CalFresh applications. Students can book or drop-in to receive 1 on 1 support with their applications.

Access to Clothing

The Basic Needs Coordinator and Basic Needs Student Assistants coordinate a large-scale clothing drive once per semester. Students, faculty, staff and community members can donate any clothes during open periods. At the end of the collection period, the BCC Basic Needs Center hosts a "Free Flea Market" once per semester where students can stop for free gently used and/or free clothing items. The remaining clothes are moved into the Basic Needs Center to restock our "Buddies Closet" where students can continue to shop for free clothes throughout the semester.

Transportation Support

AC Transit– Unlimited Bus Pass

Peralta students enrolled in at least six (6) units in for-credit courses receive an unlimited AC-Transit EasyPass. Please note that it will take 10 business days for your AC Transit Card to arrive at the Cashier's Office. BCC students must have a valid student ID with photo in order to pick up passes from the Cashier's Office. It is located on the first floor of BCC, to the left of Admissions and Records. The Cashier's Office is open 9:00AM - 4:00PM on weekdays. For more information, visit https://www.peralta.edu/easypass

The Basic Needs Center does not oversee this service. Questions can be directly asked to the bursar/cashier's office at BCC-Bursar@peralta.edu or (510) 981-2842

BART Clipper Card Transportation Grant

Berkeley City College and the Basic Needs Center are dedicated to supporting students by making it easier to get to campus through public transportation. Students may apply for a Clipper Card to access BART, Muni, bus, and other modes of public transit in the Bay Area of California.

There are a limited supply of Clipper cards every semester. Therefore, applying for this grant does NOT guarantee a student's ability to receive a Clipper card. **This is a needs-based Clipper card and priority will be given to students who can demonstrate financial hardship.**

Requirements:

- Student must demonstrate financial need in completed application.
- Student must be enrolled in at least six (6) units in for-credit courses at Berkeley City College.
- Berkeley City College must be the home campus.

Wellness Center

The Wellness Center offers health and wellness support to students to aid with academic success. Services include mental health support, peer-to-peer mental health support, behavioral intervention, and connections to community health and wellness resouces. More information about the BCC Wellness Center can be found on our website.

Students from all four of the Peralta Colleges can access in-person health services at Laney College in the Student Center, 4th Floor, Room 410. Telehealth services are also available. Services are provided by Baywell Health. To schedule an onsite or Telehealth appointment, please call 510-464-3134 or email PCCDHealthClinic@peralta.edu. Be ready to provide your name, student ID and call back number.

Math Engineering Science Achievement (MESA) Program

Berkeley City College's MESA Program serves economically and academically disadvantaged students on calculus-based STEM (Science, Technology, Engineering, Math) transfer pathways. MESA students receive individualized academic support and advising, as well as career readiness training aimed to increase rates of transfer and completion of 4 year degrees. MESA offer the following support services:

- Academic advising, educational planning and academic skill development support
- Support with application and transfer to four-year institutions
- MESA Center for tutoring and group study
- MESA Counselor with STEM transfer expertise
- Information about internships, research opportunities, career information and other enrichment programs
- Leadership training and financing to attend professional and academic conferences
- Information about financial aid, scholarships, and money management
- Academic Excellence Workshops designed to reinforce concepts learned in chemistry, mathematics, and physics courses
- College/university tours/visits • STEM Community: connect students with advisors, mentorship and networking opportunities
- STEM Career exploration (professional organizations, conferences, guest speakers)

MESA Eligibility Requirements

- First generation student (neither parent has earned a bachelor's degree)
- Qualify for the Cal Promise, Pell, or Cal Grant
- Plan to transfer to a 4-year university
- Pursue your first bachelor's degree in a calculus-based STEM major
- Must be a US Citizen/Permanent Resident/AB-540 status

Click here to apply or scan the QR code below:

Questions? Contact Armando Franco, Director of MESA at bcc-mesa@peralta.edu or stop by the MESA Center. Phone: 510-981-2869

Student Accessibility Services (SAS)

Student Accessibility Services (SAS), also referred to as Disabled Students Programs and Services (DSPS), provides assistance to students with disabilities who require academic adjustments or modifications to course content or other classroom activities due to educational limitations of one or more disabilities. Services are voluntary for students who request services and program counselors work directly with students to identify and determine reasonable academic accommodation to meet the individual's disability needs. Academic accommodations may include instructional materials in alternate formats, access to adaptive equipment, sign language interpreting, testing accommodations, note-taking assistance or technology, priority registration, and referral to other campus and community resources. Additional support services may include academic, personal or vocational counseling.

Learning Disability (LD) evaluations are also provided by SAS to determine learning differences for students who are experiencing educational difficulties at school. Our LD specialist may work with students to test for learning problems and to determine their cognitive strengths and challenges. Specific compensation strategies may be recommended to students for studying and learning.

In order to apply for SAS services at Berkeley City College, please complete an online application located on our website below. You may upload your documentation of disability to your profile in AIM and then schedule an appointment to meet with an SAS counselor by emailing sas.bcc@peralta.edu or calling (510) 981-2812. If you are enrolled in any of the other three Peralta colleges and need disability support services, please contact the local campus SAS office to schedule an appointment for setting up accommodations. Visit our website to learn more: https://www.berkeleycitycollege.edu/sas

Alternate Format Textbook Program

Alternate Media Services can arrange for books, study and other course materials to be reformatted from a standard published form to an alternate format suitable to meet the student's need for access. To receive alternate media, students must be a registered SAS student and referred by a SAS counselor who must approve of the service for their courses. Students are required to provide proof of ownership for each textbook requested in an alternate format and to sign a copyright agreement. Because the SAS 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 as early as possible in advance of the semester start date. Please note that a delay in requesting alternate formats may result in a delay of receiving text materials in time for class instruction.

Available Alternative Formats:

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

Assistive Technology

Although students are encouraged to acquire their own assistive technology for accessing alternate media materials, a limited supply of equipment is available for loan each semester from SAS. The following assistive technologies are available for student use:

- JAWS for Windows (a screen reader for the blind)
- ZoomText (a screen enlarger for low-vision students)
- Kurzweil 3000 Firefly (a read and learn program for students with learning differences)
- Kurzweil 1000 (a scan and read system for the blind)
- Dragon Naturally Speaking (voice dictation software)

In addition, each of the college's open computer labs and the campus library provide SAS computer stations for students with disabilities. Contact the SAS office for more information.

ADA Compliance/Access

The Rehabilitation Act of 1973 (Sections 508) and the Americans with Disabilities Act Amended require that electronic and information technology and campus facilities to be accessible by the public. The SAS office and the American with Disabilities Act (ADA) Compliance Officer take every opportunity to educate the college community about reasonable accommodations for students with disabilities. If there is an oversight in accessibility, the college encourages students to contact the ADA Compliance Officer at (510) 981-2830 for guidance in addressing any barrier to either programmatic or physical access on campus.

The Jerry L. Adams Learning Resources Center

The Learning Resources Center (LRC) advances the vision and mission of Berkeley City College by providing an inclusive, diverse and collaborative learning environment that supports students' engagement and contribution to the learning and exploration of academic subjects.

The LRC provides

- Day Use Laptop Loans
- Canvas Assistance
- One-on-One and small group Academic Tutoring
- Study space
- Learning resources,
- both online and in-person, to help students become independent learners, succeed in their courses and reach their college, career and transfer goals. To schedule time with a tutor, you can visit Room 112 or call (510) 981-2971 or visit our website for more information.

The Berkeley City College Writing Center

In the BCC Writing Center, students receive structure and support to help them write academic essays, everything from weekly submissions on Canvas to final papers. Students taking any classes at Berkeley City that require essay writing are encouraged to take advantage of the BCC Writing Center, either online or in person at BCC, room 313.

Through the Writing Center, students will receive one-on-one support from experienced, compassionate, and knowledgeable "Writing Coaches," who have completed rigorous training and received " International Tutor Training Program Certification," authorized by the College Reading and Learning Association.

The Writing Center offers Writing Workshop classes (English 208, a one-unit course, or English 518, a non-credit course) for semester-long support. The Writing Center also offers drop-in tutoring during college hour. No appointment is necessary for drop-in tutoring, where students can get assistance with homework, assignments, and projects.

In addition, the Writing Center supports certain sections of English 1A, which are coupled with English 518A, B, and C. Through English 518A, B, and C, Writing Center coaches help students succeed in this important class. The students receive help from the instructor and Writing Coaches to maximize their chances of success, providing time and space to edit assignments, check their learning, ask questions, and practice what they've learned, with dedicated support.

Visit our website for more information.

Susan A. Duncan Library

Berkeley City College's Susan A. Duncan Library, located on the first floor of 2050 Center Street, houses books and other resources that are available for student checkout and use. The library provides currently enrolled students online access to databases which host e-books, full-text journal articles, streaming media, and other learning materials to support student success. In addition to a circulating books collection, the library maintains a physical and digital 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 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 public computer terminals that provide student access to the internet and library book catalog and are available for students to use for research purposes. Two computers are reserved for BCC's SAS (Student Accessibility Services). Students may also check-out laptops, headphones, calculators, and dry erase markers for use on campus. There are 5 group study rooms that are available for student use, with one room equipped with a smart TV for viewing DVDs, streaming media, and collaborative computer work. 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. Please ask at the reference desk for more information about this service. There are reference librarians available to assist you with developing research strategies during all our operational hours. For more information, please call (510) 981-2824 or visit our website at https://www.berkeleycitycollege.edu/library.

Student Equity and Achievement (SEA) Program

The goal of the Student Equity and Achievement (SEA) Program is to boost achievement for all students with an emphasis on eliminating achievement gaps for students from traditional underrepresented groups through the following:

1. Implementing activities and practices pursuant to the California Community College Guided Pathways Grant Program.
2. Ensuring students complete their educational goals and a defined course of study.
3. Providing quality curriculum, instruction, and support services to students who enter college deficient in English and mathematics to ensure these students complete a course of study in a timely manner.

Through the Student Equity and Achievement (SEA) Program, the goal is to move the equity work from students services to the classroom by celebrating students' successes and achievements. Using Guided Pathways as a framework, Berkeley City College will focus on supporting a strong start for students by providing core matriculation services or orientation, counseling and advising, referral to specialized student support services and education planning (SEP), adopt placement policies consistent with requirements of AB 705, implement early alert system to provide intrusive intervention, support course completion of transfer level English and Mathematics courses within a sequence of support or noncredit courses, and support education goal completion.

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. For a list of scholarships, visit the Peralta Colleges Foundation website. Sholarship applications are generally open October-May.

Office of Student Activities & Campus Life

The Office of Student Activities & Campus Life's role is to provide a link between students' classroom experiences to activities outside of the classroom. We aim to provide learning experiences that stimulate and encourage social, cultural, and recreational interactions. Through sponsored services, programs, and events on campus, students will have the opportunity to create meaningful experiences at our campus.

Our office provides students with the tools and resources for their individual and student organization success. We encourage all of you to find experiences through our office that will challenge and support your learning. We want you to be part of life lessons and memories created through the programs offered to make your experiences an integral part of Berkeley City College's educational environment. Visit our website to learn more.

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 provides awareness of issues pertaining to the students of Berkeley City College. All ASBCC meetings are open to the public.

The ASBCC and its committee provide 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 Clubs

The Office of Student Activities & Campus Life charters all student clubs. These clubs must submit a club application and constitution for the Office of Student Activities & Campus Life to approve. Any group of students having a common interest may petition the Office of Student Activities & Campus Life for recognition as a chartered club. Please visit https://www.berkeleycitycollege.edu/campus-life-and-activities to fill out the application to charter your club.

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 Feb 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 Resource Center

The Veterans Resource Center & Services is located at Berkeley City College's main building on the 3rd Floor in Rm. 345/347. Please visit the college website at www.berkeleycitycollege.edu/vets for more information about the VRC. You may contact us at bcc-veteransaffairs@peralta.edu.

Available Veteran Affairs (VA) Benefits

1. GI Bill ®* – Montgomery GI Bill Active Duty (MGIB-AD) (**Chapter 30**)
2. Veteran Readiness and Employment (**Chapter 31**)
3. Post 9/11, (**Chapter 33**) Detailed chapter 33 information is online at www.gibill.va.gov. Students who believe they may be eligible for chapter 33 should review chapter 33 online and call the Education Call Center (1-888-442-4551) with any questions.
4. Survivors and Dependents of Veterans' (who are either 100% disabled or died due to service-related conditions) Educational Assistance Program (**Chapter 35**)
5. Selected Reserve Educational Assistance Program (**Chapter 1606**)
6. Reserve Educational Assistance Program (REAP) **(Chapter 1607)**

***GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by the VA is available at the official U.S. government website at http:// www.benefits.va.gov/gibill**

Process to Utilizing VA Benefits

To receive VA benefits at Berkeley City College, veterans and dependents must do the following after having obtained information from the veteran's specialist in Room 345 on the third floor of Berkeley City College:

1. Apply for admission to the college through Admissions and Records at: https://www.berkeleycitycollege.edu/get-started or through Open CCC.
2. Complete the assessment and orientation by visiting https://www.berkeleycitycollege.edu/orientation-and-placement
3. If you are transferring from another school, please complete the VA Form 22-1995 (Request for Change of Program or Place of Training) via the VA website, https://www.va.gov/education/apply-for-educationbenefits/application/1995/introduction.
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
    - **Pursuant to Section 55050 of Title 5**, all students receiving VA Educational Benefits are required to submit official college and military transcripts, whether or not benefits were received or units completed within their first semester of attendance. Students recieving VA educational benefits must complete a transcript evaluation in order to avoid overpayment from the VA.
    - 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 our Evaluation of Course Requirements.
5. Book an appointment with a VRC Counselor to select a major and create a student educational plan needed for certifying your VA benefits, link is located on the https://www.berkeleycitycollege.edu/vets.
6. Register for Classes. If your registration does not match your education plan, your certification will be returned to you via your BCC student email, then complete the action(s) stated by the School Certifying Officials and resubmit the same Certification.
7. Submit and complete the initial certification request form through the Veteran Services website, https://www.berkeleycitycollege.edu/vets/. A re-certification request form must be submitted for each continuing term.

List of required documents

- Documentation for the Veterans' Dependents Program (Ch. 35)
- Residency Questionaire (if considered out-of-state student)
- Official Transcripts (All students who had previously attended any academic or military institution)
- DD-214 for Veteran Students
- Certificate of Eligibility (https://www.va.gov/education/eligibility/)

Note: If a student adds or drops any units after being certified for the semester the VA requires that the student notify our SCOs by completing the Change of Enrolment Form found on our website.

Determination of eligibility will be made and you will be notified of awards. It is the responsibility of veterans continuing at the college to notify the BCC veterans' specialist (Room 345) 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' specialist (Room 345). Call (510) 981-5033 for more information.

Residency Requirement

Veterans who are coming to California to go to Berkeley City College(BCC) must establish California Residency within the first semester of attendance at BCC. The California Residency Requirement Criteria can be found at: https://www.peralta.edu/admissions/residency. Under Physical Presence you will find the documents that may be used to clearly demonstrate physical presence in California. A Residency Questionnaire may be submitted to the Admissions and Records office located on the first floor of BCC.

Veteran Students Parent School Policy

Veteran students and dependents are required to complete a majority of their coursework at Berkeley City College (BCC) in order for the institution to approve certification as a Parent School. Each term, a minimum of 50% of the semester units must be taken at BCC 1 course must be an in-residence or hybrid course that offers an in-person meetings (Ch.35 - DEA exempt) in order to qualify for their full VA Education Benefit.

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.

The BCC veterans specialist 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' specialist 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. 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]).

Veterans
Effective August 1, 2019: Section 103, PL 115-407

Attendance and Participation While Awaiting VA Tuition and Fee Payments

Effective August 1, 2019, any student using CH31 (Vocational Rehabilitation and Employment benefits) or CH33 (Post-9/11 G.I. Bill®) is protected from any penalties imposed by the College while waiting for the VA to make tuition and fee payments.

Under this policy, the College:

- Cannot deny a student access to classrooms, libraries, or other institutional facilities
- Cannot make the student borrow money to cover costs while waiting for payment
- Cannot charge a student a late fee or penalty Protection begins when the student provides the school with a Certificate of Eligibility (COE) or a Statement of Benefits.

The College can require the student to submit: The COE or Statement of Benefits no later than the first day of the program written request to use the benefits or other necessary certifica-tions. The coverage period ends when VA make payment or 90 days after the date the College certifies tuition and fees. For more information regarding this policy, contact your School Certifying Official (SCO) Jeejun Bertuso at jbertuso@peralta.edu

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Berkeley City College complies with S.2248- Veterans Benefits and Transition Act of 2018 section 103. Berkeley City College will not assess or implement any late fees for at least 90 days from the date of certification, for any covered individuals which are using Chapter 33 or Chapter 31 VA Educational Benefits.

Covered individuals must provide the school with A Certificate of Eligibility (COE) letter. A print out of the student's summary of benefits page from eBenefits is enough to meet this requirement as well.

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 a cost equal to that at BCC. 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.

Army ROTC Instruction for Students at Berkeley City College

Students who wish to take Army ROTC classes may do so in affiliation with UC Berkeley. These courses are fully accredited through the university and are transferable. Please direct all enrollment inquiries to armyrotc@military.berkeley.edu or phone (510) 642-7682.

Financial Aid

Berkeley 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 administers financial aid from various state and federal programs.

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.

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

General Financial Aid Information

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

- Grants. Type of Gift-aid awarded from various state/local programs that do not need to be repaid.
- Loans. Such awards must be repaid after the student leaves school or drops below half-time enrollment. Most have a low rate of interest.
- Employment. This type of award is based on financial need and provides the student with an opportunity to earn money for school through employment with participating Federal Work Study Employers.
- Scholarships. These awards are based on scholastic achievement and/or financial need and/or student activity involvement. They do not require repayment.
- Special Programs. Some students qualify for benefits through the Veterans Administration, California State Department of Rehabilitation and Bureau of Indian Affairs, among others. Eligibility requirements vary.
  Students applying for financial aid may take courses at any of the Peralta Colleges. However, a "home" campus must be determined for financial aid purposes for the academic year. The home campus is the college at which the student plans to complete their academic objective. For additional information and the most recent updates, please refer to: http://www.web.peralta.edu/financial-aid/
- When do I apply? The application process for financial aid begins with the completion of the Free Application for Federal Student aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa. The application is available Oct 1, for the following Fall semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be submitted to the Financial Aid Office. If you apply late or complete your financial aid application late, your application will be treated on a "first-come, first-served" basis until funds are exhausted. Students must apply each year for financial aid, beginning in October for the following academic year. There are various financial aid deadlines throughout the year. Check your home college or PCCD financial aid website for a complete listing of deadlines.
- What are the Eligibility Requirements? In order to qualify for financial aid a student must be enrolled in an eligible program of study leading to completion of an AA/ AS degree, transfer requirements or a certificate of achievement program; maintain satisfactory academic progress; for most programs, have demonstrated financial need; be a U.S. citizen or eligible non-citizen; not be in default on any student loan or owe a refund on any grant made under any Title IV program; have a Social Security Number, and have a high school diploma, or GED. Effective July 1, 2012 the Ability to Benefit test is no longer offered. Students without a H.S. diploma or GED who passed the Ability to Benefit test or completed 6 college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years. Additionally, students in the Eligible Career Pathway Program who have completed 6 units of college level coursework, but who have not yet earned a high school diploma or the equivalent, are financial aid eligible.

- For additional information, visit your home college the campus Financial Aid Office or refer to the campus financial aid web page. You may also apply online at http://www.fafsa.gov.

Withdrawals and Repayment of Financial Aid Funds

Federal aid recipients who withdraw or are dropped from all classes by the instructor are subject to regulations regarding the Return of Title IV funds. Students who withdraw or are dropped from all classes prior to completing 60% or more of the enrollment period are subject to these rules. Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of "unearned" federal financial aid is received by the student.

If the student received more financial aid than the amount earned, the student will be billed for the overpayment. Financial aid recipients are advised to 1) avoid total withdrawal from all classes, 2) successfully complete all units during the semester, 3) if completely withdrawn, repay any "unearned" financial aid as soon as possible. Failure to do any of the above may result in the loss of financial aid eligibility. Additionally, students in the Eligible Career Pathway Program who have completed 6 units of college level coursework, but who have not yet earned a high school diploma or the equivalent, are financial aid eligible.

Financial Aid Programs

California College Promise Grant (CCPG)

California Community College students are charged an enrollment fee. However, fee waivers are available for qualified California resident students through the California College Promise Grant Program.

Students may be eligible for a California College Promise Grant (CCPG) if (1) you or your family are receiving Temporary Assistance for Needy Families (TANF), General Assistance, or Supplemental Security Income (SSI) or State Supplemental Program (SSP) aid; (2) you are qualified for and receiving other financial aid; (3) your family's income meets the established guidelines; or (4) you qualify under Special Classifications Enrollment Fee Waivers, see questions on the CCPG.

Applications and CCPG-related information are available at the Financial Aid Office or you can download the CCPG waiver at the PCCD Financial Aid website: https://www.peralta.edu/financial-aid/california-promise.

The CCPG is awarded automatically by completing the FASFA or CA Dream Act Application and meeting all eligibility requirements. More information is available in the Financial Aid Office.

Loss of California College Promise Grant (CCPG) Fee Waiver

Students who do not maintain minimum academic and/or progress standards for two consecutive primary semesters will be subject to loss of eligibility for the California College Promise Grant (CCPG). The change was effective Fall 2016.

Students who are eligible for the CCPG may lose their eligibility if they fail to maintain a cumulative GPA of 2.0 or higher and complete more than 50 percent of their coursework. If a student's cumulative GPA falls below 2.0 for two consecutive primary terms (Fall or Spring), the student is disqualified for the CCPG. If the cumulative number of units completed

is not more than 50 percent in two consecutive primary terms, the student is disqualified for the CCPG. Any combination of two consecutive primary terms (Fall/Spring semesters) of academic or progress probation may result in loss of CCPG eligibility.

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

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

The special categories are:

1. Dependents of California National Guard members
2. Dependents of veterans
3. Congressional Medal of Honor recipients and their dependents
4. Surviving dependents of the Sept 11, 2001 attacks
5. Dependents of law enforcement or fire suppression personnel

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

Student Notifications

Students who are placed on CCPG Probation or Dismissal shall be notified via email from PCCD no later than 30 days following the end of the semester that resulted in the student being placed on academic or progress probation.

How to Regain CCPG Eligibility

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

- Academic and/or Progress Improvement
  Approval requires significant academic improvement by completing at least 6 units, a minimum 2.0 term GPA, and more than a 50% completion rate in the most recent primary term.
- No Enrollment for Two Primary Terms
  Approval requires the student was not enrolled within PCCD for two consecutive primary terms (Fall/Spring) since becoming ineligible for the CCPG.
- Submission of Petition Form
  Students who have not met academic or progress standards and wish to petition their status may do so if they have an acceptable reason by completing and submitting a Loss of CCPG Petition Form with supporting documentation. Petitions that are approved will result in the restoration of the CCPG.

Pell Grants

A Pell Grant is Federal aid designed to provide financial assistance for those who need it to attend post-high school educational institutions. Basic grants are intended to be the base of a financial aid package and may be combined with other forms of aid to meet the full cost of education.

The actual amount of your grant is determined by your Student Aid Index (SAI), the total cost of attending college and your enrollment status.

After your FAFSA application is processed, you will receive a FAFSA Submission Summary (FSS) from the Department of Education, which constitutes official notification of your SAI. A lower SAI receives a greater award.

Please note: Students are now limited to six full-time (600%) years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request at the campus Financial Aid Office.

Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federal grant designed for most students with a SAI of 0 or less who receive the Pell Grant. Funds are limited.

Federal Work-Study (FWS)

This Federally funded program provides employment opportunities to students with financial need. Students awarded FWS receive an allocation of funds earned through part-time jobs on or off-campus. FWS provides an excellent "learning process" through on-the-job training. Students must be enrolled at least half time and be eligible for financial aid to participate in the FWS program.

Extended Opportunity Programs and Services (EOPS)

This program is primarily for the recruitment and retention of students from underrepresented groups who are both educationally and economically disadvantaged. Referrals for grants are made for full-time EOPS students only. For additional information regarding this program, visit the campus EOPS office.

Federal Student Loans

Federal Direct Loans are available to students who are enrolled at least half-time.

The Federal overnment will pay interest on subsidized loans while the student is enrolled at least half-time (6 units) and during the grace period following the student's termination or graduation. The grace period is for six months. The student is responsible for paying the interest on unsubsidized loans during the in-school and grace periods. Students are eligible if they meet the Department of Education's criteria as listed with the Financial Aid Office. Further information about loans may be obtained on the Financial Aid website, or by visiting the Financial Aid Office.

Scholarships

Scholarships are available from various individuals and organizations. The amounts of, and qualifications for, these scholarships vary.

Students interested in scholarships should check periodically with the Peralta Foundation Scholarship as new scholarships are constantly being made available to students. Visit: https://www.peraltafoundation.org

Chafee Foster Youth Grant

This State grant of up to $5,000 is available to current or former California foster youth under 22 years of age who wish to take vocational training or college courses. A current or former foster youth must not reach their 26th birthday as of July 1 of the academic year award. Students must also enroll at least half time in an eligible school, their program of study must be at least one academic year long, and they must attend class regularly and meet Satisfactory Academic Progress (SAP) standards.

Bureau of Indian Affairs (BIA)/Tribal Grants

The Bureau of Indian Affairs provides grants to assist eligible American Indian students in meeting educational costs. To be eligible, the applicant must be at least one- fourth American Indian, Eskimo, or Aleut heritage, as certified by a Tribal Agency served by the Bureau of Indian Affairs.

Tribal Grants are for eligible students who belong to Federally recognized Indian Tribes. Tribes generally have their own applications, deadlines and eligibility criteria.

Cal Grant A, B, and C

Cal Grant programs are available to California residents who qualify. A student must be a U.S. Citizen, a permanent resident or an eligible non-citizen (such as an AB 540 student), and a California resident attending an eligible college located in California and making Satisfactory Academic Progress. The college electronically transmits GPA verification for certain students.

Applying for a Cal Grant takes two forms,

1. The FAFSA, http://www.fafsa.gov or the California Dream Act Application, https://dream.csac.ca.gov and
2. Your verified GPA, https://www.csac.ca.gov/post/cal-grant-gpa-verification-form Students must apply by March 2 to maximize their opportunity to receive an award. If a student misses the March 2 Cal Grant deadline AND they plan to attend a community college in the Fall, they have until September 2 to apply. However, the number of Cal Grant awards is limited.

Satisfactory Academic Progress (SAP) Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial assistance.

All students who apply for and receive financial assistance are expected to meet the academic standards described in Peralta Colleges' Financial Aid Satisfactory Progress Policies and Procedures.

Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website https://www.peralta.edu/financial-aid/satisfactory-academic-progress or in the campus Financial Aid Office.

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.

English for Speakers of Other Languages (ESOL) Coursework

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

Financial Aid Census Dates

Each term the Financial Aid Office establishes a census dates after which no adjustments will be calculated on funds paid for that term for units added or dropped. Please check with your campus Financial Aid Office for the Financial Aid Census dates. Courses added (such as late start courses) after FA census date will not be aid eligible.

Disbursement

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

Pell Grants and Direct Loans are distributed on a two payment per semester basis. Normally, the first payment is during the first week of classes, and the second payment after the mid-point of each semester. More information on student refunds can be found at https://www.peralta.edu/financial-aid/disbursementfaq.

Federal Work-Study recipients will be paid through Peralta Payroll. Peralta Community College District (PCCD) delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. All enrolled students who have applied for financial aid through the FAFSA or Dream Act application will be sent instructions from BMTX, Inc. on how to select a refund preference.

It is critical that all students update and maintain their mailing address with PCCD. For more information about BankMobile Disbursements, visit: https://disbursements.bmtx.com/refundchoices/

California Dream Act

The California Dream Act is comprised of two State laws, AB 130 and AB 131, that allow AB 540 students to apply for and receive several types of financial aid, including:

- California College Promise Grant
- State financial aids such as Cal Grants, Chafee Grant, and Student Success Completion Grant (SSCG)
- Assistance from EOPS, CARE, or CalWORKS
- Privately-funded scholarships

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

What is an AB 540 student?

California Nonresident Tuition Exemption, commonly known as AB 540 allows eligible students, including undocumented individuals, to be exempted from nonresident tuition at CCC, CSU, and UC and access state-based financial aid at California public and private colleges.

AB 540 Eligibility

To be eligible for AB 540, students must meet the following criteria (A-D):

A. Have an immigration status that allows the student to be eligible: Undocumented and DACA recipients, T and U visa holders, U.S. citizens, and lawfully present immigrants.
B. Total attendance (or attainment of credits earned) in California that is equivalent to three or more years of full-time attendance at California high schools, California adult schools, campuses of the California Community Colleges (noncredit or credit courses), or a combination of these.
C. Completion of a course of study. This requirement can be met in the following ways: i. Graduation from a California high school or equivalent (diploma, certificate of completion, GED, HiSet, or TASC). ii. Attainment of an associate degree from a California Community College. iii. Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.
D. Filing of a Nonresident Tuition Exemption Request (AB 540 Affidavit) stating that the student has filed an application to legalize the student's immigration status, or will file an application as soon as the student is eligible to do so. Students must submit an AB 540 Affidavit to each college or university they wish to attend and have it approved by the appropriate department.

Student information obtained in this process is strictly confidential unless disclosure is required under law. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents".

How to apply for AB 540

There are 2 ways to apply for AB 540.

1. You may submit an AB 540 Tuition Exemption form to Admission and Records. The form can be found here under Residency https://www.peralta.edu/admissions/forms or,
2. Beginning with the California Dream Act Application (CADAA), AB 540 Affidavits will be embedded within the application and sent directly to all of the colleges and universities that the student listed. Students who submit their CADAA do not have to submit a separate AB 540 form to Admissions and Records

Benefits for AB 540

Eligible students will receive the following benefits:

- Are exempted from paying out-of-state tuition.
- Can apply for and receive application fee waivers at the CSU or UC.
- Can apply for and be admitted to EOP&S or EOP programs.
- Can apply for and receive state-based financial aid, including public college and university financial aid, through the California Dream Act Application. If an undocumented student does not meet AB 540 eligibility requirements, they will not be eligible to receive state-based financial aid (state grants and public college and university financial aid).

California Dream Act Financial Aid Program

Grant/Scholarship	Eligible to Apply	Who do I contact or where do I apply?	What is it?	Type of Application Required
Privately Funded Institutional Scholarships	Every Jan 1	Financial Aid Office	Helps pay for education-related expenses	Institutional Application(s)
California College Promise Grant (CCPG)	Every Jan 1	Financial Aid Office	Waives community college enrollment fees for eligible students	FAFSA or CCPG Application or California Dream Application*
Assistance from EOPS or CARE	Every term	EOPS Office	Varies; may include services such as tutoring, book vouchers and other support services	Institutional Application(s)
Cal Grant A or Cal Grant B *http://www.calgrants.org/*	Every Oct 1–Mar 2 for the Fall/ Spring term	Financial Aid Office or California Student Aid Commission	Grant award covering tuition and education related expenses when transferring to an eligible Baccalaureate degree granting institution	California Dream Application* and GPA Verification form
Cal Grant B—Entitlement *http://www.calgrants.org/*	Every Oct 1–March 2 for the Fall/ Spring term	Financial Aid Office	Grant award covering tuition and education related expenses for recent high school graduates	California Dream Application* and GPA Verification form
Cal Grant C *http://www.calgrants.org/*	Every Oct 1–March 2 for the Fall/ Spring term	Financial Aid Office or California Student Aid Commission	Grant award covering education-related expenses for occupational or career technical programs	California Dream Application*, Cal Grant C Supplemental Application and High School or Community College GPA Verification Form
Student Success Completion Grant	Every Oct 1–March 2 for the Fall/ Spring term	Financial Aid Office	Additional grant to the Cal Grant B/C recipients to encourage full time attendance and successful on-time completion.	Awarded Cal Grant B or Cal Grant C, and enrolled in 12+ Units
CA DREAM Act Service Initiative Grant Program	Every Oct 1–March 2 for the Fall/ Spring term	Financial Aid Office or California Student Aid Commission	Encourages Cal Grant A/B award recipients to perform community or volunteer service	Awarded Cal Grant B or Cal Grant C, and perform a minimum of150 service hours
Chafee Grant *https://www.chafee.csac.ca.gov/*	Every Oct 1–March 2	Financial Aid Office or California Student Aid Commission	Grant award covering education-related expenses for foster youth	California Dream Application* and Chafee Grant Application

** To apply for any or all of the financial aid programs requiring the California Dream Application, you only need to complete and submit ONE application.*

- The California Dream Application can be found at *https://dream.csac.ca.gov*
- The Chafee Grant Application can be found at *https://www.chafee.csac.ca.gov/*
- The GPA Verification Forms can be found at https://www.csac.ca.gov/post/cal-grant-gpa-verification-form

Transfer Information

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 university, you should complete the lower division (freshman/sophomore) major prep, 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 ADT or Certificate 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 Cross Enrollment Program with California State University East Bay and the University of California, Berkeley. BCC has a variety of resources to assist students with the transfer process, visit the college's Transfer and Career Information Center to learn more.

Planning to Transfer

If you wish to study at 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 Education 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 official transcript to your appointment.
2. Visit the Carrer and Transfer Center (2nd floor, room 243) for assistance with researching universities, support with college applications, and any other guidance with applying to four-year insititutions. Visit our website to learn more.
3. 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, application and financial aid deadlines.
4. 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 are available online.
5. 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).
6. 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 may be granted to satisfy university lower-division (i.e., general education, major, and graduation) requirements.
7. 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).
8. 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.
9. Applications for admission to the University of California and the California State University are available online at http://www.universityofcalifornia.edu/admissions for the University of California and at https://www.calstate.edu/apply for the California State University. The Transfer and Career Information Center staff can provide assistance in obtaining catalogs and applications for independent and private institutions.
10. 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.

Note: 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 (which may include an Associate Degree for Transfer to CSU) will meet the course, unit, and grade requirements of the college to which you seek admission.

California General Education Transfer Curriculum (Cal-GETC)

The California General Education Transfer Curriculum (Cal-GETC) is the singular general education pathway for California Community College (CCC) students to fulfill lower-division general education requirements necessary for transfer and admission to both the California State University (CSU) and the University of California (UC).

The use of the Cal-GETC transfer pathway begins Fall 2025 of the 2025-26 Academic Year. Under Cal-GETC, every student will be designated simply as having achieved, or not having achieved, Cal-GETC certification irrespective of their transfer destination. Transfer students with catalog rights prior to Fall 2025 will be able to maintain their use of their CSU GE Breadth or IGETC pattern for GE certification to the extent permitted by the relevant programs and institutions.

For more specific information, please see a counselor before enrolling in these courses.

Completion of the Cal-GETC is not an admission requirement or admission guarantee for transfer to the CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements for students at the CSU or UC. However, Cal-GETC may be a requirement for some programs (e.g., if an ADT is required) and under AB 928 is the "singular lower division general education pathway that meets the academic requirements necessary for transfer admission to the California State University and the University of California."

Completion of the Cal-GETC lower-division General Education Transfer pathway may not be appropriate for some engineering, math, or science students or for students completing majors that have a high number of lower-division unit requirements (especially those without a Transfer Model Curriculum for the Associate Degree for Transfer). Such students may be advised to focus on completing their lower-division major preparation requirements while meeting minimum admission requirements (e.g., the UC seven-course pattern for UC admissions). Such a student would not be Cal-GETC certified prior to transfer.

Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" by the UC. Such students cannot use Cal-GETC. CSU does not have a system-wide policy that addresses these students and/or this reverse-transfer situation and thus there is no prohibition on use of Cal-GETC for students returning to the CSU from a CCC.

The courses listed on the Cal-GETC are **APPROVED FOR BERKELEY CITY COLLEGE ONLY.** Students completing courses at another California Community College, in particular College of Alameda, Laney College, or Merritt College, should carefully review specific courses in their college catalog, and meet with a BCC Counselor.

BERKELEY CITY COLLEGE **California General Education Transfer Curriculum Cal-GETC** For transfer to the CSU or UC system. All courses must be completed with a "C" grade or better	Completed	In Progress	Planned
AREA 1: ENGLISH COMMUNICATION Three courses (9 semester or 12 quarter units)			
1A - English Composition: ENGL C1000			
1B - Critical Thinking-English Composition: BIOL 32, COMM 5, ENGL C10001			
1C - Oral Communication: COMM C1000			
AREA 2A: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING One course (3 semester or 4 quarter units)			
MATH 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 16A, 16B, 118 STAT C1000			
AREA 3: ARTS AND HUMANITIES Two courses with one in the Arts and one in the Humanities (6 semester or 9 quarter units)			
3A - ARTS: ART 1, 2, 3, 4, 13, 16, 182 **HUMAN** 21, 26, 52*, 53, 182^ **MMART** 122B, 123 **MUSIC** 10, 15A, 15B, 24 WS 52*			
3B – HUMANITIES: ENGL 1B, 17A, 17B, 20, 44B, 47, 50, 85A, 85B, 85C **FREN** 1B **HUMAN** 1, 5, 15, 30B, 40, 55, 57, 182^, **MM/AN** 2 **MM/DI** 22 **PHIL** 1, 2, 16, 20A, 20B, 31A, 35+, 37 **SPAN** 1B, 2A, 2B, 10A, 10B, 38, 39, 40 WS 35+			
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES Two courses from at least two different disciplines (6 semester or 8 quarter units)			
AFRAM 1 **ANTHR** 2, 3, 13, 18, 55 **ASL** 55A **ASAME** 11 **CHDEV** 51 **COMM** 6, 10, 19 **ECON** 1, 2, 20 **ETHST** 1 **GEOG** 3, 18 **HIST** 2A, 2B, 3A, 3B, 7A, 7B, 19, 21, 31 **HUMAN** 55 **M/LAT** 33 **POLS** C1000 **POSCI** 2, 3, 4, 6, 19, 20 **PSYC** C1000 **PSYCH** 6, 21 **SOC** 1, 2, 5, 7, 8, 13, 18 **SOCSC** 2 WS 1			
AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES Two courses with one in Physical Science and one in Biological Science, at least one course must include a laboratory as indicated by and L (L) (7 semester or 9 quarter units)			
5A – PHYSICAL SCIENCES: ASTR 10 **CHEM** 1A(L), 1B(L), 12A(L), 12B(L), 18(L), 30A(L), 30B(L) **GEOG** 1/1L **GEOG** 19 **GEOL** 10/10L **PHYS** 3A(L), 3B(L), 4A(L), 4B(L), 4C(L), 10 **PHYSC** 20			
5B – BIOLOGICAL SCIENCES: ANTHR 1/1L **BIOL** 1A(L), 1B(L), 3(L), 4(L), 10(L), 13/13L, 25(L), 33(L), 34/34L, 50A(L),50B(L), 50C(L), 118 **PSYCH** 61			
5C – LABORATORY ACTIVITY: One course from AREA 5A or 5B with a lab (marked with an L), or add a lab for these courses **ANTHR** 1L, **BIOL** 13L, **BIOL** 34L, **GEOG** 1L, **GEOL** 10L			
AREA 6: ETHNIC STUDIES One course (3 semester or 4 quarter units)			
AFRAM 1* **ASAME** 11* **ETHST** 1* **M/LAT** 33* Ethnic Studies courses can only be used to fulfill Area 6 requirements or Area 4, not both.			

Courses indicated with a *, ^, or + indicate that they are cross-listed, and credit is only given to one of them.

Cal-GETC Certification

It is the student's responsibility to request Cal-GETC Certification. Students can request the Cal-GETC Certification option when ordering their transcripts in Admissions and Records at BCC. It is strongly recommended that students complete the Cal-GETC general education pattern prior to transfer.

Advantages of completing the Cal-GETC may include more flexibility in class selection at the university and timely progress to degree completion.

GE Credit by Exam

There is no limit on the number of external exams (Cal-GETC does not allow CLEP credit) that can be applied to Cal-GETC. External exams may be used regardless of when the exam was taken. Cal-GETC certification does not determine applicability towards meeting program requirements at the receiving institution.

Although CLEP cannot be used for Cal-GETC (Section 6.3), the CSU has a system-wide policy for CLEP exams and awarding transfer credit for admission or towards the completion of CSU GE based on these exams. The CSU policy for CLEP.

Courses completed at Other California Community Colleges (CCC)

The Cal-GETC is for use by California Community College transfer students. A student may be Cal-GETC certified if they have completed coursework at any of the California Community Colleges without regard to current enrollment status or number of units accrued at a CCC.

U.S. History, Constitution, and American Ideals for CSU Graduation Only

U.S. History, Constitution, and American Ideals (AI) Requirement: The CSU U.S. History, Constitution, and American Ideals (AI) graduation requirement is not part of Cal-GETC. A course used to satisfy this requirement may also be listed and applied to Cal-GETC Subject Areas. As last verified on April 30, 2024, CA Ed Code Title 5, section 40404, allows CCCs to certify completion of the CSU graduation requirement in U.S. History, Constitution and American Ideals. CSU campuses have the discretion on whether to allow courses not certified by CCC to satisfy the CSU United States History, Constitution and American Ideals graduation requirement to also count for GE.

University of California Transfer Pathways

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.

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 preparation may affect eligibility for the major, particularly if there are many applicants and a limited number of spaces. The general education or breadth requirements are designed to give University undergraduates a broad background in all major academic disciplines—natural sciences, physical sciences, social sciences, humanities, and fine arts.

It is important to 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 to some majors; 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 California General Education Transfer Curriculum (Cal-GETC). 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 Student Education Plan (SEP) that plans for major preparation and the most appropriate General Education pattern option.***

Three Parts to prepare for transfer:

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

Additional information can be found at: http://www.universityofcalifornia.edu/ admissions.

University of California Transfer Pathways

UC Transfer Pathways provide students with road-maps to the most popular majors at any UC campus. These pathways will be especially helpful to students who know (or have a general idea) of a major they would like to study, but have not decided which UC campuses they would like to apply to.

Each pathway outlines the set of courses students should take to be competitive in one of 20 of the most popular majors found at every UC campus. Some campuses may want fewer courses for admission, but none will expect more. In addition, campuses may have grade requirements for particular courses, but with this road-map, students will know which classes to take to prepare for all campuses in a single major.

The majors are as follows:

Anthropology, Biochemistry, Biology, Business Administration, Cell Biology, Chemistry, Communication, Computer Science, Economics, Electrical Engineering, English, History, Mathematics, Mechanical Engineering, Molecular Biology, Philosophy, Physics, Political Science, Psychology, and Sociology.

Additional information can be found at the following websites:

- UC Transfer Pathways Information: https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/uc-transfer-programs/transfer-pathways/

Transfer Admissions Guarantee (TAG)

If your goal is to transfer to a UC, 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. Students who complete the university's admission application, the TAG application process, and meet the contractual requirements are guaranteed admission.

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 Education 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 six (6) University of California campuses and Golden Gate University.

- University of California (TAG)
    - UC Davis
    - UC Irvine
    - UC Merced
    - UC Riverside
    - 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. Each campus 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 and application can be found at: https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/uc-transfer-programs/transfer-admission-guarantee-tag.html

To apply for a TAG you are required to complete an online application and submit it during the filing period (Sep 1–Sep 30). You also must apply for admission to UC during the appropriate application filing period (Aug 1–Nov 30). This application can be found at: http://www.universityofcalifornia.edu/apply

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.

University of California—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 Cal-GETC 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 and Science Breadth Requirements can be made available by a Counselor, or at: http://www.ASSIST.org.

This list is subject to revision and is updated annually.

Calfornia State University (CSU) Transfer Pathways

California General Education Transfer Curriculum (Cal-GETC) allows full certification (completion of all requirements). Students should meet with a Counselor 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 Office of Admissions and Records. 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.

Students are only required to complete the 9 units of Upper Division GE. (Per Executive Order 1100: "Students admitted to a CSU campus with full certification shall not be held to any additional lower-division general education requirements.")

The following information applies to the 23 campuses of the California State University System: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Cal Poly Humboldt, Long Beach, Los Angeles, CAL Maritime, Monterey Bay, Northridge, Cal Poly Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, Cal Poly 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. 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 34 lower division units of Cal-GETC

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 who will assist in determining which BCC courses satisfy lower division General Education requirements.

United States History, Constitution and American Ideals Certification

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

1. Most CSU campuses will allow United States History: History 7A **or** 7B
2. United States Constitution, California State and Local Government: Political Science 1

The California State University General Education Requirements

Certificate of Achievement

Students who plan to transfer to the California State University system (CSU) are encouraged to pursue the Cal-GETC certificate. Students are advised to consult with a Counselor to develop their own program of study.

CSU Transfer

The California State University System requires a transfer student seeking a bachelor's degree to complete a forty-eight (48) unit breadth requirement, distributed among six academic areas. Thirty-nine (39) of the units are lower-division courses and may be completed at Berkeley City College. The five breadth requirement areas and the courses that will satisfy the requirements of each area are listed in the following table.

- Courses that are listed in more than one area but may not be counted in more than one area.
- For more specific information, please see a counselor before enrolling in these courses.

Certification: The "Request for Certification" form is available and can be filed in the Admissions and Records Office. Official transcripts of any coursework completed outside the Peralta District must be on file before or accompany the certification request. Courses taken at other California Community Colleges will be placed in the Cal-GETC area, identified by the offering college, and the term in which the course was taken. Courses taken at other colleges or universities (other than a CA Community College) may be used on Cal-GETC as long as the courses are determined to meet CSU-GE course standards. Berkeley City College (Peralta Community College District) can certify either full certification (completion of all requirements in each subject area). Students should request certification when a final transcript is requested to be sent to their chosen CSU, for the term prior to transfer. Once certification is completed, student records (transcript) will reflect the full certification of Cal-GETC.

Associate Degrees for Transfer (ADT)

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing in the CSU system. It does not guarantee admission to specific majors or campuses.

Students who have been awarded an ADT (AA-T or AS-T) are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Berkeley City College's ADTs and to find out which CSU campuses accept each degree, please see the following page or visit: https://icangotocollege.com/associate-degree-for-transfer. Current and prospective community college students are encouraged to meet with a Counselor to review their options for transfer and to develop a Student Educational Plan (SEP) that best meets their goals and needs.

AA-T and AS-T Requirements

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. 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 SS 55063).
4. Certified completion of the California General Education Transfer Curriculum (Cal-GETC) pattern.

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. Students should meet early with a counselor to complete a Student Education Plan (SEP).

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 at 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).

Cross-Enrollment Program (CEP)

Current law allows undergraduate students who meet certain eligibility criteria and are enrolled at any California Community College, the California State University, or the University of California to enroll, without formal admission in any of the other systems. In order to participate in Cross Enrollment:

1. You must be enrolled at least six units at Berkeley City College during the current semester that the student seeks to cross-enroll at a four-year institution.
2. You must pay the appropriate tuition required by Berkeley City College for the semester in which the student seeks to cross-enroll.
3. You must have the appropriate academic preparation, as determined by the host campus, consistent with the standard applied to currently enrolled students, i.e., completion of pre-requisites. Admission to the course is subject to availability and instructor approval.
4. You may not enroll in a course that is offered at Peralta Community College District.

For more information, visit the counseling website.

Instructions for registration into Cross Enrollment Program (CEP) courses:

- Complete a Cross Enrollment Application and turn it in to CEP Coordinator. The application is available on the counseling website and in-person on the 2nd Floor, Room 243.
- Once eligibility is verified, the CEP Coordinator will send the student an e-mail confirmation and the enrollment petition form for the specific Host Campus. Complete the Student Information section of your enrollment petition form and sign.
- Submit the form to the CEP Coordinator for the Home Campus (BCC) Certification and signature.
- Seek approval and obtain signature from the instructor at the Host Campus on the first day of class.
- Submit the form to the Host Campus Admissions and Records Office, or its equivalent, for enrollment and the Host Campus Certification by their deadline.
- Submit a copy of the signed enrollment petition form to the CEP Coordinator, at the Home (BCC) Campus.
- The Host Campus will provide any additional registration instructions. Please refer to the Host Campus enrollment petition for information on classes, library access, and reporting of grades.

University of California, Berkeley

Students may cross-enroll in one undergraduate course per semester at UC Berkeley.

1. Students must have completed at least one semester at Berkeley City College as a matriculated student at the time of application with a GPA of 2.0.
2. Students cannot cross-enroll in Extension, restricted (Computer Science), upper division, summer session, upper level graduate level, and any other courses not supported by the state.
3. UC Berkeley charges an administration fee, currently $46 per unit.

California State University, East Bay

You may cross-enroll in up to two undergraduate lower division courses per semester at CSUEB.

1. You must have completed at least 20 units at BCC with a cumulative GPA of 2.0.
2. California Community College students formerly enrolled at CSUEB, but were academically disqualified, are not eligible to participate in the Cross Enrollment Program.
3. CSUEB will not charge CEP students tuition, nor will they charge an application fee.

Historically Black Colleges

Historically Black Colleges and Universities (HBCUs) have collaborated with the California Community College (CCC) system to develop Transfer Guarantee Agreements that facilitate a smooth transition from a CCC to targeted HBCUs.

Students who meet either of the following two requirements are guaranteed admission to participating HBCUs:

1. An Associate Degree Awarded by a California Community College with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any **one** of the following requirements:

    a. The degree is an Associate in Arts for Transfer (AA-T) degree or an Associate in Science for Transfer (AS-T) degree. These degrees were designed to provide a clear pathway to a California State University major and baccalaureate degree and they represent strong preparation for upper division coursework in a range of majors.
    b. The degree includes the completion and certification of the lower division Intersegmental General Education Transfer Curriculum (IGETC) used by California Community College students to prepare to transfer to the University of California and California State University systems; or,
    c. The degree includes the completion and certification of the lower division California State University General Education Breadth pattern;

    (OR)

2. A minimum of 30 transferrable semester units with a minimum cumulative grade point average (GPA) of 2.5 or higher.

Frequently Asked Questions

Do all HBCUs participate in this program?

No, this program only extends to programs who have a formal agreement with California Community Colleges. To learn more about participating programs please visit: https://www.californiacommunitycollegehbcutransfer.com/partner-hbcus

I'm not ready to transfer, how can Peralta assist me in preparing to attend an HBCU?

Peralta Community College District is pleased to introduce a cohort program for incoming students interested in attending an HBCU. During your first year, students will learn about the CCC to HBCU Transfer Guarantee Program, meet with a dedicated HBCU counselor who will assist in developing your educational plan, attend workshops to introduce you to HBCUs, and more! In your second year, students who meet the minimum requirements for transfer will be eligible to apply to participate in the PCCD HBCU tour and receive application assistance. Contact the Peralta HBCU Counselor today for more information!

I want to apply to an HBCU! Where do I go to fill out my application?

Please visit the Transfer Center or meet with Peralta's dedicated HBCU counselor to start the application process.

When should I apply?

Application deadlines vary by school, but these deadlines are typically longer than UC and CSU application deadlines.

What is the cost to attend an HBCU?

Tuition costs vary between campuses. The average tuition cost across participating HBCUs is $13,500 per year. At participating private HBCUs, you will pay the same tuition as in-state students. Several of the public colleges and universities offer in-state tuition for California Community College students. Visit the Transfer Center or meet with the Peralta HBCU counselor to learn more.

Is financial aid available?

Yes. You will want to fill out your Free Application for Federal Student Aid (FAFSA), just like you would for any in-state school. If your GPA is 3.2 or higher, you will be given priority consideration for scholarships. If you have already applied, talk with your prospective school about financial aid and scholarship opportunities for California Community College students.

Course Identification Number System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system that is different from the course numbers assigned by individual California Community Colleges.

A C-ID Designator next to a course means that the course is comparable in content and scope to a similar course offered by participating California colleges and universities. Thus, if a catalog lists a C-ID Designator for a course, students can be assured that the course will be accepted at another California Community College that offers a course with the same C-ID Designator.

The C-ID Numbering System is particularly useful for students attending more than one California Community College since C-ID Designators are often applied to courses students need to prepare for transfer.

The current list of Berkeley City College courses that have a C-ID Designator can be accessed at*: https://c-idsystem.org/* for the most current list of courses. **Note:** This list changes periodically.

Academic Policies and Procedures

As 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 (grade point average) 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 noncredit courses numbered 400–699. All lower-division units that you have earned from regionally accredited degree-granting institutions outside of the Peralta District colleges are excluded 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 ("D", "F", "FW", or "NP") 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 (substandard 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. The form is available online at: https://www.peralta.edu/admissions/forms

A minimum of two semesters or a maximum of 24 semester units of coursework at all Peralta Colleges which has been legally petitioned may be alleviated and disregarded in the computation of cumulative gradepoint averages. 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 at least 15 semester units of lower-division coursework, either in the Peralta Community College District or another regionally accredited college or university, with a GPA of 2.5 since receiving the grades you are petitioning to be disregarded; and
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 falls below 2.0 at the end of any term, you will be placed on academic probation and considered not meeting academic standards. There are two levels of academic standing concerns: 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 will be placed on academic probation. You will 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 will be placed on academic probation during the following term of attendance and shall remain on academic probation until your cumulative grade point average is 2.0 or higher. You will also lose priority registration.
- 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 also lose priority registration.
- Probation Procedures
  Once you are placed 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 become subject to dismissal. Summer session and regular intercessions are considered a semester.
- Progress Dismissal
  If you have been placed on progress probation, you are 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
  Once you are placed 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.

Course Repetition Administrative Procedure

The Peralta Community College District Administrative Procedure 4225 provides detail regarding course repetition and course repeatability and should be referenced. This procedure follows state regulations in Title 5. Following is a summary and is not intended to replace or change Administrative Procedure 4225:

A. Students may petition to repeat a course for one of the following reasons:

   1. To alleviate substandard academic work ("D," "F," "FW," "NP," or "NC") or because a "W" was earned. (Two repeats permitted; thus you can only take the course three times).
   2. To meet a "legally mandated training requirement as a condition of continued paid or volunteer employment" (documentation required).
   3. To address a "significant change in industry or licensure standards which is necessary for a student's employment or licensure" (documentation required).
   4. Because of "extenuating circumstances" including verified cases of accidents, illness, or other circumstances beyond the student's control.
   5. Because "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question" (documentation required).
   6. Because of a "significant lapse of time" (no less than 36 months) and "there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003."

B. Students can repeat courses for one of the following reasons and a petition is not required.

   1. A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
   2. A student may repeat Cooperative Work Experience for a total of 16 semester units, with a maximum of six (6) semester credit hours during one enrollment period in general work experience and a maximum of 8 semester credit hours during one enrollment period in occupational work experience.
   3. A student may repeat a course which is designated as repeatable because repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
   4. A student may repeat a course for purposes of Intercollegiate Athletics (350 contact hours per year per sport and 175 contact hours in courses that focus on conditioning and skill development) or participation for up to four (4) semester enrollments in that course.
   5. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges and the event is sanctioned by a formal collegiate or industry governing board.
   6. A student may enroll in active participatory courses in physical education, visual or performing arts that are related in content for no more than four (4) courses in each content area (even if a "W" is received).

C. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.

As noted above, in many instances, course repetition requires completion of the "Course Repetition Form." Please go to the Admissions and Records Office to obtain the form.

Independent Study

Independent Study allows 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. For detailed information about Independent Study, please refer to PCCD Administrative Procedure 4101.

Conditions for Independent Study

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

Approval Process for Independent Study

A. 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.
B. 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.
C. You must have approval of the department chair.
D. You must have the approval of the Office of Instruction.

Independent Study Course Characteristics

A. Independent Study courses are conducted by full-time instructional faculty; are graded in a manner consistent to other course offerings; and you have access to the instructor during the instructor's office hours or at other times with the instructor's consent.
B. These courses may count as electives and generally do not fulfill specific Associate degree requirements.
C. Transfer credit for Independent Study (49's) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49's) transfers as elective credit to the CSU system.

Credit by Examination

Berkeley City College presently offers a credit by examination option for the following courses:

- ASL 52, 52A, 52B, 53, 53A, 53B;
- CIS 200
- MM/AN 1B, 10, 20A
- MMART 3

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

If you are a registered student who is attending classes, are in good standing (not on probation), and have completed at least 12 semester units at Berkeley City College, you may petition to take an equivalency examination in the courses listed above. You may obtain a "Petition for Credit by Examination" from the Office of Admissions and Records, a Counselor, or online at: https://fs.hubspotusercontent00.net/hubfs/6398505/Petition-for-credit-by-examination-2020-need.pdf You should accompany the petition form 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 workload 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 (AP only) and Associate Degree requirements (to see the unit values awarded by the Peralta District for any of these exams, please see the charts that follow each section);
- 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; and
- If you have earned credit from an AP exam, you should not enroll in a comparable college course because credit will not be granted for both the exam and the course.
- You must be enrolled in the Peralta Community College District to apply for such credit.

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, and California General Education Transfer Curriulum (Cal-GETC) 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 and UC California General Education Transfer Curriculum (Cal-GETC) as per the approved list below

Each AP exam may be applied to one Cal-GETC area as satisfying one course requirement.

There is no equivalent AP exam for Cal-GETC Area 1B. There is no equivalent AP exam for Cal-GETC Area 1C 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, , and Cal-GETC 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 Cal-GETC certification, AP exams in Biology, Chemistry, or Physics B allow a community college to apply 4 semester or 5 quarter units to Cal-GETC 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 Cal-GETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

The University of California Advanced Placement Policy can be found at its website: https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/

The California State University Advanced Placement Policy can be found at its website: https://www.calstate.edu/apply/transfer/Pages/External-Exam-Credit.aspx

Advanced Placement Exam Procedures

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

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

College Credit for Advanced Placement (AP) Tests

AP Exam	PCCD Course*	PCCD GE Area	PCCD GE Units	Cal-GETC Area	Cal-GETC Units
Art History	ART 1 or 4	3	3	3A or 3B	3
Biology**	BIOL 10	5	4	5B and 5C	4
Calculus AB	MATH 3A	2	5	2	3
Calculus BC	MATH 3A or 3B	2	5	2	3
Calculus BC/AB Subscore	MATH 3A	2	5	2	3
Chemistry**	CHEM 30A	5	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	3B	3
Comparative Government and Politics	POSCI 2	4	3	4	3
Computer Science A	n/a	n/a	n/a	n/a	n/a
English Language and Composition	ENGL C1000	1A	4	1A	3
English Literature and Composition	ENGL C1000 and 1B	1A	8	1A or 3B	3
Environmental Science***	n/a	5	3	5A and 5C	3
European History	HIST 2A or 2B	3 or 4	3	3B or 4	3
French Language and Culture	FREN 1A	3	5	3B	3
German Language and Culture	GERM 1A	3	5	3B	3
Human Geography	GEOG 2	4	3	4	3
Italian Language and Culture	n/a	3	5	3B	3
Japanese Language and Culture	JAPAN 1A	3	5	3B	3

Latin	**n/a**	**3**	**5**	**3B**	**3**
Macroeconomics	**ECON 1**	**4**	**3**	**4**	**3**
Microeconomics	**ECON 2**	**4**	**3**	**4**	**3**
Music Theory	**MUSIC 101**	**3**	**3**	**n/a**	**n/a**
Physics 1: Algebra-Based**	**n/a**	**5**	**5**	**5A and 5C**	**4**
Physics 2: Algebra-Based**	**n/a**	**5**	**5**	**5A and 5C**	**4**
Physics C: Electricity and Magnetism***	**PHYS 4B**	**5**	**5**	**5A and 5C**	**3**
Physics C: Mechanics***	**PHYS 4A**	**5**	**5**	**5A and 5C**	**3**
Psychology	**PSYC C1000**	**4**	**3**	**4**	**3**
Spanish Language and Culture	**SPAN 1A**	**3**	**5**	**3B**	**3**
Spanish Literature and Culture	**SPAN 2A**	**3**	**5**	**3B**	**3**
Statistics	**STAT C1000**	**2**	**4**	**2**	**3**
United States Government and Politics	**POLS C1000**	**4**	**3**	**4**	**3**
United States History	**HIST 7A or 7B**	**3 or 4**	**3**	**3B or 4**	**3**
World History: Modern	**HIST 3A or 3B**	**n/a**	**3**	**3B or 4**	**3**

Note: AP exams that have been discontinued are not shown on this table. A student with catalog rights may be able to use the now discontinued exam if accepted under the comparable area of IGETC or under Cal-GETC at the time the exam was taken. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both. A score of 3, 4 or 5 is required to grant credit for Cal-GETC certification. Where more than one area of Cal-GETC is possible, the AP exam may be used in either area regardless of where the certifying CCC's comparable course is located.

*The 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.

**Students earning a score of 3, 4 or 5 in a Physical or Biological science AP examination earn credit toward Cal-GETC Area 5A (Physical Science) or 5B (Biological Science) and also meet the Cal-GETC 5C (Laboratory) requirement. With this exception, each AP exam may only be applied to one Cal-GETC area.

***AP exams in Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism only allow CCC campuses to apply 3 semester or 4 quarter units to Cal-GETC certification.

International Baccalaureate (IB) Examination Program

The Peralta Community College District may award International Baccalaureate Examination (IB) credit towards an Associate Degree General Education Requirement, or for Cal-GETC 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 Cal-GETC certification. An acceptable IB score for Cal-GETC 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.

If you wish to apply for IB credit, please follow the steps below:

1. Obtain a "Petition for International Baccalaureate Examination Credit" form 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

International Baccalaureate (IB) Examination Program

IB Exam	PCCD GE Area	PCCD GE Units	Cal-GETC Area	Cal-GETC Units
Biology HL	**5**	**3**	**5B**	**3**
Chemistry HL	**5**	**3**	**5A**	**3**
Economics HL	**4**	**3**	**4**	**3**
Geography HL	**4**	**3**	**4**	**3**
History (any region) HL	**4**	**3**	**3B or 4**	**3**
Language A: Literature (any language, except English) HL	**3**	**3**	**3B**	**3**
Language A: Language and Literature (any language, except English) HL	**3**	**3**	**3B**	**3**
Language A: Literature (any language) HL	**3**	**3**	**3B**	**3**
Language A: Language and Literature (any language) HL	**3**	**3**	**3B**	**3**
Mathematics: Analysis and Approaches HL	**2**	**3**	**2**	**3**
Mathematics: Applications and Interpretation HL1 *	**2**	**3**	**2**	**3**
Physics HL	**5**	**3**	**5A**	**3**
Psychology HL	**4**	**3**	**4**	**3**
Theatre HL	**3**	**3**	**3A**	**3**

Note: IB exams that have been discontinued are not shown on this table. A student with catalog rights may be able to use a now discontinued course if accepted under the directly comparable area of IGETC or under Cal-GETC at the time the course was taken. Actual IB transfer credit (including possible differences in units to be awarded beyond those used for Cal-GETC certification) awarded for these and other IB exams at admission is determined by the CSU and UC. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both. A score of 5, 6 or 7 on Higher Level exams is required to grant credit for Cal-GETC certification.

*May not be at all UCs

College-Level Examination Program (CLEP)

The following CLEP examinations can be used for credit toward a Certificate, or an Associate degree. CLEP exams cannot be used for Cal-GETC 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. The California State University CLEP Policy can be found at their website: https://www.calstate.edu/apply/transfer/Pages/External-Exam-Credit.aspx

f you wish to apply for CLEP credit, you should:

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

CLEP Exam	PCCD GE Area	PCCD GE Units
American Government	**4**	**3**
American Literature	**3**	**3**
Analyzing and Interpreting Literature	**3**	**3**
Biology	**5**	**3**
Calculus	**2**	**5**
Chemistry	**5**	**3**
College Algebra	**2**	**3**
College Mathematics	**2**	
College Composition	**1**	**4**
English Literature	**3**	**3**
Financial Accounting	**n/a**	**n/a**
French Language: Levels 1 and 2	**3**	**3**
German Language: Levels 1 and 2	**3**	**3**
History of the United States I	**3 or 4**	**3**
History of the United States II	**3 or 4**	**3**
Human Growth and Development	**4**	**3**
Humanities	**3**	**3**
Information Systems	**n/a**	**n/a**
Introductory Business Law	**n/a**	**n/a**
Introduction to Educational Psychology	**n/a**	**n/a**
Introductory Psychology	**4**	**3**

Introductory Sociology	**4**	**3**
Natural Sciences	**5**	**3**
Precalculus	**2**	**4**
Principles of Macroeconomics	**4**	**3**
Principles of Management	**n/a**	**n/a**
Principles of Marketing	**n/a**	**n/a**
Principles of Microeconomics	**4**	**3**
Social Sciences and History	**n/a**	**n/a**
Spanish Language: Levels 1 and 2	**3**	**3**
Spanish with Writing: Levels 1 and 2	**n/a**	**n/a**
Western Civilization I	**3**	**3**
Western Civilization II	**3**	**3**

Note: CLEP cannot be used for Cal-GETC.

Grading Policies and Grade Symbol Definitions

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

Evaluative Symbols/Grading Scale

Symbol	*Definition*	*Grade Point*
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	Failing	0
I	Incomplete	0
P	Pass	0
NP	No Pass	0
SP	Satisfactory Progress	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0
EW	Excused Withdrawal	0

FW Failing

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

I Incomplete

The grade of I is only appropriate when the student has completed a minimum of twothirds of the work for the course with a passing grade.

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

Incomplete defaults:

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

P Pass

At least satisfactory; units awarded not counted in GPA.

NP No Pass

Less than satisfactory, or failing; units not counted in GPA.

SP Satisfactory Progress

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

IP In Progress

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

RD Report Delayed

The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.

W Withdrawal

A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.

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

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

A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.

MW Military Withdrawal

The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points for dismissal.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

EW Excused Withdrawal

"Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. (4) In no case may an excused withdrawal result in a student being assigned an "FW" grade. (f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5. section 58161

Pass/No Pass Option

Each Peralta College shall determine which courses can be offered on a Pass/No Pass basis and shall specify in the college catalog which courses have this option. (In absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

The student's decision to take a course for Pass/No Pass must be made prior to the last day of instruction for the term. The student must go into the Campus Solutions Student Center to choose P/NP.

All units earned on a Pass/No Pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student's grade point average.

Students planning to transfer to a four-year institution are cautioned that in most cases courses in which a grade of "P" was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of "P" that will be counted toward a Bachelor's degree. The student should consult the catalog of the transfer institution for more specific information on regarding the use of courses in which a "P" grade was received.

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:

Attempted	Completed	Grade Points
5 Units	**5 Units**	**A x 5 = 20**
4 Units	4 Units	B x 4 = 12
3 Units	3 Units	C x 3 = 6
2 Units	2 Units	D x 2 = 2
0 Units	2 Units	P 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.

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 18.5–55 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.

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.

For details, visit: https://www.peralta.edu/admissions/forms

- 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"). 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 online through Campus Solutions, the system checks your academic records for evidence that you have taken or are taking the prerequisites at one of the Peralta Colleges. If you are currently taking the prerequisite course, you will be allowed to enroll provisionally until the course grade is received. If the grade in the prerequisite course is below a "C", you will be automatically dropped from the higher level course. You will be informed of this by e-mail. In all other cases, you will have to take some extra step before you can enroll.
- Corequisite means a condition of enrollment consisting of a course that a student must take concurrently to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which a student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course. The corequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.
  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 (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 a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled. There are three options:

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

Students may access these forms on the PCCD Admission & Records Forms page.

- Petition for Prerequisite/Corequisite Equivalency or Substitution
  After you have completed the English, Mathematics, or ESOL assessment test, you should meet with a Counselor regarding course placement and for removal of any prerequisite holds.
  If you have completed a comparable or equivalent prerequisite or corequisite course outside the Peralta Community College District, you should meet with a Counselor and provide a transcript showing the comparable or equivalent course. If upon review, the Counselor determines that the prerequisite or corequisite course has been taken at another college, the Counselor will remove the prerequisite hold and the student will be able to enroll in the course.
- Petition for Prerequisite/Corequisite Equivalency The District will maintain a list of courses offered at other colleges or universities that satisfy the District's prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Counseling Office, Admissions and Records Office or Dean's Office and complete a Prerequisite/ Corequisite Equivalency form. Upon verification, the student will be officially enrolled in the course.
- Petition for Prerequisite/Corequisite Substitution If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/ Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Dean, and/or Vice President of Instruction, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.
- Petition for Prerequisite/Corequisite Challenge If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/ Corequisite Challenge with written documentation to the Office of Admissions and Records. A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term; and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student 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 presentations, projects, laboratory experiments, midterm and final examinations, and other methods to demonstrate learning as well as class attendance/participation to determine grades. 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.

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 two 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: https://www.peralta.edu/admissions/forms

Transcript of Record

The Peralta Community College District has retained Credentials, Inc. to accept transcript orders online through their secured site. You must pay transcript fees at the time you submit your request. The first two transcripts ever requested are free; thereafter, $6.00 per copy for regular service, mailed within 7 to 10 business days and $12.00 for rush service mailed within 3 to 5 business days. See the website for other expedited delivery options: https://www.peralta.edu/admissions/transcripts. Students can order official transcripts even if they owe for fees and tuition (AB 13)

Your official transcripts will include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College. **(Note: The $2.00 handling charge applies to all free transcripts.)**

Transfer Credit from Other Colleges

Students transferring from another accredited institution may request to use some of this credit to meet Peralta District degree or certificate requirements. Official transcripts should be sent directly from the transfer institution to the District Admissions and Records office. The review of transfer units occur when the graduation petition is submitted to the college Admissions and Records office. External transcripts become the property of the Peralta Community College District. Transcripts submitted to Peralta District will not be released to students, other colleges or other agencies.

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 Disabled Students Programs and Services (DSPS) Office to make the necessary arrangements and do so in a timely manner.

Associate Degree and Certificate Requirements

This 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.

Associate Degree and Certificate Requirements

The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates. Berkeley City College offers four types of associate degrees. The Associate in Arts (AA), the Associate in Science (AS), the Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees.

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 and specified major degree requirements.

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) are designed to provide a clear pathway to a CSU major and baccalaureate degree. Students who are awarded an AA-T or AS-T are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. You should meet with a Counselor regarding these degrees and complete a Student Education Plan.

The Associate Degrees for Transfer (AA-T or AS-T) require the completion and certification of the California General Education Transfer Curriculum (Cal-GETC) pattern as well as the specific Associate Degree for Transfer (AAT 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 18 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

Students completing the requirements for the Associate degree (local), the Associate Degree for Transfer, Certificate of Achievement, or Certificate of Proficiency have 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*;
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.

Associate Degree General Education Requirements

(Not for AA-T or AS-T)

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

- A minimum grade point average 2.0 or better is required in both overall grade point average and G.E. Requirements.
- Grade "C" or better is required in each course for the major, English Composition (Area 4a) & Mathematics (Area 4b).
- Eligibility for graduation upon satisfactory completion of 60 degree-applicable units.
- At least 12 of the 60 degree-applicable units must be completed at Berkeley City College.
- While a course may satisfy more than one G.E. Requirement, it may not be counted more than once, (see exception for Ethnic Studies—Area 5).
- It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline date (see Class Schedule for deadline).
- For more specific information, please see a Counselor before enrolling in these courses.

For more specific information, please see a Counselor before enrolling in these courses.

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.*

The following list of courses represents the general education requirements taught at Berkeley City College. The college will revise this list each semester as courses are added or deleted from the curriculum:

BERKELEY CITY COLLEGE **AA/AS General Education** **2025-2026** (*), (+), (++) Courses listed in more than one GE area can fulfill only <u>one</u> GE area. (see exception for Ethnic Studies)	Completed	In Progress	Planned
AREA 1: ENGLISH COMPOSITION, ORAL COMMUNICATION, and CRITICAL THINKING.			
A. **<u>English Composition:</u>** One course with a minimum value of 3 semester units with a grade of "C" or better. **COMM** 5 **ENGL** C1000, C1001, 1B **ESOL** 52* B. **<u>Oral Communication and Critical Thinking:</u>** One course with a minimum value of 3 semester units with a grade of "C" or better. **BIOL** 32 **BUS** 19 **COMM** 3, 4, 5, 6, 10, 20, C1000 **PHI**L 10, 11 **ENGL** All courses numbered 1 through 247 (except 49 and 208s) **ESOL** 50A, 50B, 52* **MM/VI** 5, 16			
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: One course with a minimum value of 3 semester units.			
<u>One of the two plans listed below may meet mathematics needs (with a grade of "C" or better).</u> **Plan I:** Completion of one course, 3 semester units minimum (unless otherwise noted) from the following list. **EDUC** 18 **MATH** 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 16A, 16B, 18, 50, 118 **STAT** C1000 **Plan II:** Credit by Examination of Mathematics 1. Students interested in Credit by Exam should contact the Mathematics Department Chair.			
AREA 3: ARTS and HUMANITIES: One course with a minimum value of 3 semester units.			
ART 1, 2, 3, 4, 13, 16, 18, 181, 182* **ASL** 50, 50AB, 51, 51AB, 52, 52AB, 53, 53AB **ASAME** 11 **ENGL** 1B, 10A, 10B, 17A, 17B, 20, 44B, 47, 50, 85A, 85B, 85C, 217A **FREN** 1A, 1B **HUMAN** 1, 5, 15, 21, 26, 30B, 40, 52+, 53, 55, 57, 182* **MMART** 122B, 123 **MM/AN** 2 **MM/DI** 22 **MUSIC** 10, 15A, 15B, 24 **PHIL** 1, 2, 10, 11, 16, 20A, 20B, 31A, 35++, 37 **SPAN** 1A, 1B, 2A, 2B, 10A, 10B, 15, 22A, 22B, 35A, 35B, 38, 39, 40 **WS** 35++, 52+			
AREA 4: SOCIAL and BEHAVIORAL SCIENCES: One course with a minimum value of 3 semester units.			
AFRAM 1 **ANTHR** 2, 3 13,18, 55 **ASL** 55A **BUS** 5 **CHDEV** 51 **COMM** 6, 10, 19, 20 **ECON** 1, 2, 20 **EDUC** 1 **ETHST** 1, 2 **GEOG** 3, 18 **HIST** 2A, 2B, 3A, 3B, 7A, 7B, 19, 21, 31 **HLTED** 1 **HUSV** 121 **M/LAT** 33 **POLS** C1000 **POSCI** 2, 3, 4, 6, 19, 20 **PSYC** C1000 **PSYCH** 6, 21, 28 **SOCSC** 2 **SOC** 1, 2, 5, 7, 8, 13, 18, 120 **WS** 1			

AREA 5: NATURAL SCIENCES: One course with a minimum value of 3 semester units.			
ANTHR 1 **ASTR** 10 **BIOL** 1A, 1B, 3, 4, 10, 13, 25, 25A,33, 34, 50A, 50B, 50C, 51, 118 **CHEM** 1A, 1B, 12A, 12B, 18, 30A, 30B **GEOG** 1, 18, 19 **GEOL** 10 **PHYSC** 20 **PHYS** 3A, 3B, 4A, 4B 4C, 10 **PSYCH** 61			
AREA 6: ETHNIC STUDIES: One course with a minimum value of 3 semester units.			
AFRAM 1 **ASAME** 11 **ETHST** 1 **M/LAT** 33 **Note**: Any course listed in Area 6-Ethnic Studies listed in another area may be used to satisfy both areas. However, the units are counted only once.			

- The overall grade point average and GE require a minimum grade point average of 2.0 or better.
- A grade of "C" or better is required in each course for the major, English Composition (Area 1A) AND Mathematics (Area 2).
- Eligibility for graduation upon satisfactory completion of 60 degree-applicable units.
- At least 12 of the 60 degree-applicable units must be completed at Berkeley City College.
- While a course may satisfy more than one G.E. Requirement, it may not be counted more than once (see exception for Ethnic

  Studies-Area 6).
- It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline date (see Academic Calendar for deadline).
- For more specific information, please see a Counselor before enrolling in these courses. **Final V1 5/29/2025**

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 16 semester units in the major, a grade of "C" or better in each course. (2) The second type of Certificate of Achievement requires completion of 9-15.5 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 program. Requirements include up to 15.5 units and a grade of "C" or better in each course. A Certificate of Proficiency will not appear on your transcript.

Certificates of Proficiency do not qualify for Financial Aid.

Programs

Academic and Career Communities

Berkeley City College's degree and certificate programs are organized into six Academic Career Communities based on similarities in career pathways, interest areas, and course work. Program maps within each Academic Career Community show recommended course sequences and descriptions to help you develop your Student Education Plan and attain your degree or certificate quickly and efficiently. Explore the following Academic and Career Communities to discover your community at Berkeley City College. If a degree or certificate program does not have a program map, meet with a counselor to develop a Student Education Plan.

Art, Design, Media, and Entertainment

Business and Entrepreneurship

Math, Science, and Technology

Languages, Stories, and Ideas

People, Place, and Society

Teacher Preparation, Social Work, and Helping Professions

Art, Design, Media, and Entertainment

At your core, you're a creator. You might be creating already – as a visual or digital artist, a maker of films or of video games. Or, you might be just starting out, ready to pursue your passion, expand your knowledge and discover your talents. In this community you'll find inspiration for whatever you aspire to be: from animation to production, graphic design to mobile development, visual art to film production – and everything in between.

Degrees

Art - A.A. Degree

Program Description

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.

Career Opportunities

Transfer to a 4-year university with a major in Art or a related field or careers requiring competency in visual media.

Learning Outcome(s)

1. Communicate and problem-solve in at least two media.
2. Write a visual analysis/critique of their own and others' art based on both form and content, and their relation, to a global context.
3. 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.
4. Assemble a portfolio of strong artwork which collectively demonstrates skill, understanding of techniques in a given medium, originality, thoughtfulness, and personal expression.

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
ART 018	Critique and the Creative Process	3.0
ART 020	Beginning Drawing & Composition	3.0
ART 022	Intermediate Drawing & Composition	3.0
ART 027	Intermediate Figure Drawing and Composition	3.0
ART 050	Beginning Painting	3.0
ART 137	Beginning Figure Drawing and Composition	3.0
Select 3 units from the following list of courses:		**3.0**
ART 001	Introduction to Art History	3.0
ART 002	History of Western Art from Prehistory through the Middle Ages	3.0
ART 003	History of Western Art from Renaissance to Contemporary Art	3.0
ART 004	History of Modern Art (1800 to Present)	3.0
ART 013	History of Women in Art	3.0
ART 016	Introduction to Islamic Art	3.0
ART 182	Introduction to Visual Culture	3.0
HUMAN 182	Introduction to Visual Culture	3.0
Select a minimum of 6 units from the following list of studio art electives:		**6.0**
ART 024	Special Projects: Drawing	2.0
ART 029	Special Projects: Figure Drawing	2.0
ART 030	Beginning Figure Drawing: Anatomy	2.0
ART 031	Continuing Figure Drawing: Anatomy	2.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 052	Intermediate Painting	3.0
ART 054	Special Projects: Painting	2.0
ART 119	Figure Painting in Context	3.0
ART 133A	Mural Design and Creation I	3.0
ART 133B	Mural Design and Creation II	4.0
ART 181	Artist as Citizen: Community-Based Art Practices	3.0
	Major Requirements	**27**
	General Education and Elective Courses	**29**
	Total Units	**60**

Film, Television, and Electronic Media AS-T

Program Description

The program offers you opportunities to make films from start to finish, including script writing, directing, producing, cinematography, editing and sound design. In addition to narrative films, you create a range of content including documentary, social media and portfolio reels.

Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year University in Film, Media, Journalism or a related discipline. With the completion of this degree, students may also be able to get entry level work in film production, editing and sound design, cinematography, documentary and social media.

Learning Outcome(s)

1. Demonstrate entry-level skills in film, television, and electronic media via completed projects.
2. Evaluate design principles, aesthetic forms, cultural context and social relevance of multimedia works.
3. Practice leadership and teamwork according to crew roles and communicate collaboratively in a professional setting.

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 122B	From Movies to Multimedia	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
MM/VI 024A	Sound Design I	2.0
MM/VI 024LA	Sound Design I Lab	1.0
Choose one elective course from the following list:		**3.0**
MM/VI 009C	Video Production III: Directing and Producing	3.0
MM/VI 015	Documentary Production and Editing	3.0
MM/VI 017	Social Media Production	3.0
MMART 197	Multimedia Career Preparation	3.0
	Major Requirements	**19**
	General Education (CalGETC) and Elective Courses	**41**
	Total Units	**60**

Multimedia Arts - Animation and Game Design - A.A. Degree Panel

Program Description

Berkeley City College's A.A. degree in Animation and Game Design prepares students for entry-level jobs in the game and animation fields and provides upgraded skills for those already employed in multimedia and game jobs. The program is interdisciplinary and focuses on developing artistic, animation, critical thinking and computer skills.

Career Opportunities

medical visualization, game, pre-visualization, game level design, 3D modeling, technical direction, 2D animation, 3D animation, computer graphics special effects, layout design, look development, character/prop/background design, scene planning/compositing, production, environmental/set design, and visual simulation.

Learning Outcome(s)

1. Demonstrate entry-level skills in animation through completed portfolio level projects in both visual and written context related to Animation and Game Design.
2. Describe, plan and evaluate design principles, aesthetic forms, historical context and social relevance of multimedia works.
3. Collaborate effectively within a diverse team environment

SUBJECT #	TITLE	UNITS
Required Core Courses for all Multimedia A.A. Degrees		**13.0**
MM/AN 040A	Introduction to Game Design	3.0
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MMART 003	Introduction to Digital Art	3.0
Core Electives: Select 6-7 units		**6.0-7.0**
MM/DI 003	Contemporary Color	2.0
AND		
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
AND		

MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
MMART 001	Design Thinking	3.0
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 197	Multimedia Career Preparation	3.0
MMART 468	Work Experience in Multimedia Arts	1.0
Required Animation and Game Design Courses		**12.0**
MM/AN 001A	Drawing for Animation	3.0
MM/AN 003A	Introduction to 2D Animation	3.0
MM/AN 020A	Introduction to 3D Animation	3.0
MM/AN 021A	Introduction to 3D Modeling	3.0
Select 9 units from the following Animation elective courses:		**9.0**
ART 030	Beginning Figure Drawing: Anatomy	2.0
MM/AN 002	History of Animation	3.0
MM/AN 003B	Intermediate 2D Animation	3.0
MM/AN 004	2D Digital Animation	3.0
MM/AN 041A	Introduction to Game Scripting	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0
MM/AN 055B	Animation and Game Studio Practice	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MMART 005A	Introduction to Motion Graphics	3.0
	Major Requirements	**40-41**
	General Education and Elective Courses	**21**
	Total Units	**61-62**

Multimedia Arts - Digital Imaging - A.A. Degree Panel

Program Description

Berkeley City College's A.A. degree in Digital Imaging prepares students for entry-level jobs in the photography, graphic design, illustration, imaging, and data visualization fields and provides upgraded skills for those already employed in multimedia and data design fields. The program is interdisciplinary and focuses on developing analytical, artistic, critical thinking, and computer skills.

Career Opportunities

Photography, studio photography, pre-processing, digital imaging, digital design, advertising, pre-press and press production, and independent printmaking.

Learning Outcome(s)

1. Demonstrate entry-level skills in digital imagery and design through completed portfolio level projects in both visual and written context.
2. Describe, plan and evaluate design principles, aesthetic forms, historical context and social relevance of multimedia works.
3. Collaborate effectively within a diverse team environment

SUBJECT #	TITLE	UNITS
Required Core Courses		**13.0-0.0**
MMART 003	Introduction to Digital Art	3.0
MM/AN 040A	Introduction to Game Design	3.0
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
Core Electives: Select 6-7 units		**6.0-7.0**
MMART 001	Design Thinking	3.0
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 197	Multimedia Career Preparation	3.0
MMART 468	Work Experience in Multimedia Arts	1.0
MM/DI 003	Contemporary Color	2.0
AND		
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		

MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
AND		
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
Select 6 units from the following Digital Illustration courses:		**6.0**
MMART 005A	Introduction to Motion Graphics	3.0
MM/DI 001A	Introduction to Digital Illustration	2.0
AND		
MM/DI 001LA	Introduction to Digital Illustration Lab	1.0
MM/DI 001B	Intermediate Digital Illustration	3.0
MM/DI 002	Sketching Fundamentals for Design	3.0
MM/DI 003	Contemporary Color	2.0
AND		
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 011	Publication and Page Design	3.0
MM/DI 015A	Introduction to 3D Motion Graphics	3.0
MM/DI 031	Graphic Design Studio	3.0
MM/DI 033	Typography Design	3.0
Select 6 units from the following Digital Photography courses:		**6.0**
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 020A	Introduction to Digital Photography	2.0
AND		
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
MM/DI 020B	Intermediate Digital Photography	3.0
MM/DI 022	Analysis of Contemporary Photographers	3.0
MM/DI 040A	Introduction to Digital Printing	2.0
AND		
MM/DI 040LA	Introduction to Digital Printing Lab	1.0
Select 6 units from the following Digital Printing courses:		**6.0**
MM/DI 001C	Advanced Digital Illustration	3.0
MM/DI 015B	Intermediate 3D Motion Graphics	3.0
MM/DI 045A	Digital Printing Studio Practice I	2.0
AND		
MM/DI 045LA	Digital Printing Studio Practice I Lab	1.0
MM/DI 045B	Digital Printing Studio Practice II	2.0
AND		
MM/DI 045LB	Digital Printing Studio Practice II Lab	1.0
MM/DI 046A	Large Scale Print Studio Practice I	2.0
AND		
MM/DI 046LA	Large Scale Print Studio Practice I Lab	1.0

Major Requirements	**37-38**
General Education and Elective Courses	**22-23**
Total Units	**60**

Multimedia Arts - Mobile and Web Design - A.A. Degree

Program Description

Berkeley City College's Multimedia Arts Program in Mobile and Web Design A.A. Degree prepares people for entry-level jobs in the mobile and web design fields and provides upgraded skills for those already employed in multimedia, mobile and web related careers. The program is interdisciplinary and focuses on developing critical thinking, artistic and technical skills.

Career Opportunities

mobile design, Responsive Web Design, Interactive Design, Front End Web Design, Game Design, Digital Marketing, Software Engineering, Creative Technology, Virtual Reality Design, and Social Media Strategy.

Learning Outcome(s)

1. Construct web design projects, demonstrating proof of concept.
2. Work alone or in a team to create, develop and present storyboards, written proposals and sophisticated prototypes for client/organization.
3. Analyze contemporary avenues for social media discourse and presentation.
4. Appraise peer work in relation to the project goals.

SUBJECT #	TITLE	UNITS
Required Core Courses for all Multimedia Arts A.A. Degrees:		**13.0**
MMART 003	Introduction to Digital Art	3.0
MM/AN 040A	Introduction to Game Design	3.0
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
Select 6-7 units from the following list:		**6.0-7.0**
MMART 001	Design Thinking	3.0
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 197	Multimedia Career Preparation	3.0
MMART 468	Work Experience in Multimedia Arts	1.0
MM/DI 003	Contemporary Color	2.0
AND		
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
AND		
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
Required Mobile and Web Courses:		**12.0**
MMART 166	User Experience and Interface Design	2.0
MMART 166L	User Experience and Interface Design Lab	1.0
MMART 168	Online Games & Interactivity	2.0
MMART 168L	Online Games & Interactivity Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
Select 9 units total as follows:		**9.0**
One set of courses from the following group:		**3.0**
MMART 114	Data Design for Digital Media	2.0
AND		
MMART 114L	Data Design for Digital Media Lab	1.0
OR		
MMART 167	Mobile and Cross-Platform Web Design	2.0
AND		
MMART 167L	Mobile and Cross-Platform Web Design Lab	1.0
Two sets of courses from the following group:		**6.0**
MMART 162	Contemporary Scripting for Games, Mobile and Web	2.0
AND		
MMART 162L	Contemporary Scripting for Games, Mobile and Web Lab	1.0
OR		
MMART 170	Virtual Reality and Digital Spaces	2.0
AND		
MMART 170L	Virtual Reality and Digital Spaces Lab	1.0
OR		
MMART 171	Web Commerce & Internet Start Up	2.0
AND		
MMART 171L	Web Commerce & Internet Start Up Lab	1.0

Major Requirements	**40-41**
General Education and Elective Courses	**21**
Total Units	**61-62**

Multimedia Arts—Video Arts - A.A. Degree

Program Description

Berkeley City College's A.A. Degree in Multimedia Arts--Video Arts prepares students for entry-level jobs in video production and editing fields, and provides upgraded skills for those already employed in multimedia or film related jobs. The program focuses on developing artistic, critical thinking, equipment and computer skills.

Career Opportunities

The A.A. in Video Arts is designed to prepare students to transfer to education programs at four-year institutions. Additionally, completion of this A.A. will provide students with the coursework they need to work as video producers, video editors, motion graphics designers, on-location or studio recordists, sound designers for radio and motion picture, cinematographers, camera operators, gaffers, grips, documentaries and nonfiction producers, video directors, social media content producers, social media producers or project managers.

Learning Outcome(s)

1. Demonstrate entry-level skills in video arts via completed portfolio projects.
2. Describe, plan and evaluate design principles, aesthetic forms, historical context and social relevance of multimedia works.
3. Delegate responsibilities according to various crew roles and applying collaborative communication skills in a professional setting.

SUBJECT #	TITLE	UNITS
Required Core Courses		**13.0**
MMART 003	Introduction to Digital Art	3.0
MM/AN 040A	Introduction to Game Design	3.0
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
Core Electives: Select 6 units		**6.0**
MMART 001	Design Thinking	3.0
MMART 197	Multimedia Career Preparation	3.0
MMART 468	Work Experience in Multimedia Arts	1.0
MM/DI 003	Contemporary Color	2.0
AND		
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
AND		
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
MM/VI 005	The Art of Producing	3.0
MMART 110	Scriptwriting and Storyboarding	3.0
OR		
MM/VI 001A	Introduction to Narrative Scriptwriting	3.0
Required Video Courses:		**13.0**
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 197	Multimedia Career Preparation	3.0
MMART 468	Work Experience in Multimedia Arts	1.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
AND		
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
MM/VI 024A	Sound Design I	2.0
AND		
MM/VI 024LA	Sound Design I Lab	1.0
Select 9 units from the following Video elective courses:		**9.0**
MMART 122B	From Movies to Multimedia	3.0
MM/VI 009B	Video Production II: Cinematography and Visual Storytelling	3.0
MM/VI 009C	Video Production III: Directing and Producing	3.0
MM/VI 015	Documentary Production and Editing	3.0
MM/VI 020B	Editing II: Technical Skills	2.0
AND		
MM/VI 020LB	Editing II: Technical Skills Lab	1.0
MM/VI 020C	Editing III: Crafting a Story	2.0
AND		

MM/VI 020LC	Editing III: Crafting a Story Lab		1.0
		Major Requirements	40
MM/VI 024B	Sound Design II		2.0
AND			21
MM/VI 024LB	Sound Design II Lab	General Education and Elective Courses	1.0
			62
		Total Units	

Studio Arts - AA-T Degree

Program Description

The Studio Arts Associate in Arts for Transfer (AA-T) provides students with a strong foundation in the terminology and principles of the visual arts, two-and three-dimensional design, and an introduction to various techniques and media. Topics also explored include the relationship between form and content, historical and contemporary approaches to art and art making, and personal expression.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Studio Arts or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university with a major in Studio Arts or a related discipline.

Learning Outcome(s)

1. Assemble a portfolio of strong drawings, paintings, sculptures or digital media that demonstrate skill and understanding of techniques in various media.
2. Assemble a portfolio of strong drawings, paintings, sculptures or digital media that combine personal style and technical skills to create provocative, insightful, and inventive compositions.
3. Write a visual analysis/ critique of their own and others' art on both form and content, and its relation to a historical and global context.
4. Produce artwork in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.

SUBJECT #	TITLE	UNITS
Required Courses:		**21.0**
ART 003	History of Western Art from Renaissance to Contemporary Art	3.0
ART 020	Beginning Drawing & Composition	3.0
ART 022	Intermediate Drawing & Composition	3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 050	Beginning Painting	3.0
MMART 003	Introduction to Digital Art	3.0
Select one course from the following art history electives:		**3.0**
ART 002	History of Western Art from Prehistory through the Middle Ages	3.0
ART 004	History of Modern Art (1800 to Present)	3.0

	Major Requirements	**24**
	General Education (Cal-GETC) and Elective Courses	**36**
	Total Units	**60**

High Unit Certificates

Advanced Virtual Production - Certificate of Achievement

Program Description

The Advanced Virtual Production Certificate of Achievement, presented in collaboration with the Regional Virtual Production Academy (RPVA), is designed to equip students with the essential skills for pursuing entry-level careers in virtual production. Within this program, students will focus on a specific segment of the production pipeline and apply a comprehensive set of skills encompassing film production, computer graphics, visual effects, and game engines within real-time processes. Students are afforded the flexibility to choose courses from participating colleges in order to fulfill the requirements for this certificate. Completion of the Virtual Production Fundamental Certificate is recommended for the Advanced Virtual Production Certificate of Achievement or having prior learning/experience.

Career Opportunities

Technical Art: Modeling, Technical Artist: Environment, Technical Artist: Lighting, Technical Artist Engine Operator, Real-Time Compositor, Virtual Camera Operator, Modeler, Animator, World Builder, VAD Artist, Production Assistant, Virtual Camera Operator, Camera Operator, Virtual Production Stage Technician, Production Coordinator, Production Assistant, Editor, Motion Graphics Designer, Lighting Technician, Grips, Gaffer, Rigger, Producer, Content Creator, Motion Capture

Learning Outcome(s)

1. Evaluate and apply toolsets for virtual production specializations.
2. Create a portfolio demonstrating knowledge of real-time production.
3. Demonstrate enhanced collaborative skills and the ability to engage in effective teamwork in a production environment.

SUBJECT #	TITLE	UNITS
Required Courses		**10.0-13.0**
Intermediate Virtual Production*		3.0
Introduction to Python*		3.0-4.0
MM/AN 041A	Introduction to Game Scripting	3.0
Select one of the following:		**1.0-3.0**
MMART 468	Work Experience in Multimedia Arts	1.0-3.0
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0
Choose a specialization from one of the following three areas.		**0.0**
Animation:		**15.0**
MM/AN 003A	Introduction to 2D Animation	3.0
MM/AN 020B	3D Character Animation	3.0
MM/AN 024	Performance Animation	3.0
MMART 005A	Introduction to Motion Graphics	3.0
MM/AN 022A	3D Layout and Lighting	3.0
Film Production:		**15.0**
MM/VI 009B	Video Production II: Cinematography and Visual Storytelling	3.0
MM/VI 009C	Video Production III: Directing and Producing	3.0
MMART 005A	Introduction to Motion Graphics	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
Introduction to Studio Production*		3.0
Modeling:		**15.0**
MM/AN 021A	Introduction to 3D Modeling	3.0
MM/AN 021B	Intermediate 3D Modeling	3.0
MM/AN 023	3D Rigging	3.0
MM/AN 030	Textures for 3D	3.0
Digital Sculpting*		3.0

* This course is available at partner colleges.

This certificate is part of the Regional Virtual Production Academy (RVPA). Please see rvpa.net for equivalency tables should you wish to take classes at other colleges in the collaborative program.

Total Units **25-28**

SUBJECT #	TITLE	UNITS
1st Semester		
Intermediate Virtual Production		3.0
This course is available at partner colleges		
Introduction to Python		3.0-4.0
This course is available at partner colleges		
MM/AN 041A	Introduction to Game Scripting	3.0
Complete 6 units in selected specialization.		
Animation Specialization		
MM/AN 003A	Introduction to 2D Animation	3.0
MM/AN 020B	3D Character Animation	3.0
Film Production Specialization		
MM/VI 009B	Video Production II: Cinematography and Visual Storytelling	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
Modeling Specialization		
MM/AN 030	Textures for 3D	3.0
MM/AN 021A	Introduction to 3D Modeling	3.0
2nd Semester		

Intermediate Virtual Production		3.0
This course is available at partner colleges		
Select one of the following		
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0
MMART 468	Work Experience in Multimedia Arts	1.0-3.0
Complete 9 units in selected specialization.		
Animation Specialization		
MM/AN 022A	3D Layout and Lighting	3.0
MM/AN 024	Performance Animation	3.0
MMART 005A	Introduction to Motion Graphics	3.0
Film Production Specialization		
MM/VI 009C	Video Production III: Directing and Producing	3.0
MMART 005A	Introduction to Motion Graphics	3.0
Introduction to Studio Production		3.0
Modeling Specialization		
MM/AN 021B	Intermediate 3D Modeling	3.0
MM/AN 023	3D Rigging	3.0
Digital Sculpting		3.0

Animation Level I - Certificate of Achievement

Program Description

The Multimedia Arts Certificates of Achievement in Animation are available at Level I and Level II. The Animation Certificates of Achievement are a comprehensive study of 2D and 3D animation techniques, allowing students to choose from a range of 2D and 3D courses in order to prepare for an entry level position in the industry.

Career Opportunities

entry level positions in various fields of Animation, Game, Medical Visualization and Simulation as Animators, 3D modelers and pre-visualization artists and preparation for transfer to a 4 year institution.

Learning Outcome(s)

1. Demonstrate entry level skills in animation through the completion of individual and team projects
2. Describe, plan and evaluate design principles, aesthetic forms and historical context of animated works.
3. Create complete projects utilizing 2D/3D techniques.

SUBJECT #	TITLE	UNITS
Required Courses		**9.0**
MM/AN 003A	Introduction to 2D Animation	3.0
MM/AN 020A	Introduction to 3D Animation	3.0
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
Select 9-11 units from the following list:		**9.0-11.0**
MM/AN 001A	Drawing for Animation	3.0
MM/AN 001B	Storytelling in Animation	3.0
MM/AN 002	History of Animation	3.0
MM/AN 003B	Intermediate 2D Animation	3.0
MM/AN 004	2D Digital Animation	3.0
MM/AN 010	Experimental Animation	3.0
MM/AN 021A	Introduction to 3D Modeling	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0
MM/AN 055B	Animation and Game Studio Practice	1.0
MMART 005A	Introduction to Motion Graphics	3.0
	Total Units	**18-20**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
MM/AN 020A	Introduction to 3D Animation	3.0
MM/AN 003A	Introduction to 2D Animation	3.0
Elective course from list		3.0
2nd Semester		**Units: 9.0**
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
Elective courses from list		6.0

Animation Level II - Certificate of Achievement

Program Description

The Multimedia Arts Certificates of Achievement in Animation are available at Level I and Level II. The Animation Certificates of Achievement are a comprehensive study of 2D and 3D animation techniques, allowing students to choose from a range of 2D and 3D courses in order to prepare for an entry level position in the industry.

Career Opportunities

entry level positions in various fields of animation, game, medical visualization and simulation such as animation, concept arts, production assistance, 3D modeling, pre-visualization arts, 3D rigging, and computer graphics, as well as preparation for transfer to a 4 year institution.

Learning Outcome(s)

1. Demonstrate entry level skills in animation through the completion of individual and team projects
2. Analyze, document, plan and evaluate a budget for a short production.
3. Collaborate within a diverse team environment.

SUBJECT #	TITLE	UNITS
Required Courses		**9.0**
MM/AN 003B	Intermediate 2D Animation	3.0
MM/AN 020B	3D Character Animation	3.0
MM/AN 025	Animation Production	3.0
Select 3 courses from the following list:		**9.0**
MM/AN 001B	Storytelling in Animation	3.0
MM/AN 004	2D Digital Animation	3.0
MM/AN 010	Experimental Animation	3.0
MM/AN 021B	Intermediate 3D Modeling	3.0
MM/AN 022A	3D Layout and Lighting	3.0
MM/AN 022B	Special Effects for Animation	3.0
MM/AN 023	3D Rigging	3.0
MM/AN 024	Performance Animation	3.0
	Total Units	**18**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
MM/AN 003B	Intermediate 2D Animation	3.0
MM/AN 020B	3D Character Animation	3.0
Elective course from list		3.0
2nd Semester		**Units: 9.0**
MM/AN 025	Animation Production	3.0
Elective courses from list		6.0

Art: Figure Studies - Certificate of Achievement

Program Description

Berkeley City College's Figure Studies Certificate of Achievement prepares students for entry-level jobs in illustration, multimedia, gaming, mobile technology and other industries that rely on creating and rendering the figure. Upon completion of the certificate students will have a strong foundation in both traditional and contemporary approaches to the figure.

Career Opportunities

Entry-level jobs in Illustration, Multimedia, Gaming, Mobile Technology and other industries that rely on creating and rendering the figure.

Learning Outcome(s)

1. Assemble a portfolio of strong drawings, painting, sculptures or digital media featuring the human figure that demonstrate skill and understanding of techniques in various media.
2. Assemble a portfolio of strong drawings, painting, sculptures or digital media featuring the human figure that combine personal style and technical skills to create a provocative, insightful, and inventive composition that integrates the figure with its environment.
3. 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.
4. 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.

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**

ART 020	Beginning Drawing & Composition	3.0
ART 029	Special Projects: Figure Drawing	2.0
ART 030	Beginning Figure Drawing: Anatomy	2.0
ART 119	Figure Painting in Context	3.0
ART 137	Beginning Figure Drawing and Composition	3.0
MM/AN 001A	Drawing for Animation	3.0
Select one course from the following art history elective courses:		**3.0**
ART 001	Introduction to Art History	3.0
ART 002	History of Western Art from Prehistory through the Middle Ages	3.0
ART 003	History of Western Art from Renaissance to Contemporary Art	3.0
ART 004	History of Modern Art (1800 to Present)	3.0
ART 013	History of Women in Art	3.0
ART 182	Introduction to Visual Culture	3.0
HUMAN 182	Introduction to Visual Culture	3.0
Select 4 to 5 units from the following studio art elective courses:		**4.0-5.0**
ART 018	Critique and the Creative Process	3.0
ART 024	Special Projects: Drawing	2.0
ART 027	Intermediate Figure Drawing and Composition	3.0
ART 031	Continuing Figure Drawing: Anatomy	2.0
ART 054	Special Projects: Painting	2.0
ART 133A	Mural Design and Creation	3.0
ART 133B	Mural Design and Creation II	4.0
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
	Major Requirements	**23-24**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 6.0**
ART 020	Beginning Drawing & Composition	3.0
ART 137	Beginning Figure Drawing and Composition	3.0
2nd Semester		**Units: 6.0-7.0**
ART 030	Beginning Figure Drawing: Anatomy	2.0
Studio Art Elective		4.0-5.0
3rd Semester		**Units: 6.0**
MM/AN 001A	Drawing for Animation	3.0
ART 119	Figure Painting in Context	3.0
4th Semester		**Units: 5.0**
ART 029	Special Projects: Figure Drawing	2.0
Art History Elective		3.0

Digital Imaging: Digital Photography - Certificate of Achievement

Program Description

The Multimedia Arts Certificate of Achievement in Digital Photography emphasizes key photographic and multimedia skills necessary for employment and enrichment in the field of photography.

Career Opportunities

firms at the entry-level, with independent consultants and in large-scale digital photography companies. Advertising Photographer, Commercial Photographer, Photo Editor, Artist, Creative Director, Creative Manager, Production Artist.

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works in digital photography.
2. Use both traditional and digital art techniques to generate creative solutions to problems and expand and transform imagery and ideas into meaningful multimedia works.
3. Evaluate artwork with discernment, appropriate terminology, and aesthetic awareness.

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 020A	Introduction to Digital Photography	2.0
MM/DI 020LA	Introduction to Digital Photography Lab	1.0

MM/DI 020B	Intermediate Digital Photography	3.0
MM/DI 023	Digital Printing for Photographers	3.0
Select 9-11 units from the following list:		**9.0-11.0**
MM/DI 021	Digital Photography Studio	3.0
MM/DI 022	Analysis of Contemporary Photographers	3.0
MM/DI 025A	Special Projects in Digital Photography I	3.0
MM/DI 025B	Special Projects in Digital Photography II	3.0
MM/DI 040A	Introduction to Digital Printing	2.0
AND		
MM/DI 040LA	Introduction to Digital Printing Lab	1.0
MM/DI 040B	Intermediate Digital Printing	2.0
AND		
MM/DI 040LB	Intermediate Digital Printing Lab	1.0
MM/DI 045A	Digital Printing Studio Practice I	2.0
AND		
MM/DI 045LA	Digital Printing Studio Practice I Lab	1.0
MM/DI 055A	Design Studio Practice	1.0
MM/DI 055B	Design Studio Practice	1.0
	Total Units	**21-23**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 020A	Introduction to Digital Photography	2.0
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
Elective Course		3.0
2nd Semester		**Units: 12.0**
MM/DI 020B	Intermediate Digital Photography	3.0
MM/DI 023	Digital Printing for Photographers	3.0
Elective Courses		6.0

Digital Imaging: Digital Printmaking - Certificate of Achievement

Program Description

The Multimedia Certificate of Achievement in Digital Imaging: Digital Printmaking prepares students with skills in image creation and manipulation as necessary for employment and enrichment.

Career Opportunities

publishing, printing, advertising, commercial exhibition services, image presentation companies, digital imaging and design.

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works in digital printmaking.
2. Use both traditional and digital art techniques to generate creative solutions to problems and expand and transform imagery and ideas into meaningful multimedia works.
3. Evaluate artwork with discernment, appropriate terminology, and aesthetic awareness.

SUBJECT #	TITLE	UNITS
Required Courses		**9.0**
MM/DI 001A	Introduction to Digital Illustration	2.0
MM/DI 001LA	Introduction to Digital Illustration Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 040A	Introduction to Digital Printing	2.0
MM/DI 040LA	Introduction to Digital Printing Lab	1.0
Select 9 units from the following list of elective courses:		**9.0**
MM/DI 020A	Introduction to Digital Photography	2.0
AND		
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
MM/DI 040B	Intermediate Digital Printing	2.0
AND		
MM/DI 040LB	Intermediate Digital Printing Lab	1.0

MM/DI 045A	Digital Printing Studio Practice I	2.0
AND		
MM/DI 045LA	Digital Printing Studio Practice I Lab	1.0
MM/DI 046A	Large Scale Print Studio Practice II	2.0
AND		
MM/DI 046LA	Large Scale Print Studio Practice II Lab	1.0
Elective from the list of courses		3.0
	Total Units	18

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
MM/DI 001A	Introduction to Digital Illustration	2.0
MM/DI 001LA	Introduction to Digital Illustration Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
Electives from the list of courses		3.0
2nd Semester		**Units: 9.0**
MM/DI 040A	Introduction to Digital Printing	2.0
MM/DI 040LA	Introduction to Digital Printing Lab	1.0
Electives from the list of courses		6.0

Digital Imaging: Illustration - Certificate of Achievement

Program Description

The Multimedia Certificate of Achievement in Digital Imaging: Illustration prepares students with skills in image creation and visual storytelling as necessary for employment and enrichment.

Career Opportunities

advertising, trade-show exhibitions, marketing image production & display houses.

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works in digital imaging
2. Use both traditional and digital art techniques to generate creative solutions to problems and expand and transform imagery and ideas into meaningful multimedia works.
3. Evaluate artwork with discernment, appropriate terminology, and aesthetic awareness.

SUBJECT #	TITLE	UNITS
Required Courses		**12.0**
MM/DI 001A	Introduction to Digital Illustration	2.0
MM/DI 001LA	Introduction to Digital Illustration Lab	1.0
MM/DI 002	Sketching Fundamentals for Design	3.0
MM/DI 003	Contemporary Color	2.0
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
Select 8-9 units from following list:		**8.0-9.0**
ART 030	Beginning Figure Drawing: Anatomy	2.0
ART 046	2-D Visual Design	3.0
MM/DI 001B	Intermediate Digital Illustration	3.0
MM/DI 001C	Advanced Digital Illustration	3.0
MM/DI 011	Publication and Page Design	3.0
MM/DI 020A	Introduction to Digital Photography	2.0
AND		
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
MM/DI 023	Digital Printing for Photographers	3.0
MM/DI 031	Graphic Design Studio	3.0
MM/DI 033	Typography Design	3.0
	Total Units	**20-21**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 11.0-12.0**
MM/DI 001A	Introduction to Digital Illustration	2.0
MM/DI 001LA	Introduction to Digital Illustration Lab	1.0
MM/DI 003	Contemporary Color	2.0
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
Elective from the list		2.0-3.0
2nd Semester		**Units: 8.0-9.0**
MM/DI 002	Sketching Fundamentals for Design	3.0
Electives from the list		5.0-6.0

ESOL Pathway to the Arts - Certificate of Achievement

Program Description

The ESOL Pathway to the Arts Certificate of Achievement verifies that a student has successfully completed 17-19 units of coursework demonstrating significant progress toward a degree and/or university transfer and including three elements: transfer-level English, transfer-level math, and introductory coursework applicable to majors in BCC's Art, Design, Media, and Entertainment Academic and Career Community.

Career Opportunities

This certificate prepares students for further coursework in Art, Design, Media, and Entertainment that will lead to career opportunities in these fields.

Learning Outcome(s)

1. Students will demonstrate preparation to pursue a degree in Art, Design, Media, Entertainment, or another field of study leading to a degree or transfer.

SUBJECT #	TITLE	UNITS
Required ESOL Course(s)		**6.0-7.0**
ESOL Reading and Writing Course		**6.0**
ESOL 052	Advanced Reading and Writing	6.0
OR		
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL Alternative Options		**7.0**
Students who start directly in ENGL C1000 (fromerly ENGL 001A) without taking an ESOL Reading and Writing course may substitute 7 or more units from the following courses.		
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 274A	Grammar 4	4.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
Required English and Math Courses		**8.0**
ENGL C1000	Academic Reading and Writing	4.0
AND		
STAT C1000	Introduction to Statistics	4.0
Select One Major Pathway Course		**3.0-4.0**
ART 020	Beginning Drawing & Composition	3.0
HUMAN 021	Film: Art and Communication	3.0
MMART 003	Introduction to Digital Art	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
	Total Units	**17-19**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0-11.0**
ESOL Reading and Writing Course		6.0
or		
ESOL Alternative Options		7.0
and		
STAT C1000	Introduction to Statistics	4.0
2nd Semester		**Units: 7.0-8.0**
ENGL C1000	Academic Reading and Writing	4.0
Major Pathway Course		3.0-4.0

Game Design Level I - Certificate of Achievement

Program Description

The Multimedia Arts Certificates of Achievement in Game Design are available at Level I and Level II. Students who have little background in game design are encouraged to complete Level I prior to Level II. The Game Design Level I Certificate of Achievement provides introductory technical training in game design and programming techniques, allowing students to prepare for positions in the industry such as pre-visualization and game testing.

Career Opportunities

pre-visualization, game testing, technical artist.

Learning Outcome(s)

1. Demonstrate entry level skills in level design through the completion of individual and team projects
2. Apply programming elements as they relate to computer graphics.
3. Create an interactive game in either a 2D or 3D environment.

SUBJECT #	TITLE	UNITS
Required Courses		**9.0**
MM/AN 021A	Introduction to 3D Modeling	3.0
MM/AN 040A	Introduction to Game Design	3.0
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
Select 11-13 units from the following list:		**11.0-13.0**
CIS 006	Introduction to Computer Programming	5.0
MM/AN 022A	3D Layout and Lighting	3.0
MM/AN 041A	Introduction to Game Scripting	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0
MM/AN 055B	Animation and Game Studio Practice	1.0
	Total Units	**20-22**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0-11.0**
MM/AN 021A	Introduction to 3D Modeling	3.0
MM/AN 040A	Introduction to Game Design	3.0
Elective courses from list		3.0-5.0
2nd Semester		**Units: 11.0**
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
Elective courses from list		8.0

Game Design Level II - Certificate of Achievement

Program Description

The Multimedia Arts Certificates of Achievement in Game Design are available at Level I and Level II. Students who have little background in game design are encouraged to complete Level I prior to Level II. The Game Design Level II Certificate of Achievement provides comprehensive technical training in game design, prototyping, and programming techniques, allowing students to prepare for entry level positions in various fields of game, medical visualization and simulation industries as level designers, technical artists, and production assistants.

Career Opportunities

Entry level positions in various fields of Game, Medical Visualization and Simulation industries as level designers, technical artists, and production assistants.

Learning Outcome(s)

1. Demonstrate entry level skills in game design through the completion of individual and team interactive game projects
2. Apply basic programming elements as they relate to computer graphics.
3. Synthesize information from traditional and electronic sources into agame document and business report.

SUBJECT #	TITLE	UNITS
Required Courses		**13.0**
CIS 023	C# Programming	4.0
MM/AN 040B	Game Level Design	3.0
MM/AN 041B	Video Game Development	3.0
MM/AN 044	Applications of Virtual and Augmented Reality	3.0
Select 6-8 units from the following list:		**6.0-8.0**
MM/AN 021B	Intermediate 3D Modeling	3.0
MM/AN 023	3D Rigging	3.0
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0
MM/AN 055B	Animation and Game Studio Practice	1.0
	Total Units	**19-21**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0**
CIS 023	C# Programming	4.0
MM/AN 040B	Game Level Design	3.0
Elective course from list		3.0
2nd Semester		**Units: 9.0**
MM/AN 041B	Video Game Development	3.0
MM/AN 044	Applications of Virtual and Augmented Reality	3.0
Elective course from list		3.0

Mobile And Web Design Level I - Certificate of Achievement

Program Description

The Multimedia Arts Certificates of Achievement in Mobile and Web are available at Level I and Level II. The Level I Certificate of Achievement in Mobile and Web provides foundational skills in mobile design, web design, UI/UX design, interactive design, aesthetic visualization, project collaboration, and server-side web management. It emphasizes team-building skills, integration with software platforms, interactive applications, modular design, mobile and web frameworks. 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 certificate regardless of the semester you begin classes.

Career Opportunities

Front end web design, UI/UX design, social media strategy, content strategist, digital designer, engagement coordinator, graphic designer, digital marketing, interactive design, and responsive designer.

Learning Outcome(s)

1. Assess current trends in mobile + web design, and formulate an online presence
2. Produce original graphic designs employing both traditional-manual skills and computer skills.
3. Express identity with project visualizations

SUBJECT #	TITLE	UNITS
Required courses		**19.0**
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MMART 166	User Experience and Interface Design	2.0
MMART 166L	User Experience and Interface Design Lab	1.0
MMART 167	Mobile and Cross-Platform Web Design	2.0
MMART 167L	Mobile and Cross-Platform Web Design Lab	1.0
MMART 168	Online Games & Interactivity	2.0
MMART 168L	Online Games & Interactivity Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
	Total Units	**19**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0**
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
2nd Semester		**Units: 9.0**
MMART 166	User Experience and Interface Design	2.0
MMART 166L	User Experience and Interface Design Lab	1.0
MMART 167	Mobile and Cross-Platform Web Design	2.0
MMART 167L	Mobile and Cross-Platform Web Design Lab	1.0
MMART 168	Online Games & Interactivity	2.0
MMART 168L	Online Games & Interactivity Lab	1.0

Mobile And Web Design Level II - Certificate of Achievement

Program Description

The Multimedia Arts Certificates of Achievement in Mobile and Web are available at Level I and Level II. The Level II Certificate of Achievement in Mobile and Web provide information and practice with advanced techniques in mobile, interactive, and web design. Advanced skills attributed to a front-end web and mobile developer, client-side management, and professional work environments. 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 certificate regardless of the semester you begin classes.

Career Opportunities

Career Opportunities: Mobile design, responsive web design, interactive design, front end web design, game design, digital marketing, software engineering, creative technology, virtual reality design, and social media strategy.

Learning Outcome(s)

1. Construct web design projects, demonstrating proof of concept.
2. Work alone or in a team to create, develop and present storyboards, written proposals and sophisticated websites for client/organization.

3. Analyze contemporary avenues for social media discourse and presentation.
4. Appraise peer work in relation to the project goals.

SUBJECT #	TITLE	UNITS
Required Courses		**15.0**
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
MMART 114	Data Design for Digital Media	2.0
MMART 114L	Data Design for Digital Media Lab	1.0
MMART 162	Contemporary Scripting for Games, Mobile and Web	2.0
MMART 162L	Contemporary Scripting for Games, Mobile and Web Lab	1.0
MMART 170	Virtual Reality and Digital Spaces	2.0
MMART 170L	Virtual Reality and Digital Spaces Lab	1.0
MMART 171	Web Commerce & Internet Start Up	2.0
MMART 171L	Web Commerce & Internet Start Up Lab	1.0
Select one course from the following list:		**3.0-5.0**
ART 046	2-D Visual Design	3.0
CIS 006	Introduction to Computer Programming	5.0
MM/AN 040A	Introduction to Game Design	3.0
	Total Units	**18-20**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0-11.0**
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
MMART 162	Contemporary Scripting for Games, Mobile and Web	2.0
MMART 162L	Contemporary Scripting for Games, Mobile and Web Lab	1.0
One elective course		3.0-5.0
2nd Semester		**Units: 9.0**
MMART 114	Data Design for Digital Media	2.0
MMART 114L	Data Design for Digital Media Lab	1.0
MMART 170	Virtual Reality and Digital Spaces	2.0
MMART 170L	Virtual Reality and Digital Spaces Lab	1.0
MMART 171	Web Commerce & Internet Start Up	2.0
MMART 171L	Web Commerce & Internet Start Up Lab	1.0

Motion Graphics - Certificate of Achievement

Program Description

The Certificate of Achievement will prepare students with key multimedia skills necessary for employment and enrichment. This certificate emphasizes motion graphics utilizing both 2D and 3D skills.

Career Opportunities

Motion graphic designer, motion graphic artist, motion graphics editor, motion designer, multimedia designer, graphic designer, presentation specialist, ui/ux artist or a production artist.

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works in basic motion graphics.
2. Demonstrate the use of digital art techniques to generate creative solutions to problems expand and transform imagery and ideas into meaningful multimedia works, as appropriate to the certificate.

SUBJECT #	TITLE	UNITS
Required Courses		**15.0**
MMART 001	Design Thinking	3.0
MMART 003	Introduction to Digital Art	3.0
MMART 005A	Introduction to Motion Graphics	3.0
MM/DI 015A	Introduction to 3D Motion Graphics	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
Select 6 units from the following list:		**6.0**
MMART 005B	Intermediate Motion Graphics	3.0
MM/AN 004	2D Digital Animation	3.0
MM/AN 050	Career Preparation for Animation and Game Industries	3.0
MM/AN 055A	Animation and Game Studio Practice	1.0

MM/AN 055B	Animation and Game Studio Practice	1.0
MM/DI 002	Sketching Fundamentals for Design	3.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 015B	Intermediate 3D Motion Graphics	3.0
MM/DI 020A	Introduction to Digital Photography	2.0
AND		
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
MM/DI 033	Typography Design	3.0
	Total Units	**21**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 12.0**
MMART 001	Design Thinking	3.0
MMART 003	Introduction to Digital Art	3.0
MMART 005A	Introduction to Motion Graphics	3.0
MM/DI 015A	Introduction to 3D Motion Graphics	3.0
2nd Semester		**Units: 9.0**
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
Electives from the list of courses		6.0

Multimedia Arts Core - Certificate of Achievement

Program Description

The Multimedia Arts Core Certificate of Achievement offers a foundation of multimedia techniques and theory and prepares students for further coursework and specialization in the strand of their choice.

Career Opportunities

Entry level positions in video production, web design, digital imaging, animation and game design, corporate and independent media organization.

Learning Outcome(s)

1. Demonstrate entry level skills in multimedia arts through the completion of individual and team projects
2. Collaborate within a diverse team environment.

SUBJECT #	TITLE	UNITS
Required courses:		**13.0**
MM/AN 040A	Introduction to Game Design	3.0
MM/MW 001A	Introduction to Web Design	2.0
AND		
MM/MW 001LA	Introduction to Web Design Lab	1.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MMART 003	Introduction to Digital Art	3.0
Select 6-7 units from the following list:		**6.0-7.0**
MM/DI 003	Contemporary Color	2.0
AND		
MM/DI 003L	Contemporary Color Lab	1.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/MW 002	Fundamentals of Graphic Visualization	2.0
AND		
MM/MW 002L	Fundamentals of Graphic Visualization Lab	1.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
MMART 001	Design Thinking	3.0
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 197	Multimedia Career Preparation	3.0
MMART 468	Work Experience in Multimedia Arts	1.0-4.0

	Total Units	**19-20**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0**
MMART 003	Introduction to Digital Art	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
Elective Course from list		3.0
2nd Semester		**Units: 9.0**
MM/AN 040A	Introduction to Game Design	3.0
MM/MW 001A	Introduction to Web Design	2.0
MM/MW 001LA	Introduction to Web Design Lab	1.0
Elective course from list		3.0

Social Media Storytelling - Certificate of Achievement

Program Description

Berkeley City College's Social Media Storytelling Certificate of Achievement prepares students for entry-level jobs with social media titles that require skills in video production, sound or video editing, and photography and copywriting, and also provides upgraded skills for those already employed in multimedia or film related jobs. The program focuses on developing artistic, critical thinking, basic marketing knowledge, equipment and computer skills.

Career Opportunities

Completion of this certificate will provide students with the coursework they need to work in entry level social media positions such as copywriters, content managers, content creators or producers, event or project coordinators, editors.

Learning Outcome(s)

1. Demonstrate an appropriate knowledge using digital multimedia equipment and software programs to create and edit multimedia works for social media applications.
2. Evaluate artwork with discernment, appropriate terminology, and aesthetic awareness for social media or marketing applications; create projects intended for a professional portfolio.
3. Work in environments modeled after a real-world workplaces by building teams and leading them and/or taking direction from a project leader.

SUBJECT #	TITLE	UNITS
Required Courses		**16.0**
BUS 070	Introduction to Marketing	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MM/VI 016	Social Media Storytelling	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
MM/VI 017	Social Media Production	3.0
OR		
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
Choose 3 units from the following courses:		**3.0**
MMART 005A	Introduction to Motion Graphics	3.0
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 468	Work Experience in Multimedia Arts	3.0
MM/DI 004	Introduction to Photoshop	2.0
AND		
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/VI 009B	Video Production II: Cinematography and Visual Storytelling	3.0
MM/VI 009C	Video Production III: Directing and Producing	3.0
MM/VI 015	Documentary Production and Editing	3.0
MM/VI 024A	Sound Design I	2.0
AND		
MM/VI 024LA	Sound Design I Lab	1.0
MM/VI 025	Sound Recording and Audio Production	1.5
MM/VI 041	Introduction to Cinematography	1.5
MM/VI 042	Introduction to Motion Picture Lighting	1.5

	Total Units	**19**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 13.0**
BUS 070	Introduction to Marketing	3.0

MM/VI 009A	Video Production I: Introduction to Video	4.0
MM/VI 016	Social Media Storytelling	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
2nd Semester		**Units: 6.0**
Choose one requirement from the following list:		**3.0**
MM/VI 017	Social Media Production	3.0
OR		
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
AND		
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
Select 3 units from list of electives		3.0

Video Arts Level I - Certificate of Achievement

Program Description

The Multimedia Arts Certificate of Achievement in Video Arts Level I provides technical training in professional video production and use of equipment, as well as post-production practices and software, with an emphasis on establishing effective communication skills in a highly collaborative industry.

Career Opportunities

Completion of this certificate will provide students with the coursework they need to work as assistant editors or editors, sound designers, screenwriters, storyboarders, film festival assistants, on-location sound recordists, and camera team positions such as 1st or 2nd assistant camera.

Learning Outcome(s)

1. Demonstrate technical knowledge by completing video and audio content assignments.
2. Analyze the various components of video and audio to better understand its psychological and emotional impact.
3. Display appropriate professional and collegiate behavior within a team.

SUBJECT #	TITLE	UNITS
Required Courses		**19.0**
MMART 110	Scriptwriting and Storyboarding	3.0
MMART 197	Multimedia Career Preparation	3.0
MM/VI 005	The Art of Producing	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
MM/VI 024A	Sound Design I	2.0
MM/VI 024LA	Sound Design I Lab	1.0
Select 3 units from the following courses:		**3.0**
MMART 122B	From Movies to Multimedia	3.0
MMART 468	Work Experience in Multimedia Arts	3.0
MM/VI 025	Sound Recording and Audio Production	1.5
MM/VI 041	Introduction to Cinematography	1.5
MM/VI 042	Introduction to Motion Picture Lighting	1.5
	Total Units	**19**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0**
MMART 110	Scriptwriting and Storyboarding	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
2nd Semester		**Units: 12.0**
MMART 197	Multimedia Career Preparation	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0
MM/VI 024A	Sound Design I	2.0
MM/VI 024LA	Sound Design I Lab	1.0
Elective Course(s)		3.0

Video Arts Level II: Directing And Producing - Certificate of Achievement

Program Description

The Multimedia Arts Certificate of Achievement in Video Arts Level II: Directing and Producing provides a foundation of analytical and professional techniques for fundraising and project proposals, communication with collaborators, as well as project coordinating, scheduling and budgeting towards assistant directing and producing duties.

Career Opportunities

Completion of this certificate will provide students with the coursework they need to work assistant directors, production coordinators, unit production managers, line producers, directors and video producers.

Learning Outcome(s)

1. Demonstrate entry level skills in directing and producing in motion picture and/or related media projects.
2. Apply collaborative communication skills in a professional manner, in a leadership or supportive role as applicable.

SUBJECT #	TITLE	UNITS
Required Courses		**9.0-10.0**
MMART 197	Multimedia Career Preparation	3.0
OR		
MMART 468	Work Experience in Multimedia Arts	3.0-4.0
MM/VI 005	The Art of Producing	3.0
MM/VI 009C	Video Production III: Directing and Producing	3.0
Select 3 courses from one of the emphases below:		**9.0**
Directing Emphasis		
MMART 122B	From Movies to Multimedia	3.0
MMART 123	The Art of Documentary Film	3.0
MM/VI 001A	Introduction to Narrative Scriptwriting	3.0
MM/VI 001B	Intermediate Narrative Scriptwriting	3.0
MM/VI 009B	Video Production II: Cinematography and Visual Storytelling	3.0
OR		
Producing Emphasis		
MM/VI 009B	Video Production II: Cinematography and Visual Storytelling	3.0
MM/VI 009D	Video Production IV: Advanced Team Projects	3.0
MM/VI 015	Documentary Production and Editing	3.0
MM/VI 017	Social Media Production	3.0
	Total Units	**18-19**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
MM/VI 005	The Art of Producing	3.0
MM/VI 009C	Video Production III: Directing and Producing	3.0
One course from selected emphasis area		3.0
2nd Semester		**Units: 9.0-10.0**
MMART 197	Multimedia Career Preparation	3.0
OR		
MMART 468	Work Experience in Multimedia Arts	3.0-4.0
Two courses from selected emphasis area		6.0

Video Arts Level II: Editing and Post-Production Certificate of Achievement

Program Description

The Video Arts Level II: Editing and Post Production Certificate of Achievement provides theory and practice of industry standards for film aesthetics and time-based media design; video and audio acquisition, effects, deliverables output, and project and media management.

Career Opportunities

Completion of this certificate will provide students with the coursework they need to work as sound designers and video editors, color graders, assistant editors, and motion graphic artists for a variety of client types.

Learning Outcome(s)

1. Demonstrate command of major video post production programs and related equipment at an intermediate to advanced skill level.
2. Create student projects and evaluate with discernment, appropriate terminology, and aesthetic awareness resulting in professional level projects.
3. Apply collaborative communication skills in a professional manner, under the lead of a director or producer if applicable.

SUBJECT #	TITLE	UNITS

Required Courses		**6.0-7.0**
MMART 197	Multimedia Career Preparation	3.0
OR		
MMART 468	Work Experience in Multimedia Arts	3.0-4.0
MM/VI 020B	Editing II: Technical Skills	2.0
AND		
MM/VI 020LB	Editing II: Technical Skills Lab	1.0
Select 12 units from the following list:		**12.0**
MMART 005A	Introduction to Motion Graphics	3.0
MMART 122B	From Movies to Multimedia	3.0
MM/DI 015A	Introduction to 3D Motion Graphics	3.0
MM/VI 015	Documentary Production and Editing	3.0
MM/VI 020C	Editing III: Crafting a Story	2.0
AND		
MM/VI 020LC	Editing III: Crafting a Story Lab	1.0
MM/VI 020D	Editing IV: Editing for Distribution	2.0
AND		
MM/VI 020LD	Editing IV: Editing for Distribution Lab	1.0
MM/VI 024B	Sound Design II	2.0
AND		
MM/VI 024LB	Sound Design II Lab	1.0
	Total Units	**18-19**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
MM/VI 020B	Editing II: Technical Skills	2.0
MM/VI 020LB	Editing II: Technical Skills Lab	1.0
Elective Courses		6.0
2nd Semester		**Units: 9.0-10.0**
Select one		**3.0-4.0**
MMART 197	Multimedia Career Preparation	3.0
OR		
MMART 468	Work Experience in Multimedia Arts	3.0-4.0
Elective Courses		6.0

Virtual Production Fundamentals - Certificate of Achievement

Program Description

The Virtual Production Fundamentals Certificate of Achievement, offered as a part of the Regional Virtual Production Academy (RPVA) collaborative, prepares students for entry-level careers in virtual production. Students will apply the skills from film production, computer graphics, digital imaging, visual effects and game engines to the virtual production process. Students may select courses from the participating colleges to complete the certificate.

Career Opportunities

Epic Games, the owner of Unreal Engine, the leading technology in Virtual Production, has gone as far as commissioning their own labor market reports by Burning Glass Technologies. Burning Glass, in partnership with Epic Games, published reports in both 2019 and 2021 validating the growing demand for 3D and real-time 3D skills. In 2019 their report on the US job market found that the use of real-time rendering 3D software has experienced tremendous growth with the demand for talent increasing 601% faster than the overall job market. Upon mining their database of nearly a billion historical and current job postings, Burning Glass found that the demand for Unreal Engine skills is growing faster than any other segment in real-time 3D, and those jobs are paying the highest salary premiums in all of 3D graphics. Demand for certain 3D graphics and real-time 3D skills is rising in career areas that had not previously registered demand for these skills.. These digital skills are driving growth in these sectors and creating new types of hybrid 3D modeling occupations—fashion designers, civil engineers, interior designers, and city planners are all using 3D graphics and real-time skills in new and exciting ways. The tools and skills related to real-time 3D are driving hybridization of some careers, when a skill previously found in one group of occupations spreads to a different set of occupations.

Learning Outcome(s)

1. Analyze, describe, and apply the fundamental technology requirements of the virtual production workflow
2. Demonstrate proficiency with game engines, 3D computer graphics, visual effects, and film production.
3. Demonstrate the ability to work on a production team and take responsibility for one's role
4. Create a project using the virtual production process

SUBJECT #	TITLE	UNITS
Required courses		**19.0**
MMART 003	Introduction to Digital Art	3.0
MM/AN 020A	Introduction to 3D Animation	3.0
MM/AN 022B	Special Effects for Animation	3.0
MM/AN 040A	Introduction to Game Design	3.0
MM/VI 009A	Video Production I: Introduction to Video	4.0
MEDIA 044A - Virtual Production		3.0
This course is available at Laney College or other partner colleges.		
Select 1-3 units from the following list of courses:		**1.0-3.0**
MMART 005A	Introduction to Motion Graphics	3.0
MMART 468	Work Experience in Multimedia Arts	1.0-3.0
MM/AN 001A	Drawing for Animation	3.0
MM/AN 021A	Introduction to 3D Modeling	3.0
The following two courses must be taken together:		**3.0**
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
AND		
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0

This certificate is part of the Regional Virtual Production Academy (RVPA). Please see rvpa.net for equivalency tables should you wish to take classes at other colleges in the collaborative program.

Total Units	**20-22**

Low Unit or Noncredit Certificates

Character Design and 3D Modeling - Certificate of Proficiency

Program Description

The Multimedia Certificate of Proficiency in Character Design and 3D Modeling establishes the backbone of a career in 3D modeling and asset creation for animation, game, and simulation.

Career Opportunities

Character development, character modeling, 3D modeler, character and prop design, asset creation for game and simulation.

Learning Outcome(s)

1. Critically evaluate advanced 3D modeling techniques and their effective use in 3D animation, game, and simulation presentations.
2. Design a character based on a written description.

SUBJECT #	TITLE	UNITS

Required courses		**12.0**
MM/AN 001B	Storytelling in Animation	3.0
MM/AN 019	Character Design and Model Construction	3.0
MM/AN 021A	Introduction to 3D Modeling	3.0
MM/AN 021B	Intermediate 3D Modeling	3.0

Total Units	**12**

Digital Imaging - Certificate of Completion

Program Description

The MM/DI Certificate of Completion in Digital Imaging will provide students with multimedia skills necessary for employment in digital imaging.

Career Opportunities

Photography, graphic design, advertising, trade-show exhibitions, marketing image production and display houses.

Learning Outcome(s)

1. Use digital multimedia equipment and/or software programs to create and edit multimedia works in digital imaging
2. Use both traditional and digital art techniques to generate creative solutions to problems and expand and transform imagery and ideas into meaningful multimedia works.
3. Evaluate artwork with discernment, appropriate terminology, and aesthetic awareness.

SUBJECT #	TITLE	UNITS
Required courses		**0.0**
MM/DI 510	Photoshop	0.0
MM/DI 511	Photography	0.0
MM/DI 512	Digital Printing	0.0
MM/DI 550	Design Studio Practice	0.0

Digital Imaging: Beginning Digital Photography - Certificate of Completion

Program Description

The Multimedia Arts Certificate of Completion will prepare students with key multimedia skills necessary for entry level employment within the field of digital photography.

Career Opportunities

Entry-level work with independent consultants and in large-scale digital photography companies. Photo Editor, Junior Digitech, retoucher, assistant retail photographer, assistant Photographer

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment, cameras and/or software programs for composing images, creating, and editing multimedia works in digital photography.
2. Use both camera and digital art techniques to generate creative solutions to problems and expand and transform imagery and ideas into meaningful multimedia works.

SUBJECT #	TITLE	UNITS
Required courses		**0.0**
MM/DI 510	Photoshop	0.0
MM/DI 520A	Introduction to Digital Photography	0.0
MM/DI 520B	Intermediate Digital Photography	0.0
MM/DI 550	Design Studio Practice	0.0

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 0.0**
MM/DI 510	Photoshop	0.0
MM/DI 520A	Introduction to Digital Photography	0.0
2nd Semester		**Units: 0.0**
MM/DI 520B	Intermediate Digital Photography	0.0
MM/DI 550	Design Studio Practice	0.0

Digital Imaging: Beginning Digital Photography - Certificate of Achievement

Program Description

The Multimedia Arts Certificate of Achievement will prepare students with key multimedia skills necessary for employment within the field of digital photography.

Career Opportunities

Entry-level work with independent consultants and in large-scale digital photography companies. Photo Editor, Junior Digitech, retoucher, assistant retail photographer, assistant Photographer

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment, cameras and/or software programs for composing images, creating, and editing multimedia works in digital photography.
2. Use both camera and digital art techniques to generate creative solutions to problems and expand and transform imagery and ideas into meaningful multimedia works.

Requirements

SUBJECT #	TITLE	UNITS
Required courses		**9.0**
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 020A	Introduction to Digital Photography	2.0
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
MM/DI 020B	Intermediate Digital Photography	3.0
	Total Units	**9**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 6.0**
MM/DI 004	Introduction to Photoshop	2.0
MM/DI 004L	Introduction to Photoshop Lab	1.0
MM/DI 020A	Introduction to Digital Photography	2.0
MM/DI 020LA	Introduction to Digital Photography Lab	1.0
2nd Semester		**Units: 3.0**
MM/DI 020B	Intermediate Digital Photography	3.0

Introduction to Animation and Game Design- Certificate of Completion

Program Description

The Certificate of Completion in Animation and Game Design prepares students with animation, modeling, and level design skills necessary for employment within the field of game design.

Career Opportunities

Animation production houses, game production houses, webisode production companies, commercial visualization companies (legal, medical, industry) and post-production companies. Jobs could include : Junior3D Modeler, Animator, Junior game Level designer.

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital tools for creating 3D models, animation, and level design.
2. Use animation and game level design techniques to generate creative solutions to problems and expand and transform imagery and ideas into working game levels.
3. Evaluate animation and game elements with discernment, appropriate terminology, and aesthetic awareness.

SUBJECT #	TITLE	UNITS
Required Courses		**0.0**
MM/AN 510	Introduction to 3D Modeling	0.0
MM/AN 511	3D Character Animation	0.0
MM/AN 512	Game Level Design	0.0
MM/AN 550	Animation and Game Studio Practice	0.0

Introduction to Motion Graphics - Certificate of Completion

Program Description

This certificate builds skills in motion graphics utilizing both 2D and 3D skills.

Career Opportunities

Production artist, motion graphic designer, graphic designer, presentation specialist

Learning Outcome(s)

1. Demonstrate knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works in basic motion graphics.
2. Demonstrate the use of digital art techniques to generate creative solutions to problems expand and transform imagery and ideas into meaningful multimedia works, as appropriate to the certificate.

SUBJECT #	TITLE	UNITS
Required courses		**0.0**
MM/DI 504A	Introduction to Digital Illustration	0.0
MMART 505A	Introduction to Motion Graphics	0.0
MM/DI 515A	Introduction to 3D Motion Graphics	0.0
MM/DI 550	Design Studio Practice	0.0

Introduction to Social Media - Certificate of Achievement

Program Description

Berkeley City College's Introduction to Social Media Certificate of Achievement prepares students for entry-level jobs with social media titles that require skills in copywriting, marketing, producing, and also provides upgraded skills for those already employed in multimedia or film-related jobs. The program focuses on developing artistic, critical thinking, basic marketing knowledge, equipment, and computer skills.

Career Opportunities

Completion of this certificate will provide students with the coursework they need to work in entry level social media positions such as social media project coordinators, online community manger, or social media assistant.

Learning Outcome(s)

1. Demonstrate an appropriate knowledge of digital multimedia equipment and software programs to create and edit multimedia works for social media applications.
2. Work in environments modeled after real-world workplaces by building teams and leading them and/or taking direction from a project leader.

SUBJECT #	TITLE	UNITS

Required courses		**12.0**
BUS 070	Introduction to Marketing	3.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
MM/VI 016	Social Media Storytelling	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0

Total Units	**12**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 6.0**
BUS 070	Introduction to Marketing	3.0
MM/MW 004A	Social Media Marketing and Data Analytics	2.0
MM/MW 004LA	Social Media Marketing and Data Analytics Lab	1.0
2nd Semester		**Units: 6.0**
MM/VI 016	Social Media Storytelling	3.0
MM/VI 020A	Editing I: Introduction to Video Editing	2.0
MM/VI 020LA	Editing I: Introduction to Video Editing Lab	1.0

Business and Entrepreneurship

You've got the entrepreneurial spark - the drive to own your own business, or make one better. It comes naturally: either leading, math, or technology - you know your skills have a place in the marketplace. All you need is a little more knowledge: of business and risk management, account and finances, or computer information systems.

Degrees

Accounting - A.A. Degree

Program Description

The Business Department offers transfer programs and non-transfer occupational programs leading to an Associate in Arts degree, Associate in Science Degree for Transfer, a Certificate of Achievement, and/or a Certificate of Proficiency 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 Skills 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 your skills in related business and office skills areas; and/or they will help you acquire entry-level job skills.

Career Opportunities

Entry-level accounting positions.

Learning Outcome(s)

1. Apply legal and ethical principles in business decision making.
2. Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a written or oral business report.
3. Use efficient and effective oral and written communication skills.
4. Analyze a business situation and recommend a solution or plan for improvement.
5. Analyze data and prepare common business and personal financial reports.
6. Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
7. Analyze current interpersonal skills and develop plans for improvement.

SUBJECT #	TITLE	UNITS
Required Courses:		**34.0**
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 019	Business Communications	3.0
BUS 024	Computerized Accounting Principles	3.0
BUS 056	Human Resources Management	3.0
CIS 001	Introduction to Computer Information Systems	4.0
CIS 042A	Spreadsheet Applications I	2.0
CIS 042B	Spreadsheet Applications II	2.0
	Major Requirements	**34**
	General Education and Electives	**26**
	Total Units	**60**

Applied Computer Information Systems - A.S. Degree

Program Description

The Applied Computer Information Systems program will improve students' computer and software knowledge and skills, understand how computers work, and be proficient users of computers. They will learn Microsoft Office applications and integrate the different types of software to create professional reports and presentations.

Career Opportunities

Entry-level office support and mid-level office management jobs that use computers in their daily work.

Learning Outcome(s)

1. Demonstrate knowledge of computer hardware and software and use computers effectively at work and home.
2. Demonstrate knowledge of computer terminology and trends in Computer Information Systems.
3. Demonstrate proficiency in using operating systems and office productivity applications for work in entry-level employment.

SUBJECT #	TITLE	UNITS
Required Courses:		**32.0**
BUS 010	Introduction to Business	3.0
BUS 019	Business Communications	3.0
CIS 001	Introduction to Computer Information Systems	4.0
CIS 005	Introduction to Computer Science	5.0
CIS 006	Introduction to Computer Programming	5.0
CIS 042A	Spreadsheet Applications I	2.0
CIS 042B	Spreadsheet Applications II	2.0
CIS 086	Windows Operating Systems	4.0
CIS 105	Basic Mechanics of Web Page Design	1.0
MMART 003	Introduction to Digital Art	3.0
	Major Requirements	**32**
	General Education and Elective Courses	**28**
	Total Units	**60**

Business Administration 2.0 - AS-T Degree

Program Description

The Associate in Science for Transfer degree in Business Administration 2.0 will help students develop communications, critical thinking, and problem solving skills. They will also learn how to convey ideas skillfully and effectively in writing and presentations.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Business Administration or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Prepares students for transfer and for further studies in Business Administration.

Learning Outcome(s)

1. Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
2. Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a business report.
3. Analyze data and prepare common business and personal financial reports.
4. Analyze impact of globalization on culture, politics, and economics

SUBJECT #	TITLE	UNITS
Required Courses		**28.0**
BUS 001A	Financial Accounting	4.0
BUS 001B	Managerial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
STAT C1000	Introduction to Statistics	4.0
MATH 016A	Calculus for Business and the Life and Social Sciences	4.0
	Major Requirements	**28**
	General Education (Cal-GETC) and Elective Courses	**32**

Total Units	**60**

General Business - A.A.

Program Description

Berkeley City College's General Business Associate in Arts Degree and Certificate of Achievement allows you to develop problem solving skills that help you compete for jobs in today's business world. The degree is applicable to work in small or large organizations, and in the public or private sectors.

Career Opportunities

This program offers a wide variety of occupational choices. Job opportunities include Customer Services Manager, Human Resources Assistant, Marketing Assistant, Office Manager, and Retail Supervisor. This program also provides a solid foundation for a small business proprietor or entrepreneur.

Learning Outcome(s)

1. Analyze a business situation, focusing on legal and ethical issues, and recommend a strategy to move forward.
2. Obtain business or financial information utilizing reliable sources, and synthesize the information in order to effectively communicate findings in a written or oral report.
3. Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**
BUS 001A	Financial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 019	Business Communications	3.0
BUS 070	Introduction to Marketing	3.0
General Business Elective		**3.0-4.0**
Select one course from the following list:		
BUS 008	Business Ethics and Leadership	3.0
CIS 001	Introduction to Computer Information Systems	4.0
Accounting Elective		**3.0-4.0**
Select one course from the following list:		
BUS 001B	Managerial Accounting	4.0
BUS 006	Principles of Finance and Investments	3.0
BUS 024	Computerized Accounting Principles	3.0
Business Law Elective		**3.0**
Select one course from the following list:		
BUS 007	Entrepreneurial Law	3.0
BUS 056	Human Resources Management	3.0
Management Electives		**6.0**
Select two courses from the following list:		
BUS 005	Human Relations in Business	3.0
BUS 009	Introduction to Management	3.0
BUS 054	Small Business Management	3.0
Economics Elective		**3.0**
Select one course from the following list:		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ECON 020	Economic History of the United States	3.0

Required Courses	**34-36**
General Education and Elective Courses	**24-26**
Total Units	**60**

High Unit Certificates

Applied Computer Information Systems - Certificate of Achievement

Program Description

The Applied Computer Information Systems program will improve students' computer and software knowledge and skills, understand how computers work, and be proficient users of computers. They will learn Microsoft Office applications and integrate the different types of software to create professional reports and presentations.

Career Opportunities

Entry-level employment in occupational settings that utilize computers and various software applications.

Learning Outcome(s)

1. Demonstrate knowledge of computer hardware and software and use computers effectively at work and home.
2. Demonstrate knowledge of computer terminology and trends in Computer Information Systems.
3. Demonstrate proficiency in using operating systems and office productivity applications for work in entry-level employment.

SUBJECT #	TITLE	UNITS
Required Courses:		**32.0**
CIS 001	Introduction to Computer Information Systems	4.0
CIS 005	Introduction to Computer Science	5.0
CIS 006	Introduction to Computer Programming	5.0
CIS 042A	Spreadsheet Applications I	2.0
CIS 042B	Spreadsheet Applications II	2.0
CIS 086	Windows Operating Systems	4.0
CIS 105	Basic Mechanics of Web Page Design	1.0
BUS 010	Introduction to Business	3.0
BUS 019	Business Communications	3.0
MMART 003	Introduction to Digital Art	3.0
	Total Units	**32**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 8.0**
CIS 001	Introduction to Computer Information Systems	4.0
BUS 010	Introduction to Business	3.0
CIS 105	Basic Mechanics of Web Page Design	1.0
2nd Semester		**Units: 9.0**
CIS 005	Introduction to Computer Science	5.0
CIS 042A	Spreadsheet Applications I	2.0
CIS 042B	Spreadsheet Applications II	2.0
3rd Semester		**Units: 15.0**
BUS 019	Business Communications	3.0
CIS 006	Introduction to Computer Programming	5.0
CIS 086	Windows Operating Systems	4.0
MMART 003	Introduction to Digital Art	3.0

ESOL Pathway to Business - Certificate of Achievement

Program Description

The ESOL Pathway to Business Certificate of Achievement verifies that a student has successfully completed 17-20 units of coursework demonstrating significant progress toward a degree and/or university transfer and including three elements: transfer-level English, transfer-level math, and introductory coursework applicable to majors in BCC's Business and Entrepreneurship Academic and Career Community.

Career Opportunities

This certificate prepares students for further coursework in Business, Accounting, and/or Applied Computer Information Systems that will lead to career opportunities in these fields.

Learning Outcome(s)

1. Students will demonstrate preparation to pursue a degree in business or another field of study leading to a degree or transfer.

SUBJECT #	TITLE	UNITS
Required ESOL Course(s)		**6.0-7.0**
ESOL Reading and Writing Course		**6.0**
ESOL 052	Advanced Reading and Writing	6.0
OR		
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL Alternative Options		**7.0**
Students who start directly in ENGL C1000 (formerly ENGL 001A) without taking an ESOL Reading and Writing course may substitute 7 or more units from the following courses.		

ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 274A	Grammar 4	4.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
Required English and Math Courses		**8.0**
ENGL C1000	Academic Reading and Writing	4.0
AND		
STAT C1000	Introduction to Statistics	4.0
Select One Major Pathway Course		**3.0-5.0**
BUS 001A	Financial Accounting	4.0
BUS 010	Introduction to Business	3.0
CIS 001	Introduction to Computer Information Systems	4.0
CIS 005	Introduction to Computer Science	5.0
	Total Units	**17-20**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0-11.0**
ESOL Reading and Writing Course		6.0
or		
ESOL Alternative Options		7.0
and		
STAT C1000	Introduction to Statistics	4.0
2nd Semester		**Units: 7.0-9.0**
ENGL C1000	Academic Reading and Writing	4.0
Major Pathway Course		3.0-5.0

General Business - Certificate of Achievement

Program Description

Berkeley City College's General Business Certificate of Achievement allows you to advance in your jobs or prepare for new career options. You will also develop problem-solving skills that help you compete for jobs in today's business world. The training you receive will prepare you for work in small or large organizations, and in the public or private sectors.

Career Opportunities

This program offers a wide variety of occupational choices. Job opportunities include Customer Services Manager, Human Resources Assistant, Marketing Assistant, Office Manager, and Retail Supervisor. This program also provides a solid foundation for a small business proprietor or entrepreneur.

Learning Outcome(s)

1. Analyze a business situation, focusing on legal and ethical issues, and recommend a strategy to move forward.
2. Obtain business or financial information utilizing reliable sources, and synthesize the information in order to effectively communicate findings in a written or oral report.
3. Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**
BUS 001A	Financial Accounting	4.0
BUS 002	Introduction to Business Law	3.0
BUS 010	Introduction to Business	3.0
BUS 019	Business Communications	3.0
BUS 070	Introduction to Marketing	3.0
Management Elective		**6.0**
Select two courses from the following list:		
BUS 005	Human Relations in Business	3.0
BUS 009	Introduction to Management	3.0
BUS 054	Small Business Management	3.0
Economics Elective		**3.0**
Select one course from the following list:		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ECON 020	Economic History of the United States	3.0

	Total Units	25

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 13.0**
BUS 010	Introduction to Business	3.0
BUS 001A	Financial Accounting	4.0
Economics elective course		3.0
Management elective course		3.0
2nd Semester		**Units: 12.0**
BUS 002	Introduction to Business Law	3.0
BUS 019	Business Communications	3.0
BUS 070	Introduction to Marketing	3.0
Management elective course		3.0

Management and Entrepreneurship - Certificate of Achievement

Program Description

This certificate will provide students with the research skills, critical thinking, and business tools necessary to plan a new business, make it operational, and manage it. The courses in this certificate will give students the skills to make appropriate business decisions and recognize when professional counsel (e.g., certified public accountants, lawyers, etc.) is needed to make those decisions. This certificate will also help students to effectively operate and manage the new business once it's operational.

Career Opportunities

Creating own business, Self-employment, Management

Learning Outcome(s)

1. Apply critical thinking and analytical skills to business decisions at various stages of a business's life.
2. Demonstrate ability to navigate relevant laws in business related to business formation, business operations, human resources, and other business decisions, including ethical implications.
3. Create effective oral and written business communications that focus on the needs of the business and the recipient's role in relation to the business.
4. Apply accounting principles to business decision making.

SUBJECT #	TITLE	UNITS
Required Courses:		**13.0**
BUS 001A	Financial Accounting	4.0
BUS 007	Entrepreneurial Law	3.0
BUS 008	Business Ethics and Leadership	3.0
BUS 009	Introduction to Management	3.0
Select one of the following courses:		**3.0**
BUS 019	Business Communications	3.0
BUS 054	Small Business Management	3.0
BUS 056	Human Resources Management	3.0
Select one of the following courses:		**3.0-4.0**
BUS 001B	Managerial Accounting	4.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0

	Total Units	**19-20**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 7.0**
BUS 001A	Financial Accounting	4.0
BUS 008	Business Ethics and Leadership	3.0
2nd Semester		**Units: 6.0-7.0**
BUS 007	Entrepreneurial Law	3.0
Program elective course		3.0-4.0
3rd Semester		**Units: 6.0-7.0**
BUS 009 (same as M/SVN 060)	Introduction to Management	3.0
Program elective course		3.0-4.0

Low Unit or Noncredit Certificates

Accounting - Certificate of Proficiency

Program Description

The Certificate of Proficiency in Accounting allows students to learn the basics of accounting which will qualify them to apply for entry level bookkeeping positions with potential for advancement as they gain work experience, while still pursuing higher education in the field.

Career Opportunities

Entry level bookkeeping positions.

Learning Outcome(s)

1. Analyze data in order to prepare common business and personal financial reports
2. Analyze a business situation and recommend a solution or plan for improvement.

SUBJECT #	TITLE	UNITS
Required Courses:		**15.0**
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
BUS 010	Introduction to Business	3.0
BUS 024	Computerized Accounting Principles	3.0
CIS 042A	Spreadsheet Applications I	2.0
	Total Units	**15**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 0.0**
BUS 001A	Financial Accounting	4.0
BUS 005	Human Relations in Business	3.0
CIS 042A	Spreadsheet Applications I	2.0
2nd Semester		**Units: 0.0**
BUS 010	Introduction to Business	3.0
BUS 024	Computerized Accounting Principles	3.0

Math, Science, and Technology

You're curious about how things work—from machines to plants, animals, and other living organisms. It might be science, mathematics, or computer programming that interest you – or a career in medicine, research, math, or environmental sciences. In this community you'll find others who love asking questions and figuring out clear answers, and who plan to use their thinking to improve the world.

Degrees

Advanced Computer Programming - A.S. Degree

Program Description

Be a competent programmer. Write efficient programs that use well defined programming techniques. This degree teaches you many useful algorithms and design patterns. Advance your career as a programmer by learning important concepts in software modeling and program design.

Career Opportunities

Computer Programmer, Software Developer, Web Programmer

Learning Outcome(s)

1. Solve problems using object-oriented decomposition and write programs using C++, Java, and C# programming languages.
2. Apply advanced programming concepts including threads, networking, databases, and graphical user interfaces.
3. Use advanced design patterns and algorithms in program design and analyze program complexity.
4. Communicate effectively in technical writing.

SUBJECT #	TITLE	UNITS
Required Courses:		**34.0**
BUS 019	Business Communications	3.0
CIS 006	Introduction to Computer Programming	5.0
CIS 023	C# Programming	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 081	Systems Analysis with UML	3.0
CIS 082	Design Patterns	4.0
CIS 083B	Computer Programming Capstone Project	3.0
	Major Requirements	**34**
	General Education and Elective Courses	**26**
	Total Units	**60**

Analytical Chemistry - A.S. Degree

Program Description

Chemistry technicians play very important roles in analytical laboratories in academic, research and industrial institutions. They perform chores such as assisting instructors prepare materials for laboratory classes, assisting researchers collect and analyze scientific data, or gathering data for product quality control in industries. At Berkeley City College we offer a two-year (four-semester) chemistry program designed to provide individuals with the analytical skills needed for entry-level employment as laboratory technicians in those institutions. At the same time, the Analytical Chemistry program at BCC also prepares students for transfer to four-year colleges or universities.

Career Opportunities

Entry level technician positions in state and federal laboratories, academic research laboratories, industrial, pharmaceutical and environmental health laboratories.

Learning Outcome(s)

1. Demonstrate an understanding of and ability to follow protocols and use of standard and analytical equipment, materials, and techniques employed in general, organic and analytical chemistry laboratory.
2. Demonstrate the ability to perform basic calculations related to preparation of solutions and quantitative and qualitative analyses commonly used in experiments in chemistry

3. Demonstrate the ability to work individually or with a team on any assignments.

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0**
CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0
CHEM 012A	Organic Chemistry	5.0
CHEM 012B	Organic Chemistry	5.0
CHEM 018	Analytical Instrumentation	3.0
CIS 001	Introduction to Computer Information Systems	4.0
Select two of the following courses:		**9.0-10.0**
BIOL 001A	General Biology	5.0
BIOL 001B	General Biology	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
STAT C1000	Introduction to Statistics	4.0
PHYS 003A	General Physics	5.0
PHYS 003B	General Physics	5.0
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
	Major Requirements	**36-37**
	General Education and Elective Courses	**23-24**
	Total Units	**60**

Biology - AS-T Degree

Program Description

In this program, you will gain exposure to the five main topics of biology (cell, molecular, organismal biology, evolution, and ecology).

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of biology or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses reqiured for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to four-year institutions with a Biology major or acquisition of Biology proficiency necessary for career fields that emphasize the value of familiarity with biology. This program prepares students for entry-level biological lab positions.

Learning Outcome(s)

1. Demonstrate skills in the scientific methods used in the biological sciences.
2. Explain core concepts of biology: chemical makeup of biomolecules and their importance in the structure and function of the cell; functions of organelles, cellular processing, including respiration, photosynthesis, mitosis, meiosis, transcription/translation, and fundamental biological concepts in classical and molecular genetics, and molecular biology; classification, life cycles, physiology, anatomy and development of animals, plants, fungi, protista and prokaryotes.
3. Explain the core concepts of evolution and ecology.

SUBJECT #	TITLE	UNITS
Required Courses:		**35.0**
BIOL 001A	General Biology	5.0
BIOL 001B	General Biology	5.0
CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0
MATH 003A	Calculus I	5.0
PHYS 003A	General Physics	5.0
PHYS 003B	General Physics	5.0
	Major Requirements	**35**
	CalGETC and Elective Courses	**25**
	Total Units	**60**

Biotechnology - A.S. Degree

Program Description

Biotechnology draws from many disciplines, including genetics, immunology, chemistry, physics, mathematics and computer science. Recent advances in biotechnology have resulted in major contributions to the fields of medicine, pharmacy, public health and agriculture. The Associate of Science degree in Biotechnology at Berkeley City College prepares students for employment as technicians and research associates in the pharmaceutical and biotechnology industries, state and federal laboratories, and a range of clinical and academic laboratories. The program also incorporates coursework for those students desiring to transfer to CSU/UC prior to entering the workforce.

Career Opportunities

Technician, research assistant and research associate positions in pharmaceutical and biotechnology industries, state and federal laboratories and academic and private research laboratories.

Learning Outcome(s)

1. Demonstrate knowledge and facility with standard laboratory methods and procedures, advanced techniques used in immunology and genetics laboratories, laboratory mathematics, tissue culture, proper handling and disposal of hazardous materials and good laboratory practices.
2. Demonstrate an ability to work independently and as a member of a team, to read and interpret laboratory protocols, to analyze and troubleshoot results, to utilize information provided in scientific papers when necessary, and to maintain a legible laboratory notebook with accurately recorded data.
3. Demonstrate an understanding of basic concepts in biology and chemistry, an ability to write a scientific paper and present data in an oral presentation and an ability to address ethical concerns associated with stem cells and recombinant DNA technologies.

SUBJECT #	TITLE	UNITS

Required Courses:		**18.0**
BIOL 032	Scientific Literature and Writing	3.0
BIOL 033	Immunology	4.0
BIOL 034	Genetics	3.0
BIOL 034L	Genetics Laboratory	2.0
BIOL 050A	Introductory Biotechnology with Laboratory	4.0
BIOL 050D	Cell and Tissue Culture	2.0
Select 3 courses from the following list:		**10.0-15.0**
BIOL 001A	General Biology	5.0
BIOL 050B	Protein Chemistry and Fermentation	3.0
BIOL 050C	Stem Cell Biology and Advanced Molecular Techniques	3.0
BIOL 051	Introduction to Bioinformatics	4.0
CHEM 001A	General Chemistry	5.0
PHYS 003A	General Physics	5.0
OR		
PHYS 004A	General Physics with Calculus	5.0
Select one course from the following list:		**4.0-5.0**
MATH 001	Pre-Calculus	4.0
MATH 003A	Calculus I	5.0
MATH 016A	Calculus for Business and the Life and Social Sciences	4.0
	Major Requirements	**32-38**
	General Education and Elective Courses	**22-28**
	Total Units	**60**

Mathematics - AS-T Degree

Program Description

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Mathematics or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university

Learning Outcome(s)

1. Apply mean value theorems
2. Solve linear systems, integration problems, and problems for multivariable functions
3. Graph and analyze basic functions
4. Calculate derivatives
5. Solve differential equations and analyze the solution sets

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
MATH 003E	Linear Algebra	3.0
Select one course from the following list:		**3.0-5.0**
MATH 003F	Differential Equations	3.0
MATH 011	Discrete Mathematics	4.0
STAT C1000	Introduction to Statistics	4.0
PHYS 004A	General Physics with Calculus	5.0
	Major Requirements	**21-23**

General Education (Cal-GETC) and Elective Courses	**37-39**
Total Units	**60**

Physics - AS-T Degree

Program Description

The Associate of Science Degree for Transfer (AS-T) in Physics is designed to prepare students for upper division study in Physics and related fields.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Physics or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

This program provides a sequential course of study that prepares students for transfer to four-year institutions with a Physics major or acquisition of Physics proficiency necessary for career fields that emphasize the value of familiarity with Physics. This program prepares students for entry level Physics lab positions. Physics graduates at the bachelor's level are qualified for employment by industry or government in a variety of technical positions. They also frequently enter graduate programs to pursue advanced degrees in Physics or Engineering.

Learning Outcome(s)

1. Apply appropriate physical principles and use appropriate mathematical techniques to analyze a given real world physical problem.
2. Use algebra, trigonometry, and calculus to set up mathematical descriptions of physical systems and to calculate measurable quantities that provide an understanding of the physical environment in terms of the concepts listed in the program content.
3. Demonstrate basic experimental knowledge including experimental design, data analysis including error analysis, and interpretation of laboratory results.

SUBJECT #	TITLE	UNITS
Required Courses		**30.0**
PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
PHYS 004C	General Physics with Calculus	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
MATH 003C	Calculus III	5.0
	Major Requirements	**30**
	General Education (CalGETC) and Electives	**30**
	Total Units	**60**

High Unit Certificates

Advanced Computer Programming - Certificate of Achievement

Program Description

Be a competent programmer. Write efficient programs that uses well defined programming techniques. This certificate teaches you many useful algorithms and design patterns. Advance your career as a programmer by learning importance concepts in software modeling and program design.

Career Opportunities

Computer Programmer, Software Developer, Web Programmer

Learning Outcome(s)

1. Solve problems using object-oriented decomposition and write programs using C++, Java, and C# programming languages.
2. Apply advanced programming concepts including threads, networking, databases, and graphical user interfaces.
3. Use advanced design patterns and algorithms in program design and analyze program complexity.
4. Communicate effectively in technical writing.

SUBJECT #	TITLE	UNITS
Required Courses:		**34.0**
BUS 019	Business Communications	3.0
CIS 006	Introduction to Computer Programming	5.0
CIS 023	C# Programming	4.0
CIS 027	Data Structures and Algorithms	4.0
CIS 036A	Java Programming Language I	4.0
CIS 036B	Java Programming Language II	4.0
CIS 081	Systems Analysis with UML	3.0
CIS 082	Design Patterns	4.0
CIS 083B	Computer Programming Capstone Project	3.0
	Total Units	**34**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 8.0**
BUS 019	Business Communications	3.0
CIS 006	Introduction to Computer Programming	5.0
2nd Semester		**Units: 8.0**
CIS 023	C# Programming	4.0
CIS 036A	Java Programming Language I	4.0
3rd Semester		**Units: 11.0**
CIS 027	Data Structures and Algorithms	4.0
CIS 081	Systems Analysis with UML	3.0
CIS 082	Design Patterns	4.0
4th Semester		**Units: 7.0**
CIS 036B	Java Programming Language II	4.0
CIS 083B	Computer Programming Capstone Project	3.0

Analytical Chemistry - Certificate of Achievement

Program Description

Chemistry technicians play very important roles in analytical laboratories in academic, research and industrial institutions. They perform chores such as assisting instructors prepare materials for laboratory classes, assisting researchers collect and analyze scientific data, or gathering data for product quality control in industries. At Berkeley City College we offer a two-year (four-semester) chemistry program designed to provide individuals with the analytical skills needed for entry-level employment as laboratory technicians in those institutions. At the same time, the Analytical Chemistry program at BCC also prepares students for transfer to four year colleges or universities.

Career Opportunities

Entry level technician positions in state and federal laboratories, academic research laboratories, industrial, pharmaceutical and environmental health laboratories.

Learning Outcome(s)

1. Demonstrate an understanding of and ability to follow protocols and use of standard and analytical equipment, materials, and techniques employed in general, organic and analytical chemistry laboratories.
2. Demonstrate the ability to perform basic calculations related to preparation of solutions and quantitative and qualitative analyses commonly used in experiments in chemistry, ability to collect and analyze experimental data accurately, ability to construct and interpret graphs, write reports and maintain detail and accurate laboratory manuals.
3. Demonstrate the ability to work individually or with a team on any assignments.

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0**
CHEM 001A	General Chemistry	5.0
CHEM 001B	General Chemistry	5.0
CHEM 012A	Organic Chemistry	5.0
CHEM 012B	Organic Chemistry	5.0
CHEM 018	Analytical Instrumentation	3.0
CIS 001	Introduction to Computer Information Systems	4.0
Select two of the following courses:		**9.0-10.0**
BIOL 001A	General Biology	5.0
BIOL 001B	General Biology	5.0
MATH 003A	Calculus I	5.0
MATH 003B	Calculus II	5.0
PHYS 003A	General Physics	5.0
PHYS 003B	General Physics	5.0

PHYS 004A	General Physics with Calculus	5.0
PHYS 004B	General Physics with Calculus	5.0
STAT C1000	Introduction to Statistics	4.0
	Total Units	**36-37**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0**
CHEM 001A	General Chemistry	5.0
CIS 001	Introduction to Computer Information Systems	4.0
2nd Semester		**Units: 9.0-10.0**
CHEM 001B	General Chemistry	5.0
Program elective course		4.0-5.0
3rd Semester		**Units: 9.0-10.0**
CHEM 012A	Organic Chemistry	5.0
Program elective course		4.0-5.0
4th Semester		**Units: 8.0**
CHEM 012B	Organic Chemistry	5.0
CHEM 018	Analytical Instrumentation	3.0

Biotechnology Research Laboratory Assistant - Certificate of Achievement

Program Description

The Advanced Certificate of Achievement in Biotechnology prepares students for biotechnology technician and research assistant positions in industry and academic research laboratories. The certificate is designed for students who have completed the Certificate of Achievement in Biotechnology and want to progress in their education and training so that they can either enter the workforce directly or transfer to a 4 year institution. The certificate also has been designed for students who have completed degrees in chemistry or biology, and for professionals in the industry and research laboratories, who desire more up to date laboratory training.

Career Opportunities

Technician and research assistant positions in pharmaceutical and biotechnology industries, state and federal laboratories and academic and private research laboratories.

Learning Outcome(s)

1. Demonstrate knowledge and facility with standard laboratory methods and procedures, advanced techniques common to immunology and/or genetics laboratories, laboratory mathematics, tissue culture, proper handling and disposal of hazardous materials and good laboratory practices.
2. Demonstrate an ability to maintain a neat and readable scientific notebook, record data accurately, create and label appropriately tables and graphs, interpret results and troubleshoot errors.
3. Demonstrate an ability to work independently and as a member of a team, to read and interpret protocols accurately, and to use information provided in scientific papers when necessary.
4. Demonstrate an ability to write a scientific paper and present data in an oral presentation.
5. Demonstrate knowledge and facility with concepts in chemistry and biology as they relate to biotechnology and the ethical concerns associated with stem cells and recombinant DNA technologies.

SUBJECT #	TITLE	UNITS
Required Courses:		**8.0**
BIOL 032	Scientific Literature and Writing	3.0
BIOL 050B	Protein Chemistry and Fermentation	3.0
BIOL 050D	Cell and Tissue Culture	2.0
Select 12-15 units from the following list:		**12.0-15.0**
BIOL 001A	General Biology	5.0
BIOL 003	Microbiology	5.0
BIOL 033	Immunology	4.0
BIOL 034	Genetics	3.0
BIOL 034L	Genetics Laboratory	2.0
BIOL 050C	Stem Cell Biology and Advanced Molecular Techniques	3.0
	Total Units	**20-23**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 5.0**
BIOL 003	Microbiology	5.0
2nd Semester		**Units: 10.0**

BIOL 032	Scientific Literature and Writing	3.0
This course requires the prior completion of ENGL 1A or 1AS.		
BIOL 050D	Cell and Tissue Culture	2.0
Suggested elective courses:		**5.0**
BIOL 034	Genetics	3.0
BIOL 034L	Genetics Laboratory	2.0
Those who want to take BIOL 1A should complete CHEM 1A during this semester.		

3rd Semester		**Units: 15.0**
BIOL 050B	Protein Chemistry and Fermentation	3.0
Recommended elective courses:		**12.0**
BIOL 001A	General Biology	5.0
BIOL 033	Immunology	4.0
BIOL 050C	Stem Cell Biology and Advanced Molecular Techniques	3.0

Biotechnology Laboratory Assistant - Certificate of Achievement

Program Description

The Certificate of Achievement prepares students for entry level laboratory assistant positions in biotechnology related industry and academic laboratories. It is designed for students who are starting out in STEM, including recent high school graduates, students who are re-tooling or changing majors, and students proceeding to 4 year institutions who may want to work in a laboratory as they complete their studies.

Career Opportunities

Entry level laboratory assistant positions in pharmaceutical and biotechnology industries and academic research laboratories.

Learning Outcome(s)

1. Demonstrate knowledge and facility with standard laboratory methods and procedures, laboratory mathematics, proper handling and disposal of hazardous materials and good laboratory practices.
2. Demonstrate an ability to maintain a neat and readable scientific notebook, record data accurately, create and label appropriately tables and graphs and interpret results correctly.
3. Demonstrate an ability to work independently and as a member of a team and to read and interpret protocols and standard operating procedures accurately.
4. Demonstrate knowledge of basic concepts in chemistry and biology as they relate to biotechnology and the ethical concerns associated with recombinant DNA technologies.

SUBJECT #	TITLE	UNITS
Required Courses:		**16.5**
BIOL 010	Introduction to Biology	4.0
BIOL 032	Scientific Literature and Writing	3.0
BIOL 050A	Introductory Biotechnology with Laboratory	4.0
CHEM 030A	Introductory General Chemistry	4.0
CIS 200	Computer Concepts and Applications	1.5
	Total Units	**16.5**

ESOL Pathway to STEM - Certificate of Achievement

Program Description

The ESOL Pathway to STEM Certificate of Achievement verifies that a student has successfully completed 18-21 units of coursework demonstrating significant progress toward a degree and/or university transfer and including three elements: transfer-level English, transfer-level math, and introductory coursework applicable to majors in BCC's Math, Science, and Technology Academic and Career Community.

Career Opportunities

This certificate prepares students for further coursework in Math, Science, and Technology that will lead to career opportunities in these fields.

Learning Outcome(s)

1. Students will demonstrate preparation to pursue a degree in STEM or another field of study leading to a degree or transfer.

SUBJECT #	TITLE	UNITS
Required ESOL Course(s)		**6.0-7.0**
ESOL Reading and Writing Course		**6.0**
ESOL 052	Advanced Reading and Writing	6.0

OR		
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL Alternative Options		**7.0**
Students who start directly in ENGL C1000 (formerly ENGL 001A) without taking an ESOL Reading and Writing course may substitute 7 or more units from the following courses.		
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 274A	Grammar 4	4.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
Required English Course		**4.0**
ENGL C1000	Academic Reading and Writing	4.0
Required Math Course		**4.0-5.0**
MATH 003A	Calculus I	5.0
OR		
STAT C1000	Introduction to Statistics	4.0
OR		
MATH 001	Pre-Calculus	4.0
Select One Major Pathway Course		**4.0-5.0**
CHEM 001A	General Chemistry	5.0
for students who have met the prerequisite for CHEM 001A by taking CHEM 030A, taking ALEKS (an online, self-paced prep course), or through prior coursework.		
CHEM 030A	Introductory General Chemistry	4.0
CIS 006	Introduction to Computer Programming	5.0
MATH 003A	Calculus I	5.0
(for students who took MATH 001 or STAT C1000 (formerly MATH 013) for the Required Math Course for this program) or any higher-level math course.		
PHYS 003A	General Physics	5.0
	Total Units	**18-21**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0-12.0**
ESOL Reading and Writing Course		6.0
or		
ESOL Alternative Options		7.0
and		
Select one Math Course		**4.0-5.0**
MATH 001	Pre-Calculus	4.0
OR		
MATH 003A	Calculus I	5.0
OR		
STAT C1000	Introduction to Statistics	4.0
2nd Semester		**Units: 8.0-9.0**
ENGL C1000	Academic Reading and Writing	4.0
Major Pathway Course		4.0-5.0

Language, Stories, and Ideas

You're a reader, writer, thinker, or communicator. You might become a teacher, author, translator, or lawyer, because you believe in the power of art, literature, history, and abstract thinking. You love sharing stories and ideas in discussion, creation, or debate, and you seek connection – to past events, or to future learning, unity, and possibilities.

Degrees

American Sign Language - A.A. Degree

Program Description

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 you 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.

Career Opportunities

-

Learning Outcome(s)

1. Demonstrate expressive competence in ASL
2. Demonstrate receptive competence in ASL.
3. Demonstrate awareness of and respect for the language, history and culture of Deaf people, including their values, beliefs, and customs.
4. Demonstrate appropriate cultural behavior at events where a majority of attendees are Deaf people and ASL native signers, e.g. school, club, organization, etc.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**30.0**
ASL 050	American Sign Language I	4.0
ASL 051	American Sign Language II	4.0
ASL 052	American Sign Language III	4.0
ASL 053	American Sign Language IV	4.0
ASL 055A	History and Culture of Deaf People in America I	3.0
ASL 055B	History and Culture of Deaf People in America II	3.0
ASL 057	Structure of American Sign Language	3.0
ASL 200B	Classifiers II	2.0
ASL 202B	Fingerspelling and Numbers II	1.0
ASL 464	Work Experience in American Sign Language	2.0
	Major Requirements	**30**
	General Education and Electives	**30**
	Total Units	**60**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 15.0**
ASL 050	American Sign Language I	4.0
ASL 055A	History and Culture of Deaf People in America I	3.0
General Education or Elective Courses		8.0
2nd Semester		**Units: 15.0**
ASL 051	American Sign Language II	4.0
General Education or Elective Courses		11.0
Summer Session—Optional		**Units: 3.0**

ASL 200A	Classifiers I	2.0
ASL 202A	Fingerspelling and Numbers I	1.0

ASL 200A and ASL 202A are optional courses.

3rd Semester		**Units: 15.0**
ASL 052	American Sign Language III	4.0
ASL 057	Structure of American Sign Language	3.0
ASL 202B	Fingerspelling and Numbers II	1.0
General Education or Elective Courses		7.0

4th Semester		**Units: 15.0**
ASL 053	American Sign Language IV	4.0
ASL 055B	History and Culture of Deaf People in America II	3.0
ASL 200B	Classifiers II	2.0
ASL 464	Work Experience in American Sign Language	2.0
General Education and Elective Courses		4.0

Art History - AA-T Degree

Program Description

Students who study art history will explore the relationship between art and architecture, artists and aesthetics, and the cultural and social context in which the art was made. The AA-T in Art History provides students with a strong foundation in the terminology and principles of the visual arts, a cross-cultural examination of historical and contemporary art, and an introduction to the techniques and media of drawing.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Art History or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university with an Art History major or a related discipline.

Learning Outcome(s)

1. Identify, examine, and assess representative works of art and architecture from prehistory through contemporary art employing appropriate art historical terminology.
2. Analyze, discuss, and differentiate works of art and architecture in terms of historical context and cultural values.
3. Analyze, discuss, and differentiate the roles of art, architecture, and the artist from prehistory through contemporary art.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
ART 003	History of Western Art from Renaissance to Contemporary Art	3.0
ART 020	Beginning Drawing & Composition	3.0
ART 016	Introduction to Islamic Art	3.0
ART 002	History of Western Art from Prehistory through the Middle Ages	3.0
Select one course from the following studio art electives:		**3.0**
ART 022	Intermediate Drawing & Composition	3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 050	Beginning Painting	3.0
MMART 003	Introduction to Digital Art	3.0
Select one course from the following art history electives:		**3.0**
ART 004	History of Modern Art (1800 to Present)	3.0
ART 013	History of Women in Art	3.0
ART 182	Introduction to Visual Culture	3.0
HUMAN 030B	Human Values/Aesthetics	3.0
	Major Requirements	**18**
	General Education (Cal-GETC) and Elective Courses	**42**

Total Units	**60**

Communication Studies 2.0 AA-T Degree

Program Description

Communication skills are essential to forming and maintaining personal relationships, acquiring and excelling in a job, and relating to the world around us. Through the study and practice of interpersonal, professional, and intercultural communication skills, students will learn how their perceptions and self-esteem affect their interactions with others. Beyond this, students will improve their abilities to speak, write, and present information effectively, whether in face-to-face interactions or in public or mass-media settings.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Communication Studies or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university with a major in Communication Studies or a related discipline.

Learning Outcome(s)

1. Use speaking and listening skills to resolve conflict and get their messages across as intended in interpersonal, small group, and organizational dynamics.
2. Deliver presentations that are clear in content, structure, and delivery.
3. Research and analyze the influence and impact of mass media and culture on society.

Requirements

SUBJECT #	TITLE	UNITS
Required courses:		**9.0**
COMM 005	Persuasion and Critical Thinking	3.0
COMM 020	Interpersonal Communication Skills	3.0
COMM C1000	Introduction to Public Speaking	3.0
List A: Select two courses from the following:		**6.0**
COMM 004	Small Group Communication	3.0
COMM 006	Intercultural Communication	3.0
COMM 019	Survey of Mass Media	3.0
List B: Select one course from the following:		**3.0-4.0**
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
COMM 003	Introduction to Human Communication	3.0
COMM 010	Gender and Communication	3.0
ENGL 001B	Composition and Reading	4.0
MM/VI 017	Social Media Production	3.0
PSYC C1000	Introduction to Psychology	3.0
SOC 001	Introduction to Sociology	3.0
	Major Requirements	**18-19**
	General Education (Cal-GETC)and Elective Units	**41-42**
	Total Units	**60**

English - AA-T Degree

Program Description

Berkeley City College's English AA-T serves students with a wide variety of goals, including transfer to U.C., C.S.U., or other four-year institutions. They will learn high-level skills in essay composition and literary analysis.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of English or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University

- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university with a major in English or a related discipline.

Learning Outcome(s)

1. Write well organized, well developed, effective, well edited, logically sound, and clear essays
2. Apply active reading strategies in order to critically analyze texts
3. Effectively analyze literature — fiction, poetry, drama, and creative non-fiction — in light of historical context, critical theories, and formal elements

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**19.0**
ENGL 001B	Composition and Reading	4.0
ENGL C1001	Critical Thinking and Writing	3.0
ENGL 085A	Literature in English Through Milton	4.0
ENGL 085B	Literature in English: Late 17th through Mid-19th Century	4.0
ENGL 085C	Literature in English: Mid-19th through the 20th Century	4.0
Choose one of the following courses:		**3.0**
ENGL 017A	Shakespeare	3.0
ENGL 017B	Shakespeare	3.0
ENGL 050	Multicultural American Literature	3.0
	Major Requirements	**22**
	General Education (Cal-GETC) and Elective Courses	**38**
	Total Units	**60**

English Literature/Writing - A.A. Degree

Program Description

The Berkeley City College A.A. in English Literature/Writing serves students with diverse goals, including development of strong skills in creative and/or expository writing. This degree prepares students for transfer, leading to careers in education, editing, advertising, business, and all fields in which strong writing and analytical skills are valued.

Career Opportunities

N/A

Learning Outcome(s)

1. write well organized, well developed, effective, well edited, logically sound, and clear essays
2. apply active reading strategies in order to identify main ideas and critically analyze and explain ideas in texts
3. apply writing strategies in a variety of genres, considering audience, context, purpose, and genre-specific conventions

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**7.0-8.0**
ENGL C1000	Academic Reading and Writing	4.0
Select one course for the following list:		**3.0-4.0**
ENGL 001B	Composition and Reading	4.0
ENGL 020	Introduction to Dramatic Literature	3.0
ENGL 023	Contemporary Queer Literature	3.0
ENGL 044B	Masterpieces of World Literature	3.0
ENGL 050	Multicultural American Literature	3.0
Select 2 Literature Electives from the following list:		**6.0-8.0**
ENGL 017A	Shakespeare	3.0
ENGL 017B	Shakespeare	3.0
ENGL 047	Children's Literature	3.0
ENGL 085A	Literature in English Through Milton	4.0
ENGL 085B	Literature in English: Late 17th through Mid-19th Century	4.0
ENGL 085C	Literature in English: Mid-19th through the 20th Century	4.0

or any of the following if not taken as a required course:		
ENGL 023	Contemporary Queer Literature	3.0
ENGL 044B	Masterpieces of World Literature	3.0
ENGL 050	Multicultural American Literature	3.0
Select 2 Writing Electives from the following list:		**6.0**
ENGL C1001	Critical Thinking and Writing	3.0
ENGL 010A	Creative Writing I	3.0
ENGL 070A	Transforming Autobiography into Creative Writing	3.0
ENGL 071A	Introduction to Fiction Writing	3.0
ENGL 086	Introduction to Playwriting and Screenwriting	3.0
ENGL 091A	Introduction to Poetry Writing	3.0
	Major Requirements	**19-22**
	General Education and Elective Course	**38-41**
	Total Units	**60**

Film Studies - AA Degree

Program Description

Film Studies at BCC offers an interdisciplinary and liberal arts approach to studying film history and film analysis. Students are introduced to the rich field of Film Studies. Depending on their interests, Film Studies students can explore film's historical development, film genres, films relationship to issues of diversity and identity, cinematic global contexts and traditions, and digital and multimedia developments in cinema. A Film Studies AA degree prepares students to transfer and provides students with the knowledge and skills necessary to succeed in various related majors at four-year institutions, such as Film, Cinema, or Media Studies.

Career Opportunities

Film Studies degree prepares students to transfer into a number of related majors at four-year institutions, such as Film, Cinema, or Media Studies, Theater and Performance Studies, Multimedia Studies, Liberal Arts, Interdisciplinary Studies, Cultural Studies, or Humanities.

Learning Outcome(s)

1. Demonstrate comprehensive knowledge of major historical developments, both artistic and technological, that have influenced cinema throughout the 20th and 21st centuries.
2. Demonstrate the ability to critically analyze, interpret and write about film using the specialized vocabulary of film studies as it has developed in the academic context and in the film industry.
3. Demonstrate critical understanding of film's role in developing, sustaining, and reflecting different personal, community, and nation-specific identities (around notions of race, ethnicity, class, gender, language, culture, etc).
4. Demonstrate an understanding of significant movements, genres, and styles within film history globally and transnationally, as well as the theoretical frameworks that have shaped, supported, or countered them.

SUBJECT #	TITLE	UNITS
Group 1: The Formal Elements		**3.0**
HUMAN 021	Film: Art and Communication	3.0
Group 2: Cinema and Identity		**6.0-8.0**
Choose two courses from the following list:		
HUMAN 055	The Representation of Immigration in Cinema and Television	4.0
Only one of the following courses may be taken:		
HUMAN 052	Women and Cinema	4.0
WS 052	Women and Cinema	4.0
Group 3: Genres, Movements, and Theories		**9.0-12.0**
Choose three courses from the following list:		
HUMAN 026	Global Cinema	4.0
HUMAN 057	Film Directors and Artists	4.0
HUMAN 053	Comparative Film Genres	4.0
MMART 123	The Art of Documentary Film	3.0
HUMAN 015	Popular Culture	3.0
Only one of the following courses may be taken:		
ART 182	Introduction to Visual Culture	3.0
HUMAN 182	Introduction to Visual Culture	3.0
	Major Requirements	**19-23**
	General Education and Elective Courses	**37-41**

Total Units	60

Liberal Arts: Arts and Humanities - A.A. Degree

Program Description

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 the 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 those who are considering transfer but have not decided on a major; those who are required to complete a degree for job promotion; or individuals who may wish to further their education and are considering a major that is interdisciplinary in focus. In all cases, students consult with a counselor to develop a program of study.

Career Opportunities

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 those who are considering transfer but have not decided on a major; those who are required to complete a degree for job promotion; or individuals who may wish to further their education and are considering a major that is interdisciplinary in focus.

Learning Outcome(s)

1. Evaluate major ideas and theories on human creativity, community making, and cultural development in an historically-grounded way, and discuss how these ideas/theories affect individual and social interactions and the politicization of communities.
2. Describe the connections between specific factors (i.e., politics, religion, science, etc.) of historical periods and the artistic styles and general cultural milieus that emerged from those historical periods.
3. Analyze critically artistic, philosophical and ideological styles, movements, and perspectives in well organized and effective essays.

Requirements

SUBJECT #	TITLE	UNITS
Complete 18 units from a minimum of two disciplines from the following list of courses:		**18.0**
AFRAM 001	Introduction to African American Studies	3.0
ANTHR 018	Introduction to Anthropological Linguistics	3.0
ART 001	Introduction to Art History	3.0
ART 002	History of Western Art: Prehistory through the Middle Ages	3.0
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ART 004	History of Modern Art (1800 to Present)	3.0
ART 013	History of Women in Art	3.0
ART 016	Introduction to Islamic Art	3.0
ART 020	Beginning Drawing & Composition	3.0
ART 022	Intermediate Drawing & Composition	3.0
ART 046	2-D Visual Design	3.0
ART 047	3-D Visual Design	3.0
ART 050	Beginning Painting	3.0
ART 182	Introduction to Visual Culture	3.0
COMM 010	Gender and Communication	3.0
COMM 019	Survey of Mass Media	3.0
ENGL 001B	Composition and Reading	4.0
ENGL 017A	Shakespeare	3.0
ENGL 017B	Shakespeare	3.0
ENGL 020	Introduction to Dramatic Literature	3.0
ENGL 023	Contemporary Queer Literature	3.0
ENGL 044B	Masterpieces of World Literature	3.0
ENGL 047	Children's Literature	3.0
ENGL 050	Multicultural American Literature	3.0
ENGL 085A	Literature in English Through Milton	4.0
ENGL 085B	Literature in English: Late 17th through Mid-19th Century	4.0
ENGL 085C	Literature in English: Mid-19th through the 20th Century	4.0
FREN 001A	Elementary French	5.0
FREN 001B	Elementary French	5.0
HIST 002A	History of Europe to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HUMAN 001	Introduction to Humanities	3.0
HUMAN 005	Storytelling in American Culture	3.0
HUMAN 015	Popular Culture	3.0
HUMAN 021	Film: Art and Communication	3.0
HUMAN 026	Global Cinema	4.0
HUMAN 030B	Human Values/Aesthetics	3.0
HUMAN 040	Religions of the World	3.0
HUMAN 052	Women and Cinema	4.0
HUMAN 053	Comparative Film Genres	4.0
HUMAN 055	The Representation of Immigration in Cinema and Television	4.0

HUMAN 057	Film Directors and Artists	4.0
HUMAN 182	Introduction to Visual Culture	3.0
HUMAN 226	Global Cinema (Screening)	1.0
MUSIC 010	Music Appreciation	3.0
MUSIC 015A	Jazz, Blues, and Popular Music in the American Culture	3.0
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3.0
MMART 123	The Art of Documentary Film	3.0
PHIL 001	Introduction to Philosophy	3.0
PHIL 002	Social and Political Philosophy	3.0
PHIL 011	Formal Logic	3.0
PHIL 016	Buddhist Philosophy	3.0
PHIL 020A	History of Ancient Greek Philosophy	3.0
PHIL 020B	History of Modern European Philosophy	3.0
PHIL 031A	Introduction to Ethics	3.0
PHIL 035	Feminist Philosophy	3.0
PHIL 037	Introduction to Asian Philosophy	3.0
SPAN 001A	Elementary Spanish	5.0
SPAN 001B	Elementary Spanish	5.0
SPAN 002A	Intermediate Spanish I	5.0
SPAN 002B	Intermediate Spanish II	5.0
SPAN 010A	Advanced Spanish Conversation	3.0
SPAN 010B	Advanced Spanish Conversation	3.0
SPAN 022A	Spanish for Bilingual Speakers I	5.0
SPAN 022B	Spanish for Bilingual Speakers II	5.0
SPAN 035A	Intermediate Conversational Spanish: Current Events	3.0
SPAN 035B	Intermediate Conversational Spanish: Film	3.0
SPAN 038	Latin American Literature	3.0
SPAN 039	Latin American Novel	3.0
SPAN 040	Hispanic Civilization and Culture	3.0
WS 035	Feminist Philosophy	3.0
WS 052	Women and Cinema	4.0

Major Requirements	**18**
General Education and Elective Courses	**42**
Total Units	**60**

Philosophy - AA-T Degree

Program Description

The AA-T in Philosophy introduces students to the main questions within the major branches of philosophy, including metaphysics, epistemology, political theory, aesthetics, ethics, and logic. It also develops the critical thinking skills necessary for tackling those philosophical questions.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Philosophy or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:
- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

This degree prepares students to transfer to a 4-year college or university with a Philosophy major.

Learning Outcome(s)

1. Reconstruct a philosophical argument from a passage of text and assess whether it is sound.
2. Use formal methods to evaluate the validity of bits of reasoning.
3. Demonstrate a basic understanding of key theories and arguments, both historical and contemporary, in various areas of philosophy.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**12.0**
PHIL 001	Introduction to Philosophy	3.0
PHIL 020A	History of Ancient Greek Philosophy	3.0
PHIL 020B	History of Modern European Philosophy	3.0

PHIL 031A	Introduction to Ethics	3.0
List A: Select one course from the following list:		**3.0**
Most transfer institutions will require Formal or Symbolic Logic for the major.		
PHIL 010	Logic	3.0
PHIL 011	Formal Logic	3.0
List B: Select one course from the following list:		**3.0**
HUMAN 030B	Human Values/Aesthetics	3.0
PHIL 002	Social and Political Philosophy	3.0
PHIL 016	Buddhist Philosophy	3.0
PHIL 035	Feminist Philosophy	3.0
WS 035	Feminist Philosophy	3.0
PHIL 037	Introduction to Asian Philosophy	3.0
	Major Requirements	**18**
	General Education (Cal-GETC) and Elective Courses	**42**
	Total Units	**60**

Spanish - AA-T Degree

Program Description

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.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Spanish or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university in Spanish or related discipline.

Learning Outcome(s)

1. Use grammar and vocabulary to demonstrate oral competence in the Spanish language.
2. Use grammar and vocabulary to demonstrate written competence in the Spanish language.
3. Describe the culture(s) of the Spanish-speaking world.
4. Interpret Spanish-language texts according to their cultural, literary and/or linguistic content.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**20.0**
SPAN 001A	Elementary Spanish	5.0
SPAN 001B	Elementary Spanish	5.0
Select one of the following:		**5.0**
SPAN 002A	Intermediate Spanish I	5.0
SPAN 022A	Spanish for Bilingual Speakers I	5.0
Select one of the following:		**5.0**
SPAN 002B	Intermediate Spanish II	5.0
SPAN 022B	Spanish for Bilingual Speakers II	5.0
List A—Select 1 course from the following list:		**3.0-9.0**
SPAN 038	Latin American Literature	3.0
SPAN 039	Latin American Novel	3.0
SPAN 040	Hispanic Civilization and Culture	3.0

Substitution Courses

If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units. Suggested substitutions include courses in List A. Course substitutions are made at the discretion of the Modern Languages Department.

Major Requirements	23
General Education (Cal-GETC) and Elective Courses	37
Total Units	60

High Unit Certificates

American Sign Language - Certificate of Achievement

Program Description

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. 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. 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.

Career Opportunities

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Learning Outcome(s)

1. Demonstrate expressive competence in ASL.
2. Demonstrate receptive competence in ASL.
3. Demonstrate appropriate cultural behavior at events where a majority of attendees are Deaf people and ASL native signers, e.g. school, club, organization, etc.

SUBJECT #	TITLE	UNITS
Required Courses		**30.0**
ASL 050	American Sign Language I	4.0
ASL 051	American Sign Language II	4.0
ASL 052	American Sign Language III	4.0
ASL 053	American Sign Language IV	4.0
ASL 055A	History and Culture of Deaf People in America I	3.0
ASL 055B	History and Culture of Deaf People in America II	3.0
ASL 057	Structure of American Sign Language	3.0
ASL 200B	Classifiers II	2.0
ASL 202B	Fingerspelling and Numbers II	1.0
ASL 464	Work Experience in American Sign Language	2.0
	Total Units	**30**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 7.0**
ASL 050	American Sign Language I	4.0
ASL 055A	History and Culture of Deaf People in America I	3.0
2nd Semester		**Units: 4.0**
ASL 051	American Sign Language II	4.0

Optional Summer Session: ASL 200A and/or ASL 202A

3rd Semester		**Units: 9.0**
ASL 052	American Sign Language III	4.0
ASL 057	Structure of American Sign Language	3.0
ASL 200B	Classifiers II	2.0
4th Semester		**Units: 11.0**
ASL 053	American Sign Language IV	4.0
ASL 055B	History and Culture of Deaf People in America II	3.0
ASL 200B	Classifiers II	2.0
ASL 464	Work Experience in American Sign Language	2.0

Creative Writing/Fiction - Certificate of Achievement

Program Description

Students who complete the the Certificate of Achievement in Creative Writing/Fiction learn expressive and linguistic skills that apply to writing of fiction as well as other types of writing, including fiction, non-fiction, and professional prose.

Learning Outcome(s)

1. Write a piece of fiction with strong character development, plot, conflict, and dialogue, using original language
2. Write a novella or short story collection with strong character development, plot, conflict, and dialogue, using original language
3. Research venues for publication or public presentation of work

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**15.0**
ENGL 010A	Creative Writing	3.0
OR		
ENGL 070A	Transforming Autobiography into Creative Writing	3.0
ENGL 071A	Introduction to Fiction Writing	3.0
ENGL 072A	Intermediate Fiction Writing	3.0
ENGL 073A	Intensive Fiction Writing	3.0
ENGL 074	Fiction: Special Projects	3.0
Select two courses from the following iiterature electives:		**6.0-8.0**
ENGL 017A	Shakespeare	3.0
OR		
ENGL 017B	Shakespeare	3.0
ENGL 047	Children's Literature	3.0
ENGL 085A	Literature in English Through Milton	4.0
ENGL 085B	Literature in English: Late 17th through Mid-19th Century	4.0
ENGL 085C	Literature in English: Mid-19th through the 20th Century	4.0
Select one course from the following writing electives:		**3.0**
ENGL 010B	Creative Writing	3.0
ENGL 014	Non-Fiction Writing	3.0
ENGL 015	Non-Fiction: Special Projects	3.0
ENGL 070B	Transforming Autobiography into Creative Writing	3.0
ENGL 086	Introduction to Playwriting and Screenwriting	3.0
ENGL 087	Intermediate Playwriting and Screenwriting	3.0
ENGL 091A	Introduction to Poetry Writing	3.0
ENGL 092A	Intermediate Poetry Writing	3.0
	Total Units	**24-26**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 6.0**
ENGL 010A	Creative Writing I	3.0
OR		
ENGL 070A	Transforming Autobiography into Creative Writing	3.0
ENGL 071A	Introduction to Fiction Writing	3.0
2nd Semester		**Units: 6.0-7.0**
ENGL 072A	Intermediate Fiction Writing	3.0
Literature Elective		3.0-4.0
3rd Semester		**Units: 6.0**
ENGL 073A	Intensive Fiction Writing	3.0
Writing Elective		3.0
4th Semester		**Units: 6.0-7.0**
ENGL 074	Fiction: Special Projects	3.0
Literature Elective		3.0-4.0

Creative Writing/Poetry - Certificate of Achievement

Program Description

Students who complete the the Certificate of Achievement in Creative Writing/Poetry learn expressive and linguistic skills that apply to writing of poetry as well as other types of writing, including fiction, non-fiction, and professional prose.

Learning Outcome(s)

1. Write a poem with strong use of voice, imagery, and poetic conventions of form and sound, using original language
2. 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
3. Research venues for publication or public presentation of work

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**15.0**
ENGL 010A	Creative Writing	3.0
OR		
ENGL 070A	Transforming Autobiography into Creative Writing	3.0
ENGL 091A	Introduction to Poetry Writing	3.0
ENGL 092A	Intermediate Poetry Writing	3.0
ENGL 093A	Intensive Poetry Writing	3.0
ENGL 094	Poetry: Special Projects	3.0
Select two courses from the following list of literature electives:		**6.0-8.0**
ENGL 017A	Shakespeare	3.0
OR		
ENGL 017B	Shakespeare	3.0
ENGL 047	Children's Literature	3.0
ENGL 085A	Literature in English Through Milton	4.0
ENGL 085B	Literature in English: Late 17th through Mid-19th Century	4.0
ENGL 085C	Literature in English: Mid-19th through the 20th Century	4.0
Select one course from the following writing electives:		**3.0**
ENGL 010B	Creative Writing	3.0
ENGL 070B	Transforming Autobiography into Creative Writing	3.0
ENGL 071A	Introduction to Fiction Writing	3.0
ENGL 072A	Intermediate Fiction Writing	3.0
ENGL 086	Introduction to Playwriting and Screenwriting	3.0
ENGL 087	Intermediate Playwriting and Screenwriting	3.0
	Total Units	**24-26**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 6.0**
ENGL 010A	Creative Writing I	3.0
OR		
ENGL 070A	Transforming Autobiography into Creative Writing	3.0
ENGL 091A	Introduction to Poetry Writing	3.0
2nd Semester		**Units: 6.0-7.0**
ENGL 092A	Intermediate Poetry Writing	3.0
Literature Elective		3.0-4.0
3rd Semester		**Units: 6.0**
ENGL 093A	Intensive Poetry Writing	3.0
Writing Elective		3.0
4th Semester		**Units: 6.0-7.0**
ENGL 094	Poetry: Special Projects	3.0
Literature Elective		3.0-4.0

ESOL Pathway to Humanities - Certificate of Acheivement

Program Description

The ESOL Pathway to Humanities Certificate of Achievement verifies that a student has successfully completed 17-20 units of coursework demonstrating significant progress toward a degree and/or university transfer and including three elements: transfer-level English, transfer-level math, and introductory coursework applicable to majors in BCC's Languages, Stories, and Ideas Academic and Career Community.

Career Opportunities

This certificate prepares students for further coursework in the humanities, languages, communication, and related majors that will lead to career opportunities in these fields.

Learning Outcome(s)

1. Students will demonstrate preparation to pursue a degree in the humanities or another field of study leading to a degree or transfer.

SUBJECT #	TITLE	UNITS
Required ESOL Course(s)		**6.0-7.0**
ESOL Reading and Writing Course		**6.0**
ESOL 052	Advanced Reading and Writing	6.0
OR		
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL Alternative Options		**7.0**
Students who start directly in ENGL C1000 (formerly ENGL 001A) without taking an ESOL Reading and Writing course may substitute 7 or more units from the following courses.		
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 274A	Grammar 4	4.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
Required English and Math Courses		**8.0**
ENGL C1000	Academic Reading and Writing	4.0
AND		
STAT C1000	Introduction to Statistics	4.0
Select One Major Pathway Course		**3.0-5.0**
ART 003	History of Western Art: Renaissance to Contemporary Art	3.0
ASL 050	American Sign Language I	4.0
COMM 020	Interpersonal Communication Skills	3.0
ENGL C1001	Critical Thinking and Writing	3.0
HUMAN 001	Introduction to Humanities	3.0
PHIL 001	Introduction to Philosophy	3.0
SPAN 001A	Elementary Spanish	5.0
SPAN 022A	Spanish for Bilingual Speakers I	5.0
	Total Units	**17-20**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 10.0-11.0**
ESOL Reading and Writing Course		6.0
or		
ESOL Alternative Options		7.0
STAT C1000	Introduction to Statistics	4.0
2nd Semester		**Units: 7.0-9.0**
ENGL C1000	Academic Reading and Writing	4.0
Major Pathway Course		3.0-5.0

Spanish Language For Heritage Speakers - Certificate of Achievement

Program Description

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.

Learning Outcome(s)

1. Demonstrate oral competence in the Spanish Language: use grammar and vocabulary to demonstrate oral competence in the Spanish language
2. Demonstrate written competence in the Spanish language: use grammar and vocabulary to demonstrate written competence in the Spanish language.
3. Describe the culture(s) of the Spanish-speaking world
4. Interpret Spanish-language texts according to their cultural, literary and/or linguistic content.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**10.0**
SPAN 022A	Spanish for Bilingual Speakers I	5.0
SPAN 022B	Spanish for Bilingual Speakers II	5.0
Select four courses from the following list as Spanish electives:		**12.0**
M/LAT 030A	Survey of Latin-American Films	3.0
M/LAT 030B	Survey of Latin-American Films	3.0
SPAN 015	Spanish Composition	3.0
SPAN 038	Latin American Literature	3.0

SPAN 039	Latin American Novel	3.0
SPAN 040	Hispanic Civilization and Culture	3.0
	Total Units	**22**

Sequence

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 8.0**
SPAN 022A	Spanish for Bilingual Speakers I	5.0
Spanish Elective		3.0
2nd Semester		**Units: 8.0**
SPAN 022B	Spanish for Bilingual Speakers II	5.0
Spanish Elective		3.0
3rd Semester		**Units: 3.0**
Spanish Elective		3.0
4th Semester		**Units: 3.0**
Spanish Elective		3.0

Low Unit or Noncredit Certificates

Academic Composition Skills - Certificate of Competency

Program Description

This certificate ensures necessary skills in fundamentals of English composition and research for students enrolled in composition courses. Students who complete this program will have skills which will help them succeed in future courses that require essay writing.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

Learning Outcome(s)

1. Write well organized, well developed, well edited, and clear essays

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**0.0**
Select one course:		**0.0**
ENGL 508A	Academic Composition Skills: Prewriting and Organization	0.0
OR		
ENGL 518A	Writing Workshop	0.0
Select one course:		**0.0**
ENGL 508B	Academic Composition Skills: Paragraph Development, Analysis, & Research	0.0
OR		
ENGL 518B	Writing Workshop	0.0
Select one course:		**0.0**
ENGL 508C	Academic Composition Skills: Sentence Structure and Proofreading	0.0
OR		
ENGL 518C	Writing Workshop	0.0
OR		
ENGL 518D	Writing Workshop	0.0

SUBJECT #	TITLE	UNITS
1st Semester		**Units:**
ENGL 508A	Academic Composition Skills: Prewriting and Organization	0.0
OR		
ENGL 518A	Writing Workshop	0.0
2nd Semester		**Units:**
ENGL 508B	Academic Composition Skills: Paragraph Development, Analysis, & Research	0.0

OR		
ENGL 518B	Writing Workshop	0.0

3rd Semester		Units:
ENGL 508C	Academic Composition Skills: Sentence Structure and Proofreading	0.0
OR		
ENGL 518C	Writing Workshop	0.0
OR		
ENGL 518D	Writing Workshop	0.0

Creative Writing/Playwriting and Screenwriting - Certificate of Proficiency

Program Description

Students who complete the Certificate of Proficiency in Creative Writing/Playwriting and Screenwriting learn skills in development of screenplays and plays, from development to performance.

Learning Outcome(s)

1. Write a play or screenplay with strong use of voice, characterization, dialogue, and plotting, using original and effective language
2. Research venues for publication or public presentation of work

SUBJECT #	TITLE	UNITS
Required Courses:		**15.0**
ENGL 010A	Creative Writing	3.0
OR		
ENGL 070A	Transforming Autobiography into Creative Writing	3.0
ENGL 086	Introduction to Playwriting and Screenwriting	3.0
ENGL 087	Intermediate Playwriting and Screenwriting	3.0
ENGL 088	Intensive Playwriting and Screenwriting	3.0
ENGL 089	Playwriting and Screenwriting: Special Projects	3.0
	Total Units	**15**

English for Speakers of Other Languages: Advanced - Certificate of Proficiency

Program Description

The Advanced Certificate of Proficiency in ESOL verifies that a student has successfully completed a minimum of 10 units and a maximum of 15 units in one of the following patterns: 1) three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level; 2) two ESOL core classes at the advanced level and any college-credit class taught in English from any other discipline. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Learning Outcome(s)

1. Write clear and effective, well organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, citing sources appropriately
2. Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in texts
3. Express ideas fluently, accurately, and appropriately in spoken American English; demonstrate comprehension of and respond appropriately to spoken American English; and demonstrate knowledge of and use of American cultural conventions in oral communications
4. Use grammatical structures to accurately and effectively express ideas in English

SUBJECT #	TITLE	UNITS
Choose two or three of the following core courses:		**8.0-14.0**
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 052	Advanced Reading and Writing	6.0
ESOL 274A	Grammar 4	4.0
If you have only taken two of the above courses, you can fulfill the requirement with any course numbered 1-249 taught in English		2.0-5.0
	Total Units	**10-15**

English for Speakers of Other Languages: High Intermediate - Certificate of Proficiency

Program Description

The High Intermediate Certificate of Proficiency in ESOL verifies that a student has successfully completed a minimum of 10 units and a maximum of 15 units in one of the following patterns: 1) three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the High Intermediate level; 2) two ESOL core classes at the High Intermediate level and any college-credit class taught in English from any other discipline. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Learning Outcome(s)

1. Write clear and effective, well organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, citing sources appropriately
2. Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in texts
3. Express ideas fluently, accurately, and appropriately in spoken American English; demonstrate comprehension of and respond appropriately to spoken American English; and demonstrate knowledge of and use of American cultural conventions in oral communications
4. Use grammatical structures to accurately and effectively express ideas in English

SUBJECT #	TITLE	UNITS
Choose two or three of the following core courses:		**8.0-14.0**
ESOL 253	Reading and Writing 3	6.0
ESOL 263A	Listening and Speaking 3	4.0
ESOL 273A	Grammar 3	4.0
If you have only taken two of the above courses, you can fulfill the requirement with any course numbered 1-249 taught in English		2.0-5.0
	Total Units	**10-15**

ESOL Advanced - Certificate of Competency

Program Description

The Advanced Certificate of Competency in ESOL verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Learning Outcome(s)

1. Demonstrate advanced skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Required Courses:		**0.0**
ESOL 552	Advanced Reading and Writing	0.0
ESOL 550	Advanced Listening and Speaking	0.0
ESOL 574	Grammar 4	0.0

ESOL Composition Skills - Certificate of Competency

Program Description

This certificate verifies that students have gained skills in structure, development, and editing of essays in English, to support their successful completion of English composition classes and other coursework and career goals requiring reading and writing.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

Learning Outcome(s)

1. Write well organized, well developed, well edited, well researched, and clear essays

SUBJECT #	TITLE	UNITS
Required Courses:		**0.0**
ESOL 555A	Composition Skills: Structure and Development	0.0
ESOL 555B	Composition Skills: Editing	0.0

ESOL High Intermediate - Certificate of Competency

Program Description

The High Intermediate Certificate of Competency in ESOL verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Learning Outcome(s)

1. Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Required Courses:		**0.0**
ESOL 513	Reading and Writing 3	0.0
ESOL 563	Listening and Speaking 3	0.0
ESOL 573	Grammar 3	0.0

ESOL Intermediate - Certificate of Competency

Program Description

The ESOL Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

Learning Outcome(s)

1. Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

SUBJECT #	TITLE	UNITS
Required Courses:		**0.0**
ESOL 512	Reading and Writing 2	0.0
ESOL 562	Listening and Speaking 2	0.0
ESOL 572	Grammar 2	0.0

People, Place, and Society

You're curious about the ways people think, how societies are organized, and the diversity of the human experience. Your passion for politics, culture, history, and social change is rooted in caring about individuals and communities. Learn a range of approaches to studying humans and the social world. Following your passion could make ayou a great diplomat, counselor, activist, historian, psychologist, sociologist, anthropologist, or economist.

Degrees

Anthropology - AA-T Degree

Program Description

The Associate in Arts in Anthropology for Transfer Degree is designed for students who plan to transfer to a four-year institution as anthropology majors. In this program, the students gain exposure to the four subfields of anthropology (biological, archaeological, cultural, and linguistic anthropology).

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Anthropology or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

The AA-T anthropology is designed for student planning to transfer to another institution of higher learning.

Learning Outcome(s)

1. Explain core concepts of anthropology including biological, archaeological, and social cultural subfields.
2. Demonstrate skills in the scientific methods used by contemporary anthropologists.
3. Describe an appreciation for the biological, historical, and cultural diversity of our world.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**9.0**
ANTHR 001	Introduction to Physical Anthropology	3.0
ANTHR 002	Introduction to Archaeology and Prehistory	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
List A: Select 3-4 units from the following:		**3.0-4.0**
ANTHR 001L	Physical Anthropology Laboratory	1.0
ANTHR 018	Introduction to Anthropological Linguistics	3.0
STAT C1000	Introduction to Statistics	4.0
List B: Select one course from the following or any 3-unit course not already used for list A.		**3.0**
GEOL 010	Introduction to Geology	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
SOC 120	Introduction to Research Methods	3.0
List C: Select one course from the following or any 3-unit course not already used for list A or B.		**3.0**
ANTHR 013	Urban Anthropology	3.0
ANTHR 055	Native American Cultures	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
HUMAN 040	Religions of the World	3.0
SOC 001	Introduction to Sociology	3.0
	Major Requirements	**18-19**
	General Education (CalGETC) and Electives	**41-42**

Total Units	**60**

Economics - AA-T Degree

Program Description

The Associate in Arts in Economics for Transfer Degree is designed to prepare students to transfer as Economics majors and continue their studies in economics. The courses in the Associate in Arts in Economics for Transfer Degree program are also articulated to allow students to transfer to local University of California campuses. The electives in the degree give students the opportunity to focus their studies in accounting, math, or general economics.

This Associate Degree for Transfer (ADT) is intended for students who plan to complete a bachelor's degree in the field of economics or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:
- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

The AA-T degree in economics provides a sequential course of study that prepares students for transfer to four-year institutions with an economics major or for entry into career fields that emphasize the value of familiarity with economics concepts. The AA-T degree allows students to emphasize their studies on economics principles and math or accounting.

Learning Outcome(s)

1. Examine real world choices presented to individuals, households, firms, and governments by applying, and explaining, economic terms, concepts, and models used in macroeconomics and microeconomics.
2. Evaluate economic models to explore the relationship of incentives, exogenous events, and policy proposals on decision-making by individuals, households, and businesses.
3. Evaluate economic models to explore the consequences of macroeconomic events and macroeconomic policy proposals on macroeconomic indicators.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**14.0-15.0**
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
STAT C1000	Introduction to Statistics	4.0
Select one course from the following list:		
MATH 003A	Calculus I	5.0
MATH 016A	Calculus for Business and the Life and Social Sciences	4.0
List A: Select one course from the following		**3.0-5.0**
BUS 001A	Financial Accounting	4.0
BUS 019	Business Communications	3.0
MATH 003B	Calculus II	5.0
List B: Select one course from the following		**3.0-5.0**
BUS 001B	Managerial Accounting	4.0
ECON 020	Economic History of the United States	3.0
MATH 003C	Calculus III	5.0
MATH 003E	Linear Algebra	3.0
	Major Requirements	**20-25**
	General Education (Cal-GETC) and Elective Courses	**35-40**
	Total Units	**60**

Global Studies - AA-T Degree

Program Description

The Associate in Arts in Global Studies for Transfer Degree is designed for students planning to transfer into several related majors such as Global Studies, Global Politics, International Relations, International Studies, and Comparative Government. Through interdisciplinary coursework, students will gain exposure to the global scope of contemporary and historical issues. Global Studies focuses on topics such as geographical and cultural diversity, economic interdependence and inequality, global political institutions, international environmental challenges, and global citizenship. Students pursuing the AA-T in Global Studies will study the development of global ideas, organizations, and actors; global interdependence at different points in human history; diverse practices in human civilization across time and space; and interdisciplinary research methods and modes of inquiry.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Global Studies or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

The AA-T in Global Studies is designed for students planning to transfer to another institution of higher learning with a major in Global Studies or a related discipline.

Learning Outcome(s)

1. Define concepts in global studies (e.g., globalization, interdependence, development, regional and cultural diversity, inequality, world problems, states and international organizations).
2. Identify, analyze, and discuss the global dimensions to various cultural, social, geographic, economic, and/or political issues, past and present.
3. Demonstrate skills in the methods and theories used to study global topics.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**6.0**
POSCI 019	Introduction to Global Studies	3.0
POSCI 020	Global Issues	3.0
Select 5 courses from a minimum of four of the five areas below:		**15.0-19.0**
Area 1: Culture and Society		
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
HIST 003B	World History Since 1500	3.0
Area 2: Geography		
GEOG 001	Physical Geography	3.0
GEOG 003	World Regional Geography	3.0
Area 3: Economics		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Area 4: Politics		
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
Area 5: Humanities		
SPAN 002A	Intermediate Spanish I	5.0
SPAN 002B	Intermediate Spanish II	5.0
	Major Requirements	**21-25**
	General Education (CalGETC) and Elective Courses	**35-39**
	Total Units	**60**

History - AA-T Degree

Program Description

The Associate in Arts for Transfer Degree (AA-T) in History is designed to provide students with an understanding of a diverse array of societies and how the historical process informed the content of world culture. Through the course work associated with the degree, students will address questions of identity, knowledge, consciousness, intelligibility, communication, and meaning as they compass the broad disciplinary terrain of history.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of History or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

This degree prepares students to transfer to a 4-year college or university with a History major.

Learning Outcome(s)

1. Demonstrate knowledge of the historical process within particular fields of history and effectively link historical cause and effect
2. Apply historical methodology and critical thinking in order to analyze primary and secondary sources and historical arguments
3. Interpret the diverse historical forces which have shaped the past and inform the content of the present

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**6.0**
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
List A—Select two courses from the following list:		**6.0**
HIST 002A	History of Europe to 1500	3.0
AND		
HIST 002B	History of Europe Since 1500	3.0
OR		
HIST 003A	World History to 1500	3.0
AND		
HIST 003B	World History Since 1500	3.0
List B—Select one course from the following list:		**3.0**
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 021	U.S. Women: A Social History	3.0
HIST 031	Contemporary Middle East: The Politics of Nationalism	3.0
List C—Select one course from the following list:		**3.0**
AFRAM 001	Introduction to African American Studies	3.0
ART 001	Introduction to Art History	3.0
ASAME 011	Introduction to Asian American and Pacific Islander Studies	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
HIST 019	History of California	3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
MUSIC 015A	Jazz, Blues, and Popular Music in the American Culture	3.0
WS 001	Introduction to Women's Studies	3.0
	Major Requirements	**18**
	General Education (CalGETC) and Elective Courses	**42**
	Total Units	**60**

Law, Public Policy, and Society - AA-T Degree

Program Description

The Associate in Arts in Law, Public Policy, and Society for Transfer Degree is designed for students who plan to transfer to a four-year institution into a variety of majors as preparation for further study in law or public policy upon completion of a bachelor's degree. This interdisciplinary course of study emphasizes the development of logical, analytical and communication skills and explores preparatory coursework in a variety of majors, such as Philosophy, Economics, Political Science, Communication Studies, History, and Social and Behavioral Sciences.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in a variety of fields such as Philosophy, Economics, Political Science, Communication Studies, History, and Social and Behavioral Sciences or similar majors at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university in a range of disciplines.

Learning Outcome(s)

1. Analyze social science concepts and theories
2. Recognize, evaluate, and respond to evidence-based arguments
3. Demonstrate how a range of human experiences influences decision-making and behavior.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**26.0**
BUS 002	Introduction to Business Law	3.0
COMM C1000	Introduction to Public Speaking	3.0
ENGL C1000	Academic Reading and Writing	4.0
STAT C1000	Introduction to Statistics	4.0
PHIL 031A	Introduction to Ethics	3.0
POLS C1000	American Government and Politics	3.0
Select one history course:		**3.0**
HIST 007A	History of the United States to 1877	3.0
OR		
HIST 007B	History of the United States Since 1865	3.0
Select one course from the following list:		**3.0**
COMM 005	Persuasion and Critical Thinking	3.0
OR		
ENGL C1001	Critical Thinking and Writing	3.0
OR		
PHIL 010	Logic	3.0
Select one course from two different topics below:		**6.0**
Topic 1: Criminology		
SOC 008	Crime and Deviance	3.0
Topic 2: Economics		
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Topic 3: Political Science		
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
POSCI 004	Political Theory	3.0
Topic 4: Public Policy		
POSCI 019	Introduction to Global Studies	3.0
POSCI 020	Global Issues	3.0
SOC 002	Social Problems	3.0
Topic 5: Diversity		
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
SOC 005	Minority Groups	3.0
SOC 007	Sociology of Gender	3.0

Major Requirements	**32**
General Education (Cal-GETC) and Elective Courses	**28**
Total Units	**60**

Liberal Arts: Social and Behavioral Sciences - A.A. Degree

Program Description

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 a program of study.

Career Opportunities

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 those who are considering transfer but have not decided on a major; those who are required to complete a degree for job promotion; or individuals who may wish to further their education and are considering a major that is interdisciplinary in focus.

Learning Outcome(s)

1. Use discipline-appropriate approaches to critically analyze social problems or processes.
2. Analyze the consequences of social actions or forces and their impact upon social structure or the individual.

3. Evaluate the foundations of diversity within the human experience.

Requirements

SUBJECT #	TITLE	UNITS
Complete 18 units from a minimum of two disciplines from the following list of courses:		**18.0**
AFRAM 001	Introduction to African American Studies	3.0
ANTHR 001	Introduction to Physical Anthropology	3.0
ANTHR 001L	Physical Anthropology Laboratory	1.0
ANTHR 002	Introduction to Archaeology and Prehistory	3.0
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
ANTHR 013	Urban Anthropology	3.0
ANTHR 018	Introduction to Anthropological Linguistics	3.0
ANTHR 055	Native American Cultures	3.0
ASAME 011	Introduction to Asian American and Pacific Islander Studies	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
HIST 002A	History of Europe to 1500	3.0
HIST 002B	History of Europe Since 1500	3.0
HIST 003A	World History to 1500	3.0
HIST 003B	World History Since 1500	3.0
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
HIST 019	History of California	3.0
HIST 021	U.S. Women: A Social History	3.0
HIST 031	Contemporary Middle East: The Politics of Nationalism	3.0
HUSV 121	Introduction to Social Work and Human Services	3.0
M/LAT 033	Introduction to Chicana/o and Latina/o Studies	3.0
POLS C1000	American Government and Politics	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
POSCI 004	Political Theory	3.0
POSCI 006	The U.S. Constitution and Criminal Due Process	3.0
POSCI 019	Introduction to Global Studies	3.0
POSCI 020	Global Issues	3.0
PSYC C1000	Introduction to Psychology	3.0
PSYCH 006	Social Psychology	3.0
PSYCH 021	Lifespan Human Development	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
PSYCH 061	Introduction to Biological Psychology	3.0
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
SOC 005	Minority Groups	3.0
SOC 007	Sociology of Gender	3.0
SOC 008	Crime and Deviance	3.0
SOC 013	Sociology of the Family	3.0
SOC 018	Sociology of Death and Dying	3.0
SOC 120	Introduction to Research Methods	3.0
WS 001	Introduction to Women's Studies	3.0

Major Requirements	**18**
General Education and Elective Courses	**42**
Total Units	**60**

Political Science - AA-T Degree

Program Description

The Associate in Arts in Political Science for Transfer degree includes core courses in the major sub-disciplines of political science and choice in elective coursework. Students pursuing the AA-T degree will gain an understanding of the theories, concepts, and practices underlying government and politics.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Political Science or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university in Political Science or a related discipline.

Learning Outcome(s)

1. Define core concepts in the study of political science (such as government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, justice, and globalization).
2. Discuss the institutional structures that produce and maintain political and social inequalities.
3. Identify, compare, and contrast major theoretical perspectives in the discipline.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**9.0**
Select 3 courses from the following list:		
POLS C1000	American Government and Politics	3.0
POSCI 002	Comparative Government	3.0
POSCI 003	International Relations	3.0
POSCI 004	Political Theory	3.0
Select 2 courses from the following or any course not selected from the list of required courses		**6.0-7.0**
STAT C1000	Introduction to Statistics	4.0
POSCI 019	Introduction to Global Studies	3.0
Select 1 course from the following:		**3.0**
POSCI 006	The U.S. Constitution and Criminal Due Process	3.0
POSCI 020	Global Issues	3.0
	Major Requirements	**18-19**
	General Education (Cal-GETC) and Elective Courses	**41-42**
	Total Units	**60**

Psychology - AA-T Degree

Program Description

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-T in Psychology 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.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Psychology or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to CSU.

Learning Outcome(s)

1. Analyze major psychological theories and concepts.
2. Read critically and write effective essays.
3. Analyze and utilize empirical findings.

Requirements

SUBJECT #	TITLE	UNITS
Required courses		**13.0**
PSYC C1000	Introduction to Psychology	3.0
PSYCH 021	Lifespan Human Development	3.0
PSYCH 028	Introduction to Research Methods in Psychology	3.0
STAT C1000	Introduction to Statistics	4.0
Select 1 course from the following list:		**3.0-4.0**
BIOL 010	Introduction to Biology	4.0
PSYCH 061	Introduction to Biological Psychology	3.0
Select 1 course from the following list:		**3.0**
PSYCH 006	Social Psychology	3.0
SOC 001	Introduction to Sociology	3.0
	Major Requirements	**19-20**
	General Education (Cal-GETC) and Elective Courses	**40-41**
	Total Units	**60**

Sociology - AA-T Degree

Program Description

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.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Sociology or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a 4-year university in Sociology or related discipline.

Learning Outcome(s)

1. Define the core concepts of sociology.
2. Describe the interpersonal, institutional, cultural and structural mechanisms that produce and maintain inequality.
3. Identify, compare, and contrast the major theoretical perspectives in the discipline.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**10.0**
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
STAT C1000	Introduction to Statistics	4.0
List A: Select any two courses from the following:		**6.0**
PSYCH 006	Social Psychology	3.0
SOC 005	Minority Groups	3.0
SOC 007	Sociology of Gender	3.0
SOC 008	Crime and Deviance	3.0
SOC 013	Sociology of the Family	3.0
SOC 120	Introduction to Research Methods	3.0
List B: Select one course from the following:		**3.0**
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
PSYC C1000	Introduction to Psychology	3.0
SOC 018	Sociology of Death and Dying	3.0
	Major Requirements	**19**
	General Education (Cal-GETC) and Elective Courses	**41**
	Total Units	**60**

High Unit Certificates

ESOL Pathway to Social Sciences - Certificate of Achievement

Program Description

The ESOL Pathway to Social Sciences Certificate of Achievement verifies that a student has successfully completed 17-18 units of coursework demonstrating significant progress toward a degree and/or university transfer and including three elements: transfer-level English, transfer-level math, and introductory coursework applicable to majors in BCC's People, Place, and Society Academic and Career Community.

Career Opportunities

This certificate prepares students for further coursework in the social sciences that will lead to career opportunities in these fields.

Learning Outcome(s)

1. Students will demonstrate preparation to pursue a degree in the social sciences or another field of study leading to a degree or transfer.

SUBJECT #	TITLE	UNITS
Required ESOL Course(s)		**6.0-7.0**
ESOL Reading and Writing Course		**6.0**
ESOL 052	Advanced Reading and Writing	6.0
OR		
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL Alternative Options		**7.0**
Students who start directly in ENGL C1000 (formerly ENGL 001A) without taking an ESOL Reading and Writing course may substitute 7 or more units from the following courses.		
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 274A	Grammar 4	4.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
Required English and Math Courses		**8.0**

ENGL C1000	Academic Reading and Writing	4.0
AND		
STAT C1000	Introduction to Statistics	4.0
Select One Major Pathway Course		**3.0**
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
ECON 001	Principles of Economics (Macro-Economics)	3.0
ETHST 001	Introduction to Ethnic Studies	3.0
HIST 007B	History of the United States Since 1865	3.0
POLS C1000	American Government and Politics	3.0
PSYC C1000	Introduction to Psychology	3.0
SOC 001	Introduction to Sociology	3.0
	Total Units	**17-18**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 4.0**
Required ESOL Course(s)		
or		
ESOL Alternative Options		
and		
STAT C1000	Introduction to Statistics	4.0
2nd Semester		**Units: 7.0**
ENGL C1000	Academic Reading and Writing	4.0
Major Pathway Course		3.0

Gender Studies - Certificate of Achievement

Program Description

This certificate of achievement involves an interdisciplinary approach to Gender Studies combining courses in the liberal arts and social sciences thus offering a grounded general education. The certificate provides a strong academic foundation in the field, whether students are interested in personal, political or professional reasons or intend to transfer to a four-year institution and major or minor in Gender Studies, Women's Studies or LGBTQ Studies as well as any discipline in the liberal arts or social sciences.

Career Opportunities

This certificate supports students looking to transfer to degree programs in Gender Studies, Women's Studies, LGBTQ Studies or in a related major within the Social Sciences or Liberal Arts. The study of gender also supports students planning for a wide range of careers including medicine, the creative arts, social work, education, counseling, law, psychology, academia, and business.

Learning Outcome(s)

1. Understand and examine critically the processes of gender socialization and historically differentiated experiences for genders across cultures and eras.
2. Critically analyze how identities based on gender, race/culture/ethnicity, sexuality, class, age, and ability intersect.
3. Recognize various women's political, historical, and artistic achievements over time.

Requirements

SUBJECT #	TITLE	UNITS
Select two courses from the following list:		**6.0-7.0**
HUMAN 052	Women and Cinema	4.0
OR		
WS 052	Women and Cinema	4.0
PHIL 035	Feminist Philosophy	3.0
OR		
WS 035	Feminist Philosophy	3.0
WS 001	Introduction to Women's Studies	3.0
Select four courses from the following list:		**12.0-13.0**
ART 013	History of Women in Art	3.0
COMM 010	Gender and Communication	3.0
HIST 021	U.S. Women: A Social History	3.0
HUMAN 052	Women and Cinema	4.0
OR		
WS 052	Women and Cinema	4.0
PHIL 035	Feminist Philosophy	3.0
OR		
WS 035	Feminist Philosophy	3.0

SOC 007	Sociology of Gender		3.0
SOC 013	Sociology of the Family	Total Units	3.0
WS 001	Introduction to Women's Studies		3.0

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 6.0**
WS 001	Introduction to Women's Studies	3.0
SOC 007	Sociology of Gender	3.0
2nd Semester		**Units: 6.0**
WS 035 (same as PHIL 035)	Feminist Philosophy	3.0
COMM 010	Gender and Communication	3.0
3rd Semester		**Units: 3.0-4.0**
WS 052 (same as HUMAN 052)	Women and Cinema	4.0
OR		
ART 013	History of Women in Art	3.0
OR		
HIST 021	U.S. Women: A Social History	3.0
4th Semester		
SOC 013	Sociology of the Family	3.0

Teacher Preparation, Social Work, and Helping Professions

Your desire to help others is a part of who you are. You genuinely care about people and want to create healthy, vibrant communities. Maybe you'll do that by becoming an educator, a school administrator, a social worker, or a community health worker. Whatever you choose, your future will involve improving the futures of others.

Degrees

Child and Adolescent Development - AA-T Degree

Program Description

This program of study is intended for students who aspire to careers in a variety of areas, including teachers of young children, teacher educators, home visitors, child and family advocates, parent-child educators, or program directors, among other options.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Child and Adolescent Development or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Preparation for transfer to a 4-year university with a major in Child and Adolescent Development or a related discipline or for further training in careers in a variety of areas, such as teachers of young children, teacher educators, home visitors, child and family advocates, parent-child educators, or program directors.

Learning Outcome(s)

1. Synthesize research-based theories, including principles and practices of child and adolescent development and learning.
2. Utilize critical thinking skills to analyze, evaluate, and make decisions concerning complex contemporary issues and the interactions among individuals and across societies.
3. Use scientific methodologies to analyze human development from infancy through adolescence.
4. Demonstrate knowledge of development in all learning domains from conception through adolescence, including knowledge about typical and atypical development.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**
CHDEV 051	Child Growth and Development	3.0
ENGL 047	Children's Literature	3.0
STAT C1000	Introduction to Statistics	4.0
PSYC C1000	Introduction to Psychology	3.0
SOC 013	Sociology of the Family	3.0
Select one course from the following list:		**3.0-4.0**
BIOL 010	Introduction to Biology	4.0
EDUC 018	Mathematical Concepts for Teachers	3.0
POLS C1000	American Government and Politics	3.0
PSYCH 021	Lifespan Human Development	3.0
	Major Requirements	**19-20**
	General Education (Cal-GETC) and Elective Courses	**40-41**
	Total Units	**60**

Elementary Teacher Education - AA-T Degree

Program Description

Berkeley City College's Elementary Teacher Education AA-T is an interdisciplinary program which meets state guidelines in order to prepare students to begin the path toward becoming elementary school teachers, an in-demand profession.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Elementary Education or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Transfer to a four-year university with a major in Elementary Teacher Education or a related discipline.

Learning Outcome(s)

1. analyze models and methods of effective teaching, especially in relation to the needs of a diverse student body
2. apply effective strategies for teaching
3. write strong essays
4. describe and teach basic concepts in number systems
5. describe basic concepts in the humanities, social sciences, and sciences and apply them to teaching at an elementary level

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**54.0**
ART 001	Introduction to Art History	3.0
BIOL 010	Introduction to Biology	4.0
CHEM 030A	Introductory General Chemistry	4.0
CHDEV 051	Child Growth and Development	3.0
COMM C1000	Introduction to Public Speaking	3.0
EDUC 001	Introduction to the Field of Education	3.0
ENGL C1000	Academic Reading and Writing	4.0
ENGL 001B	Composition and Reading	4.0
ENGL C1001	Critical Thinking and Writing	3.0
GEOG 003	World Regional Geography	3.0
GEOL 010	Introduction to Geology	3.0
GEOL 010L	Introduction to Geology Laboratory	1.0
HIST 003A	World History to 1500	3.0
HIST 007A	History of the United States to 1877	3.0
MATH 018	Mathematical Concepts for Teachers	3.0
PHYS 010	Introduction to Physics	4.0
POLS C1000	American Government and Politics	3.0
	Major Requirements	**54**
	General Education and Elective Courses	**6**
	Total Units	**60**

Liberal Studies—Teacher Preparation - A.A. Degree

Program Description

The A.A. in Liberal Studies - Teacher Preparation is designed to prepare students to transfer to education programs at four-year institutions. Additionally, this program prepares students to qualify for California's Associate Teacher permits.

Career Opportunities

Transfer to education programs at four-year institutions. Additionally, this program prepares students to qualify for California's Associate Teacher permits. This permit allows them to work in after-school programs and Head Start programs and to work as para-educators.

Learning Outcome(s)

1. analyze models and methods of effective teaching, especially in relation to the needs of a diverse student body
2. describe and apply effective strategies for teaching
3. write strong essays which demonstrate an understanding of children's literature
4. describe basic concepts in number systems

5. describe and demonstrate key concepts in biology
6. describe and demonstrate key concepts in history and sociology

SUBJECT #	TITLE	UNITS
Required Courses:		**32.0**
BIOL 010	Introduction to Biology	4.0
CHDEV 051	Child Growth and Development	3.0
EDUC 001	Introduction to the Field of Education	3.0
EDUC 097	Field Studies in Education	4.0
EDUC 098	Pedagogy of Reading	3.0
EDUC 099	Introduction to Special Needs Pedagogy	3.0
ENGL 047	Children's Literature	3.0
HIST 007B	History of the United States Since 1865	3.0
MATH 018	Mathematical Concepts for Teachers	3.0
SOC 013	Sociology of the Family	3.0
	Major Requirements	**32**
	General Education and Elective Courses	**28**
	Total Units	**60**

Social Work and Human Services - AA-T

Program Description

The Associate in Arts in Social Work and Human Services for Transfer Degree is designed for students who plan to transfer to a four-year institution as Social Work and Human Services majors. In this program, the students gain exposure to the field of social and human service work.

This Associate Degree for Transfer is intended for students who plan to complete a bachelor's degree in the field of Social Work and Human Services or a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus. Students should consult with a counselor for more information on specific university major admission and transfer requirements. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.

To obtain this Associate Degree for Transfer, students must complete:

- 60 units that are eligible for transfer to the California State University
- A minimum grade point average (GPA) of 2.0
- A grade of "C" or "P" or better in all courses required for the major
- A minimum of 18 semester units in the major
- The California General Education Transfer Curriculum (Cal-GETC)

Career Opportunities

Social Work Assistant, Case Manager Assistant, Mental Health Assistant, Community Outreach Worker, Health Aide, Behavior Technician, Addictions Counselor Assistant, Patient Advocate, Clinical Assistant, Residential Care Assistant, Social and Human Services Assistant, Case Management Aide, Family Service Assistant

Learning Outcome(s)

1. Describe the historical and contemporary contexts of social and human service work.
2. Evaluate client needs from a biopsychosocial perspective.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**22.0-23.0**
HUSV 120A	Social Work and Human Services Internship Seminar	1.0
HUSV 120B	Social Work and Human Services Internship Experience	2.0
HUSV 121	Introduction to Social Work and Human Services	3.0
STAT C1000	Introduction to Statistics	4.0
PSYC C1000	Introduction to Psychology	3.0
SOC 001	Introduction to Sociology	3.0
Select one Biological Sciences course:		**3.0-4.0**
BIOL 025	Human Biology	3.0
BIOL 010	Introduction to Biology	4.0
Select one Economics course:		**3.0**
ECON 001	Principles of Economics (Macro-Economics)	3.0
ECON 002	Principles of Economics (Micro-Economics)	3.0
Select two courses from the following list:		**6.0**
ANTHR 003	Introduction to Social and Cultural Anthropology	3.0
CHDEV 051	Child Growth and Development	3.0

COMM 006	Intercultural Communication	3.0
ENGL C1001	Critical Thinking and Writing	3.0
HIST 007A	History of the United States to 1877	3.0
HIST 007B	History of the United States Since 1865	3.0
PSYCH 021	Lifespan Human Development	3.0
SOC 002	Social Problems	3.0
SOC 005	Minority Groups	3.0

Major Requirements	**28-29**
General Education (Cal-GETC) and Elective Courses	**31-32**
Total Units	**60**

High Unit Certificates

ESOL Pathway to Teaching and Social Work - Certificate of Achievement

Program Description

The ESOL Pathway to Teaching and Social Work Certificate of Achievement verifies that a student has successfully completed 16-18 units of coursework demonstrating significant progress toward a degree and/or university transfer and including three elements: transfer-level English, transfer-level math, and introductory coursework applicable to majors in BCC's Teacher Preparation, Social Work, and Helping Professions Academic and Career Community.

Career Opportunities

This certificate prepares students for further coursework in Teacher Preparation, Social Work, and Helping Professions that will lead to career opportunities in these fields.

Learning Outcome(s)

1. Students will demonstrate preparation to pursue a degree in teaching, social work, or another field of study leading to a degree or transfer.

SUBJECT #	TITLE	UNITS
Required ESOL Course(s)		**6.0-7.0**
ESOL Reading and Writing Course		**6.0**
ESOL 052	Advanced Reading and Writing	6.0
OR		
ESOL 253	Reading and Writing 3	6.0
OR		
ESOL Alternative Options		**7.0**
Students who start directly in ENGL C1000 (formerly ENGL 001A) without taking an ESOL Reading and Writing course may substitute 7 or more units from the following courses.		
ESOL 050A	Advanced Listening and Speaking	4.0
ESOL 274A	Grammar 4	4.0
COUN 024	College Success	3.0
COUN 057	Career and Life Planning	3.0
Required Math Course		**3.0-4.0**
STAT C1000	Introduction to Statistics	4.0
OR		
MATH 018	Mathematical Concepts for Teachers	3.0
OR		
EDUC 018	Mathematical Concepts for Teachers	3.0
Required English Course		**4.0**
ENGL C1000	Academic Reading and Writing	4.0
Select One Major Pathway Course		**3.0**
CHDEV 051	Child Growth and Development	3.0
EDUC 001	Introduction to the Field of Education	3.0
HUSV 121	Introduction to Social Work and Human Services	3.0
Total Units		**16-18**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 9.0-11.0**
ESOL Reading and Writing Course		6.0
or		
ESOL Alternative Options		7.0

and

Math Course		3.0-4.0
2nd Semester		**Units: 7.0**
ENGL C1000	Academic Reading and Writing	4.0
Major Pathway Course		3.0

Social Work and Human Services - Certificate of Achievement

Program Description

The Social Work and Human Services Certificate of Achievement program provides a comprehensive foundation in cultural fluency, communication, and core competencies with relevant work experience in the social work and human services sectors.

This certificate is designed to help California meet the statewide challenges and the rapidly expanding need for social work, public health, and human services professionals by preparing graduates for an increasingly competitive job market.

This training will allow students to become well-rounded employees who are able to participate as team members in social work and human service agencies and settings. The program is aligned with the AA-T in Social Work and Human Services and all courses in this certificate stack towards this transfer degree.

Career Opportunities

Paraprofessional capacities in social work and human services allow students to pursue entry-level positions in community health organizations, non-profit social service agencies, or governmental social work departments. Family Advocate or Support Worker Community Health Advocate or Aide Peer Counselor or Educator Public Health Aide Social and Human Service Assistant Street Outreach Worker Wellness Ambassador Women's Health Advocate Youth Worker

Learning Outcome(s)

1. Demonstrate a fundamental knowledge of the role, scope, ethical, and legal issues of work for entry-level employment in social work and human services.
2. Apply culturally-appropriate communication skills for entry-level employment in social work and human services.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**18.0**
COMM 006	Intercultural Communication	3.0
HUSV 120A	Social Work and Human Services Internship Seminar	1.0
HUSV 120B	Social Work and Human Services Internship Experience	2.0
HUSV 121	Introduction to Social Work and Human Services	3.0
PSYC C1000	Introduction to Psychology	3.0
SOC 001	Introduction to Sociology	3.0
SOC 002	Social Problems	3.0
	Total Units	**18**

SUBJECT #	TITLE	UNITS
Required Courses		**Units: 18.0**
1st Semester		**12.0**
SOC 001	Introduction to Sociology	3.0
HUSV 121	Introduction to Social Work and Human Services	3.0
COMM 006	Intercultural Communication	3.0
PSYC C1000	Introduction to Psychology	3.0
2nd Semester		**6.0**
HUSV 120A	Social Work and Human Services Internship Seminar	1.0
HUSV 120B	Social Work and Human Services Internship Experience	2.0
SOC 002	Social Problems	3.0

Teacher's Aide - Certificate of Achievemenet

Program Description

This certificate combines some of the core courses in the Education AA-T with fieldwork in the schools, as well as additional courses in working with learning differences and in the teaching of reading. Students who complete this program will be well qualified to serve as teachers' aides in classrooms from kindergarten to high school and adult education.

Career Opportunities

Teacher's aides in K-12 and adult education programs.

Learning Outcome(s)

1. Analyze models and methods of effective teaching, especially in relation to the needs of a diverse student body
2. Apply effective strategies for teaching basic concepts in mathematics, reading, and writing
3. Apply knowledge of learning differences in working with students

Requirements

SUBJECT #	TITLE	UNITS
Required courses:		**21.0-23.0**
COMM C1000	Introduction to Public Speaking	3.0
EDUC 001	Introduction to the Field of Education	3.0
EDUC 097	Field Studies in Education	2.0-4.0
EDUC 098	Pedagogy of Reading	3.0
EDUC 099	Introduction to Special Needs Pedagogy	3.0
ENGL C1000	Academic Reading and Writing	4.0
MATH 018	Mathematical Concepts for Teachers	3.0
Choose one of the following courses:		**3.0**
CHDEV 051	Child Growth and Development	3.0
PSYCH 021	Lifespan Human Development	3.0
	Total Units	**24-26**

SUBJECT #	TITLE	UNITS
1st Semester		**Units: 13.0**
EDUC 001	Introduction to the Field of Education	3.0
EDUC 099	Introduction to Special Needs Pedagogy	3.0
ENGL C1000	Academic Reading and Writing	4.0
Select one of the following courses:		
CHDEV 051	Child Growth and Development	3.0
PSYCH 021	Lifespan Human Development	3.0
2nd Semester		**Units: 11.0-13.0**
COMM C1000	Introduction to Public Speaking	3.0
EDUC 097	Field Studies in Education	2.0-4.0
EDUC 098	Pedagogy of Reading	3.0
MATH 018	Mathematical Concepts for Teachers	3.0

Low Unit or Noncredit Certificates

Community Health Worker - Certificate of Completion

Program Description

The Community Health Worker certificate is a 138-hour non-credit certificate option designed for students who plan to pursue a career as a Community Health Worker (CHW). California has a labor shortage in Community Health, and recent changes to MediCal have made this a rapidly growing field in the Bay Area.

The certificate enables students to gain and develop skills necessary for entry-level employment in the field. Topics covered include: Communication, Interpersonal and Relationship-Building, Service Coordination and Navigation, Capacity Building, Advocacy, Education and Facilitation, Individual and Community Assessment, Outreach, Professional Conduct, Evaluation and Research, Knowledge Base, Digital Fluency needed in the helping professions.

Students may elect to continue their education through Berkeley City College's credit-bearing Social Work and Human Services Certificate, which leads to various Associated Degrees for Transfer including the AA-T in Social Work and Human Services.

Career Opportunities

Entry-level Community Health Worker positions such as: Peer Health Educator, Peer Health Promoter, Health Aide (or Community Health Aide), Public Health Aide, Family Support Worker, Community Health Outreach Worker, Community Health Program Coordinator, Community Health Program Representative, Community Health Promoter, Community Health Worker, Outreach Educator, Community Health Navigator, Community Outreach Advisor

Learning Outcome(s)

1. Demonstrate novice/entry-level understanding of Community Health Worker Core Consensus (3C) core competencies: Communication, Interpersonal and Relationship-Building, Service Coordination and Navigation, Capacity Building, Advocacy, Education and Facilitation, Individual and Community Assessment, Outreach, Professional Conduct, Evaluation and Research, Knowledge Base.
2. Demonstrate proficiency in essential computer and software skills appropriate for entry-level position in Social Work and Human Services.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		
HUSV 502A	Digital Fluency for the Helping Professions	0.0

HUSV 502B	Community Health Worker Core Skills	0.0

Education: School Readiness - Certificate of Proficiency

Program Description

Upon completion of this program, students will receive the California Commission on Teacher Credentialing Associate Teacher Permit, with a School-Age Emphasis. This certificate combines some of the core courses in the Education AA-T with fieldwork in the schools, as well as additional courses focusing on school readiness. Students who complete this program will qualify to serve as teachers' aides in classrooms from pre-kindergarten and transitional kindergarten through third grade, as well as after-school programs.

Career Opportunities

This program prepares students to qualify for California's Associate Teacher permits, with a school-age emphasis. The permit allows them to work in after-school programs and Head Start programs and to work as para-educators.

Learning Outcome(s)

1. Model the rudiments of curriculum and lesson planning and analyze models and methods of effective teaching, especially in relation to the needs of a diverse student body
2. Effectively analyze children's literature in light of critical theories and formal elements
3. Describe how the sociological perspective applies to families and family formation, including understanding the array of family structures in the United States, along with current social and economic trends impacting American families
4. Describe major developmental milestones for children from conception through adolescence in the areas of physical, psychosocial, cognitive, and language development, differentiating characteristics of typical and atypical development

SUBJECT #	TITLE	UNITS
Required Courses:		**9.0**
EDUC 001	Introduction to the Field of Education	3.0
ENGL 047	Children's Literature	3.0
SOC 013	Sociology of the Family	3.0
Select one of the following courses:		**3.0**
CHDEV 051	Child Growth and Development	3.0
PSYCH 021	Lifespan Human Development	3.0
	Total Units	**12**

Social and Human Service Work Readiness - Certificate of Completion

Program Description

Students who complete the Social and Human Service Work Readiness Certificate of Completion receive training on individual and group facilitation skills, fundamentals of the referral process, mental health crisis management, and wellness recovery action plans (WRAP) and qualify to receive the nationally recognized Mental Health First Aid (MHFA) certificate. A significant portion of the training covers trauma-informed self-care and successful personal/professional boundary setting. This program is required training for students in work-based learning opportunities as Mental Health Ambassadors at Berkeley City College.

The MHFA credential and specific skills-training provides students with the ability to empower fellow students with skills to successfully persist and complete their academic journey. Participants will learn to lead peer-to-peer support groups and provide 1:1 peer-support sessions. Students who complete this program will be able to demonstrate their training has met national standards for Mental Health First Aid, and many core competencies for Peer Support Specialists, which enhances their ability to find employment in a variety of social and human service settings.

Career Opportunities

Peer Support Specialist, Community Health Worker, Family Advocate or Support Worker, Community Health Advocate or Aide, Peer Counselor or Educator, Public Health Aide, Social Worker Assistant, Street Outreach Worker, Wellness Ambassador, Women's Health Advocate, Youth Worker

Learning Outcome(s)

1. Demonstrate fundamental understanding of mental health crisis management, including obtaining the Mental Health First Aid Certificate (MHFA) issues by the National Council on Mental Wellbeing
2. Demonstrate awareness of trauma-informed self-care
3. Demonstrate entry-level group and individual facilitation skills.

Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**0.0**
HUSV 510A	Mental Health Ambassador Training I	0.0
HUSV 510B	Mental Health Ambassador Training II	0.0

Sequence

SUBJECT #	TITLE	UNITS

Tutor Training - Certificate of Completion

Program Description

Students who receive the Tutor Training Certificate of Completion will have completed all coursework to qualify to receive International Tutor Training Program certificates, which show that they are able to tutor effectively in at least one specific discipline and to empower fellow students to be independent, resilient, and self-confident learners.

Because the College Reading and Learning Association (CRLA) has determined that Berkeley City College meets the guidelines to award International Tutor Training Program Certifications (ITTPC), certified tutors are able to demonstrate that their training has met international standards, which enhances their ability to find employment in high schools, community colleges, and adult schools, as well as in private tutoring.

Career Opportunities

Students who complete this program qualify for the College Reading and Learning Association guidelines for International Tutor Training Program Certifications (ITTPC), a nationally recognized program. Certified tutors are able to demonstrate that their training has met national standards, which enhances their ability to find employment in community colleges and adult schools, as well as in private tutoring.

Learning Outcome(s)

1. Demonstrate the ability to tutor effectively, fostering independent learning and resilience, teaching targeted skills and concepts, and addressing students' psychological barriers to learning
2. Demonstrate the ability to tutor effectively in subject-specific and/or skill-specific areas, teaching targeted skills and concepts, demonstrating cultural awareness and sensitivity to diversity, and addressing students' special needs

SUBJECT #	TITLE	UNITS
Required Courses:		**0.0**
EDUC 510A	Tutor Training I	0.0
EDUC 510B	Tutor Training II	0.0

Course Announcements & Descriptions

Course Announcements:

You may find information about BCC's course numbering system and California's Common Course Numbering System (CCN) mandated in initiative AB 1111 in the Course Announcements below:

This a glossary of terms and information about courses offered at Berkeley City College. Not all courses are offered every semester. Check the class schedule for the current semester's offering.

Unit credit: Semester credit for the course. One unit of credit is defined as one hour of lecture, which requires two hours of outside preparation for each hour of lecture or three hours of laboratory work each week.

Lecture/Lab Hours: Designates the number of contact hours of lecture or laboratory a course meets during a term.

Prerequisites: Designed to ensure your academic background is sufficient for success in the course.

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: Course numbers do not necessarily correspond to those found in fouryear colleges or universities.

All courses numbered 1–249 are acceptable for credit towards the Associate degree. Some four-year institutions will accept a maximum of 70 semester units in transferable courses. However, some colleges and universities will accept only courses that are equivalent to courses taught at those institutions. The student is strongly advised to consult a counselor for transfer requirements to a particular four-year institution.

Courses numbered 1–199 are designated as baccalaureate- level, degree-applicable courses for transfer to institutions within the California State University and the University of California Systems.

Courses numbered 200–249 are degree-applicable, but are not transferable to institutions within the California State University or the University of California Systems.

Courses numbered 250–299 are not degree-applicable, and are not transferable to institutions within the California State University or the University of California Systems.

Courses numbered 300–399 are not degree-applicable, and are not transferable to institutions within the California State University or the University of California Systems.

Apprenticeship and Cooperative Education courses are numbered 400–499. Apprenticeship courses are not degreeapplicable and are not transferable to institutions within the California State University or the

University of California Systems, while Cooperative Education courses are degreeapplicable and transferable to institutions within the California State University and the University of California Systems.

Noncredit (zero-unit) courses are numbered 500–699.

Courses numbered 700–799 are special notfor-credit (zero-unit) courses offered under contract education.

Courses numbered 800–899 are fee-based classes that are offered for no (zero) units and for which students pay fees to cover the cost of instruction. These classes are not listed in the Schedule of Classes. Contact individual departments for the latest offerings.

Courses numbered 900–949 are degreeapplicable, but are not transferable to institutions within the California State University or the University of California Systems.

Courses numbered 950–999 are not degree-applicable, and are not transferable to institutions within the California State University or the University of California Systems.

Courses selected for transfer follow guidelines of the California State University system and the University of California system. Independent colleges and universities may accept any course(s) they deem appropriate. Students should consult their counselor in planning their programs.

The following table indicates which courses in each number series are credit/noncredit, which are applicable for Associate degrees at Peralta colleges, and which are transferable to institutions within the California State University and the University of California Systems.

California General Education Transfer Curriculum (Cal-GETC): Identifies community college courses that can be used to fulfill general education requirements at any UC or CSU campus.

Area(s): Identifies the general education requirement area(s) that the course meets.

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 .

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. Noncredit courses also have an SP grade option.

Course Numbers	Credit	Degree-Applicable	Transferable
1–199	Yes	Yes	Yes
200–249	Yes	Yes	No
250–299	Yes	No	No
400–499 (Apprenticeship)	Yes	No	No
400–499 (Co-op Ed)	Yes	Yes	Yes
500–699	Non-Credit (Free)	No	No
700–799	Not for Credit (Fee-based)	No	No
800–899	Not for Credit (Fee-based)	No	No
900–949	Yes	Yes	No
950–999	Yes	No	No

Common Course Numbering System

The Common Course Numbering System (CCN) is a state-mandated initiative (AB 1111) that will create common course numbers for comparable courses across all community colleges in the state. Its aim is to facilitate smoother transfers to four-year institutions, and reduce unnecessary credit accumulation.

Peralta is in the process of transitioning courses to the common course numbering system. This new system will use the following structure:

- Subject Prefix: Four letter abbreviation (e.g., ENGL for English)
- Course Type Identifier: C = Common Course Number, local courses would not have a C
- Course Number: Standardized 4-digit course identification
- Course Specialty Identifier: Letter after 4-digit course identification used to indicate specific type of course

For example: ENGL C1000
ENGL C1000E

The chart below provides the list of courses that have already been transitioned to the common course numbering system.

Previous Subject Prefix & Number	Previous Title		New Subject Prefix & Number	New Title
COMM 45	Public Speaking		COMM C1000	Introduction to Public Speaking
ENGL 1A	Composition and Reading		ENGL C1000	Academic Reading and Writing
ENGL 1AS	Composition and Reading with Support		ENGL C1000E	Academic Reading and Writing
ENGL 5	Critical Thinking in Reading and Writing		ENGL C1001	Critical Thinking and Writing
MATH 13	Introduction to Statistics		STAT C1000	Introduction to Statistics
POSCI 1	Government and Politics in the United States		POLS C1000	American Government and Politics
PSYCH 1A	Introduction to General Psychology		PSYC C1000	Introduction to Psychology

For the latest information about Common Course Numbering, please visit the Common Course Numbering website.

Course Descriptions

AFRAM-African American Studies

AFRAM 1
Introduction to African American Studies
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Overview of the field of African American Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States. 2203.00
Peralta GE Areas 4, 6; Cal-GETC Area 4, 6;

ANTHR-Anthropology

ANTHR 1
Introduction to Physical Anthropology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution and processes responsible for evolution. 2202.00
Peralta GE Areas 5; Cal-GETC Area 5B;
(C-ID: ANTH 110)

ANTHR 1L
Physical Anthropology Laboratory
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: ANTHR 001 or
Prerequisite: ANTHR 001
Acceptable for Credit CSU, UC
Adjunct laboratory to ANTHR 1: Work with replicas of bones and visit museums and zoos to study primate behavior and hominid evolution 2202.00
Peralta GE Areas 5; Cal-GETC Area 5C;
(C-ID: ANTH 115 L)

ANTHR 2
Introduction to Archaeology and Prehistory
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
World prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archaelogical methods, techniques and problems. 2202.20
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: ANTH 150)

ANTHR 3
Introduction to Social and Cultural Anthropology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: ANTH 120)

ANTHR 13
Urban Anthropology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
A 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
Peralta GE Areas 4; Cal-GETC Area 4;

ANTHR 18
Introduction to Anthropological Linguistics
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: ANTH 130)

ANTHR 49
Independent Study in Anthropology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Anthropology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2202.00

ANTHR 55
Native American Cultures
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey the ways of life of Native American peoples and cultures within different geographical, political, and social contexts from prehistoric, historic and current time frames. 2202.00
Peralta GE Areas 4; Cal-GETC Area 4;

ART-Art

ART 1
Introduction to Art History
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth century art. 1001.00
Peralta GE Areas 3; Cal-GETC Area 3A;
(C-ID: ARTH 100)

ART 2
History of Western Art: Prehistory through the Middle Ages
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Major visual art forms of early civilizations: Painting, sculpture, and architecture from prehistory through the medieval period. 1001.00
Peralta GE Areas 3; Cal-GETC Area 3A;
(C-ID: ARTH 110)

ART 3
History of Western Art: Renaissance to Contemporary Art
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Major visual art forms of Western cultures from the Renaissance period to Contemporary period: Survey of the foremost artists and their works. 1001.00
Peralta GE Areas 3; Cal-GETC Area 3A;
(C-ID: ARTH 120)

ART 4
History of Modern Art (1800 to Present)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Major visual art forms and movements of the nineteenth and twentieth centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works. 1001.00
Peralta GE Areas 3; Cal-GETC Area 3A;
(C-ID: ARTH 150)

ART 13
History of Women in Art
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of the works of selected women painters and sculptors. 1002.00
Peralta GE Areas 3; Cal-GETC Area 3A;

ART 16
Introduction to Islamic Art
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3; Cal-GETC Area 3A;

ART 18
Critique and the Creative Process
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Recommended Preparation: ART 001 or ART 004 or ART 013 or ART 020 or ART 030 or ART 046 or ART 047 or ART 050 or ART 137
Acceptable for Credit CSU, UC
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. Students should have a working familiarity with their chosen medium as well as access to facilities to continue this work. 1001.00
Peralta GE Areas 3;

ART 20
Beginning Drawing & Composition
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10
(C-ID: ARTS 110)

ART 22
Intermediate Drawing & Composition
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10
(C-ID: ARTS 205)

ART 24
Special Projects: Drawing
2 Units, 1 hour lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Independent exploration and experimentation in special areas of drawing: Studio projects involving development of personal style in a specific technique. 1002.10

ART 27
Intermediate Figure Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Recommended Preparation: ART 137
Acceptable for Credit CSU, UC
Continued development of knowledge and skills introduced in Art 137: Emphasis on expressive content of the figure developed through manipulation of line, form, value, composition, facial expression, pose, and anatomical proportions. 1002.10

ART 29
Special Projects: Figure Drawing
2 Units, 1 hour lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Continued study and development of special projects in figure drawing from the live model. 1002.10

ART 30
Beginning Figure Drawing: Anatomy
2 Units, 1 hour lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Study and drawing of the human form using live models: Emphasis on basic problems of line, gesture, volume, and anatomy. 1002.10

ART 31
Continuing Figure Drawing: Anatomy
2 Units, 1 hour lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: ART 030
Acceptable for Credit CSU, UC
Continuation of Art 30 using live models: Emphasis on problems of proportion and perspective, stressing anatomy. 1002.10

ART 46
2-D Visual Design
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two dimensional design. 1002.10
(C-ID: ARTS 100)

ART 47
3-D Visual Design
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition: Elements and organizing principles of design as they apply to three-dimensional space and form. Development of visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. 1002.00
(C-ID: ARTS 101)

ART 49
Independent Study in Art
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Art. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1002.00

ART 50
Beginning Painting
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Recommended Preparation: ART 020
Acceptable for Credit CSU, UC
Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10
(C-ID: ARTS 210)

ART 52
Intermediate Painting
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Intermediate-level development of skills, composition and techniques, application of color theory, concepts, style, and creative expression in acrylic, oil, and mixed media; development of personal approach to content and materials in relation to historical and contemporary approaches to painting. 1002.10

ART 54
Special Projects: Painting
2 Units, 1 hour lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual projects. 1002.10

ART 119
Figure Painting in Context
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
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, watercolor. 1002.10

ART 133A
Mural Design and Creation I
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
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
Mural Design and Creation II
4 Units, 2 hours lecture, 6 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
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

ART 137
Beginning Figure Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Recommended Preparation: ART 020
Acceptable for Credit CSU, UC
Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques: Human anatomy, historical and contemporary roles of figure drawing in the visual arts with descriptive and interpretive approaches to drawing the figure. 1002.10

ART 181
Artist as Citizen: Community-Based Art Practices
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Contemporary art practices required for public art: Creative collaboration with other artists and local organizations; conceptual and technical approaches of a community-based art project. 1001.00
Peralta GE Areas 3;

ART 182
Introduction to Visual Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the function of visual languages from “high” art to TV, movies, and popular culture: Key concepts such as power, identity, ideology, gender, race, class, globalism, desire, consumerism and their impact on the production and understanding of the visual; role of the viewer in the ongoing and co-creative establishment of meaning. Not open for credit to students who have completed or are currently enrolled in HUMAN 182. 1001.00
Peralta GE Areas 3; Cal-GETC Area 3A, 3B;

ASAME-Asian & Asian American Studies

ASAME 11
Introduction to Asian American and Pacific Islander Studies
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Overview of the field of Asian American and Pacific Islander Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the multiple and diverse experiences of Asian American and Pacific Islanders. 2203.00
Peralta GE Areas 4, 6; Cal-GETC Area 4, 6;

ASL-American Sign Language

ASL 49
Independent Study in American Sign Language
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in American Sign Language. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0850.00

ASL 50
American Sign Language I
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to American Sign Language: Fundamentals of ASL conversation and story telling; basic information about the Deaf community and Deaf culture. 0850.00
Peralta GE Areas 3;

ASL 50A
American Sign Language I (Module A)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to American Sign Language: Fundamentals of ASL conversation and story telling; basic information about the Deaf community and Deaf culture. 0850.00
Peralta GE Areas 3;

ASL 50B
American Sign Language I (Module B)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 050A
Acceptable for Credit CSU, UC
Introduction to American Sign Language: Fundamentals of ASL conversation and story telling; basic information about the Deaf community and Deaf culture. 0850.00
Peralta GE Areas 3;

ASL 51
American Sign Language II
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: ASL 050 or ASL 050B
Acceptable for Credit CSU, UC
Continuation of American Sign Language: Fundamentals of ASL conversation and story telling; basic information about the Deaf community and Deaf Culture. 0850.00
Peralta GE Areas 3;

ASL 51A
American Sign Language II (Module A)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 050 or ASL 050B
Acceptable for Credit CSU, UC
Continuation of American Sign Language: Fundamentals of ASL conversation and story telling; basic information about the Deaf community and Deaf Culture. 0850.00
Peralta GE Areas 3;

ASL 51B
American Sign Language II (Module B)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 051A
Acceptable for Credit CSU, UC
Continuation of American Sign Language: Fundamentals of ASL conversation and story telling; basic information about the Deaf community and Deaf Culture. 0850.00
Peralta GE Areas 3;

ASL 52
American Sign Language III
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: ASL 051 or ASL 051B
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3;

ASL 52A
American Sign Language III (Module A)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 051 or ASL 051B
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3;

ASL 52B
American Sign Language III (Module B)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 052A
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3;

ASL 53
American Sign Language IV
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: ASL 052 or ASL 052B
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3;

ASL 53A
American Sign Language IV (Module A)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 052 or ASL 052B
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3;

ASL 53B
American Sign Language IV (Module B)
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 053A
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3;

ASL 55A
History and Culture of Deaf People in America I
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4; Cal-GETC Area 4;

ASL 55B
History and Culture of Deaf People in America II
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ASL 051 or ASL 051B
Recommended Preparation: ASL 055A
Acceptable for Credit CSU, UC
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. (Course is taught in American Sign Language) 0850.00

ASL 57
Structure of American Sign Language
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ASL 051 or ASL 051B
Acceptable for Credit CSU, UC
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. Course is taught in American Sign Language. 0850.00

ASL 200A
Classifiers I
2 Units, 2 hours lecture (GR or P/NP)
Prerequisite: ASL 050 or ASL 050B
Introduction to the basic aspects of American Sign Language classifiers. 0850.00

ASL 200B
Classifiers II
2 Units, 2 hours lecture (GR or P/NP)
Prerequisite: ASL 051 or ASL 051B
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
Fingerspelling and Numbers I
1 Unit, .5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 050 or ASL 050B
Introduction to numerical and fingerspelling systems in American Sign Language. 0850.00

ASL 202B
Fingerspelling and Numbers II
1 Unit, .5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: ASL 051 or ASL 051B
Advanced systematic practice in numerical and fingerspelling skills in American Sign Language. 0850.00

ASL 464
Work Experience in American Sign Language
1 - 2 Units, 3 - 6 hours lab, (P/NP)
Prerequisite: ASL 052 or ASL 052B
Acceptable for Credit CSU
Supervised employment providing opportunities in American Sign Language or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0850.00

ASTR-Astronomy

ASTR 10
Descriptive Astronomy
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 201 or MATH 230 or MATH 240 or MATH 210D or appropriate placement into transfer level Math through multiple measures assessment process
Acceptable for Credit CSU, UC
Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars. Not open for credit to students who have completed or are currently enrolled in ASTR 1. 1911.00
Peralta GE Areas 5; Cal-GETC Area 5A;

BIOL-Biology

BIOL 1A
General Biology
5 Units, 3 hours lecture, 6 hours lab, (GR)
Prerequisite: CHEM 001A
Acceptable for Credit CSU, UC
Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;
(C-ID: BIOL 190; BIOL 130S and BIOL 135S=BIOL 1A + BIOL 1B)

BIOL 1B
General Biology
5 Units, 3 hours lecture, 6 hours lab, (GR)
Prerequisite: BIOL 001A
Acceptable for Credit CSU, UC
Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;
(C-ID: BIOL 130S and BIOL 135S=BIOL 1A + BIOL 1B)

BIOL 3
Microbiology
5 Units, 4 hours lecture, 3 hours lab, (GR)
Prerequisite: CHEM 001A or CHEM 030A or CHEM 032
Recommended Preparation: BIOL 010
Acceptable for Credit CSU, UC
Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains. 0403.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;

BIOL 4
Human Physiology
5 Units, 4 hours lecture, 3 hours lab, (GR)
Prerequisite: CHEM 001A or CHEM 030A or CHEM 032
Recommended Preparation: BIOL 002
Acceptable for Credit CSU, UC
Detailed study of human body function: Molecules, cells, tissues, organs, and organ systems, basic anatomy essential to understanding function, physical and chemical factors and processes, selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;
(C-ID: BIOL 120B)

BIOL 10
Introduction to Biology
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures 0401.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;

BIOL 13
Principles of Ecology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of the interaction 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
Peralta GE Areas 5; Cal-GETC Area 5B;

BIOL 13L
Principles of Ecology and Sustainable Systems Lab
1 Unit, 3 hours lab, (GR or P/NP)
Corequisite: BIOL 013
Acceptable for Credit CSU, UC
Not open for credit to students who have completed Envmt 2L (or Envst 11L) or are currently enrolled in Envmt 2L at Merritt. 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
Cal-GETC Area 5C;

BIOL 25
Human Biology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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. Not open for credit for students who have completed or are currently enrolled in BIOL 25A. 0401.00
Peralta GE Areas 5; Cal-GETC Area 5B;

BIOL 25A
Human Biology with Laboratory
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
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; laboratory exercises designed to complement lectures. Not open for credit to students who have completed or are currently enrolled in BIOL 025. 0401.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;

BIOL 32
Scientific Literature and Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 1A or ENGL 1AS or ENGL C1000 or ENGL C1000E
Recommended Preparation: BIOL 010 or BIOL 001A or BIOL 025A
Acceptable for Credit CSU, UC
Analytical assessment and critique of scientific and technical writing: Evaluation of logic, experimental design, data, and conclusions in selected papers; writing clear scientific protocols and research papers, and development of oral presentations. 0430.00
Peralta GE Areas 1B; Cal-GETC Area 1B;

BIOL 33
Immunology
4 Units, 3 hours lecture, 4 hours lab, (GR)
Prerequisite: BIOL 003
Recommended Preparation: BIOL 050A or BIOL 010 or BIOL 001A and placement into transfer level math through multiple measures assessment process
Acceptable for Credit CSU, UC
Principles of immunology: innate and adaptive immune responses, mucosal immunity, vaccines and vaccination, immune deficiencies, hypersensitivities, autoimmunity, cancer, immune based therapies and applications to medicine and biotechnology; laboratory includes technologies relevant to clinical and research immunology including immunoelectrophoresis, ELISA, HLA typing, tissue culture, immunofluorescence microscopy and flow cytometry. 0430.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;

BIOL 34
Genetics
3 Units, 3 hours lecture (GR)
Prerequisite: BIOL 001A or BIOL 010 and CHEM 001A or CHEM 030A
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Principles of molecular and human genetics: Transfer and expression of genetic information, structure and replication of DNA, gene regulation in prokaryotes and eukaryotes, mutation and chromosomal damage, population and evolutionary genetics, recombinant DNA methodology; research, clinical and industrial applications of biotechnology. 0430.00
Peralta GE Areas 5; Cal-GETC Area 5B;

BIOL 34L
Genetics Laboratory
2 Units, 1 hour lecture, 5 hours lab, (GR)
Prerequisite: BIOL 001A or BIOL 010 and CHEM 001A or CHEM 030A
Recommended Preparation: BIOL 034 and placement into transfer level math through multiple measures assessment process
Acceptable for Credit CSU, UC
Laboratory class to accompany BIOL 034: Isolation and purification of DNA and RNA, gel electrophoresis, PCR, cloning and transformation, Southern blotting, analysis of gene expression using qPCR and NGS, DNA sequencing, bioinformatics, RNA interference, CRISPR Cas9, karyotyping, identification of transposable elements and analysis of inherited traits. 0430.00
Cal-GETC Area 5C;

BIOL 49
Independent Study in Biological Sciences
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Biology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0401.00

BIOL 50A
Introductory Biotechnology with Laboratory
4 Units, 3 hours lecture, 4 hours lab, (GR)
Prerequisite: BIOL 001A or BIOL 010 and CHEM 001A or CHEM 030A
Recommended Preparation: ENGL 1A or ENGL 001AS or ENGL C1000 or ENGL C1000E and placement into transfer level math through multiple measures assessment process
Acceptable for Credit CSU, UC
Introduction to the field of biotechnology: History and current medical and industrial products, government oversight, ethical issues; introduction to cell and molecular biology, standard laboratory equipment, techniques and practices, metrology, laboratory mathematics, media and buffer preparation, cloning, microbiological techniques, gel electrophoresis, chromatography, PCR, bioinformatics, safety, hazardous waste disposal and good laboratory practices. 0430.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;
(C-ID: BIOT 101B X)

BIOL 50B
Protein Chemistry and Fermentation
3 Units, 2 hours lecture, 4 hours lab, (GR)
Prerequisite: BIOL 050A and CHEM 030A or CHEM 001A
Recommended Preparation: BIOL 010 or BIOL 001A
Acceptable for Credit CSU, UC
Introduction to protein chemistry: Isolation and purification of proteins, chromatography technologies, protein activity assays, gel electrophoresis and staining methods, immunoblotting, fermentation and bioassays. 0430.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;
(C-ID: BIOT 220 X)

BIOL 50C
Stem Cell Biology and Advanced Molecular Techniques
3 Units, 2 hours lecture, 4 hours lab, (GR)
Prerequisite: BIOL 001A or BIOL 010 and BIOL 050A
Recommended Preparation: BIOL 032 and BIOL 033 and ENGL 1A or ENGL 001AS or ENGL C1000 or ENGL C1000E and placement into transfer level math through multiple measures assessment process
Acceptable for Credit CSU, UC
Introduction to stem cells and their applications: culture, maintenance and differentiation of embryonic, adult and induced stem cells; advanced experimental techniques and research methods including histological and immunofluorescent staining, flow cytometry, RNA extraction, RNA sequencing using NGS, TUNEL assay, SDS PAGE and western blotting, statistics and bioinformatics. 0430.00
Peralta GE Areas 5; Cal-GETC Area 5B, 5C;

BIOL 50D
Cell and Tissue Culture
2 Units, 1 hour lecture, 4 hours lab, (GR)
Prerequisite: BIOL 001A or BIOL 010 and BIOL 050A
Recommended Preparation: placement into transfer level math through multiple measures assessment process
Acceptable for Credit CSU, UC
Introduction to mammalian cell culture: Maintaining and passaging cell lines, aseptic technique, working in laminar flow hoods, making and sterilizing media, identifying contaminants, determining cell concentration and growth curves, working with adherent, non- adherent and stem cells, STR DNA profiling, transfection and fluorescent microscopy. 0430.00
(C-ID: BIOT 230 X)

BIOL 51
Introduction to Bioinformatics
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: BIOL 034, BIOL 034L
Recommended Preparation: CIS 005 or CIS 006, BIOL 050A
Acceptable for Credit CSU, UC
Introduction to bioinformatics: Computational technologies used to analyze and interpret biological data; World Wide Web databases; sequence alignments and phylogenetic trees; structural biology; proteomics and drug design. 0430.00
Peralta GE Areas 5;

BIOL 118
Introduction to Environmental Science
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to Environmental Science: Examination of the scientific evidence informing our understanding of the causes and consequences of human impacts on the environment; application of tools, principles, and quantitative reasoning from the natural sciences, social sciences, and engineering and technology to study and evaluate sustainable solutions to environmental degradation and resource depletion. 0301.00
Peralta GE Areas 5; Cal-GETC Area 5B;
(C-ID: ENVS 100)

BIOL 484A
Work Experience in Biotechnology
1 - 4 Units, 3 - 12 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Supervised employment in biotechnology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0430.00

BUS-Business

BUS 1A
Financial Accounting
4 Units, 4 hours lecture (GR)
Acceptable for Credit CSU, UC
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
(C-ID: ACCT 110)

BUS 1B
Managerial Accounting
4 Units, 4 hours lecture (GR)
Prerequisite: BUS 001A
Acceptable for Credit CSU, UC
Uses of accounting data for planning, controlling and decision-making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00
(C-ID: ACCT 120)

BUS 2
Introduction to Business Law
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations and the uniform commercial code. 0501.00
(C-ID: BUS 125)

BUS 5
Human Relations in Business
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00
Peralta GE Areas 4;

BUS 6
Principles of Finance and Investments
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Principles of finance and investments: Introduction to financial planning, analysis, and decision-making as an individual, manager, or executive with an emphasis on applying economic principles; budgeting, investment, taxes, credit, money management, insurance, and retirement. 0504.00

BUS 7
Entrepreneurial Law
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Entrepreneurial Law: Legal issues faced by the entrepreneur related to the selection of organization type, acquisition of business, raising capital, contract formation and negotiation, intellectual property, employment, government regulation (including environmental and taxes), and cyber law. 0506.40

BUS 8
Business Ethics and Leadership
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Business Ethics and Leadership: Leadership models and ethical theories that inform business decisions through current and historical case studies that present the challenging ethical issues leaders face in today's business environment. 0506.40

BUS 9
Introduction to Management
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Introduction to management: Basic responsibilities of management such as directing, planning, controlling, and organizing; labor relations, human relations, performance appraisals, quality control, and employee development. Not open for credit to students who have completed or are currently enrolled in M/SVN 060. 0506.30

BUS 10
Introduction to Business
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00
(C-ID: BUS 110)

BUS 19
Business Communications
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Principles of ethical and effective communication for a variety of business situations: Planning, organizing, composing, and revising business documents, including letters, memos, emails, and written reports; creating and delivering professional-level oral reports. 0501.00
(C-ID: BUS 115)

BUS 24
Computerized Accounting Principles
3 Units, 2 hours lecture, 3 hours lab, (GR)
Prerequisite: BUS 001A or BUS 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

BUS 49
Independent Study in Business
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Business. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0501.00

BUS 54
Small Business Management
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Overview of the factors involved in starting or growing a business: Business plan development; marketing, sales, and promotional strategies; financial management and forecasting techniques; human resources management; and information systems management. 0506.40

BUS 56
Human Resources Management
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. 0506.00

BUS 70
Introduction to Marketing
3 Units, 3 hours lecture (GR 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

CHDEV-Child Development

CHDEV 51
Child Growth and Development
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Progression of development in the physical, cognitive, social, and emotional domains: Developmental milestones for children from conception through adolescence with emphasis on interactions between biological processes and environmental factors; observation of children, evaluation of individual differences, and analysis of characteristics of development at various stages according to developmental theories. 1305.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: CDEV 100)

CHEM-Chemistry

CHEM 1A
General Chemistry
5 Units, 3 hours lecture, 6 hours lab, (GR)
Prerequisite: MATH 203 or MATH 211D and CHEM 030A or Satisfactory score on the chemistry assessment or Completion of ALEKS chemistry preparation course.
Recommended Preparation: ESOL 052 or ESOL 052A or ESOL 052 or ENGL 1A or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: CHEM 110, CHEM 120S=CHEM 1A+CHEM 1B)

CHEM 1B
General Chemistry
5 Units, 3 hours lecture, 6 hours lab, (GR)
Prerequisite: CHEM 001A
Acceptable for Credit CSU, UC
General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electrochemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: CHEM 120S =BIOL 1A+ BIOL 1B)

CHEM 12A
Organic Chemistry
5 Units, 3 hours lecture, 6 hours lab, (GR)
Prerequisite: CHEM 001B
Acceptable for Credit CSU, UC
Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms, spectroscopy, and other analytical techniques. Laboratory work includes reactions, purification techniques, measurements, qualitative analysis, and use of instrumentation. 1905.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: CHEM 150 CHEM 160S=CHEM 12A + CHEM 12B)

CHEM 12B
Organic Chemistry
5 Units, 3 hours lecture, 6 hours lab, (GR)
Prerequisite: CHEM 012A
Acceptable for Credit CSU, UC
Continuation of CHEM 12A: Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work includes reactions, purification methods, measurements, multistep syntheses, qualitative analysis, and use of instrumentation. 1905.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: CHEM 160S =CHEM 12A + CHEM 12B)

CHEM 18
Analytical Instrumentation
3 Units, 2 hours lecture, 3 hours lab, (GR)
Prerequisite: CHEM 001B
Acceptable for Credit CSU, UC
Fundamentals of quantitative analysis: Solubility, acid-base, redox, complex formation and chemical equilibrium, and their applications in volumetric, gravimetric, colorimetric, chromatographic and spectroscopic analyses. This course emphasizes familiarity and skills in laboratory techniques and instrumental analysis. 0955.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;

CHEM 30A
Introductory General Chemistry
4 Units, 3 hours lecture, 3 hours lab, (GR)
Prerequisite: MATH 201 or MATH 210D
Acceptable for Credit CSU, UC
Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry; properties of liquids, solids, solutions, acids, and bases. 1905.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: CHEM 101, PHYS 140=CHEM 30A + PHYS 10)

CHEM 30B
Introductory Organic and Biochemistry
4 Units, 3 hours lecture, 3 hours lab, (GR)
Prerequisite: CHEM 030A
Acceptable for Credit CSU, UC
Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;

CHEM 49
Independent Study in Chemistry
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Chemistry. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1905.00

CIS-Computer Information Systems

CIS 1
Introduction to Computer Information Systems
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and e-mail. 0702.00
(C-ID: ITIS 120)

CIS 5
Introduction to Computer Science
5 Units, 4 hours lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0701.00

CIS 6
Introduction to Computer Programming
5 Units, 4 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: CIS 005
Acceptable for Credit CSU, UC
Introduction to computer programming: Algorithm design, flow charting, debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10
(C-ID: COMP 122)

CIS 20
Microcomputer Assembly Language
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: CIS 006 or CIS 025 or CIS 036A
Acceptable for Credit CSU, UC
Introduction to assembly language: Input/output operations, use of files, program flow controls, interaction with OS via interrupts, pointers and arrays, strings and structured programming, and related applications. 0707.10
(C-ID: COMP 142)

CIS 23
C# Programming
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: CIS 006 or CIS 010, CIS 025 or CIS 026
Acceptable for Credit CSU, UC
Introduction to 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

CIS 25
Object Oriented Programming Using C++
4 Units, 3 hours lecture, 3 hours lab, (GR)
Recommended Preparation: CIS 006, CIS 10, CIS 12, CIS 24 or CIS 26
Acceptable for Credit CSU, UC
Object-oriented methods of software development using C++, including the design and implementation of objects, class construction and destruction, encapsulation, inheritance and polymorphism. 0707.10

CIS 27
Data Structures and Algorithms
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: CIS 025 or CIS 026 or CIS 036A
Acceptable for Credit CSU, UC
Use of abstract forms of data in programming: Concepts, implementation, and applicability of different forms of data to various programming problems 0707.10

CIS 36A
Java Programming Language I
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: CIS 006 or CIS 061
Acceptable for Credit CSU, UC
Introduction to object-oriented program design using Java: Developing web pages and stand-alone applications. 0707.10

CIS 36B
Java Programming Language II
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: CIS 025 or CIS 036A
Acceptable for Credit CSU, UC
Object-oriented program design using the Java programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing codes using tools such as Java2D API and SWING; and working with projects in areas such as animation. 0707.10

CIS 42A
Spreadsheet Applications I
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: CIS 001 or CIS 200
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

CIS 42B
Spreadsheet Applications II
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: CIS 042A
Acceptable for Credit CSU
Principles of electronic spreadsheet 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

CIS 81
Systems Analysis with UML
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CIS 036A
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

CIS 82
Design Patterns
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: CIS 036A
Recommended Preparation: CIS 081
Acceptable for Credit CSU, UC
Principles of designing robust reusable object-oriented software: The most common design pattern strategies; enterprise program design. 0707.10

CIS 83B
Computer Programming Capstone Project
3 Units, 1 hour lecture, 6 hours lab, (GR or P/NP)
Prerequisite: CIS 027, CIS 036A, CIS 081, CIS 082
Acceptable for Credit CSU
Culminating project-based experience: Application of computer programming knowledge and skills developed in previous courses towards the design, implementation, testing, documentation, and presentation of an specific idea, task, or product. 0707.10

CIS 84
Database Programming for the Web
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: CIS 006 and CIS 036A and CIS 105
Acceptable for Credit CSU, UC
Web-enabled database concepts: Relational database principles, Structured Query Language (SQL); use of client-side scripts and server-side scripts. 0707.20

CIS 86
Windows Operating Systems
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: CIS 001
Acceptable for Credit CSU
Computer operating system environment through a study of the main features and functions of MS Windows: Operating system fundamentals, configurations, installation & upgrading, managing applications, files and directories, managing devices and other resources, system maintenance. 0702.00

CIS 105
Basic Mechanics of Web Page Design
1 Unit, 1 hour lecture (GR or P/NP)
Recommended Preparation: CIS 237
Acceptable for Credit CSU
Basic theory and practice of web page construction using HTML: Preparation of images for the Web, interface design, interactivity. 0709.00

CIS 200
Computer Concepts and Applications
1.5 Units, 1 hour lecture, 2 hours lab, (GR or P/NP)
Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet. 0702.10

CIS 230
Laboratory Practice in Microcomputers
.5 Units, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: CIS 200
Designed to provide laboratory experience not covered under other course offerings. Students will undertake prescribed laboratory activities or establish a specialized course of study under direction of instructor. 0702.00

CIS 231
Advanced Laboratory Projects in Microcomputers
1 Unit, 3 hours lab, (GR or P/NP)
Recommended Preparation: CIS 210, 212, 220, or 235
Students with prior user or programming experience select and pursue a specialized project under direction of instructor. 0702.00

CIS 232
Exploring Robotics
2 Units, 1 hour lecture, 3 hours lab, (GR or P/NP)
Introduction to robotics and computing: Modeling, designing, planning, and programming; hands-on robotic projects using motors and sensors. 0706.00

CIS 237
Introduction to Internet Basics
1 Unit, 1 hour lecture (GR or P/NP)
Recommended Preparation: CIS 200
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

COMM-Communication Studies

COMM 45 Public Speaking is now COMM C1000 Introduction to Public Speaking

COMM 3
Introduction to Human Communication
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Study of human communication: Focus on verbal and nonverbal participation and effective listening in interpersonal contexts, group dynamics, and public speaking. 1506.00
Peralta GE Areas 1B;
(C-ID: COMM 115)

COMM 4
Small Group Communication
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Principles of small group communication within a democratic society: Explores the foundational knowledge and practice of public speaking for effectively communicating informative and persuasive messages in a small group context. Introduces students to the theories, techniques, and methods of small group communication and rhetorical analysis. Develops speaking, participation, and leadership skills of effective communicators within the small group setting. 1506.00
Peralta GE Areas 1B;
(C-ID: COMM 140)

COMM 5
Persuasion and Critical Thinking
3 Units, 3 hours lecture (GR)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
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
Peralta GE Areas 1A, 1B, 1B; Cal-GETC Area 1B;
(C-ID: COMM 120)

COMM 6
Intercultural Communication
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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; analysis of multiple intercultural communication theories. 1506.00
Peralta GE Areas 1B, 4; Cal-GETC Area 4;
(C-ID: COMM 150)

COMM 10
Gender and Communication
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Exploration of the relationship between gender and communication: Interpersonal, mediated, social, organizational, and cultural contexts; gender in public and private settings, media images, and personal identities. 1506.00
Peralta GE Areas 1B, 4; Cal-GETC Area 4;

COMM 19
Survey of Mass Media
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00
Peralta GE Areas 1A, 1B; Cal-GETC Area 4;
(C-ID: JOUR 100)

COMM 20
Interpersonal Communication Skills
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Sending and receiving communication, including informative and persuasive messages: Listening, perception, verbal and nonverbal communication, critical thinking, conflict management, theories and techniques of interpersonal communication. Emphasis on foundational knowledge and practice of public speaking in a democratic society for relational, professional, and public settings. 1506.00
Peralta GE Areas 1B, 4;
(C-ID: COMM 130)

COMM C1000
Introduction to Public Speaking
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. Formerly COMM 045. 1506.00
Peralta GE Areas 1B; Cal-GETC Area 1C;
(C-ID: COMM 110)

COPED-Cooperative Work Experience

COPED 450
Work Experience
1 - 3 Units, 3 - 9 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Supervised employment: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 4932.00

COUN-Counseling

COUN 24
College Success
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.13

COUN 57
Career and Life Planning
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals, development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10

COUN 200A
Orientation to College
.5 Units, .5 hours lecture (GR or P/NP)
Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.13

COUN 200B
Orientation to College
.5 Units, .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. 4930.13

COUN 207A
Career Exploration
1 Unit, 1 hour lecture (GR or P/NP)
Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

COUN 207B
Career Exploration
1 Unit, 1 hour lecture (GR or P/NP)
Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

ECON-Economics

ECON 1
Principles of Economics (Macro-Economics)
3 Units, 3 hours lecture (GR)
Prerequisite: or MATH 211D or Appropriate placement by multiple measures assessment process
Acceptable for Credit CSU, UC
Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: ECON 202)

ECON 2
Principles of Economics (Micro-Economics)
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or Appropriate placement by multiple measures assessment process
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: ECON 201)

ECON 20
Economic History of the United States
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ECON 001
Acceptable for Credit CSU, UC
Economic history of the United States: Utilizing economic theory to study the origins and historical development of economic institutions and government intervention in the United States' economy. 2204.00
Peralta GE Areas 4; Cal-GETC Area 4;

ECON 49
Independent Study in Economics
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Economics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2204.00

EDUC-Education

EDUC 1
Introduction to the Field of Education
3 Units, 2 hours lecture, 3 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to teaching diverse learners in transitional kindergarten through grade 12 (TK-12): Teaching as a profession; historical and philosophical foundations of the American education system; contemporary educational issues; California's early learning and development foundations, content standards, guidelines, curriculum frameworks, and teacher performance expectations (TPEs); 45 hours of structured fieldwork in public schools. 0801.00
Peralta GE Areas 4;
(C-ID: EDUC 200)

EDUC 18
Mathematical Concepts for Teachers
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or appropriate placement through multiple measures assessment process
Acceptable for Credit CSU, UC
Mathematical concepts for elementary school teaching: Development of quantitative reasoning skills and in-depth, integrated explorations of topics in mathematics, through real number systems and subsystems; comprehension and analysis of mathematical concepts and applications of logical reasoning; and introduction to the mathematics domain of the California Preschool Learning Foundations and Frameworks, including the strands of number sense, algebra and functions, measurement, geometry, and mathematical reasoning. Not open for credit to students who have completed or are currently enrolled in MATH 018. 1701.00
Peralta GE Areas 2;
(C-ID: MATH 120)

EDUC 97
Field Studies in Education
2 - 4 Units, 1 hour lecture, 3 - 9 hours lab, (GR or P/NP)
Prerequisite: EDUC 001 or
Corequisite: EDUC 001
Acceptable for Credit CSU, UC
Supervised field experience in education: Strategies in teaching and/or tutoring in one of a variety of disciplines. 0802.00

EDUC 98
Pedagogy of Reading
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Pedagogy of reading: Theoretical perspectives on reading and reading pedagogy; decoding techniques; reading comprehension techniques; schema building and activation; cognitive and social factors contributing to reading disabilities; reading across the curriculum. 0802.00

EDUC 99
Introduction to Special Needs Pedagogy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Special Needs Pedagogy: Definition of special needs; history of special education and related policies; categories of disabilities; and appropriate instructional strategies for students with special needs. 0802.00

EDUC 464
Work Experience in Education
1 - 4 Units, 3 - 12 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Supervised employment in Education or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0801.00

EDUC 510A
Tutor Training I
0 Units, .6 hours lecture (SP or P/NP)
Basics of tutoring: Ethics and philosophy of tutoring; techniques for fostering independent learning; communicating effectively; addressing psychological and emotional barriers to effective learning; encouraging resilience. 0802.00

EDUC 510B
Tutor Training II
0 Units, .6 hours lecture (SP or P/NP)
Prerequisite: EDUC 510A
Intermediate tutoring skills: Review of Tutor Training I; strategies for tutoring in specific subject areas; identifying and using sources; cultural awareness; addressing diversity; use of probing questions. 0802.00

ENGL-English

ENGL 1A Composition and Reading is now ENGL C1000 Academic Reading and Writing

ENGL 5 Critical Thinking in Reading and Writing is now ENGL C1001 Critical Thinking and Writing

ENGL 1B
Composition and Reading
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00
Peralta GE Areas 1A, 3; Cal-GETC Area 3B;
(C-ID: ENGL 120)

ENGL 10A
Creative Writing I
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
Peralta GE Areas 3;
(C-ID: ENGL 200)

ENGL 10B
Creative Writing II
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Continuation of writing fiction, poetry, and drama: Careful analysis of techniques used by established writers. 1507.00
Peralta GE Areas 3;

ENGL 17A
Shakespeare
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Study of selected works of Shakespeare. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;

ENGL 17B
Shakespeare
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Continued study of selected works of Shakespeare. ENGL 17A is not prerequisite to ENGL 17B. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;

ENGL 20
Introduction to Dramatic Literature
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration and twentieth century. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;

ENGL 23
Contemporary Queer Literature
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to literature written by queer (gay, lesbian, bisexual, transgender, or gender non-conforming) writers: "Queerness" expressed in literature from 1945 to the present; literary analysis, including queer theory; gender and sexual identity, homophobia/transphobia, multiculturalism, and interpersonal relationships. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;

ENGL 44B
Masterpieces of World Literature
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Study of selected masterpieces of world literature, in translation and in English, from the late 17th century to the present. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;

ENGL 47
Children's Literature
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: ENGL 180)

ENGL 49
Independent Study in English
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in English. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1501.00

ENGL 50
Multicultural American Literature
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3; Cal-GETC Area 3B;

ENGL 70A
Transforming Autobiography into Creative Writing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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

ENGL 70B
Transforming Autobiography into Creative Writing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Autobiographical writing techniques: Transforming reminiscences, sketches, and vignettes into autobiographical free verse, adventures tales, and novellas. ENGL 70A is not a prerequisite to ENGL 70B. 1507.00

ENGL 71A
Introduction to Fiction Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to fiction writing techniques: Overcoming writing fears; introduction to description, characterization, dialogue, plotting, avoiding cliches, and showing vs. telling. 1507.00

ENGL 72A
Intermediate Fiction Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 071A
Acceptable for Credit CSU, UC
Intermediate fiction writing: Refining description techniques, major and minor characters, dialect, interior monologue, plot design and revising first drafts. 1507.00

ENGL 73A
Intensive Fiction Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 072A
Acceptable for Credit CSU, UC
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

ENGL 74
Fiction: Special Projects
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 073A
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

ENGL 85A
Literature in English Through Milton
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: ENGL 150)

ENGL 85B
Literature in English: Late 17th through Mid-19th Century
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to English literature of the late seventeenth through mid-nineteenth century: Pope, Blake, Wordsworth, Bronte, Dickens, Austen, Whitman, and selected others. ENGL 85A is not a prerequisite to ENGL 85B. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: ENGL 152)

ENGL 85C
Literature in English: Mid-19th through the 20th Century
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to English literature of the mid-nineteenth through twentieth century: Wilde, Shaw, James, Woolf, Joyce, Faulkner, Eliot, Hurston, and selected others. ENGL 85A and 85B are not prerequisites to ENGL 85C. 1503.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: ENGL 155)

ENGL 86
Introduction to Playwriting and Screenwriting
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to playwriting and screenwriting: Introduction to films & theater, formatting of screenplays and plays, direction, study of techniques, rehearsal, and critique. 1507.00

ENGL 87
Intermediate Playwriting and Screenwriting
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 086
Acceptable for Credit CSU, UC
Intermediate playwriting and screenwriting: Plays and film scenes; play and screenplay structure; intermediate direction, rehearsal, and critique; further study of techniques. 1507.00

ENGL 88
Intensive Playwriting and Screenwriting
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 087
Acceptable for Credit CSU, UC
Intensive playwriting and screenwriting: Critique and revision of multiple drafts, three-stage method of giving and receiving criticism, intensive study of techniques. 1507.00

ENGL 89
Playwriting and Screenwriting: Special Projects
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 088
Acceptable for Credit CSU, UC
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

ENGL 91A
Introduction to Poetry Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 1AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Introduction to writing poetry: Writing process and revision; introduction to simile, metaphor, diction, line, image; readings and critical response to earlier and contemporary poetry, and to student work; overcoming writing fears. 1507.00

ENGL 92A
Intermediate Poetry Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 091A
Acceptable for Credit CSU, UC
Intermediate poetry writing: Overcoming writing blocks, refining simile, extended metaphor, complex imagery, sonnets, villanelles, haiku, and free verse. 1507.00

ENGL 93A
Intensive Poetry Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 092A
Acceptable for Credit CSU, UC
Intensive Poetry Writing: Reviewing meter, iambs, anapests, dactyls; extended imagery, linguistics and poetry, sestinas, and collage poetry. 1507.00

ENGL 94
Poetry: Special Projects
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 093A
Acceptable for Credit CSU
Special projects in poetry: Developing a poetry series or book-length manuscript, peer review techniques, maintaining a writing pace and discipline, revision to sustain tone, book proposals, and copyright law. 1507.00

ENGL 99
Development and Publication of Full-Length Manuscript
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL 010A
Acceptable for Credit CSU
Creation of book, anthology, zine, or journal: Conceptualization and mission statement; selecting, sequencing and editing work; exploring publication platforms; selecting and incorporating artwork; publicizing, distributing, and fundraising; development of portfolio of creative writing. Capstone course for writers of poetry, fiction, non-fiction, or playwriting/screenwriting. 1507.00

ENGL 130
Introduction to English Syntax and Grammar
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Survey of present-day English syntax and 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 208A
Writing Workshop
1 Unit, .5 hours lecture, 1.5 hours lab, (GR or P/NP)
Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 208B
Writing Workshop
1 Unit, .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

ENGL 208C
Writing Workshop
1 Unit, .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
Writing Workshop
1 Unit, .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 217A
Shakespeare
3 Units, 3 hours lecture (GR or P/NP)
Study of selected works of Shakespeare. 1503.00
Peralta GE Areas 3;

ENGL 501
Supervised Tutoring in Composition and Reading
0 Units, 1 - 15 hours lab, (SP or P/NP)
Supervised tutoring in English: Tutoring either individually or in small groups, to assist students in increasing their success in composition and reading for college courses. 4930.09

ENGL 508A
Academic Composition Skills: Prewriting and Organization
0 Units, 1 - 15 hours lab, (P/NP)
Individualized instruction in academic composition: Prewriting and essay organization. 1501.00

ENGL 508B
Academic Composition Skills: Paragraph Development, Analysis, & Research
0 Units, 1 - 15 hours lab, (P/NP)
Individualized instruction in academic composition: Paragraph Development, Analysis, and Research. 1501.00

ENGL 508C
Academic Composition Skills: Sentence Structure and Proofreading
0 Units, 1 - 15 hours lab, (P/NP)
Individualized instruction in academic composition: Sentence structure and proofreading. 1501.00

ENGL 518A
Writing Workshop
0 Units, .5 hours lecture, 1.5 hours lab, (SP or P/NP)
Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 518B
Writing Workshop
0 Units, .5 hours lecture, 1.5 hours lab, (SP or P/NP)
Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

ENGL 518C
Writing Workshop
0 Units, .5 hours lecture, 1.5 hours lab, (SP or P/NP)
Individualized instruction in writing: Thesis control, essay organization, idea development, and sentence structure. 1501.00

ENGL 518D
Writing Workshop
0 Units, .5 hours lecture, 1.5 hours lab, (SP or P/NP)
Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure, and editing/proofreading. 1501.00

ENGL C1000
Academic Reading and Writing
4 Units, 4 hours lecture (GR)
Prerequisite: Placement as determined by the college's multiple measures assessment process
Acceptable for Credit CSU, UC
In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Formerly ENGL 001A. 1501.00
Peralta GE Areas 1A; Cal-GETC Area 1A;
(C-ID: ENGL 100)

ENGL C1001
Critical Thinking and Writing
3 Units, 3 hours lecture (GR)
Prerequisite: College-level composition (ENGL C1000/ ENGL C1000H/ ENGL C1000E/C-ID ENGL 100) or equivalent.
Other: Equivalent courses: ENGL 001A or ENGL 001AS
Acceptable for Credit CSU, UC
In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course. Formerly ENGL 005. 1501.00
Peralta GE Areas 1A, 1B; Cal-GETC Area 1B;
(C-ID: ENGL 105)

ESOL-English for Speakers of Other Languages

ESOL 50A
Advanced Listening and Speaking
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 263A or ESOL 263B or ESOL 563
Acceptable for Credit CSU
Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

ESOL 50B
Oral Communication for Advanced ESOL Students
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ESOL 050A
Acceptable for Credit CSU
Continuation of ESOL 50A: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

ESOL 52
Advanced Reading and Writing
6 Units, 6 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 253 or ESOL 253A or ESOL 253B or ESOL 513 or ESOL 553
Acceptable for Credit CSU, UC
Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts, building of research and other academic papers, analyze and compare both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. Not open for credit to students who have completed or are currently enrolled in ESOL 52A or ESOL 52B. 4930.87
Peralta GE Areas 1A;

ESOL 252A
Reading and Writing 2
6 Units, 6 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 251A or ESOL 251B or ESOL 511
Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 253
Reading and Writing 3
6 Units, 6 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 252A or ESOL 252B or ESOL 512
High Intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a book-length text. Writing well-developed essays and compositions. 4930.87

ESOL 255A
ESOL Writing Workshop
1.5 Units, 1.25 hours lecture, 1.25 hours lab, (GR or P/NP)
Individualized instruction in writing: Emphasis on pre-writing, thesis control, and essay organization. 4930.84

ESOL 255B
ESOL Writing Workshop
1.5 Units, 1.25 hours lecture, 1.25 hours lab, (GR or P/NP)
Recommended Preparation: ESOL 255A
Individualized instruction in writing: Emphasis on essay organization and idea development. 4930.84

ESOL 255C
ESOL Writing Workshop
1.5 Units, 1.25 hours lecture, 1.25 hours lab, (GR or P/NP)
Recommended Preparation: ESOL 255B
Individualized instruction in writing: Emphasis on sentence structure and mechanics. 4930.84

ESOL 255D
ESOL Writing Workshop
1.5 Units, 1.25 hours lecture, 1.25 hours lab, (GR or P/NP)
Recommended Preparation: ESOL 255C
Individualized instruction in writing: Emphasis on editing and proofreading strategies. 4930.84

ESOL 262A
Listening and Speaking 2
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 261A or ESOL 261B or ESOL 561
Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 263A
Listening and Speaking 3
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 262A or ESOL 262B or ESOL 562
High intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.86

ESOL 263B
Listening and Speaking 3
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ESOL 263A
Continuation of ESOL 263A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 272A
Grammar 2
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 271A or ESOL 271B or ESOL 571
Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 273A
Grammar 3
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 272A or ESOL 272B or ESOL 572
High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 273B
Grammar 3
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ESOL 273A
Continuation of ESOL 273A: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 274A
Grammar 4
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ESOL 273A or ESOL 273B or ESOL 573
Advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESOL 274B
Grammar 4
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: ESOL 274A
Continuation of ESOL 274A: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 512
Reading and Writing 2
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 251A or ESOL 251B or ESOL 511
Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 513
Reading and Writing 3
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 252A or ESOL 252B or ESOL 512
High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

ESOL 550
Advanced Listening and Speaking
0 Units, 4 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 263A or ESOL 263B or ESOL 563
Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

ESOL 552
Advanced Reading and Writing
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 253 or ESOL 513 or ESOL 553
Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts; building of research and other academic papers; analysis and comparison of both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87

ESOL 555A
Composition Skills: Structure and Development
0 Units, 1.25 hours lecture, 1.25 hours lab, (SP or P/NP)
Individualized instruction in writing: Emphasis on pre-writing, research, essay organization, and idea development. 4930.84

ESOL 555B
Composition Skills: Editing
0 Units, 1.25 hours lecture, 1.25 hours lab, (SP or P/NP)
Recommended Preparation: ESOL 555A
Individualized instruction in writing: Emphasis on sentence structure, mechanics, and proofreading. 4930.84

ESOL 562
Listening and Speaking 2
0 Units, 4 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 261A or ESOL 261B or ESOL 561
Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.86

ESOL 563
Listening and Speaking 3
0 Units, 4 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 262A or ESOL 262B or ESOL 562
High intermediate level listening and speaking: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 572
Grammar 2
0 Units, 4 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 271A or ESOL 271B or ESOL 571
Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 573
Grammar 3
0 Units, 4 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 272A or ESOL 272B or ESOL 572
High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 574
Grammar 4
0 Units, 4 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 273A or ESOL 273B or ESOL 573
Advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ETHST-Ethnic Studies

ETHST 1
Introduction to Ethnic Studies
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the American experience of ethnic and racial relations: Exploration of American history and contemporary issues facing minority groups in the United States. Emphasis on Native, African, Mexican, and Asian American cultural experiences. 2203.00
Peralta GE Areas 4, 6; Cal-GETC Area 4, 6;

FREN-French

FREN 1A
Elementary French
5 Units, 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study and practice in speaking, understanding, reading and writing French: Emphasis on understanding basic grammatical concepts. 1102.00
Peralta GE Areas 3;

FREN 1B
Elementary French
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: FREN 001A
Acceptable for Credit CSU, UC
Continuation of French 001A: Proficiency in the areas of listening, speaking, reading, writing and cultural knowledge. Emphasis on basic vocabulary and basic grammatical concepts. 1102.00
Peralta GE Areas 3; Cal-GETC Area 3B;

GEOG-Geography

GEOG 1
Physical Geography
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00
Peralta GE Areas 5; Cal-GETC Area 5A;
(C-ID: GEOG 110)

GEOG 1L
Physical Geography Laboratory
1 Unit, 3 hours lab, (GR or P/NP)
Prerequisite: GEOG 001 or
Corequisite: GEOG 001
Acceptable for Credit CSU, UC
Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00
Cal-GETC Area 5C;
(C-ID: GEOG 111)

GEOG 3
World Regional Geography
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the world's major geographic regions: Interconnections between regions, cultural and economic development, political organization, land uses, and the environment. 2206.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: GEOG 125)

GEOG 18
California Geography
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Forces, processes, and systems that shape the geography of California: Landforms, natural vegetation, forestry and fishing, mineral and water resources, cultural landscapes, agriculture, demographic changes, ethnic diversity, urban growth, regional differences, economic development and its national impact; natural hazards such as earthquakes and volcanism, floods, landslides and wildfires; climate and effects of climate change. 2206.00
Peralta GE Areas 4, 5; Cal-GETC Area 4;
(C-ID: GEOG 140)

GEOG 19
Global Climate Change
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Overview of past, present, and future climate changes: Analysis of climatological events and latest research discoveries; emphasis on the role humans play in warming the planet. 2206.00
Peralta GE Areas 5; Cal-GETC Area 5A;

GEOL-Geology

GEOL 10
Introduction to Geology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering, and erosion. Not open for credit to students who have completed or are currently enrolled in GEOL 1. 1914.00
Peralta GE Areas 5; Cal-GETC Area 5A;
(C-ID: GEOL 120)

GEOL 10L
Introduction to Geology Laboratory
1 Unit, 3 hours lab, (GR)
Prerequisite: GEOL 010 or
Corequisite: GEOL 010
Acceptable for Credit CSU, UC
The laboratory component of Geology 10: Exercises on plate tectonics, analysis and identification of rocks and minerals, metamorphism, geologic structures, topographic and geologic maps, landscape development, seismology, hydrology, geological oceanography, geologic time, earth history, energy, and climate change. 1914.00
Cal-GETC Area 5C;
(C-ID: GEOL 120L)

HIST-History

HIST 2A
History of Europe to 1500
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of Europe to 1500: Prehistoric, Ancient, Medieval, and Renaissance periods to 1500. 2205.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: HIST 170)

HIST 2B
History of Europe Since 1500
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of Europe since 1500: Reformations, rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: HIST 180)

HIST 3A
World History to 1500
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the development of world civilizations to 1500. 2205.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: HIST 150)

HIST 3B
World History Since 1500
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of world history since 1500: Developments of the modern world as shaped by social, religious, economic, political, philosophical, and historical forces. 2205.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: HIST 160)

HIST 7A
History of the United States to 1877
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00
Peralta GE Areas 4; CSU area US1; Cal-GETC Area 4;
(C-ID: HIST 130)

HIST 7B
History of the United States Since 1865
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00
Peralta GE Areas 4; CSU area US1; Cal-GETC Area 4;
(C-ID: HIST 140)

HIST 19
History of California
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
California's multi-ethnic history from the pre-Spanish period to the present: Emphasis on the social and ethnic diversity of past and present California. 2205.00
Peralta GE Areas 4; Cal-GETC Area 4;

HIST 21
U.S. Women: A Social History
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4; Cal-GETC Area 4;

HIST 31
Contemporary Middle East: The Politics of Nationalism
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Economic, political and social forces behind current Middle East tensions: Historical origins of Middle East issues, 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 and twenty-first century superpower policy. 2205.00
Peralta GE Areas 4; Cal-GETC Area 4;

HLTED-Health Education

HLTED 1
Exploring Health Issues
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness and preventive medicine. 0837.00
Peralta GE Areas 4;

HUMAN-Humanities

HUMAN 1
Introduction to Humanities
3 Units, 3 hours lecture (GR or P/NP)
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
Peralta GE Areas 3; Cal-GETC Area 3B;

HUMAN 5
Storytelling in American Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Storytelling among different ethnic groups within the United States: Origin myths, multicultural histories, family lore, heroic epics, trickster tales, traumatic experiences, slave narratives, immigrant testimonies, war memorials, celebrity biographies, urban legends, animated fairy-tales, science fiction films, game worlds, and emergent narrative forms. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3B;

HUMAN 15
Popular Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Meaning and impact of American popular culture in the twentieth century: The cultural evolution of consumerism, amusement, leisure, media, and entertainment industries. 1599.00
Peralta GE Areas 3, 4; Cal-GETC Area 3B;

HUMAN 21
Film: Art and Communication
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Analysis of history and aesthetics of film from its inception in the late 19th century to the present: Language of film, factual film vs. fictional films, effect of films on contemporary society. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3A;

HUMAN 26
Global Cinema
4 Units, 3 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3; Cal-GETC Area 3A;

HUMAN 30B
Human Values/Aesthetics
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Analysis of the nature of the beautiful as expressed in visual arts, music, and literature of Western and other cultures: Integration of various aspects of daily and transitory activities of the individual to permanent, recorded expressions of the human spirit through the use of major works of art. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3B;

HUMAN 40
Religions of the World
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam; original sources are stressed. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3B;

HUMAN 49
Independent Study in Humanities
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Humanities. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1599.00

HUMAN 52
Women and Cinema
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: HUMAN 021 or an Introduction to Film Studies course
Acceptable for Credit CSU, UC
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. Not open for credit to students who have completed or are currently enrolled in WS 052. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3A;

HUMAN 53
Comparative Film Genres
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: HUMAN 021 or An Introduction to Film Studies course
Acceptable for Credit CSU, UC
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
Peralta GE Areas 3; Cal-GETC Area 3A;

HUMAN 55
The Representation of Immigration in Cinema and Television
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Survey of immigration and cinema: Divergent ways immigrants and immigration have been represented in cinema and television; historical and contemporary examples in relation to the history of immigration policies and public debate about immigrants, refugees, and other displaced people in the U.S and elsewhere. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3B, 4;

HUMAN 57
Film Directors and Artists
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: HUMAN 021 or an Introduction to Film Studies course.
Acceptable for Credit CSU, UC
Concentrated and comparative investigation of influential film directors and artists: Examination of signature themes, visual styles, and historical connections among different film authors. 1599.00
Peralta GE Areas 3; Cal-GETC Area 3B;

HUMAN 182
Introduction to Visual Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the function of visual languages from "high" art to TV, movies, and popular culture: Key concepts such as power, identity, ideology, gender, race, class, globalism, desire, consumerism and their impact on the production and understanding of the visual; role of the viewer in the ongoing and co-creative establishment of meaning. Not open for credit to students who have completed or are currently enrolled in ART 182. 1001.00
Peralta GE Areas 3; Cal-GETC Area 3A, 3B;

HUMAN 226
Global Cinema (Screening)
1 Unit, 3 hours lab, (P/NP)
Screenings and in-class discussions 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

HUSV-Human Services

HUSV 120A
Social Work and Human Services Internship Seminar
1 Unit, 1 hour lecture (GR or P/NP)
Corequisite: HUSV 120B
Prerequisite: HUSV 510B and HUSV 121 and SOC 001 or PSYC C1000 or PSYC C1000
Acceptable for Credit CSU
Academic element to experiential course offering for HUSV 120B: Core skills and competencies for internship experience. Not open for credit to students who have completed HUSV 119. 2104.00

HUSV 120B
Social Work and Human Services Internship Experience
2 Units, .5 hours lecture, 4.5 hours lab, (GR or P/NP)
Corequisite: HUSV 120A
Prerequisite: HUSV 121 or PSYC C1000 or PSYC C1000 or SOC 001
Acceptable for Credit CSU
Experiential course offering for Social Work and Human Services: Applied core skills and competencies in supervised internship placements. Not open for credit to students who have completed HUSV 119. 2104.00

HUSV 121
Introduction to Social Work and Human Services
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Concepts and principles of professional social work: Historical overview of the profession, social work education, social welfare systems, theories and models of social work, interventions, roles, values, ethics, and critical issues. Not open for credit to students who have completed HUSV 118. 2104.00
Peralta GE Areas 4;

HUSV 502A
Digital Fluency for the Helping Professions
0 Units, 1.9 hours lecture (P/NP)
Digital literacy skills and workplace professionalism: Basic computer skills, Internet, email, Windows, Mac OS, word processing, spreadsheets, presentations, video conferencing, calendaring, email professionalism, digital footprints, and digital workplace professionalism. 1261.00

HUSV 502B
Community Health Worker Core Skills
0 Units, 6 hours lecture (P/NP)
Prerequisite: HUSV 510B and HUSV 502A
Introduction to Community Health Worker core competencies: Communication, Interpersonal and Relationship-Building, Service Coordination and Navigation, Capacity Building, Advocacy, Education and Facilitation, Individual and Community Assessment, Outreach, Professional Conduct, Evaluation and Research, Knowledge Base. 1261.00

HUSV 510A
Mental Health Ambassador Training I
0 Units, 1.4 hours lecture (SP or P/NP)
Overview of professional skills and self-care techniques for human service career settings: Fundamentals of trauma-informed self-care, safety and crisis plans, navigation/referral to local resources, and preparation for employment opportunities. 2104.00

HUSV 510B
Mental Health Ambassador Training II
0 Units, 1.6 hours lecture (SP or P/NP)
Prerequisite: HUSV 510A
Industry specific technical skills for social and human service career settings: Training on Narcan/Naloxone usage, CalFresh and MediCal enrollment support, Intimate Partner Violence intervention, group and individual support facilitation skills, conflict resolution, motivational interviews, and Mental Health First Aid (MHFA) Certification. 2104.00

LIS-Library Information Studies

LIS 85
Introduction to Information Resources
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic, find, locate, evaluate and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases and the Internet. 1699.00

LIS 511
Research Skills I
0 Units, .172 hours lecture (SP or P/NP)
Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.14

LIS 512
Research Skills II
0 Units, .172 hours lecture (SP or P/NP)
Recommended Preparation: LIS 511
Continuation of LIS 511: Identifying search terms, locating information sources, and evaluating information sources. 4930.14

LIS 513
Research Skills III
0 Units, .172 hours lecture (SP or P/NP)
Recommended Preparation: LIS 512 and LIS 511
Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14

LRNRE-Learning Resources

LRNRE 501
Supervised Tutoring
0 Units, 1 - 15 hours lab, (P/NP)
Supervised tutoring: Individual or small group tutoring to improve student success in college courses. 4930.09

M/LAT-Mexican & Latin American Studies

M/LAT 33
Introduction to Chicana/o and Latina/o Studies
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Overview of the field of Chicana/o and Latina/o Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of Latinos in the United States. 2203.00
Peralta GE Areas 4, 6; Cal-GETC Area 4, 6;

MATH & STAT-Mathematics

MATH 13 Introduction to Statistics is now STAT C1000 Introduction to Statistics

MATH 1
Pre-Calculus
4 Units, 4 hours lecture (GR)
Prerequisite: or MATH 230 or MATH 211D
Acceptable for Credit CSU, UC
Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;

MATH 2
Precalculus with Analytic Geometry
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 050
Acceptable for Credit CSU, UC
Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadratic surfaces. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;

MATH 3A
Calculus I
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 002 or MATH 001 and MATH 050 or Appropriate placement through multiple measures assessment process.
Acceptable for Credit CSU, UC
Theorems on limits and continuous functions, derivatives, differentials, and applications: Fundamental theorems of calculus, and applications, properties of exponential, logarithmic, and inverse trigonometric functions, hyperbolic functions. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 210)

MATH 3B
Calculus II
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 003A
Acceptable for Credit CSU, UC
Application of definite integral, methods of integration, polar coordinates, parametric equations, infinite series, power series. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 220)

MATH 3C
Calculus III
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 003B
Acceptable for Credit CSU, UC
Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates and vector calculus. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 230)

MATH 3E
Linear Algebra
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 003A
Acceptable for Credit CSU, UC
Linear algebra: Gaussian and Gauss-Gordon elimination, matrices, determinants, vectors in R2 and R3, real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eiganvectors, and applications. 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. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 250)

MATH 3F
Differential Equations
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 003B and MATH 003E
Recommended Preparation: MATH 003C
Acceptable for Credit CSU, UC
Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, LaPlace transformations, systems of differential equations. 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. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 240)

MATH 11
Discrete Mathematics
4 Units, 4 hours lecture (GR or P/NP)
Prerequisite: MATH 003B
Acceptable for Credit CSU, UC
Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 160)

MATH 15
Mathematics for Liberal Arts Students
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or appropriate placement through multiple measures assessment process.
Acceptable for Credit CSU
Fundamental ideas underlying modern mathematics: Elements from logic, sets and number systems; concepts of elementary algebra, geometry, topology, and combinations. 1701.00
Peralta GE Areas 2;

MATH 16A
Calculus for Business and the Life and Social Sciences
4 Units, 4 hours lecture (GR)
Prerequisite: MATH 20 or MATH 211D or appropriate placement through multiple measures assessment process.
Recommended Preparation: MATH 001
Introduction to analytic geometry, differential and integral calculus of algebraic function, particular attention paid to simple applications. 1701.00
Cal-GETC Area 2;

MATH 16B
Calculus for Business and the Life and Social Sciences
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 016A or MATH 003A
Acceptable for Credit CSU, UC
Continuation of differential and integral calculus; including transcendental functions, methods of integration, partial differentiation and multiple integration; particular attention to application. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;

MATH 18
Mathematical Concepts for Teachers
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 210D or MATH 230 or appropriate placement through multiple measures assessment process
Acceptable for Credit CSU, UC
Structure, properties and operations of the real number system: Introduction to set theory, logic and deductive reasoning; introduction to probability, statistics and inductive reasoning; review of geometry in two and three dimensions (British and metric measure, perimeter, area, volume, characteristics of basic plane and solid figures). Survey course intended primarily for education majors planning to teach in the primary grades. Not open for credit to students who have completed or are currently enrolled in EDUC 018. 1701.00
Peralta GE Areas 2;

MATH 49
Independent Study in Mathematics
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Math. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1701.00

MATH 50
Trigonometry
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or MATH 230
Recommended Preparation: MATH 202
Acceptable for Credit CSU
Introduction to functional trigonometry including 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
Peralta GE Areas 2;
(C-ID: MATH 851)

MATH 118
Foundations in Data Science
4 Units, 3 hours lecture, 3 hours lab, (GR)
Prerequisite: MATH 203 or appropriate placement through multiple measures assessment process
Recommended Preparation: MATH 13 or STAT C1000 or CIS 006
Acceptable for Credit CSU, UC
Foundations of Data Science: Collecting data, sampling; observational and experimental studies; tables and graphs; histograms; measures of center, spread, and correlation; probability; random variables; normal distributions; confidence intervals; hypothesis testing; Regression; ethical issues; algorithm design, flow charting, and debugging; elements of good programming style. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;

MATH 213
Support for Statistics
2 Units, 2 hours lecture (P/NP)
Corequisite: STAT C1000 or STAT C1000
Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics; descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13 or STAT C1000. 1702.00

MATH 215
Support for Pre-Calculus
2 Units, 2 hours lecture (P/NP)
Corequisite: MATH 001
Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in graphing and beginning algebra skills. 1701.00

MATH 216
Support for Trigonometry
1 Unit, 1 hour lecture (P/NP)
Corequisite: MATH 050
Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

MATH 219A
Support for Calculus I
2 Units, 2 hours lecture (P/NP)
Corequisite: MATH 003A or MATH 016A
Review of the core prerequisite skills, competencies, and concepts needed in calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 3A or 16A. 1701.00

MATH 501
Supervised Tutoring in Mathematics
0 Units, 1 hour lab, (SP or P/NP)
Supervised tutoring In Mathematics: Providing assistance to students individually or in small groups to increase success in Mathematics courses. 1701.00

STAT C1000
Introduction to Statistics
4 Units, 4 hours lecture (GR)
Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.
Acceptable for Credit CSU, UC
This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. Formerly MATH 013. 1701.00
Peralta GE Areas 2; Cal-GETC Area 2;
(C-ID: MATH 110)

MM/AN- Multimedia Arts Animation and Game Design

MM/AN 1A
Drawing for Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
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. Not open for credit to students who have completed MMART 178. 0614.40

MM/AN 1B
Storytelling in Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Animated project design using storytelling elements, improvisation and brainstorming: Developing effective characters, story arcs, primary and secondary action, pacing and layout. Not open for credit to students who have completed MMART 116. 0614.40
Peralta GE Areas 3;

MM/AN 2
History of Animation
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of animation through its social context and impact since its inception: Roots of animation before film technology to modern commercial and artistic animated productions; aesthetics and visual styles in different genres of animation. 0614.40
Peralta GE Areas 3; Cal-GETC Area 3B;

MM/AN 3A
Introduction to 2D Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the principles of 2D animation: Creating character animation; drawing key poses and in-betweens; designing movement paths, pose manipulation and cycles; enhancing animation with sound; utilizing storyboards and dynamic composition to create animated scenes; testing motion studies and scene storytelling with software. 0614.40

MM/AN 3B
Intermediate 2D Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 003A
Acceptable for Credit CSU, UC
Project-based study of 2D 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. Not open for credit to students who have completed MMART 187. 0614.40

MM/AN 4
2D Digital Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 003A
Acceptable for Credit CSU, UC
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. Not open for credit to students who have completed MMART 186. 0614.40

MM/AN 10
Experimental Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 003A
Acceptable for Credit CSU, UC
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. Not open for credit to students who have completed MMART 181. 0614.40

MM/AN 19
Character Design and Model Construction
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Character design and model construction: Creation of dynamic 3D character models from conceptual sketches and model sheets, using real-world materials. 0614.40

MM/AN 20A
Introduction to 3D Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the theory, history and production techniques of 3D Animation: Pre-production through post-production and deliverables; considerations for game and other industries. Not open for credit to students who have completed MMART 188. 0614.40

MM/AN 20B
3D Character Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 020A
Acceptable for Credit CSU, UC
Study and practice of creating the illusion of life through techniques of 3D Animation: Application of theory to practical scene work with an emphasis on movement and acting in animated characters. 0614.40

MM/AN 21A
Introduction to 3D Modeling
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 020A
Acceptable for Credit CSU, UC
Introduction to 3D Modeling: Principles and techniques of digital modeling in polygons, NURBS, and subdivision surfaces; applications of textures, materials, and lighting to models; rendering with appropriate materials, lighting and cameras. 0614.40

MM/AN 21B
Intermediate 3D Modeling
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 021A
Acceptable for Credit CSU, UC
Design and construction of digital characters and environments: Creation of production-ready 3D models using organic and hard surface modeling techniques covering the principles of digital sculpting as well as methods for optimizing models for 3D game engines. 0614.40

MM/AN 22A
3D Layout and Lighting
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 020A
Acceptable for Credit CSU, UC
Dynamic composition and visual development: Development of backgrounds and environments and use of camera angles and perspective to stage effective layouts; application of storytelling elements, research, lighting, color theory and basic design principles. 0614.40

MM/AN 22B
Special Effects for Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 020A or MM/AN 021A or MM/AN 510
Acceptable for Credit CSU, UC
Production of 2D/3D visual effects for computer graphics: Live action and animation application, design and planning special effects based on natural phenomena; animation of 2D/3D objects and effects to be composited into computer graphics or video footage. 0614.40

MM/AN 23
3D Rigging
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 020A
Acceptable for Credit CSU, UC
Technical development of effective animation controls for 3D models and characters: Use of set driven keys, deformers, constraints and kinematic controls, including the exporting of rigged characters and objects to a game/simulation platform. 0614.40

MM/AN 24
Performance Animation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 020B
Acceptable for Credit CSU, UC
Performance animation: Acting techniques with applications to character animation, scene construction, and storytelling; exploration of motivation in creating movement and gesture and how this relates to believable characterization for animation. 0614.40

MM/AN 25
Animation Production
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 020A
Recommended Preparation: MM/AN 020B, MM/AN 021A
Acceptable for Credit CSU, UC
Creating a short animated piece from design through production: Team dynamics, acting, visual storytelling, working with clients, and completing a short animated project in 2D/2.5D or 3D depending on story. Not open for credit to students who have completed MMART 194. 0614.40

MM/AN 30
Textures for 3D
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 020A or MM/AN 021A
Acceptable for Credit CSU, UC
Computer Graphics 3D Strategies in texture, lighting for animation, and Realtime applications: Industry techniques to enhance 3D objects, environments, and characters through 3D sculpting and painting tools; skills for creative industries, such as video games, cinema, animation, AR, and/or print. 0614.40

MM/AN 40A
Introduction to Game Design
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
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 uses of flowcharts, storyboards, story scripts and programming languages. Not open for credit to students who have completed MMART 175B. 0614.20

MM/AN 40B
Game Level Design
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 040A
Acceptable for Credit CSU, UC
Creation of levels for games and simulations: Level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Not open for credit to students who have completed MMART 193. 0614.20

MM/AN 41A
Introduction to Game Scripting
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/AN 040A
Acceptable for Credit CSU, UC

Scripting and programming for visual artists: Fundamental scripting techniques for integrated graphical development environments, including computer modeling, animation, video game and other visual media.

0614.20

MM/AN 41B
Video Game Development
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Video game development utilizing tools to create interactive game components: Application of 2D and 3D physics engines, menu systems, and animations towards creating a video game. Not open for credit to students who have completed MMART 152C. 0614.20

MM/AN 44
Applications of Virtual and Augmented Reality
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 040A
Recommended Preparation: MM/AN 041A
Acceptable for Credit CSU, UC
Applications of virtual and augmented reality: Development and creation of virtual worlds and augmented reality applications and simulations utilizing game engines. 0614.20

MM/AN 50
Career Preparation for Animation and Game Industries
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/AN 003A or MM/AN 040A or MM/AN 021A
Acceptable for Credit CSU
Preparation for animation and game industry job market and gig economy: Job search techniques, resume, and cover letter writing skills and a demo reel to result in a completed marketing package. 0614.40

MM/AN 55A
Animation and Game Studio Practice
1 Unit, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Animation and game studio practice: Individual instruction on development of projects within the field of animation and game design. 0614.40

MM/AN 55B
Animation and Game Studio Practice
1 Unit, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Animation and game studio practice: Individual instruction on the development of projects within the field of animation and game design. 0614.40

MM/AN 510
Introduction to 3D Modeling
0 Units, 2.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Introduction to 3D Modeling: Principles and techniques of digital modeling in polygons, NURBS, and subdivision surfaces; applications of textures, materials, and lighting to models; rendering with appropriate materials, lighting, and cameras. 0614.40

MM/AN 511
3D Character Animation
0 Units, 2.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Study and practice of creating the illusion of life through techniques of 3D Animation: Application of theory to practical scene work with an emphasis on movement and acting in animated characters. 0614.40

MM/AN 512
Game Level Design
0 Units, 2.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Creation of levels for games and simulations: Level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. 0614.40

MM/AN 550
Animation and Game Studio Practice
0 Units, 4 hours lab, (SP or P/NP)
Animation and game studio practice: Individual instruction on the development of projects within the field of animation and game design. 0614.40

MM/DI- Multimedia Arts Digital Imaging

MM/DI 1A
Introduction to Digital Illustration
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/DI 001LA
Acceptable for Credit CSU, UC
Introduction to principles of digital illustration: Composition skills; illustration storytelling; digital illustration in the media and society. Not open for credit to students who have completed MMART 132A. 0614.60

MM/DI 1B
Intermediate Digital Illustration
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/DI 001A
Acceptable for Credit CSU, UC
Intermediate digital illustration: Visualization of storytelling methods and genres in digital arts expression. Not open for credit to students who have completed MMART 132B. 0614.60

MM/DI 1C
Advanced Digital Illustration
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/DI 001A
Acceptable for Credit CSU, UC
Advanced digital illustration: Exploration of the uses of signs and symbols to convert concepts into images using various illustration and typography techniques. Not open for credit to students who have completed MMART 132C. 0614.60

MM/DI 1LA
Introduction to Digital Illustration Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 001A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 001A. Not open for credit to students who have completed MMART 132LA. 0614.60

MM/DI 2
Sketching Fundamentals for Design
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Sketching and drawing principles and techniques: Observation, attention to format and proportion, perspective and composition, and digital image editing. Not open for credit to students who have completed MMART 131B. 0614.60

MM/DI 3
Contemporary Color
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/DI 003L
Acceptable for Credit CSU, UC
Theory and application of color: Application of subtractive and additive color principles with digital mediums utilizing computer imaging software and interacting with digital color assets. Not open for credit to students who have completed MMART 129. 0614.00

MM/DI 3L
Contemporary Color Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 003
Acceptable for Credit CSU, UC
Individualized instruction on the development of projects on the theory and application of color. Not open for credit to students who have completed MMART 129L. 0614.00

MM/DI 4
Introduction to Photoshop
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/DI 004L
Acceptable for Credit CSU, UC
Introduction to basic image editing and digital illustration using Photoshop: Survey of elementary design principles used to create effective visual communication with emphasis on practical computer based compositions. Not open for credit to students who have completed MMART 131A 0614.60

MM/DI 4L
Introduction to Photoshop Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 004
Acceptable for Credit CSU, UC
Practical training for the development of multimedia skills presented in MM/DI 004. Not open for credit to students who have completed MMART 131LA. 0614.60

MM/DI 11
Publication and Page Design
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Publication and page design: Design layouts for publication utilizing industry standard software, page layout, font selection, formatting, setting defaults, text and graphics placement, graphic scanning, and output. Not open to students who have completed MMART 117. 0614.50

MM/DI 15A
Introduction to 3D Motion Graphics
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to theory and design of 3D motion graphics: Design and production of visual communication solutions utilizing 3D modeling, texturing, lighting, and animation. Not open for credit to students who have completed MMART 185A. 0614.60

MM/DI 15B
Intermediate 3D Motion Graphics
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/DI 015A
Acceptable for Credit CSU, UC
Intermediate 3D motion graphics: Utilizing Cinema 4D and motion graphics-based software, such as After Effects, to create projects with advanced techniques in animation and visual effects, such as broadcast design and film titles. Not open for credit to students who have completed MMART 185B. 0614.60

MM/DI 20A
Introduction to Digital Photography
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/DI 004
Corequisite: MM/DI 020LA
Acceptable for Credit CSU, UC
Introduction to composition and image editing in digital photography: Digital camera operation, composition, media considerations, image editing, proofing, and final print. Not open for credit to students who have completed MMART 133A. 0614.60

MM/DI 20B
Intermediate Digital Photography
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/DI 020A
Acceptable for Credit CSU, UC
Intermediate theory and practice of digital photography: Advanced composition, black and white conversions, channels, scanning, blending, stitching, retouching, macrophotography, digital printing, framing and other final portfolio formats including books and web. Not open for credit to students who have completed MMART 133B. 0614.60

MM/DI 20LA
Introduction to Digital Photography Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 020A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 020. Not open for credit to students who have completed MMART 133LA. 0614.60

MM/DI 21
Digital Photography Studio
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/DI 020A
Recommended Preparation: MM/DI 020B
Acceptable for Credit CSU, UC
Studio photography: Studio lighting and setup; archival quality prints and online galleries; professional level portfolio development. Not open for credit to students who have completed MMART 133C. 0614.60

MM/DI 22
Analysis of Contemporary Photographers
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Review of contemporary photographers: In-depth review of current photographers' work to explore in-depth the artistic, theoretical and technological developments in photography.; additional emphasis on the technological developments and commercial applications of photography. 0614.60
Peralta GE Areas 3; Cal-GETC Area 3B;

MM/DI 23
Digital Printing for Photographers
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: MM/DI 020A and MM/DI 004
Acceptable for Credit CSU
Introduction to digital printing for photographers: Prepress considerations and techniques, operation and care of digital print technologies, history of printmaking, client management, hands-on projects. Not open for credit to students who have completed MMART 136. 0614.60

MM/DI 25A
Special Projects in Digital Photography I
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: MM/DI 020A
Acceptable for Credit CSU, UC
Project-based study of digital photography: Studio photography formats; portraiture, editorial, fashion, still life, and product photography; use of multiple digital formats and integration of digital software for compositing, lighting, color correction, etc. integrated into a digital workflow; professional practices for assistants and digital technicians on a commercial shoot. Not open for credit to students who have completed MMART 155A. 0614.60

MM/DI 25B
Special Projects in Digital Photography II
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: MM/DI 025A
Acceptable for Credit CSU, UC
Project-based study of digital photography: Use of off-camera flash; advanced use of Adobe Lightroom; printing; landscape/cityscape; documentary photography; history and theory of photography; critiques. Not open for credit to students who have completed MMART 155B. 0614.60

MM/DI 31
Graphic Design Studio
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 003
Acceptable for Credit CSU, UC
Development of graphic design visual communication strategies: Concepts, visualization, documentation, and professional presentation; fundamental text/image interaction,various types of graphic identity designs including symbolic, pictorial or typographic. 0614.60

MM/DI 33
Typography Design
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
History, theory and contemporary practices of typography in the practice of design: Typographic terminology, conventions, typography fundamentals, grid systems, development of unique alphabet letter forms, type as visual/verbal expressive communication and typography as an essential element to graphic design. 0614.50

MM/DI 40A
Introduction to Digital Printing
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/DI 040LA
Acceptable for Credit CSU, UC
Introduction to digital printmaking: Conceptual visualization for image making, the creation of digital composites from editing to print, marketing techniques, output issues, and exploration of the creative digital process. Not open for credit to students who have completed MMART 134A. 0614.60

MM/DI 40B
Intermediate Digital Printing
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/DI 040LB
Recommended Preparation: MM/DI 040A
Acceptable for Credit CSU, UC
Intermediate digital printmaking: Major projects such as bookmaking and printing on canvas; advanced presentation, marketing and promotional techniques; aesthetic development. Not open for credit to students who have completed MMART 134B. 0614.60

MM/DI 40LA
Introduction to Digital Printing Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 040A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 040A. Not open for credit to students who have completed MMART 134LA. 0614.60

MM/DI 40LB
Intermediate Digital Printing Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 040B
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 040B. Not open for credit to students who have completed MMART 134LB. 0614.60

MM/DI 45A
Digital Printing Studio Practice I
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/DI 045LA
Acceptable for Credit CSU, UC
Project-based study of digital printmaking: Enhancing basic technological and visual skills; history and theory of printmaking; hands-on projects using advanced digital technologies; class critiques of projects; operation of digital printing technologies. Not open for credit to students who have completed MMART135A. 0614.60

MM/DI 45B
Digital Printing Studio Practice II
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/DI 045A
Corequisite: MM/DI 045LB
Acceptable for Credit CSU, UC
Project-based study of digital printmaking: 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. Not open for credit to students who have completed MMART 135B. 0614.60

MM/DI 45LA
Digital Printing Studio Practice I Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 045A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 045A. Not open for credit to students who have completed MMART 135LA. 0614.60

MM/DI 45LB
Digital Printing Studio Practice II Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 045B
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 045B. Not open for credit to students who have completed MMART 135LB. 0614.60

MM/DI 46A
Large Scale Print Studio Practice I
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/DI 040A
Corequisite: MM/DI 046LA
Acceptable for Credit CSU, UC
Project-based study of large scale digital printmaking / projection files: Enhancing basic technological and visual skills; history and theory of printmaking; hands-on projects using advanced digital technologies; class critiques of projects; portfolio / files, development; operation of digital printing and projection technologies. Not open for credit to students who have completed MMART 137. 0614.60

MM/DI 46B
Large Scale Print Studio Practice II
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MM/DI 046A
Corequisite: MM/DI 046LB
Acceptable for Credit CSU, UC
Project-based study of advanced practices for large scale print, projection, and installation: Enhancing basic technological and visual skills; advancing input and acquisition skills to realize an artistic vision. Not open for credit to students who have completed MMART 137B. 0614.60

MM/DI 46LA
Large Scale Print Studio Practice I Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 046A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 046A. Not open for credit to students who have completed MMART 137LA. 0614.60

MM/DI 46LB
Large Scale Print Studio Practice II Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/DI 046B
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/DI 046B. Not open for credit to students who have completed MMART 137LB. 0614.60

MM/DI 55A
Design Studio Practice
1 Unit, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU
Design Studio Practice: Development of projects within design with an emphasis on unifying concepts; creation of comprehensive projects that may include advertising, media, and photographs. 0614.50

MM/DI 55B
Design Studio Practice
1 Unit, 4 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Design Studio Practice: Development of projects within design with an emphasis on unifying concepts; creation of comprehensive projects that may include advertising, media, and photographs. 0614.50

MM/DI 504A
Introduction to Digital Illustration
0 Units, 1.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Introduction to principles of digital illustration: Composition skills; illustration storytelling; digital illustration in the media and society. 0614.60

MM/DI 510
Photoshop
0 Units, 1.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Introduction to basic image editing and digital illustration using Photoshop: Survey of elementary design principles used to create effective visual communication with emphasis on practical computer based compositions. 0614.50

MM/DI 511
Photography
0 Units, 1.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Theory and practice of digital photography: Advanced composition, black and white conversions, channels, scanning, blending, stitching, macrophotography, digital printing, and framing. 0614.50

MM/DI 512
Digital Printing
0 Units, 1.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Digital printmaking: Creation of digital composites from editing to completing a print; marketing techniques, output issues, and exploration of the creative digital process. Materials fee required. 0614.10

MM/DI 515A
Introduction to 3D Motion Graphics
0 Units, 2.5 hours lecture, 1.5 hours lab, (SP or P/NP)
Introduction to theory and design of 3D motion graphics: Design and production of visual communication solutions utilizing 3D modeling, texturing, lighting, and animation. 0614.60

MM/DI 520A
Introduction to Digital Photography
0 Units, 1.5 hours lecture, 1.5 hours lab (SP or P/NP)
Recommended Preparation:
Introduction to composition and image editing in digital photography: Digital camera operation, composition, media considerations, image editing, proofing, and final print. 0614.60

MM/DI 520B
Intermediate Digital Photography
0 Units, 2.5 hours lecture, 1.5 hours lab (SP or P/NP)
Prerequisite: MM/DI 520A or MM/DI 020A or MMART 133A
Intermediate theory and practice of digital photography: Advanced composition, black and white conversions, channels, scanning, blending, stitching, retouching, macrophotography, digital printing, framing and other final portfolio formats including books and web. 0614.60

MM/DI 550
Design Studio Practice
0 Units, 4 hours lab, (SP or P/NP)
Design Studio Practice: Development of projects within design with an emphasis on unifying concepts; creation of comprehensive projects that may include advertising, media, and photographs. 0614.50

MM/MW- Multimedia Arts Mobile and Web

MM/MW 1A
Introduction to Web Design
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/MW 001LA
Acceptable for Credit CSU, UC
Introduction to web design: HTML5, CSS3, CSS Grid Architectures, and Responsive Design for designing a portfolio and expressing an online voice. Not open for credit to students who have completed MMART 164. 0614.30

MM/MW 1LA
Introduction to Web Design Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/MW 001A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/MW 001A. Not open for credit to students who have completed MMART 164LA. 0614.30

MM/MW 2
Fundamentals of Graphic Visualization
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/MW 002L
Acceptable for Credit CSU, UC
Graphic visualization: Professional design theory; tools and techniques to design compelling visual content, make decisions with data, apply industry tools, and articulate meaning with design. Not open for credit to students who have completed MMART 165. 0614.30

MM/MW 2L
Fundamentals of Graphic Visualization Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/MW 002
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/MW 002. Not open for credit to students who have completed MMART 165L. 0614.30

MM/MW 4A
Social Media Marketing and Data Analytics
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/MW 004LA
Acceptable for Credit CSU
Social media marketing: Apply dynamics of online content delivery to motivate and analyze consumer interest, develop a digital marketing ecosystem and integrate content creation tools, brand strategies, consumer interactions, and media analytics. Not open for credit to students who have completed MMART 169. 0614.30

MM/MW 4LA
Social Media Marketing and Data Analytics Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/MW 004A
Acceptable for Credit CSU
Practical training for development of multimedia skills presented in MM/MW 004A. Not open for credit to students who have completed MMART 169L. 0614.30

MM/VI- Multimedia Arts Video

MM/VI 1A
Introduction to Narrative Scriptwriting
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: MMART 110
Acceptable for Credit CSU, UC
Theory and practice of narrative scriptwriting with a dual focus on film and episodic scripts: Narrative structures in film and television; industry-accepted formatting; story development; cinematic language. Not open for credit to students who have completed MMART 111A. 0612.20

MM/VI 1B
Intermediate Narrative Scriptwriting
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: MMART 110 or MM/VI 001A
Acceptable for Credit CSU, UC
Advanced workshop in revising and completing a professional-level narrative script: Critique and revisions of student scripts, professional screenplay and film analysis, pitch and strategy sessions; dissection of complex narrative elements, such as voice, character, and pacing. Not open for credit to students who have completed MMART 111B. 0612.20

MM/VI 5
The Art of Producing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Development of materials to pitch a multimedia project: Effective writing structure and style; portfolios, prospectus packets, grant writing, pitches, treatments, budgets, and development of industry contacts. Not open for credit to students who have completed MMART 109. 0612.20

MM/VI 9A
Video Production I: Introduction to Video
4 Units, 3 hours lecture, 4 hours lab, (GR or P/NP)
Recommended Preparation: MMART 110
Acceptable for Credit CSU, UC
Theory and practice of shooting video in studio and field environments: Terminology, set-etiquette, composition and editing techniques, camera operation, portable lighting, and audio recording; aesthetics and fundamentals of producing a video project from a script, postproduction specifications, and exhibition/distribution. Not open for credit to students who have completed MMART 141A. 0612.20

MM/VI 9B
Video Production II: Cinematography and Visual Storytelling
3 Units, 2 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: MM/VI 009A or MMART 141A
Recommended Preparation: MMART 110
Acceptable for Credit CSU, UC
Visual storytelling methods from script to screen: Script analysis from pragmatic to aesthetic perspectives, cinematography, lighting and art direction techniques. Not open for credit to students who have completed MMART 141B or 151B. 0612.20

MM/VI 9C
Video Production III: Directing and Producing
3 Units, 2 hours lecture, 3 hours lab, (GR or P/NP)
Prerequisite: MMART 009A or MMART 141A
Recommended Preparation: MMART 110
Acceptable for Credit CSU, UC
Video production: Development of advanced skills in producing, coordinating and directing. Not open for credit to students who have completed MMART 141C. 0612.20

MM/VI 9D
Video Production IV: Advanced Team Projects
3 Units, 2 hours lecture, 4 hours lab, (GR or P/NP)
Prerequisite: MM/VI 009A or MMART 141A, MMART 150A or MM/VI 020A, MMART 141B or MM/VI 009B or
Corequisite: MM/VI 009B
Recommended Preparation: MMART 109 or MM/VI 005, MMART 141C or MM/VI 009C, MMART 110, MMART 138 or MM/VI 025, MMART 148A or MM/VI 024A, MMART 157 or MM/VI 042
Acceptable for Credit CSU, UC
Creation of completed film: Motion picture projects from pitch to exhibition through collaborative teamwork. Not open for credit to students who have completed MMART 142. 0612.20

MM/VI 15
Documentary Production and Editing
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/VI 020A
Recommended Preparation: MM/VI 009A
Acceptable for Credit CSU, UC
Theory and practice of documentary video production: Creating a non-fiction treatment and script, filming interviews and b-roll, editing a short non-fiction video program. Not open for credit to students who have completed MMART 156. 0612.20

MM/VI 16
Social Media Storytelling
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Social media with emphasis on storytelling: Creation of podcasts, written copy, short videos, and photos appropriate for different social media platforms and campaign types; editing media and publishing online. Not open to students who have completed MMART 113. 0612.20

MM/VI 17
Social Media Production
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MM/VI 009A or MMART 141A, MM/VI 020A or MMART 150A, MM/VI 009C or MMART 141C
Recommended Preparation: MM/DI 004 or MMART 131A, MM/MW 004A or MMART 169, MM/VI 015 or MMART 156
Acceptable for Credit CSU
Team and project management applied toward marketing a cause or client: Creating social media publicity content and distribution plan. Not open for credit to students who have completed MMART 112. 0612.20

MM/VI 20A
Editing I: Introduction to Video Editing
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/VI 020LA
Acceptable for Credit CSU, UC
Theory and practice of digital video editing: Film aesthetics and editing techniques using a major software program, acquisition of footage, skilled use effects and sound to support storytelling, media management and exporting. Not open for credit to students who have completed MMART 150A. 0612.20

MM/VI 20B
Editing II: Technical Skills
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/VI 020LB
Recommended Preparation: MM/VI 020A
Acceptable for Credit CSU, UC
Continuing development of technical video editing skills: Workflow analysis, roles and responsibilities; intermediate film aesthetics; color correction; title generation; sound normalization and sweetening; organization and preparation of files for finishing, industry copyright standards. Not open for credit to students who have completed MMART 150B. 0612.20

MM/VI 20C
Editing III: Crafting a Story
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/VI 020LC
Recommended Preparation: MM/VI 020B
Acceptable for Credit CSU, UC
Theory and practice of storytelling in a video edit: Development of story arcs, smooth and polished transitions, pacing, sound sweetening, problem solving technical and narrative challenges, practice cutting material to fit a variety of film genres and organization of materials to support editorial goals. Not open for credit to students who have completed MMART 150C. 0612.20

MM/VI 20D
Editing IV: Editing for Distribution
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/VI 020LD
Recommended Preparation: MM/VI 020C
Acceptable for Credit CSU, UC
Finishing techniques and distribution planning for a broadcast-ready video: Refinement of editorial structure, pacing, visual style, sound design; advanced finishing techniques; developing a distribution plan; broadcast and related output considerations; legal and permissions issues and ethics; emerging technologies including new distribution methods and virtual reality projects. Not open for credit to students who have completed MMART 150D. 0612.20

MM/VI 20LA
Editing I: Introduction to Video Editing Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/VI 020A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/VI 020A. Not open for credit for students who have completed MMART 150LA. 0612.20

MM/VI 20LB
Editing II: Technical Skills Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/VI 020B
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/VI 020B. Not open for credit to students who have completed MMART 150LB. 0612.20

MM/VI 20LC
Editing III: Crafting a Story Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/VI 020C
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/VI 020C. Not open for credit to students who have completed MMART 150LC. 0612.20

MM/VI 20LD
Editing IV: Editing for Distribution Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/VI 020D
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented MM/VI 020D. Not open for credit to students who have completed MMART 150LD. 0612.20

MM/VI 24A
Sound Design I
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MM/VI 024LA
Acceptable for Credit CSU, UC
Introduction to the theory and practice of recording and editing audio: Fundamentals of sound design and aesthetics, microphone use, and digital recording equipment; hands on experience recording, editing, mixing and mastering audio. Not open for credit to students who have completed MMART 148A. 0612.20

MM/VI 24B
Sound Design II
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Prerequisite: MMART 148A or MM/VI 024A
Corequisite: MM/VI 024LB
Acceptable for Credit CSU, UC
Advanced practice and theory of sound design: Advanced sound editing techniques using industry-standard tools to enhance story and film visuals; research/screenings of influential sound artists; emerging sound technologies. Not open for credit to students who have completed MMART 148B. 0612.20

MM/VI 24LA
Sound Design I Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/VI 024A
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/VI 024A. Not open to students who have previously completed MMART 148LA. 0612.20

MM/VI 24LB
Sound Design ll Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MM/VI 024B
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MM/VI 024B. Not open to students who have previously completed MMART 148LB. 0612.20

MM/VI 25
Sound Recording and Audio Production
1.5 Units, 1.5 hours lecture (GR or P/NP)
Recommended Preparation: MM/VI 009A
Acceptable for Credit CSU, UC
Location sound recording for multimedia arts: Audio theory and principles; critical listening; analysis of studio and location audio environments; microphone types, selection, placement and use; use of audio mixers and digital recorders; crew organization, function and responsibilities. Not open for credit to students who have completed MMART 138. 0612.20

MM/VI 41
Introduction to Cinematography
1.5 Units, 1.5 hours lecture (GR or P/NP)
Recommended Preparation: MM/VI 009A or MMART 141A, MM/VI 020A or MMART 150A
Acceptable for Credit CSU
Storytelling through cinematography: Pre-production preparation, on-set protocol, motion picture aesthetics, industry and on-set terminology; shot development, camera movement, lens selection and blocking of subjects; duties and responsibilities of the camera team. Not open for credit to students who have completed MMART 153. 0612.20

MM/VI 42
Introduction to Motion Picture Lighting
1.5 Units, 1.5 hours lecture (GR or P/NP)
Prerequisite: MMART 009A or MMART 141A or
Corequisite: MM/VI 009A
Acceptable for Credit CSU
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. Not open for credit to students who have completed MMART 157. 0612.20

MMART-Multimedia Arts

MMART 1
Design Thinking
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Design thinking: Building a design research process; problem solving, building prototypes, and creating viable design solutions using ethnography, visualization, storytelling, and experimentation. Not open for credit to students who have completed MMART 199. 0614.00

MMART 3
Introduction to Digital Art
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to Digital Art: Fundamental concepts, practices, and theories of digital art production, integration of traditional design, color, and compositional principles with contemporary digital tools such as scanned resources, vector drawing, bitmap painting, and rendering from 3-D models. Not open for credit to students who have completed MMART 130. 0614.40
(C-ID: ARTS 250)

MMART 5A
Introduction to Motion Graphics
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 110
Acceptable for Credit CSU, UC
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 outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level. Not open for credit to students who have completed MMART 152A. 0614.10

MMART 5B
Intermediate Motion Graphics
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 005A
Acceptable for Credit CSU, UC
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 levels. Not open for credit to students who have completed MMART 152B. 0614.10

MMART 49
Independent Study in Multimedia Arts
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Multimedia Arts. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0614.00

MMART 110
Scriptwriting and Storyboarding
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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

MMART 114
Data Design for Digital Media
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MMART 114L
Acceptable for Credit CSU, UC
Data graphics basics: Overview of statistics, choices for charting data, digital input techniques and display methods for illustrating complex information; survey design, user experience, and the use of color, typography and narrative in creating compelling data visualizations. 0614.00

MMART 114L
Data Design for Digital Media Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 114
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MMART 114. 0614.10

MMART 122B
From Movies to Multimedia
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
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. 0612.20
Peralta GE Areas 3; Cal-GETC Area 3A;

MMART 123
The Art of Documentary Film
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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. 0612.20
Peralta GE Areas 3; Cal-GETC Area 3A;

MMART 162
Contemporary Scripting for Games, Mobile and Web
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 168
Corequisite: MMART 162L
Acceptable for Credit CSU, UC
Introduction to scripting and programming for visual artists: Fundamental scripting techniques for web, mobile, video games, virtual reality, and other visual media; designing, implementing, and testing foundational application programs. 0614.30

MMART 162L
Contemporary Scripting for Games, Mobile and Web Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 162
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MMART 162. 0614.30

MMART 166
User Experience and Interface Design
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 164
Corequisite: MMART 166L
Acceptable for Credit CSU, UC
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

MMART 166L
User Experience and Interface Design Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 166
Acceptable for Credit CSU, UC
Description Practical training for development of multimedia skills presented in MMART 166. 0614.30

MMART 167
Mobile and Cross-Platform Web Design
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 164
Corequisite: MMART 167L
Acceptable for Credit CSU, UC
Cross-Platform design techniques for Mobile and Web Design: Mobile development, tablet development, web development, responsive design, and dynamic graphical elements. 0614.30

MMART 167L
Mobile and Cross-Platform Web Design Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 167
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MMART 167. 0614.30

MMART 168
Online Games & Interactivity
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Corequisite: MMART 168L
Recommended Preparation: MMART 164
Acceptable for Credit CSU, UC
Principles of interactive design and virtual environments: User experience, game design, dynamic graphics, and integration of interactive content for online environments. 0614.30

MMART 168L
Online Games & Interactivity Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 168
Recommended Preparation: MMART 164
Acceptable for Credit CSU
Practical training for development of multimedia skills presented in MMART 168. 0614.30

MMART 170
Virtual Reality and Digital Spaces
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 165 or MMART 164
Corequisite: MMART 170L
Acceptable for Credit CSU, UC
Interactive and game based architectures: virtual reality environments, visible and invisible data, interactive design environments, and visual mapping. 0614.30

MMART 170L
Virtual Reality and Digital Spaces Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 170
Acceptable for Credit CSU, UC
Practical training for development of multimedia skills presented in MMART 170. 0614.30

MMART 171
Web Commerce & Internet Start Up
2 Units, 1.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 164
Corequisite: MMART 171L
Acceptable for Credit CSU
Introduction to the principles of E-commerce: Building an online business, analysis and application of media content, operating shopping carts, and execution of online strategy. 0614.30

MMART 171L
Web Commerce & Internet Start Up Lab
1 Unit, 4 hours lab, (GR or P/NP)
Corequisite: MMART 171
Recommended Preparation: MMART 164
Acceptable for Credit CSU
Practical training for development of multimedia skills presented in MMART 171. 0614.30

MMART 197
Multimedia Career Preparation
3 Units, 2.5 hours lecture, 1.5 hours lab, (GR or P/NP)
Recommended Preparation: MMART 164
Acceptable for Credit CSU
Career preparation for advanced multimedia students: Resume, interview skills, job searches, networking techniques, professional websites and portfolios or reels. 0614.10

MMART 468
Work Experience in Multimedia Arts
1 - 4 Units, 3 - 12 hours lab, (GR or P/NP)
Acceptable for Credit CSU
Supervised employment in Multimedia Arts or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0614.10

MMART 505A
Introduction to Motion Graphics
0 Units, 2.5 hours lecture, 1.5 hours lab, (SP or P/NP)
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 outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level. 0614.10

MUSIC-Music

MUSIC 10
Music Appreciation
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00
Peralta GE Areas 3; Cal-GETC Area 3A;
(C-ID: MUS 100)

MUSIC 15A
Jazz, Blues, and Popular Music in the American Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Historical 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
Peralta GE Areas 3; Cal-GETC Area 3A;

MUSIC 15B
Jazz, Blues, and Popular Music in the American Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00
Peralta GE Areas 3; Cal-GETC Area 3A;

MUSIC 24
Jazz History
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Evolutionary development of jazz music and the artists responsible for its creation: Historical, cultural, and sociological analysis of each style period through extensive guided listening. 1004.00
Peralta GE Areas 3; Cal-GETC Area 3A;

PHIL-Philosophy

PHIL 1
Introduction to Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: PHIL 100)

PHIL 2
Social and Political Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Focus on classic examples of social and political philosophy in Western civilization: Original writings by Classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), Modern Europeans (Marx and Mills), and appropriate contemporary philosophers. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;

PHIL 10
Logic
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Consideration of logical problems of language: Deduction and induction, fallacies, the theory of argument and the scientific method, study of correct reasoning in Aristotelian and modern logic. 1509.00
Peralta GE Areas 1B;
(C-ID: PHIL 110)

PHIL 11
Formal Logic
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to formal logic: Syntax, semantics, and proof theory of sentential and predicate logic. 1509.00
Peralta GE Areas 1B;
(C-ID: PHIL 210)

PHIL 16
Buddhist Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to Buddhist philosophy and sutras: Main tenets of the three major schools of thought---Abhidharmakosa, Yogacara, and Madhyamika. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;

PHIL 20A
History of Ancient Greek Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Chronological development of leading philosophical perspectives of Ancient Greece from the Ionians to the Scholastics. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: PHIL 130)

PHIL 20B
History of Modern European Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: PHIL 140)

PHIL 31A
Introduction to Ethics
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of central problems in ethics: what makes for a good life; what our moral obligations are and why; what to think about moral issues that are currently the source of controversy in our society. Not open for credit to students who have completed or are currently enrolled in HUMAN 30A. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: PHIL 120)

PHIL 35
Feminist Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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. Not open for those students who have taken or are currently enrolled in WS 035. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;

PHIL 37
Introduction to Asian Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Major philosophies and religions of Asia: Emphasis on the origins, myths, and basic teachings of Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto; special attention to current influences of Eastern philosophy and religion on Western culture. 1509.00
Peralta GE Areas 3; Cal-GETC Area 3B;

PHIL 49
Independent Study in Philosophy
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Philosophy. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog 1509.00

PHYS-Physics

PHYS 3A
General Physics
5 Units, 4 hours lecture, 3 hours lab, (GR)
Prerequisite: MATH 003A or
Corequisite: MATH 003A
Acceptable for Credit CSU, UC
Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, heat, and thermodynamics for students majoring in the biological and medical sciences. 1902.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: PHYS 105, PHYS 100S=PHYS 3A + PHYS 3B)

PHYS 3B
General Physics
5 Units, 4 hours lecture, 3 hours lab, (GR)
Prerequisite: PHYS 003A
Acceptable for Credit CSU, UC
Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy; DC and AC circuits, light, optics, relativity, quantum physics, atoms, molecules, nuclei, particles, and astrophysics for students majoring in the biological and medical sciences. 1902.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: PHYS 110, PHYS 100S=PHYS 3A + PHYS 3B)

PHYS 4A
General Physics with Calculus
5 Units, 4 hours lecture, 3 hours lab, (GR)
Recommended Preparation: PHYS 010
Prerequisite: MATH 003A and MATH 003B or
Corequisite: MATH 003B
Acceptable for Credit CSU, UC
Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: PHYS 205, PHYS 200S=PHYS 4A + 4B + 4C)

PHYS 4B
General Physics with Calculus
5 Units, 4 hours lecture, 3 hours lab, (GR)
Prerequisite: PHYS 004A and MATH 003B and MATH 003C or
Corequisite: MATH 003C
Acceptable for Credit CSU, UC
Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: PHYS 210, PHYS 200S=PHYS 4A + 4B + 4C)

PHYS 4C
General Physics with Calculus
5 Units, 4 hours lecture, 3 hours lab, (GR)
Prerequisite: PHYS 004B and MATH 003C and MATH 003E or
Corequisite: MATH 003E and
Prerequisite: MATH 003F or
Corequisite: MATH 003F
Acceptable for Credit CSU, UC
Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00
Peralta GE Areas 5; Cal-GETC Area 5A, 5C;
(C-ID: PHYS 215, PHYS 200S=PHYS 4A + 4B + 4C)

PHYS 10
Introduction to Physics
4 Units, 4 hours lecture (GR)
Recommended Preparation: MATH 201 or MATH 202 or MATH 210D
Acceptable for Credit CSU, UC
Elementary study of major topics of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C. 1902.00
Peralta GE Areas 5; Cal-GETC Area 5A;
(C-ID: PHYS 140 =PHYS 10 + CHEM 30A)

PHYSC-Physical Science

PHYSC 20
Introduction to the Marine Environment
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Introduction to the oceans: History and topography; 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
Peralta GE Areas 5; Cal-GETC Area 5A;

POSCI & POLS-Political Science

POSCI 1 Government and Politics in the United States is now POLS C1000 American Government and Politics

POLS C1000
American Government and Politics
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. Formerly POSCI 001. 2207.00
Peralta GE Areas 4; CSU area US2, US3; Cal-GETC Area 4;
(C-ID: POLS 110)

POSCI 2
Comparative Government
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: POLS 130)

POSCI 3
International Relations
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: POLS 140)

POSCI 4
Political Theory
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies, relevance to contemporary socio-political concerns. 2207.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: POLS 120)

POSCI 6
The U.S. Constitution and Criminal Due Process
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey and analysis of people's rights under criminal and civil law: Procedural civil liberties and rights (defendants, court personnel, and police), concepts of due process and equal protection, search and seizure, and applications of principles and practices to everyday life. 2207.00
Peralta GE Areas 4; Cal-GETC Area 4;

POSCI 19
Introduction to Global Studies
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of globalization: Role of geography, institutions, and major actors; history of globalization; debates related to globalization; interdependence and conflict between different systems; global citizenship. Not open for credit to students who have taken HIST 23. 2207.00
Peralta GE Areas 4; Cal-GETC Area 4;

POSCI 20
Global Issues
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Global issues with emphasis on several major areas of concern: Population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems. Not open for credit to students who have taken HIST 38. 2207.00
Peralta GE Areas 4; Cal-GETC Area 4;

POSCI 49
Independent Study in Political Science
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Political Science. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2207.00

PSYCH & PSYC-Psychology

PSYCH 1A Introduction to General Psychology is now PSYC C1000 Introduction to Psychology

PSYCH 6
Social Psychology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society. 2001.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: PSY 170)

PSYCH 21
Lifespan Human Development
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Human development from conception to death: Theories of development, research methods; physical, cognitive, social, and emotional changes of the life span with developmental issues; nature vs. nurture, continuity vs. discontinuity, stability vs. instability. 2001.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: PSY 180)

PSYCH 28
Introduction to Research Methods in Psychology
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: PSYC C1000 or PSYC C1000 and STAT C1000 or STAT C1000
Acceptable for Credit CSU, UC
Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology. 2001.00
Peralta GE Areas 4;
(C-ID: PSY 200)

PSYCH 49
Independent Study in Psychology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Psychology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2001.00

PSYCH 61
Introduction to Biological Psychology
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: PSYC C1000 or PSYC C1000
Acceptable for Credit CSU, UC
Introduction to the biological bases of behavior, emotions, and psychological processes: Overview of brain-behavior relationships underlying psychological processes such as sensation, perception, learning, memory, emotions, and psychological disorders; historical contributions; prominent theories and models; and critical evaluation of current research principles and ethical standards in research. 2001.00
Peralta GE Areas 5; Cal-GETC Area 5B;
(C-ID: PSY 150)

PSYC C1000
Introduction to Psychology
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. Formerly PSYCH 001A. 2001.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: PSY 110)

SOC-Sociology

SOC 1
Introduction to Sociology
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL C1000 or ENGL 001AS or ENGL C1000 or ENGL C1000E
Acceptable for Credit CSU, UC
Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: SOCI 110)

SOC 2
Social Problems
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: SOCI 115)

SOC 5
Minority Groups
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: SOCI 150)

SOC 7
Sociology of Gender
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Social construction of gender over time and across cultures: Theories of gender, social and behavioral science research on gender, varying masculinities and femininities, the impact of economics, politics, ideologies, and institutions on gendered experiences and practices. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: SOCI 140)

SOC 8
Crime and Deviance
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Sociological exploration of the nature, extent, and causes of crime and deviance: Corporate crime, property and violent crime, drug culture, sex work, the criminal justice system, stigmatization, and the socio-political impact of crime and deviance. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: SOCI 160)

SOC 13
Sociology of the Family
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Social factors which contribute to marriage and family: Changing historic, economic, and socio-cultural forces that shape intimate and familial relationships. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;
(C-ID: SOCI 130)

SOC 18
Sociology of Death and Dying
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Death and dying: Application of sociological principles; historic, economic, social, psychological, cultural, and institutional dynamics of death and dying. 2208.00
Peralta GE Areas 4; Cal-GETC Area 4;

SOC 120
Introduction to Research Methods
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: SOC 001
Recommended Preparation: STAT C1000 or STAT C1000
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4;
(C-ID: SOCI 120, POLS 160)

SOCSC-Social Science

SOCSC 2
Introduction to Diversity Issues
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of inter-group and interpersonal relations across lines of class, gender, race, ethnicity, religion, sexual orientation, age, and ability/disability in the contemporary United States: Approaches to fostering equality and inclusion in institutions and interactions. 2201.00
Peralta GE Areas 4; Cal-GETC Area 4;

SPAN-Spanish

SPAN 1A
Elementary Spanish
5 Units, 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. This course is the equivalent of two years of high school Spanish. 1105.00
Peralta GE Areas 3;
(C-ID: SPAN 100)

SPAN 1B
Elementary Spanish
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: SPAN 001A
Acceptable for Credit CSU, UC
Continuation of Spanish 1A: Development and application of language skills and cultural exploration of the Spanish speaking world; study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: SPAN 110)

SPAN 2A
Intermediate Spanish I
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: SPAN 001B
Acceptable for Credit CSU, UC
Conversation, analysis and composition based on selected readings from short stories and articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; grammar review of indicative tenses, imperative and subjunctive mood; expansion of vocabulary and idioms; course conducted in Spanish. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: SPAN 200)

SPAN 2B
Intermediate Spanish II
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: SPAN 002A
Acceptable for Credit CSU, UC
Analysis and composition based on selected readings from Spanish and Latin American literature, articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; continued grammar review with emphasis on past subjunctive and sequence of tenses; advanced conversation; expansion of vocabulary and idioms; course is conducted in Spanish. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;
(C-ID: SPAN 210)

SPAN 10A
Advanced Spanish Conversation
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: SPAN 002A
Acceptable for Credit CSU, UC
Advanced Spanish conversation: Practice in developing oral fluency through interpretation and discussion of selected readings. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;

SPAN 10B
Advanced Spanish Conversation
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Continuation of SPAN 10A: Continued practice in developing oral fluency through interpretation and discussion of selected readings. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;

SPAN 15
Spanish Composition
3 Units, 2 hours lecture, 3 hours lab, (GR or P/NP)
Recommended Preparation: SPAN 002A
Acceptable for Credit CSU, UC
Intermediate Spanish composition: Writing in Spanish, including writing strategies as well as recognition and self-correction of errors. 1105.00
Peralta GE Areas 3;

SPAN 22A
Spanish for Bilingual Speakers I
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: Spanish native speaker proficiency or the equivalent intermediate level.
Acceptable for Credit CSU, UC
Elementary and intermediate Spanish for students whose native language is Spanish: Critical reading and discussion of selected readings in Spanish with emphasis on reading development, spelling (orthography), grammar, lexical expansion, and composition. 1105.00
Peralta GE Areas 3;
(C-ID: SPAN 220)

SPAN 22B
Spanish for Bilingual Speakers II
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: SPAN 022A
Acceptable for Credit CSU, UC
Continuation of Spanish 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
Peralta GE Areas 3;
(C-ID: SPAN 230)

SPAN 35A
Intermediate Conversational Spanish: Current Events
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: SPAN 001B or SPAN 030B
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
Peralta GE Areas 3;

SPAN 35B
Intermediate Conversational Spanish: Film
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: SPAN 001B or SPAN 030B
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
Peralta GE Areas 3;

SPAN 38
Latin American Literature
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: SPAN 002A or SPAN 022A
Acceptable for Credit CSU, UC
Contemporary Latin American literature through the reading of short stories from prominent Latin American writers: Gabriel Garcia-Marques, Julio Cortazar and others. Course is taught entirely in Spanish. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;

SPAN 39
Latin American Novel
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: SPAN 002A or SPAN 022A
Acceptable for Credit CSU, UC
Contemporary Latin American fiction through the reading of novels by prominent Latin American writers. Course is taught entirely in Spanish. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;

SPAN 40
Hispanic Civilization and Culture
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: SPAN 002A or SPAN 022A
Acceptable for Credit CSU, UC
Study of Hispanic civilization and culture: Readings in Spanish designed to develop active language skills. 1105.00
Peralta GE Areas 3; Cal-GETC Area 3B;

SPAN 49
Independent Study in Spanish
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Spanish. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1105.00

SPAN 101
Basic Spanish for the Education Profession
3 Units, 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

WS-Women's Studies

WS 1
Introduction to Women's Studies
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4; Cal-GETC Area 4;

WS 35
Feminist Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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. Not open for those students who have taken or are currently enrolled in PHIL 035. 2201.10
Peralta GE Areas 3; Cal-GETC Area 3B;

WS 52
Women and Cinema
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: HUMAN 021 or an Introduction to Film Studies course
Acceptable for Credit CSU, UC
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. Not open for credit to students who have completed or are currently enrolled in HUMAN 052. 2201.10
Peralta GE Areas 3; Cal-GETC Area 3A;

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Peralta Board of Trustees Policies and Administrative Procedures

For the complete list of up to date Board Policies (BPs) and Administrative Procedures (APs) visit https://www.peralta.edu/boardoftrustees/bp-ap

BP 3410 Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.
Title 2 Sections 10500 et seq.
Labor Code Section 1197.5
ACCJC Accreditation Eligibility Requirement 20 and
ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
California Fair Employment and Housing Act
Administrative Procedure 3410

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: January 21, 2014
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Updated and approved by the Board of Trustees: March 14, 2017
Updated and approved by the Board of Trustees: February 26, 2019

AP 3435 Discrimination and Harassment Complains and Investigations

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

NOTE: This Administrative Procedure will be applied in accordance with union Collective Bargaining Agreements (CBA)

I. Reporting and Filing Complaints
The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a complaint.

II. Complaints
A complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state and federal law. Complaints must be filed with the Vice Chancellor of Human Resources and Employee Relations unless the Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor.

The District may request, but shall not require the Complainant to submit a complaint on the form prescribed by the State Chancellor. A copy of the form will be available at the college Office of Student Services, District Office of Human Resources, and the District/college websites. A complainant shall report a verbal Complaint to the Vice President of Student Services, or the College President, or the Vice Chancellor of Human Resources. The Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, the District Office of Employee Relations will promptly contact the Complainant and specify the defect. If the Complainant is unable to fix the defect in the Complaint, the Vice President of Student Services shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation.

Who May File a Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing directed to the Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources.

Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the District Office of Employee Relations, the District's Human Resources website, and at the State Chancellor's website.

II. Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor of Human Resources and Employee Relations immediately.

III. Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

IV. Communicating that the Conduct is Unwelcome

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

V. Intake and Processing of the Complaint

Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources and Employee Relations shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a Complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor of Human Resources and Employee Relations should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

VI. Investigation

The Vice Chancellor of Human Resources and Employee Relations shall:

- Authorize the investigation of the Complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

VII. Investigation of the Complaint

The District shall promptly investigate every Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes Complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial factfinding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the Vice Chancellor of Human Resources and Employee Relations may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

VIII. Investigation Steps

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

IX. Timeline for Completion

The District will undertake its investigation as promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

X. Cooperation Expected

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

XI. Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including individuals contacted and interviewed:
- A summary of the testimony provided by each witness including the complainant and any available witnesses identified by the Complainant in the complaint;
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

XII. Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of students and employee respondents during the investigation process and any ensuing discipline.

XIII. Administrative Determination

1. In any case not involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following: [NOTE: For cases involving employment discrimination, Title 5 only requires that a copy or summary of the report be provided to the Complainant. The District may, but is not required to, provide the report to the respondent in order to have a consistent process for addressing employment and non-employment discrimination claims.]

(a) The Chancellor or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) In the event a discrimination allegation is substantiated a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;

(c) The proposed resolution of the complaint;

(d) The Complainant's right to appeal to the District Board of Trustees and the California Community Colleges Chancellor's Office; and

(e) In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

2. In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:

(a) The Chancellor's or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;

(c) The proposed resolution of the complaint; and

(d) The complainant's right to appeal to the District Board of Trustees and to file a complaint with the Department of Fair Employment and Housing.

The District shall also provide the Respondent the following:

(a) The Chancellor or his/her/their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b)The proposed resolution of the complaint, including any disciplinary action against the Respondent; and

(c) In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

XIV. Discipline for Student Sexual Misconduct Not Subject to Title IX (new section)

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by video conference and a live hearing conducted by a neutral decision-maker other than the investigator. The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. The neutral third party asking questions shall not exclude any questions unless there is an objection to the question by any individual charged with making a final determination regarding discipline.

XV. Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate and consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the Complainant can move safely between classes and activities;
2. ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services or a referral to counseling services;
5. providing medical services or a referral to medical services;
6. providing academic support services, such as tutoring;
7. arranging for a Student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
8. reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems, and should follow up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

XVI. Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision on the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

XVII. Remand

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

XVIII. Extension of Time

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

XIX. Disclosures to the California Community Colleges Chancellor's Office

Upon request of the California Community College's Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

XX. File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

1. the original complaint;
2. the investigatory report;
3. the summary of the report if one is prepared;
4. the notice provided to the Parties, of the District's administrative determination and the right to appeal;
5. any appeal; and
6. the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, all relevant, non-privileged documents shall be provided upon request of the Chancellor.

XXI. Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence.

1. The procedures shall be published in all student, faculty, and staff handbooks, each college's catalog and schedule of classes, and other printed material deemed appropriate by each college's Vice President of Student Services.
2. The procedures also will be disseminated to students at each college's new student orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services.
3. The procedures will also be disseminated to each faculty member, all members of the administrative staff and all members of the support staff both at the time of hire and at the beginning of each school year.
4. The procedures also shall be displayed in a prominent location in each college along with the other notices regarding the college's procedures and standards of conduct. A copy of the procedures shall be made available to any person expressing a verbal complaint about such matters.

XXII. Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all non-supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all non-supervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have a refresher until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training also must address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, and appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign-in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written responses or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

XXIII. Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

NOTE: DFEH Regulations require any employer whose workforce contains 10 percent or more of persons who speak a language other than English as their spoken language to translate its harassment, discrimination, and retaliation policies into every language that is spoken by at least 10 percent (10%) of the workforce. In order to comply with this requirement, Districts should translate BP 3410 Nondiscrimination, BP 3430 Prohibition of Harassment, AP 3410 Nondiscrimination. AP 3430 Prohibition on Harassment, and AP 3435 Discrimination and Harassment Complaints and Investigations into any applicable languages.

Reference:

Education Code Section 212.5, 66281.5 and 67386
Government Code Section 12950.1;
Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
Title 2 sections 11023 and 11024
20 U.S. Code Sections 1681 et seq.
34 Code of Federal Regulations Section 106.8(b)

Approved by the Chancellor: June 14, 2016

Revised and approved by the Chancellor: December 12, 2017
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: October 6, 2020
Revised and approved by the Chancellor: April 5, 2021
Revised and approved by the Chancellor: November 9, 2021

BP 4100 Graduation Requirements for Degrees and Certificates

The Peralta Community College District grants the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted (additional requirements can be listed in the administrative procedures); and who meet residency requirements.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain skills that may be oriented to career or general education. Students must obtain a "C" or better in each course and meet college residency requirements.

Students may be awarded a Certificate of Proficiency upon successful completion of a program of study which includes up to 17.5 units. Students must obtain a "C" or better in each course. A Certificate of Proficiency will not appear on a student's transcript. Students may be awarded a Certificate of Completion or a Certificate of Competency upon successful completion of courses of study or curriculum which are noncredit and for which the District offers a certificate.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of each of the local college curriculum committees and the district Council on Instruction, Planning, and Development (CIPD). The procedures shall assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students. Further, each college catalog shall include a statement on Catalog Rights.

References:

Education Code section 70902(b)(3); sections 66745 et seq.;
Title 5 sections 55060 et seq.;
Accreditation Standard II.A.3.

Approved by the Board of Trustees: January 24, 2012

Revised and approved by the Board of Trustees: December 12, 2017
Revised and approved by the Board of Trustees: February 26, 2019

BP 4220 Standards of Scholarship

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: academic record symbols and grading, credit for priorlearning, academic and progress probation, academic and progress dismissal, alleviating substandard work and academic renewal, remedial course limit, excess units, and course repetition.

These procedures shall be published in the college catalogs.

Reference:

Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq. and 55050 et seq.

Approved by the Board of Trustees: January 24, 2012

Revised and approved by the Board of Trustees: November 15, 2016
Revised and approved by the Board of Trustees: February 26, 2019
Revised and approved by the Board of Trustees: March 23, 2021

AP 4222 Remedial Coursework

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

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

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measurable progress toward the development of skills appropriate to his/her enrollment in college-level courses. Students also may be referred to appropriate adult noncredit education services.

No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support including addition language support for English as a Second Language students, during the same semester that they take a transfer-level English of mathematics course but only if an administrator determines the support will increase the likelihood of passing the transfer-level English or mathematics course. The administrator shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.

Reference:

Education Code Section 78213
Title 5 Section 55035
ACCJC Accreditation Standard II.A.4

Approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: March 7, 2019

AP 4225 Course Repetition and Repeatable Courses

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses, including:

- student repetition when a satisfactory grade was received,
- student repetition when a satisfactory grade was not received,
- courses per Title 5 which are determined to be repeatable, and
- active participatory credit courses in physical education and visual or performing arts that are related in content.

A. Alleviate substandard academic work [55040(b)(2), 55042]

1. A student may petition for approval to repeat a course when a student was awarded a substandard grade a "D", "F", "FW", "NP" or "NC") or received a 'W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
2. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
3. Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
4. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
5. Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

B. Withdrawal (55024)

1. As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times).
2. The 'W" shall not be used in calculating GPA, but must be used in determining probation and dismissal.
3. Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

C. Significant lapse of time [55040(b)(3), 55043]

1. A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.
2. However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or
3. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.
4. The previous grade and credit will be disregarded in computing the student's GPA.

D. Recency requirement at an institution of higher education [55040(b)(3), 55043]

1. As noted above in section C, a student may petition to repeat a course when "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question."
2. The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
3. The previous grade and credit will be disregarded in computing the student's GPA.

E. Legally mandated [55040(b)(8)]

1. A student may petition to repeat a course not marked as repeatable "in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment."
2. Such courses may be repeated for credit any number of times as legally required.
3. Students must certify or provide documentation that course repetition is legally mandated.
4. The grade received each time shall be included for purposes of calculating the student's grade point average.

F. Significant change in industry or licensure standards [55040(b)(9)]

1. A student may petition to repeat a course "as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure."
2. The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
3. The grade received each time shall be included for purposes of calculating the student's grade point average.

G. Extenuating circumstances [55040(b)(5), 55045]

1. A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student's control.
2. The previous grade and credit will be disregarded in the computing of the student's grade point average.
3. This does not apply to courses designated as repeatable.

H. Occupational Work Experience [55040(b)(6), 55253]

1. Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
    a. General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
    b. Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
2. The grade each time shall be included for the purpose of calculating the student's grade point average.

I. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]

1. A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
2. A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
3. Under no circumstances may a portion of a physical education course be repeated.

J. Special classes for students with disabilities [55040(b)(7)]

1. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.
2. The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.

K. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]

1. A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
2. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.
3. In most cases, the limit will be four (4) semesters.
4. The grade received each time shall be included for calculating the student's grade point average.

L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]

1. A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
2. There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four (4) semester enrollments in the course [58161(d), 58162].
3. The grade received each time shall be included for calculating the student's grade point average.

M. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]

1. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
2. The outcomes of the course must be tied to the student's participation in the competition.
3. The event must be sanctioned by a formal collegiate or industry governing board.
4. A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
5. The enrollment limits apply even if the student receives a substandard grade or a 'W" during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
6. The grade each time shall be included for calculating the student's grade point average.

N. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]

1. A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
2. A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
3. The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
4. All grades and credits received count in calculating the student's grade point average.

AP 4227: Repeatable Courses, AP 4228: Course Repetition, Significant Lapse in Time, and AP 4229: Course Repetition, Variable Units have been merged into this AP 4225.

Approved by the Chancellor: May 24, 2013

Revised and approved by the Chancellor: June 13, 2017

BP 4230 Grading and Academic Record Symbols

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the "FW" grade for unofficial withdrawal.

Reference:

Title 5 Section 55023

Replaces:

Grading and Academic Record Symbols was covered in Board Policy 5.22 **Academic Standards/ Standards of Scholarship**
First approved March 17, 1981 and last revised March 18, 2011.

Approved by the Board of Trustees: March 27, 2012

AP 4235 Credit for Prior Learning

(Formerly Credit by Examination)

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District
- The student must have previously earned credit or noncredit from a College in the District or be currently registered in a College within the District
- Current students must have an Education Plan on file
- The course is listed in the current College catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered at a College in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedure 4230 Grading and Academic Record Symbols and Administrative Procedure 4231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

See Administrative Procedure 4236 Advanced Placement Credit

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's Administrative Procedure 4235 Credit for Prior Learning and the IB details in the college catalog

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's Administrative Procedure 4235 Credit for Prior Learning and the CLEP details in the college catalog.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Admission and Records Office
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s)shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or the Admissions and Records Office
- Admissions and Records shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
    - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
    - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
    - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or the Admissions and Records Office
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript

Credit by Examination from Within the District

A. Credit by examination can also be obtained through satisfactory completion of an examination administered by the college in lieu of completion of a course in the college catalog. Courses that can be taken through Credit-by-Examination are so designated in the catalog.
B. Rules for Credit by Examination through a college administered examination:

1. The student must be currently registered in the college and have completed 12 units at the college for residency purposes.
2. The student must have a minimum cumulative grade point average (GPA) of 2.0.
3. The student must be in good standing and have no financial obligations owed to the Peralta Community College District.
4. The course is listed in the college catalog as having a credit-by-exam option.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. The student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade.
6. Credit by Examination counts as enrollment for repeatability purposes.
7. The student may make only one attempt of Credit by Examination per course.
8. The student may not earn more than 12 units of Credit by Examination for an associate degree and 6 units toward a certificate of achievement.
9. The student must pay the fees equal to the enrollment fee cost of the course (BOGFW does not cover this fee).
10. Although the University of California and the California State University accept, with certain limitations, appropriate credits obtained by examination, there is no guarantee that other institutions will do so.
11. The grade obtained through Credit by Examination will be recorded on the transcript (academic record) with a descriptor CE (Credit by Examination).
12. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
13. Credit by Examination is not available where:

    (a) the student already has completed a more advanced course in the discipline.
    (b) the student previously has received an evaluative symbol grade (A, B, C, D, F, W, FW, CR, P, NC or NP) for a course taken at one of the Peralta colleges.
    (c) the student has failed a Credit by Examination test (cannot petition to retake the course by Credit by Examination)
14. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average for determining scholarship awards.
15. Credit by Examination only shall be available in Fall and Spring Semesters. the student must be enrolled at the college or enrolled in an approved CTE/high school articulated program during the semester in which the Credit by Examination is attempted.

16. The petition for Credit by Examination must be completed and submitted to the Office of Instruction by the beginning of the fifth (5th) week of the semester and the examination must be completed before the end of the semester.
17. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, Social Security benefits, athletics, or residency for financial aid.
18. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

C. Credit by Examination Procedure for Credit by Examination through a college administered examination:

1. Student obtains a Petition for Credit by Examination from the Office of Instruction or from the Office of Admissions and Records.
2. Student completes the Student Information section of the petition and submits it to the Office of Admissions and Records for Verification Determination of Eligibility:

    (a) Currently enrolled at the college in the semester in which the exam is to be taken
    (b) In good academic standing (see II.B.2)
    (c) Has less than 15 units earned through Credit by Examination
    (d) Not currently enrolled in the course to be challenged through Credit by Examination
    (e) Grade Basis selected (as appropriate to the course)
3. Once the Verification Determination of Eligibility has been completed by the Office of Admissions and Records, the student will be contacted to pick up the Petition from the Office of Admissions and Records.
4. Student meets with the department chair of the discipline to receive approval for the petition. If approved, a full-time instructor is assigned to administer the examination and the student makes arrangements to take the examination.
5. Student takes the approved petition to the Cashier's Office (Bursar's Office) for payment of fees and receipt. Fees are non-refundable regardless of the outcome of the exam. BOGW cannot be used for payment of Credit by Examination fees. Fees must be paid after department approval is granted and before the examination is administered.
6. Student submits the approved petition to the instructor administering the examination. The Instructor will record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the department chair.
7. The department chair will review and sign the petition, and forward it to the Office of Instruction. Completed examination materials must remain on file in the Office of Instruction for three years.
8. The Office of Instruction will assign a class number for the examination and forward the petition to the Office of Admissions and Records to be processed.
9. The Office of Admissions and Records will post the course and assigned grade to the student's academic record (transcript). The petition will be retained in the Office of Admissions and Records.

References:

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902
Title 5 Sections 55050, 55051, 55052, and 55052.5

Approved by the Chancellor: October 27, 2020

Approved by the Chancellor: January 5, 2021
Revised and approved by the Chancellor: February 22, 2022

AP 4260 Prerequisites, Co-requisites, and Advisories

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

I. Information in the Catalog and Schedule of Courses
The college shall provide the following explanations both in the college catalog and in the schedule of courses:

A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

II. Challenge Process

A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co- requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5 Section 55003(p).
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process
The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:

i. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:

a. Approve the course; and,
b. As a separate action, approve any prerequisite or co-requisite, only if:
The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:

1. involvement of faculty with appropriate expertise;
2. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
3. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
4. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
5. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
6. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
7. maintain documentation that the above steps were taken.

c. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
d. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
e. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
f. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

ii. A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

a. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
b. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.

iii. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
iv. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 550039(c).

4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

III. Courses Exempt from Content Review
Title 5 subdivision (e) of section 55003 specifies the conditions under which a prerequisite or co- requisite does not need to be subject to either content review or content review with statistical validation:

A. It is required by statute or regulation; or
B. It is part of a closely-related lecture-laboratory course pairing within a discipline; or
C. It is required by four-year institutions; or
D. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

IV. Review of Individual Courses
If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

A. Advisories on Recommended Preparation
The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.
B. Limitations on Enrollment
The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review.
The following requirements must also be met in order to establish these particular limitations on enrollment:

1. Performance Courses.
The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that: Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

i. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
ii. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

2. Honors Courses
A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements.
If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

3. Blocks of Courses or Sections.
   Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Also, please reference, "Guidelines for Title 5 Regulations Section 55003, Policies for Prerequisites, Co- requisites and Advisories on Recommended Preparation" (CCCCO, February 2012), which can be found at the following web site: https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational- Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction- Unit/Files/Prerequisites_Guidelines_55003- Final_pdf.pdf?la=en&hash=1C2711D92D6E603417C5FD5B75FB2FEA54576BE6

References:

Title 5 Section 55003
Title 5 Sections 55000 et seq.
Guidelines for Title 5 Regulations Section 55003, Policies for Prerequisites, Co-requisites and Advisories on Recommended Preparation (CCCCO, February 2012)

Approved by the Chancellor: January 31, 2012

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Revised and approved by the Chancellor: January 5, 2021

AP 4610 Instructional Service Agreements

This procedure follows the 2015 Guidelines from the California Community Colleges State Chancellor's Office.

Community college districts may claim full-time equivalent students (FTES) and state apportionment for courses given through instructional service agreements/contracts provided that California Education Code and title 5 requirements are met. The regulations are contained in California Education Code sections 78015, 84752 and California Code of Regulations, title 5, sections 51006, 53410, 55002, 55003, 55005,55300, 58050, 58051(c)–(g), 58051.5, 58055, 58056, 58058(b), 58102-58106, 58108. Other regulations and/or statutes may apply.

These guidelines paraphrase applicable sections of Education Code and title 5 and apply only to programs and/or courses conducted in a cooperative instructional service arrangement with public agencies. (As indicated in Legal Advisory 04-01.5, although these guidelines are focused on agreements with public agencies, most of the requirements apply equally to private training partners.) The following list of required elements should be used as a guide in the preparation of agreements/contracts.

1. The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program (Cal. Ed. Code, § 78015).
2. The college or district must have a written agreement/contract with the contractor stating:
   a. the responsibilities of each party, including a notation that although operated on- site by the contractor, the college or district is responsible for the educational program and/or course(s),
   b. the procedures, terms and conditions relating to:
      1. enrollment period,
      2. student enrollment fees,
      3. the number of class hours sufficient to meet the stated performance objectives,
      4. supervision and evaluation of students,
      5. withdrawal of students prior to completion of a course or program, and
   c. the terms and conditions relating to cancellation and termination of the arrangement.
3. The college or district has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district (Cal. Code Regs., tit. 5, § 58058) who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.
   a. Where the instructor is not a paid employee of the district, the college or district has an additional written agreement/contract with each instructor requiring FTES to be reported by the instructor and stating that the college or district has the primary right to control and direct the instructional activities of the instructor.
   b. The college or district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
4. The college or district lists minimum qualifications for instructors teaching agreement/ contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or district (Cal. Code Regs., tit. 5, § 53410).
5. The course(s) included in the agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites (Cal. Code Regs., tit. 5, § 58051.5).
   a. Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites (Cal. Code Regs., tit. 5, §§ 51006, 58106).
   b. The district policy on open enrollment (Cal. Code Regs., tit. 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes (Cal. Code Regs., tit. 5, § 51006).
   c. Course outlines of record for advanced public safety courses, including in-service training courses in the areas of police, fire, corrections, and other criminal justice occupations, will not list as a prerequisite public safety employment, or possession of a basic course diploma. Appropriate health and safety prerequisites and/or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan, as well as additional requirements established at the local level, so long as they do not violate the law, title 5, or this directive (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g) and 58106; Pen. Code § 832.3(c)).
   d. Course outlines of record for advanced public safety courses, including in-service training courses in public safety areas as described above, should include a sufficiently detailed list of prerequisites that are directly related to content of the advanced course, so that all prospective students can be assessed for enrollment eligibility, and shall only be put in place as provided by title 5, section 55003. Prerequisites shall not be established or construed so as to prevent academically qualified persons who are not employed by public safety agencies from enrolling in and attending courses (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g), 58106; Pen. Code § 832.3(c)).
   e. A student may request an evaluation of his/her previous experience and coursework to determine if it is equivalent to the listed requirements. If it is determined that a student does not meet the prerequisite requirements pursuant to title 5 section 55003(o), the student may challenge the prerequisites through the college's prerequisite challenge process pursuant to title 5 section 55003(p). The college shall maintain documentation that demonstrates that its processes for assessing student eligibility for enrollment were followed.
   f. College publications shall inform students regarding the method by which they can seek an evaluation for equivalent enrollment eligibility for advanced public safety courses (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g) and 58106; Pen. Code § 832.3(c)).

g. College publications, including the course outline of record and course syllabi, shall include a notification that will advise advanced public safety course students that approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

6. Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.
7. The agreement/contract or addendum must specify all courses conducted in the cooperative arrangement and provide corresponding outlines of record with documentation that each has been approved by the college's curriculum committee, is consistent with title 5 course standards and has been approved by the district board of trustees.
8. Procedures are in place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Faculty covered under the agreement and students are held to a comparable level of rigor to all courses offered at the college.
9. Permanent records of student attendance, grades and achievement will be maintained by the public agency or college (as determined appropriate by the community college district). Records will be open for review at all times by college officials and submitted on a schedule developed by the community college district.
10. It is agreed that both contractor and community college district will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment Tutoring).
11. The community college district must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group.
12. The community college district is responsible for obtaining certification from the public agency verifying that the instructional activity to be conducted will not be fully funded by other sources.*
13. If the course(s) will be located outside the boundaries of the district, the district must comply with the requirements of title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

In accordance with Assembly Bill 444 (Stats. 1996, ch. 637) effective September 16, 1996; title 5, section 58051.5, was amended to include appropriate language to implement California Education Code Section 84752. See Legal Opinion O 11-01.

References:

As listed in the text

Approved by the Chancellor: January 9, 2017

AP 5011 Admission: Special Admission and Enrollment of High School and Other Young Students

Introduction

Per Education Code 48800 and 76002, the Peralta Community College District (Berkeley City College, College of Alameda, Laney College, and Merritt College) authorizes the admission of special admit students, who are "highly talented" minor students without high school diplomas, who can benefit from "advanced scholastic or career/technical work."

Students will receive college credit in all courses. The responsibility to make the determination of the student's preparation belongs to the school district in which the student is enrolled. However, the final determination rests with the College where the special admit student seeks to enroll.

A student participating in the special enrollment program as a special admit receives college credit. With the approval of the high school, the student also may receive high school credit. The Office of Admissions and Records will send an official transcript to the high school upon request.

The authority to restrict the admission or enrollment of a special admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, remains the prerogative of the college.

Special admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) students.

Additionally, the California Education Code section 76004 that the District may participate in a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates or helping high school students achieve college and career readiness (see below).

This procedure does not apply to (Early College High School Program), such as College of Alameda or the Laney College Gateway to College Program.

High School Students

High school students may be admitted for enrollment to a Peralta college who are eligible to participate based on the criteria listed below. Per Education Code sections, 76001, 76002, and 48800, persons who are 18 years of age or older and still enrolled in high school or adult high school also may be admitted as "special admit" students.

The student must be recommended by his/her high school principal. As part of the approval process, the principal must verify through consent and signature on the High School Special Enrollment form that the recommended student can benefit from college instruction. Home schooled students must provide approval/clearance from their local high school district.

A parent/guardian consent and signature on the High School Special Enrollment form verifying parental/guardian approval must be submitted in addition to the district online admission application. Parents/guardians also must acknowledge on the High School Special Enrollment form that the student will be expected to conform to all college/district policies and that topics of instruction are appropriate for adult-level students.

A student enrolling in 6.5 to 15 units must obtain permission from the college Vice President of Student Services or designee at the College prior to enrollment (use the High School Special Enrollment Program form). Official high school transcripts must be attached to the enrollment form.

Conditions for Enrollment:
The Peralta Community College District may admit a high school student who meets the following conditions:

Academic Eligibility:

1. Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as verified by the high school.
2. When a student seeks to enroll in a course that has a pre-requisite of co-requisite, the students must meet the stated prerequisite and or co-requisite in order to enroll in the class.
3. Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

1. Admission is subject to seat availability.
2. Special admit full-time students must meet the eligibility standards as established in Education Code Section 48800.05.
3. Students may not enroll in pre-collegiate courses (numbered 250 or higher), physical education courses, or any course comparable to a course offered at the high school.
4. Students may not enroll in a college course to alleviate a high school deficiency.

5. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue enrollment as a special admit student.
6. Students will not receive priority enrollment status. Students will not be charged enrollment fees or any other college/district fees.

Enrollment Steps:

1. Complete the High School Special Enrollment form that includes the approval/signature of the parent/guardian and of the student's high school principal
2. Complete the online admissions application.
3. The High School Special Enrollment form will be submitted to the Office of Admissions and Records, and the student will be enrolled in the selected classes.

Talented Elementary and Middle School Students

The Peralta Community College District may admit highly gifted elementary and middle school students for enrollment in a Peralta College if they are deemed eligible to participate.

Elementary and middle school students will have limited course options for enrollment and the list of these courses can be found at the following web site:

http://web.peralta.edu/admissions/high-school-students/elementary-middle-school-students/

Enrollment Steps:

1. The student must be recommended by the school principal who signs the Elementary and Middle School Special Enrollment form. The principal must verify that the recommended student can benefit for college instruction. Home schooled students must provide approval/clearance from the local school principal.
2. The parent/guardian also must sign the Elementary and Middle School Special Enrollment form. The form is submitted to the Office of Admissions and Records at the college. In signing the form, parents acknowledge that the parent/guardian understands that the student will be expected to conform to all college/district policies.
3. The student must complete the District paper admission application to be submitted with the elementary and middle school student special admissions enrollment approval form.
4. Special part-time students are exempt from paying enrollment fees and any other college/district fees.
5. Students enrolling as elementary or middle school special admit students can only enroll in select classes. Elementary and middle school students may only enroll in one class per semester from the list of select classes and may be permitted to enroll in two classes in summer session.

College Classes on High School Campuses

If a class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. The principal of the school must sign an agreement with the college/district which agrees to the open enrollment of students. The class will be open to all students.

If the decision to offer a class on a high school campus is made after publication of the District's/College's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

State Apportionment

A community college district may include K-12th grade students who attend a community college within the District pursuant to Education Code Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those students are enrolled in community college classes that meet all of the following criteria:

1. The class is open to the general public.
2. The class is advertised as open to the general public in one or more of the following:

    a. the college catalog.
    b. the regular schedule of classes.
    c. an addendum to the college catalog or regular schedule of classes.

If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class. If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.

College and Career Access Pathways (CCAP)

Per California Education Code section 76004, the Peralta Community College District may enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting, a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:

1. outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
2. establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
3. identify a point of contact for the participating Peralta Community College District and school district partner.
4. certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
5. certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
6. certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
7. include a plan by the participating community college district to ensure all of the following:

    a. a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
    b. a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
    c. participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

8. certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.

    a. The district shall provide to the Peralta Federation of Teachers (PFT) in a timely manner prior to the start of each assignment under the district Memorandum of Understanding (MOU) with the PFT, the names of faculty to be assigned to provide services for the school district under the PCCD-District's partnership agreement and or pursuant to Education Code section 76004, s0 as to assure the assignment has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the PCCD.
    b. The PCCD shall, each applicable term, provide the PFT a list of all faculty providing services under the MOU with the PFT, along with a copy of the certifications required in Education Code section 76004. Said lists and certifications shall be provided no later than 14 calendar days after the start of the academic term or assignment.
9. specify both of the following:

    a. which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
    b. which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
10. certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

A Peralta Community College District when participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

1. developing seamless pathways from high school to community college for career technical education or preparation for transfer;
2. improving high school graduation rates; or<
3. helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

1. The units constitute no more than four community college courses per term;
2. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
3. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

In connection with a CCAP partnership, the governing board of the District shall exempt special part-time students from the following fee requirements:

1. Student representation fee (Education Code Section 76060.5)
2. Nonresident tuition fee (Education Code Section 76140)
3. Transcript fees (Education Code Section 76223) or processing fee (Education Code Section 76140)
4. Course enrollment fees (Education Code Section 76300)
5. Apprenticeship course fees (Education Code Section 76350)
6. Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the Peralta Community College District and the school district shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:

1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
5. The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

References:

Education Code Sections 48800, 48800.5, 76001, 76002 76004, 76060.5, 76140, 76223, 76300, 76350, and 79121

California Community Colleges Chancellor's Office Legal Opinion 04-13 and 05-01 Memorandum of Understanding between the Peralta Federation of Teachers, AFT Local 1603, CFT/AFT, AFL-CIO,
and the Peralta Community College District and the Governing Board regarding course instruction or other educational services provide by the PCCD to high school districts.

Approved by the Chancellor: February 19, 2013

Revised and approved by the Chancellor: April 18, 2013
Revised and approved by the Chancellor: June 17, 2015
Revised and approved by the Chancellor: October 21, 2015

Revised and approved by the Chancellor: May 6, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: January 24, 2017
Revised and approved by the Chancellor: June 17, 2019
Revised and approved by the Chancellor: January 5, 2021

AP 5015 Residence Determination

A. Residence Classification. Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

1. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
2. Residence classification is the responsibility of the District Office of Student Services. Initial residence classification is determined by the District Office of Admissions and Records through a student's self-reporting in Open CCC (online admission application).
3. The Colleges shall publish the District's residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalogs or addenda.
4. A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

B. Definition of Residence.

1. A student who has resided in the state for more than one year immediately precedingthe residence determination date is a resident.
2. A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

C. Rules Determining Residence. The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

1. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
2. A person may have only one residence.
3. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
4. A residence cannot be lost until another is gained.
5. The residence can be changed only by the union of act and intent.
6. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
7. The residence of the parent with whom an unmarried minor child maintains his/her place of dwelling is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of dwelling was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
8. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

D. Determination of Resident Status. A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

1. A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
2. A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
3. A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
4. A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:

    a. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
    b. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
    c. He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
    d. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
5. A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
6. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is in attendance at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification so long he/she remains continuously enrolled in the District.
7. A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his or her resident classification, so long as he or she remains continuously enrolled in the District.
8. A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
9. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
10. An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their familial relationship to a member of the uniformed services who is serving on active duty
11. A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
12. A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
13. A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

14. A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
15. A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
16. Students who attended high school or adult evening high school in California for three or more years or a combination of high school and elementary or secondary school and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an 17application as soon as he or she is eligible to do so. (Education Code 68130.5).
17. A student demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District saying that he or she intends to establish residency in California as soon as possible.
18. A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-81 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who upon entering the UnitedStates settled in California, shall be exempted from paying the nonresident tuition fee required by Section 76140 for the length of time he/she lives in this state up to the minimum time necessary to become a resident.

E. Right to Appeal. Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Office of Admissions and Records, may make written appeal to the Associate Vice Chancellor of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

F. Appeal Procedure.

1. The appeal is to be submitted to the District Office of Student Services. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
2. The appeal will be forwarded to the Associate Vice Chancellor of Student Services within five working days of receipt by the office.
3. The Associate Vice Chancellor of Student Services shall review all the records and have the right to request additional information from either the student or the District Office of Admissions and Records.
4. Within 30 calendar days of receipt, the Associate Vice Chancellor of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

G. Reclassification. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

1. Petitions for reclassification are to be submitted to the District Office of Student Services.
2. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.
3. Written documentation may be required of the student in support of the reclassification request
4. A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).
5. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

    a. Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
    b. Has not and will not receive more than seven-hundred fifty dollars ($750) per year in financial assistance from his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
    c. Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
6. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.
7. Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one-year requirement is met and demonstration of intent is sufficiently strong.
8. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.
9. The Associate Vice Chancellor of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.
10. Students have the right to appeal according to the procedures above.

H. Non-Citizens. The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

1. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.
2. Any students who are US citizens, permanent residents of the US, and aliens who are not non-immigrants (including those who are undocumented) may be exempt from paying nonresident tuition if they meet the following requirements:

    a. Total attendance of or attainment of credits earned while in California equivalent to three or more years of fulltime attendance or attainment of credits at any of the following:

        i. California high schools;
        ii. California high schools established by the State Board of Education;
        iii. California adult schools established by either a county office of education, unified or high school district, or the Department of Corrections and Rehabilitation.
        iv. campuses of the California community colleges, or
        v. a combination thereof.
    b. Additionally the following must be met;

        i. Graduation from a California high school or attainment of the equivalent thereof; or
        ii. completed an associate degree from a California Community College, or
        iii. completed the minimum requirements at a California Community College or
        iv. fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.
    c. registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;
    d. completion of a residence questionnaire prescribed by the Chancellor and furnished by the District, verifying eligibility for this nonresident tuition exemption; and
    e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
    Documents and information obtained in implementing this exemption are confidential.

3. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Associate Vice Chancellor of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, and 68074-68075.7
Title 5 Sections 54001 et seq., 51412; 68130.5
38 U.S. Code Section 3679

Approved by the Chancellor: November 1, 2012

Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: March 28, 2018
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: December 6, 2019
Revised and approved by the Chancellor: February 8, 2022

AP 5030 Student Fees

I. Campus Center Use

A. In accordance with California Education Code Section 76375, the Peralta Community College District may establish a Campus Center use fee to students for the purpose of operating a student body center.
B. The current fee is $2 per semester per campus.
C. In accordance with Title 5, section 58510, the fee is subject to change only after a favorable vote of two-thirds of the students voting in a student election.
D. Students exempt from the Campus Center Use fee include:

1. Student enrolled in non-credit courses
2. Recipients of Temporary Assistance to Needy Families (TANF), SSI/SSP, or general assistance.
3. Contract education students enrolled in non-apportionment courses.
4. All special admit students (see AP 5011);

E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

II. Student Representation Fee (Education Code Section 76060.5; Title 5, 54805)

A. A student representation fee of $2 per College, per semester, for each enrolled student, shall be used to provide support for student governmental affairs representation ($1) and for the Student Senate of the California Community Colleges ($1). A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. The Chief Business Officer of the District shall have custody of the money collected pursuant to the Education Code, and the money shall be disbursed for the purposes described above upon the order of the Associated Student Government. The student representation fee authorized by Education Code may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.
B. Students exempt from the Student Representation Fee include:

1. Special admit students (see AP 5011).
2. Students who are only enrolled in non-credit courses.

C. This fee is refundable on or before the last day of the term for which the fee is charged.

III. Capital Outlay

A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee for students who are not California Residents. As of Fall 2018 the fee is $7 per unit.
B. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes. There will be no refunds after this date.

IV. Enrollment

A. In accordance with California Education Code Section 76300 and 76300.5; Title 5Sections 58500 and 58509, students enrolling at the Peralta Community College District will be charged an enrollment fee as established periodically by the State of California.
B. The current fee is $46 per unit. The fee is subject to change by the state legislature and applies to credit courses only.
C. Students exempt from the Enrollment fee include:

1. Students who meet the criteria for the California College Promise Grant and Special admit students (see AP 5011);
2. Student enrolled in an approved apprenticeship program;
3. Contract education students enrolled in non-apportionment courses; and
4. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.
E. Students who fail to pay the enrollment fee or non-resident tuition by two weeks before the semester start date shall be dropped from their classes for non-payment of fees. Students who enroll in classes subsequent to two weeks before the semester start date, but do not pay the enrollment fee, will be subject to the penalties described in Board Policy 5035 as of the first day of classes. The only possible exemptions from the mandatory drop and/or penalties for nonpayment are listed in section IV.C above and section XII below.
F. The Vice Chancellor of Finance and Administration is authorized to participate in the state Chancellor's Tax Offset Program (COTOP) in order to recover outstanding student debts.

V. Health Fee

A. In accordance with California Education Code Section 76955, the Peralta CommunityCollege District may establish a student health fee.
B. The current fee is $18 per Fall and Spring semester and $15 per Summer semester. The fee is subject to increase by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of $1 above the existing fee, the fee may be increased by$1.
C. Students exempt from the Health fee include:

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;

3. Contract education students enrolled in non-apportionment courses;
4. Special admit students enrolled in 11 to15 units or less (see AP 5011); and
5. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes

VI. International Application Fee

A. In accordance with California Education Code Section 76142, the Peralta CommunityCollege District may establish an International Application Fee.
B. The application fee is due and payable with submission of an application for admission into one of the Peralta Community College District's Colleges by an international applicant.
C. This $50 fee is non-refundable.

VII. International Student Health Insurance Fee

A. In accordance with California Education Code Section 70902(b)(9), the Peralta Community College District may establish a health insurance fee for nonresident students who areboth citizens and residents of a foreign country.
B. All international students with an F-1 Status will be automatically enrolled in the Peralta International Student Health Insurance Plan.

1. Students engaged in Post-Completion Optional Practical Training (OPT) have the option to opt into the health insurance plan. These students are required to enroll directly with the health insurance provider for the months in which they area applying and approved for Post-Completion OPT.
2. The Office of International Education will have this information and forms available on its website.

C. The current fees are posted in the class schedule and on the Office of International Education's website. Fees are subject to change per contract renewal.
D. This fee is only refundable if students have pre-existing health coverage through a governmental agency in their country of residency.
E. Students must pay the International Student Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

VIII. Non-Resident Tuition (Out of State and/or International)

A. In accordance with California Education Code Section 76140 and 7600.5, Title 5 Sections 58500 and 58509, the Peralta Community College District is required to charge Non-Resident Tuition for students classified as non-residents.
B. Non-Resident Tuition will be set by the Board of Trustees no later than February 1 for the succeeding fiscal year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The non-resident tuition fee thus established will be published in the College catalog, Schedule of Classes, and online.
C. As of Fall 2021, the fee is $307. The fee is subject to change by the state legislature and applies to credit courses
D. Students exempt from Non-Resident Tuition include:

1. California State Residents.
2. Students taking noncredit courses.
3. Students who are members of the Armed Forces of the United States stationed in this state on active duty.
4. A student who is a natural or adopted child, stepchild, or spouse, who is a dependent of a member of the armed forces.
5. Students enrolled in an approved apprenticeship program.
6. Contract education students enrolled in non-apportionment courses.
7. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).
8. Any student who meets the following requirements:

   a. demonstrates financial need;
   b. has a parent who has been deported or was permitted to depart voluntarily;
   c. moved abroad as a result of that deportation or voluntary departure;
   d. lived in California immediately before moving abroad;
   e. attended a public or private secondary school in the state for three or more years; and
   f. upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

E. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

IX. Parking Fee

A. In accordance with California Education Code Section 76360, Peralta Community College District may establish a Parking fee.
B. The fee schedule is as follows:

1. $2 per day (exact change only);
2. A student decal for enrolled/registered students may be required;
3. $40 permit per Fall and Spring semester for students enrolled in less than 6 units;
4. For students enrolled in 6 units or more, the parking fee is as follows:

   • Fall 2019 – Spring 2020: $27.21

5. $20 permit per Fall and Spring semester for low-income students;

   • A low income student is defined as a person who demonstrate(s) financial need under federal standards or income standards established by the Board of Governors and students receiving benefits under the Temporary Assistance to Needy Families Program (formerly Aid to Families with Dependent Children), the Supplemental Security Income/State Supplemental Payment Program or a general assistance program.

6. $20 permit per Summer semester for all students;
7. $10 permit per Fall and Spring semester for students with motorcycles; and
8. $5 for permit per Summer semester for students with motorcycles.

X. Refund Processing Fee

In accordance with Section 58508 of Title 5 of the California Code of Regulations, the Peralta Community College District may retain a maximum of $10 from enrollment fees as a refund processing fee.

XI. Transcript Fee

A. In accordance with California Education Code Section 76223, the Peralta CommunityCollege District is authorized to charge a Transcript Fee for furnishing copies of student records.
B. Students must pay all outstanding debts to the college prior to release of transcripts, including fees owed for the current semester.
C. Transcripts are ordered:

1. In person at the campus Admissions & Records offices;
2. In person at the District Admissions & Records office;
3. Online via TranscriptsPlus®;
4. By Mail. Students can fill out a transcript request form available on Admissions & Records website and mail the request with payment to any Admissions & Records Office.

D. The transcript fee schedule is as follows:

1. First 2 transcripts are free;
2. Additional transcripts (3rd transcript and subsequent transcripts) are $6 per transcript.

E. Expediting fees are optional but will be charged in addition to the transcript fee if the student requests expedition. The following expediting fee schedule includes the $6 transcript fee when applicable:

1. Pick-Up in District Admissions Office

   a. First 2 transcripts, $6 per transcript
   b. Third transcript or subsequent, $12 per transcript

2. Same Day Transcripts

   a. First 2 transcripts, $19 per transcript
   b. Third transcript or subsequent, $25 per transcript.

F. Once ordered, transcripts are mailed within 2-5 business days unless expedition isrequested. Records prior to Fall 1970 may take up to 15 business days for processing.

1. Expedited orders are as follows:

   a. Pick-Up in District Admissions Office orders are available for pick up within 2 business days.
   b. Same day orders are available within 2 hours.
   c. Same day orders can only be requested in person at the District Admissions and Records Office.

G. Express shipping is optional and only available with online ordering via TranscriptsPlus®. The following fees will be charged in addition to the transcript fees if the student requests express delivery via Federal Express.

1. Federal Express domestic delivery to main 48 states

   a. $20.00 per order

2. Federal Express domestic delivery to Alaska or Hawaii

   a. $23.00 per order

3. Federal Express international delivery

   a. $43.00 per order

XII. Other Fees as allowable by Law. Material Fees are described in AP 5031.

XIII. Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

XIV. Installment Payment Plan

1. Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
2. Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least $25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. This language is taken from what is stated in the current class schedules.
3. Foreign students may participate in Payment Plans after their first semester and only for current fees, Foreign students who owe fees from pervious terms cannot pay these through an installment plan.
4. The payment plan will be interest free.
5. The payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made.
6. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035.

References:

Title 5 Section 51012, 54805, 58520, and 58629
Education Code Section 66025.3, 68120, 70902(b)(9); 76300; 76300.5
California Community College Chancellor's Office Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Approved by the Chancellor: October 18, 2012

Revised and approved by the Chancellor: February 19, 2013
Revised and approved by the Chancellor: March 8, 2013
Revised and approved by the Chancellor: April 11, 2014
Revised and approved by the Chancellor: October 25, 2014
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Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: March 6, 2017
Revised and approved by the Chancellor: May 3, 2017
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: May 21, 2019
Revised and approved by the Chancellor: November 28, 2019
Revised and approved by the Chancellor: February 12, 2020
Revised and approved by the Chancellor: July 20, 2020

Revised and approved by the Chancellor: May 14, 2021
Revised and approved by the Chancellor: November 9, 2021

AP 5031 Instructional Materials Fees

I. The President of each college is authorized to require students to provide instructional and other materials required for a credit or non-credit course, as necessary. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

   A. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
   B. Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.
   C. Prior to the approval of any new instructional materials fee, the President shall ensure that the fee meets the guidelines as published by the State Chancellor's Office in "Student Fee Handbook," Section 5, "Instructional Materials."

II. Definitions.

   A. "Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student and are of continuing value outside of the classroom.

   B. "Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class."

   C. "Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

   D. "Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

   E. "Continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

References:

Education Code Section 76365; Title 5 Sections 59400 et seq.

Approved by the Chancellor: November 28, 2012

AP 5050 Student Success and Support Programs

NOTE: The California Community Colleges Chancellor's Office is working on streamlining the reporting requirements for the Student Success and Support Program along with other programs. One change has been to submit information related to the Student Success and Support Program to the California Community Colleges Chancellor's Office as part of an "Integrated Plan." However, because Title 5 Regulations addressing Student Success and Support Programs have not been repealed, districts are still required to comply with the Student Success and Support Program requirements.

The District shall provide Student Success and Support Program services to further equality of educational opportunity and academic success. The Student Success and Support Program brings the student and the district/colleges into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. All non-exempt new students are to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and course of study and in the development of an education plan.

A. Each student, upon admission to the college/district, must do all of the following:

1. complete orientation;
2. identify an education and career goal;
3. identify a course of study;
4. be assessed to determine appropriate course placement;
5. participate in the development of the abbreviated and/or comprehensive student educational plan;
6. attend class and complete assigned coursework; and
7. complete courses and maintain progress toward an educational goal.

B. Student Success and Support Services include, but are not limited to, all of the following:

1. Orientation designed to provide students information concerning college procedures, college resources, college life, academic expectations, financial assistance, and other appropriate matters/information important to student success shall be provided on a timely basis.
2. Assessment and counseling upon enrollment, which shall include, but not be limited to,all of the following:

   a. administration of assessment instruments to determine student competency in computational and language skills and to use multiple measure assessment;
   b. assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
   c. evaluation of student study and learning skills
   d. referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; Extended Opportunity Programs and Services; Disabled Student Services; and CalWORKS;
   e. advisement concerning course selection
   f. follow-up services and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation; and
   g. assist students in the development of an appropriate Student Education Plan (SEP) in accordance with their educational goal.

C. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

D. Exemptions.

A student may be exempt from orientation, assessment, counseling, advising, or student education plan development if any of the following apply:

1. has completed an associate degree or higher;

2. has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
3. has completed these services at another community college within a time period identified by the district;
4. has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5, section 55000 or necessary in response to a significant change in industry or licensure standards, or
5. has enrolled at the college as a special admit student pursuant to Education Code section 76001.

Any student exempt from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in these services.

The District will not exempt a student solely because a student has not selected an education and career goal or course of study.

E. The District shall do all of the following:

1. Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
2. Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
3. Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
4. Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

Reference:

Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2

Approved by the Chancellor: October 18, 2012

Revised and approved by the Chancellor: April 11, 2014
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: December 6, 2019
Revised and approved by the Chancellor: November 9, 2021

BP 5052 Open Enrollment

The policy of Peralta Community College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s). Enrollment also will be limited to students meeting properly validated prerequisites and co-requisites, or other exemptions set out in statute or regulation. Enrollment may be subject to any priority system that has been established.

The Chancellor shall assure that this policy is published in college catalogs and schedules of classes.

Reference:

Title 5 Section 51006
Title 5 Section 55003, et. seq. (prerequisite regulations)

Replaces:

Board Policy 5.19 Policy on Open Classes adopted 1977.

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: June 24, 2014

AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260, Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Programs that have special admission requirements
- Registration priorities are based on California Education Code and Title 5.

The District will provide priority registration for students who enroll in community college for the purpose of:

- Degree or Certificate attainment;
- Transfer to a four-year college or university; or
- Career advancement.

Student will have the following registration priority, in the order of priority listed below:

Group #1: Members of the Armed Forces or a Veteran; Foster youth, former foster youth or homeless youth or former homeless youth.

Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the Armed Forces or a Veteran pursuant to Education Code section 66025.8 or as a foster youth, former foster youth, or homeless youth up to the age of 24 pursuant to Education Code section 66025.9.

Disabled Student Programs and Services (DSPS) students; Extended Opportunity Programs and Services (EOPS) students; and California Work Opportunity and Responsibility to Kids Program (CalWORKs).

Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), or California Work Opportunity and Responsibility to Kids Program (CalWORKs).

A student who is a Tribal TANF recipient.

Group #2: Continuing Students and First-time Students

Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time student who have completed orientation, assessment, and developed education plans.

Students in this group will receive registration priority in the following order:

- Students participating in approved special programs, including but not limited to, CARE, Student Athletes, TRiO, First Year Experience (FYE), the Puente Program and others.
- Gateway to College and ASTI Students
- All other Continuing and First-time Students
- Readmitted students

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policies and District Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester units at the District.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined by Board Policy and District Administrative Procedure 4230. The 100-unit limit does not include non-degree applicable units in English as a Second Language or basic skills courses. Students enrolled in high unit majors or programs may petition to retain priority registration in Group #3.

The District shall notify students who are placed on academic or progress probation, of the potential loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Group #3: Concurrently enrolled High School Students (10th, 11th, and 12th grade).

Appeal of Loss of Enrollment Priority
Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student, when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective for Fall 2014 semester enrollment and thereafter. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Unit Load
Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from any Vice President of Student Services at any of the colleges. No student will be allowed to in enroll in more than 25 units.

The maximum number of units a student can enroll in for the Summer Session is 10 units.

Classes with Time Conflicts
Students may not register for courses taught at conflicting times.

Outstanding Fee, Title 5, Sections 58500-58508
Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

References:

Education Code Sections 66025.8, 66025.9 and 66025.92;
Title 5 Sections 51006, 58106, and 58108

First approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: May 24, 2013
Revised and approved by the Chancellor: February 14, 2014
Revised and approved by the Chancellor: March 15, 2016
Revised and approved by the Chancellor: December 12, 2017

AP 5130 Financial Aid

I. Student Eligibility

Recipients of financial aid from Federal and State-funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer to a 4-year college or university. In addition to financial need, other eligibility requirements for most Federal and State programs include:

A. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law or completed more than 6 degree applicable units prior to July 1, 2012.
B. Being a U.S. Citizen, eligible non-citizen, or AB540.
C. Maintaining satisfactory academic progress in accordance with district standards.
D. Not be in default on a federal loan or grant overpayment.
E. Be registered with the selective service, if required.
F. Have a valid social security number.

II. Application Procedures

Step 1. Application (FAFSA) or "California Dream Act Application" for students without legal immigration status.

Student fills out FAFSA online and submits it to the Federal Financial Aid. Students without legal immigration status fills out the California Dream Act application through the California Student Aid Commission in lieu of the FAFSA. Students completing the FAFSA or the California Dream Act are encouraged to submit the application as early as possible, beginning October 1 each academic year.

Step 2. Student Aid Report (SAR)

Federal Student Aid processes the FAFSA and produces a Student Aid Report (SAR), which is sent to the student, and an Institutional Student InformationAid Report (ISIR) which is sent to the colleges listed on their FAFSA.

The California Student Aid Commission processes the California Dream Act application and produces a Student Aid Report (SAR), which is sent to the student and is sent to the colleges listed on the California Dream Act application.

Step 3. Student Notification

The Peralta Community College District College designates as the home college emails a welcome letter to the student's Peralta email address listed on their Passport account. Financial Aid applicants are informed to view their financial aid status and financial aid "To-Do" items by logging onto their Peralta Passport account. Students should review items on To-Do list and provide required documentation to the home college Financial Aid Office.

If the student is selected for "Verification" and did not use the IRS Data Retrieval Tool when filling out the FAFSA or California Dream Act, they may be required to provide additional documentation that is listed on the financial aid "To-Do" list located in their passport account and submit them to their home college's Financial Aid Office.

The following is a list of documents that may be requested from students:

1. Copy of a California Driver's License. DMV Identification Card, Green Card, or Passport
2. Copy of a Social Security Card
3. Verification Worksheet form
4. IRS Income Tax transcript
5. Proof of Selective Services
6. Proof of a High School Diploma, GED, etc.

The student's information must be updated with Admissions and Records.

Step 4. Financial Aid Office Visit

Upon arrival, the Financial Aid Staff (FAS) will review the student's file to determine what documents are needed to complete their financial aid file.

A. The FAS determines if the student's current ISIR transaction is in the District's computer system (PeopleSoft).
B. The FAS assesses the documents available to determine if the file is complete and if the student is eligible or ineligible for Financial Aid.
C. The FAS will inform the student if the student is ineligible or if additional document(s) are needed. If the file is incomplete, all reviewed documents will be returned to the student with a request to return with a complete set.
D. The visit will be logged by the FAS and copies of communications will be placed in the student's file.
E. If no additional documents are needed, the FAS will complete the student's file and package their financial aid award. A Financial Aid award notice will be emailed to the student's Peralta email address, and the student is advised to view their Passport account for their award information.

III. Payment Procedures

The Federal Pell Grants and Direct Loan program will be disbursed in multiple payments per term. Federal Supplemental Educational Opportunity Grants, the State Cal Grant Program, the Student Success Completion Grant will be disbursed once per semester, and the Federal Work-Study Program earnings will be paid on a monthly basis.

IV. Overpayments

Peralta will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Peralta, a student's withdrawal date is:

A. The date the student officially notified the Admissions & Records Office of his or her intent to withdraw or
B. The date verified by the instructor indicating the last day of attendance, academically related activity, or no attendance.

V. Satisfactory Academic Progress

Federal and State financial aid regulations require Peralta to establish; publish; and apply quantitative, qualitative, and incremental standards by which Peralta can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Peralta makes these standards applicable to the following aid programs:

- Federal Pell Grant
- Federal William D. Ford Direct Loan Program Federal Work Study
- Federal Supplemental Educational Opportunity Grant
- Bureau of Indian Affairs Cal Grant B
- Cal Grant C Chafee Grant
- Student Success Completion Grant California Dream Loan Program

Financial aid progress standards apply to current and prior academic work at Peralta, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2- time) and academic programs (Certificate, Associate Degree, and transfer).

VI. Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of obtaining a Certificate, Associate Degree, or completing a transfer program. Certificate programs offered by the Peralta Colleges must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

VII. Program Length

Peralta offers a variety of Certificate programs, Associate degrees, and transfer programs, each with its own unit, course, and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in units, required for each program.

VIII. Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within 90 units (an Associate Degree equals 60 units).

IX. Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

A. Maintain a cumulative 2.00 G.P.A. and
B. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic semester. Students must complete and earn above 66.7% of the cumulative attempted credits at the end of each semester to maintain the pace required to complete degree requirements.

66.7% Cumulative Progression Samples of Total Attempted Credit Hours and the Earned Credit Hours required to meet 66.7% progression		
Cumulative Units Attempted on Academic Transcript	**Cumulative Units Earned on Academic Transcript**	**Cumulative Completion Percentage**
60 credits attempted	40 credits earned	66.7
36 credits attempted	24 credits earned	66.7
24 credits attempted	16 credits earned	66.7
12 credits attempted	8 credits earned	66.7

Enrollment in credit courses for .1 to 5.5 units is considered less than 1/2 time; 6 to 8.5 units is considered 1/2 time; 9 to 11.5 units are considered 3/4 time, and 12 or more units is considered full-time. A student's enrollment status will be determined at the end of the financial aid census date of each semester. If awarded after that period, the status will be determined at the time of the financial aid funding.

X. Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", "CR", or "P".

XI. Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "NP", "IP", "I," "EW", "FW" or "W." However, under the Peralta grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

XII. Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

A. A student may repeat a course one time for which the student earns a "D" grade for the course.
B. A student may repeat a course for which a grade of "F" or "W" is received in order to achieve a passing grade.

XIII. Change of Major of Study

Students have a limited number of times they can change their major. They can do so two (2) times within one academic year. Additionally, major changes are only allowed within the first 2 weeks of the semester for fall or spring terms and 1 week in the summer semester.

XIV. High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise, an overpayment will result.

XV. Transfer Students

Students that transfer from another accredited post-secondary institution can submit academic transcripts of their previous college credits to the Admissions and Records Office. Those transcripts will be reviewed and evaluated. The accepted units will be applied toward the cumulative total of units earned and will be applied to the Satisfactory Academic Progress maximum timeframe guidelines.

XVI. Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree applicable.

XVII. Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained Satisfactory Academic Progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

XVIII. Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAP Policy, may be considered. Students must submit a petition form with documentation to substantiate reinstatement.

Examples of extenuating circumstances may include:

A. **Injury or illness of student.** (Student must verify extensive hospitalization, medical treatment, or serious illness.)
B. **Personal crises.** (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
C. **Change of major or objective.** (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
D. **Other circumstances.** (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

XIX. Appeals Process

In order for an appeal to be considered, the student must provide the following:

A. The Appeal Form with a written statement explaining the circumstance that prevented the student from making academic progress.
B. A current educational plan with the entire courses listed to complete the educational goal.
C. Supporting verification (e.g. a hospital or doctor's statement verifying an extended illness, medical bills, Probation Contract).
D. All academic transcripts from all previously attended colleges. If aid is denied by the Appeals Committee, the decision is final unless new documentation can be presented.

XX. Delinquent Financial Obligations

A. The Peralta Colleges will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due to the District (e.g., financial aid liability, returned check, equipment breakage, unpaid library fine,etc.)
B. Students who meet all Financial Aid eligibility requirements and have anticipated aid may be exempt from registration holds. Students in these scenarios must also agree and permit the use of Financial Aid payment towards the student's financial obligation to the District.
C. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation to the District.
D. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Office where the obligation occurred for resolution of the debt.

XXI. California College Promise Grant (formerly known as the BOG FeeWaiver)

A. In addition to the Financial Aid Awards provided above, some students will be eligible for the California College Promise Grant (formerly known as the California Community Colleges Board of Governors Fee Waiver). The California College Promise Grant (CCPG) is designed to ensure that the fee policies of the California Community Colleges (CCC) are not a financial barrier to education for any California resident. Enrollment fees charged to CCC students are determined by the Legislature and the Governor and can be adjusted whenever it is deemed appropriate. These fees are waived for needy students as defined by the California College Promise Grant Program.
https://home.cccapply.org/money/california-college-promise-grant

B. Loss of Eligibility for California College Promise Grant

1. Beginning fall 2015, students shall be evaluated for the loss of the CCPG fee waiver. Beginning fall 2016, a student shall become ineligible for the CCPG fee waiver if the student is placed on academic or progress probation or any combination thereof for two consecutive primary terms (see BOG fee waiver; this exemption is effective until the date specified in Education Code section66025.9(c).
2. Primary terms are fall and spring semesters at the Peralta Community College District. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary term.
3. A unit is earned when a student receives a grade of A, B, C, D (see Board Policy 4230 and Administrative Procedure 4230).
4. Information regarding the loss of eligibility, as well as guidelines for appeals and deadline dates for the CCPG, shall be printed in college catalogs, catalog addenda, and in-class schedules.

C. Notification

1. The District shall notify students who are placed on academic or progress probation for the first time of the potential loss of the CCPG fee waiver. Notifications will be sent to students 30 days after the end of each primary term that resulted in the student's being placed on probation. The notification will clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG fee waiver until the student is no longer on probation. Each student will be notified about probation through his/her email. The notification also will advise students about the available student support services to assist them in maintaining eligibility. Guidelines for appeals and deadline dates will be provided in the notifications, as well as in the college class schedules, website, and catalog.
2. The District also shall notify the students who are placed on academic or progress probation for a second consecutive term which has resulted in the loss of his/her CCPG fee waiver. Each student will be notified about his/her loss of the CCPG fee waiver through his/her Peralta email.
3. Each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of potential loss of fee waiver at or near the beginning of the semester in which the status is in effect.

D. Appeal of Loss of California College Promise Grant Fee Waiver

1. Students may appeal the loss of the CCPG fee waiver when the loss is due to extenuating circumstances.
Extenuating circumstance are verified cases of:

   a. Accidents, illness, or other circumstances beyond the control of the student;
   b. A change in a student's economic situation;
   c. Evidence that a student was unable to obtain essential support services;
   d. Special consideration of factors for CalWORKs, EOPS, DSPS, and veteran students;
   e. Students with disabilities who applied for but did not receive accommodation in a timely manner; or
   f. Significant academic improvement; or
   g. Successful appeal for enrollment priority, which extends to the California College Promise Grant program.

2. Guidelines and instructions for appeals and deadline dates will be provided on the appeal form.
3. Each college shall designate individual(s) who will review and determine the appeal at his/her sole discretion. A student who successfully appeals shall have California College Promise Grant eligibility restored.

   Note: Effective January 1, 2020, districts must provide students with the Financial Aid Shopping Sheet, as developed by the U.S. Department of Education, when it provides a financial aid award package to an individual who is offered admission. Districts should ensure their locally created practice or financial aid handbooks incorporate this requirement.

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 70030 et seq., 76300 and 94912.5;
Title 5 Sections 55031 and 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15

Approved by the Chancellor: December 14, 2012

Revised and approved by the Chancellor: February 14, 2014
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: May 8, 2018
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: May 14, 2021

AP 5500 Student Standards of Conduct, Discipline Procedures and Due Process

I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.

III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

IV. Standards of Conduct. Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.

A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or District. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or - controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District. Conduct that constitutes sexual harassment under Title IX is addressed under AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Harassment Based on Sex under Title IX – these procedures must be used.
6. Unauthorized entry to or use of college facilities.
7. Committing or attempting to commit robbery or extortion.
8. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
12. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
13. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
15. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

B. In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 school days of the results, to the alleged victim, who shall keep such information confidential.

V. Forms of Discipline. Students facing disciplinary action are subject to any of the following actions:

A. Written or verbal reprimand. An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
B. Probation. A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.
C. Loss of Privileges and Exclusion from Activities. Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
D. Educational Sanction. Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
E. Treatment Requirement. Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).
F. Group Sanction. Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.
G. Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. The instructor must immediately report the removal to the Vice President of Student Services (or designee).
H. Exclusion from Areas of the College. Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.
I. Withdrawal of Consent to Remain on Campus. Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police have reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.
J. Short-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for a period of up to ten consecutive days of instruction.
K. Long-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and District for one or more terms.
L. Expulsion. Exclusion of the student by the Board of Trustees from attending all colleges in the District.

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

A. A college faculty member who may place a student on probation or remove the student from class and/or a college activity for the remainder of that class/activity period.
B. The President (or designee) who may impose any form of discipline, including summarily suspending a student when deemed necessary for the welfare and safety of the college community.
C. The President who may recommend "expulsion" to the Chancellor
D. The Board of Trustees who may terminate a student's privilege to attend any college of the District.

VII. Due Process for Discipline, Suspensions and Expulsions

A. Definitions:

1. Student. Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District who was enrolled at the time of the alleged violation of the Standards of Student Conduct.
2. Faculty Member. Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
3. Day. A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.
4. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

B. Procedure. Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

   a. The specific section of the Code of Student Conduct that the student is accused of violating.
   b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
   c. The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
   d. The nature of the discipline that is being considered.
2. Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.
3. Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid.
   The conference with the Vice President of Student Services (or designee) will be for the purpose of:

   a. Reviewing the written statement of the charge(s) as presented to the student;
   b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
   c. Informing the student in writing of possible disciplinary action that might be taken;
   d. Presenting to the student the College Due Process Procedures.
4. Meeting Results. One of the following scenarios will occur:

   a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
   b. A disciplinary action is imposed, and the student accepts the disciplinary action.
   c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
   d. A disciplinary action of a long-term suspension is imposed, and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
   e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.
5. Short-term Suspension.
   Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.
6. Long-term Suspension.
   Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.
7. Expulsion.
   Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

VIII. Hearing Procedures:

A. Request for Hearing. Within 5 days after receipt of the Vice President of Student Services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. the request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid. Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

B. Schedule of Hearing. The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

C. Student Disciplinary Hearing Panel. The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).
   The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.

D. Hearing Panel Chair. The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.

E. Conduct of the Hearing.

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.
6. The student may represent himself or herself and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
11. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

IX. President's (or designee's) Decision

A. Long-term suspension. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a final written decision based on the recommendations of the hearing panel and the Vice President of Student Services (or designee). If the President (or designee) modifies or rejects the hearing panel's recommendation, the President shall review the record of the hearing and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the President (or designee) shall be final.
B. Expulsion. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the President (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing and shall prepare a written decision that contains specific factual findings and conclusions. If the President (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the Chancellor and Board of Trustees.

X. Chancellor's Decision
A student may, within 10 days of the President's decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the Chancellor. For long-term suspensions, the Chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the President's decision. For expulsions, the Chancellor shall forward the President's recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.

XI. Board of Trustees' Decision:

A. Long-Term Suspension Appeal:
The Chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor's decision. The Board will consider the appeal request, along with the Chancellor's decision, at the next regularly scheduled meeting. The Board may reject the appeal request and uphold the Chancellor's decision, or accept the appeal and conduct a hearing. The Board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.
B. Expulsion:

1. The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
2. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice by certified mail to the address last on file with the District at least three days prior to the meeting of the date, time, and place of the Board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.
7. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

XII. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

XIII. Student Grievance:

A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 5530 Student Rights and Grievance.
B. Students in Allied Health Programs:
Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

References:

Education Code Sections 66017, 66300, 66301, 72122, and 76030, et seq.
Penal Code Section 626.4
ACCJC Accreditation Standards I.C.8 and 10

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