



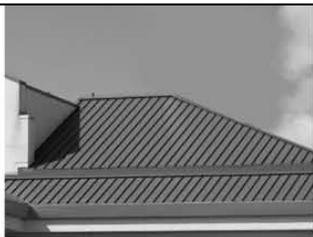
LAS POSITAS COLLEGE

ACADEMIC CATALOG

— 2012 • 2014 —

CATALOG ADDENDUM

2013-2014



Academic Calendar

FALL 2013 SEMESTER

August 19	Regular Full-Term Instruction Begins
August 24	Instruction Begins – Saturday Classes
August 31	Labor Day Weekend – No Saturday Classes
September 2*	Holiday - Labor Day (no instruction)
November 9	Saturday Classes meet
November 11*	Veterans Day (no instruction)
November 27-29*	Thanksgiving Recess (no instruction)
November 30	No Saturday Classes
December 7	Last Day of Saturday Classes
December 13	Last Day of Instruction
December 14	Finals (Saturday Classes only)
December 16-20	Final Examination Period
Dec 24 – Jan 1	Winter Recess
January 8	Grades Due

SPRING 2014 SEMESTER

January 20*	Holiday – Martin Luther King, Jr.
January 21	Regular Full-Term Instruction Begins
January 25	Instruction Begins (Saturday Classes)
February 14-17*	Presidents’ Weekend (no instruction)
April 12	Saturday classes meet
April 14-19	Spring Break (no instruction, no Saturday classes)
May 22	Last Day of Instruction
May 23, 27-30	Final Examination Period
May 24	Final (Saturday Classes only)
May 26*	Memorial Day (no instruction/no final examinations)
May 31	Commencement
June 4	Grades Due

* Holiday/All Employees

Note: The calendars noted above refer to regular, full-term classes only. Refer to current Schedule of Classes or the College website for reference to “NGR,” “W,” “Census,” & “60% financial aid” deadline dates. You will also find deadlines on “CLASS Web” or ask your instructor for specific course deadline information.

Please note: The College is undergoing renovation and construction. Some noted building numbers may have changed. Please check the campus map at www.laspositascollege.edu/about/map.php for building updates.

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DIRECTORY

ACADEMIC SERVICES	925.424.1104	FINANCIAL AID	925.424.1580
ADMISSIONS AND RECORDS	925.424.1500	FOUNDATION	925.424.1010
BOOKSTORE	925.424.1812	GENERAL INFORMATION.....	925.424.1600
BUSINESS OFFICE	925.424.1633	INTERNATIONAL STUDENT PROGRAM	925.424.1540
CALWORKS	925.424.1432	LEARNING RESOURCES CENTER (LIBRARY).....	925.424.1150
CAMPUS SAFETY	925.424.1690	PRESIDENT.....	925.424.1001
COMMUNITY EDUCATION	925.424.1467	STUDENT GOVERNMENT.....	925.424.1490
COUNSELING.....	925.424.1400	STUDENT HEALTH AND WELLNESS CENTER	925.424.1830
DISABLED STUDENTS AND SERVICES (DSPS).....	925.424.1510	STUDENT SERVICES	925.424.1406
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)	925.424.1598	TTY	925.424.1508
FAX (NO CHARGE).....	925.443.0742	VETERANS PROGRAM.....	925.424.1571

WELCOME TO LAS POSITAS COLLEGE!



Students First is more than a slogan at Las Positas College – it symbolizes the institution’s commitment to students and their success. Our faculty and staff serve nearly 8,500 students that are seeking to transfer to a four-year institution, earn certification in career education, or develop skills that lead to additional educational opportunities. Equally important to the College’s commitment are the contributions of LPC students, who drive a vibrant campus culture that promotes equity, engagement, and educational excellence.

Our focus on student success is a direct result of the intentional and deliberate acts undertaken through the collaborative efforts of the campus leadership structure. Administrators, faculty, and staff work together to ensure that learning is productive and programs are successful. Students who attend Las Positas College have a lot to look forward to: highly-trained faculty with a passion for teaching and learning; incredibly experienced staff who demonstrate “Hawk Pride” in all they do; an administrative team that places students at the center of every decision; a student government that focuses on advocacy and organizes activities to enhance the learning experience; and state-of-the-art facilities that foster a creative and supportive academic environment.

Las Positas College puts Students First to ensure that our community is prepared for the challenges of the future. Whether you are a recent high school graduate seeking a transfer degree in biology, a veteran preparing to enter civilian life, or a student committed to serving the public as a police officer, Las Positas College is a place where you will be welcomed and supported.

We hope to see you on campus soon!

Kevin G. Walthers, Ph.D.
President

Chabot-Las Positas District

CHABOT-LAS POSITAS BOARD OF TRUSTEES

The Chabot-Las Positas Board of Trustees governs the Chabot-Las Positas Community College District and is responsible for all policy decisions. The Board meets twice a month.

Name/Position	Area Represented	Year First Elected
Arnulfo Cedillo, Ed.D. President	Area 3: Union City, South Hayward	1985
Marshall Mitzman, Ph.D. <i>Secretary</i>	Area 1: Hayward	2008
Isobel F. Dvorsky	Area 2: San Leandro	1985
Donald L. "Dobie" Gelles	Area 4: Castro Valley, portions of Oakland	1998
Hal G. Gin, Ed.D.	Area 6: Hayward, San Lorenzo	2005
Barbara F. Mertes, Ph.D.	Area 7: Livermore, portions of Pleasanton	2000
Carlo Vecchiarelli	Area 5: Pleasanton, Dublin, Sunol	2004

Trustees Emeriti

E.J. "Jay" Chinn	1961-1985
Elva Cooper.....	1987-1996
Gary R. Craig.....	1985-2005
Fred M. Duman.....	1967-1991
Ann H. Duncan.....	1971-1984
Dorothy S. Hudgins.....	1967-1987
Lawrence R. Jarvis.....	1975-1987
Alison S. Lewis, Ph.D.....	1991-2008
James S. Martin	1969-1975
Edward E. Martins	1961-1967
Barry L. Schrader	1987-2000
Fredrick T. Sullivan.....	1961-1971
Linda M. Tangren.....	1989-1998
William A. Tenney.....	1961-1967
L. Arthur Van Etten	1961-1985
Margaret R. Wiedman	1977-1989

ADMINISTRATION

District

Judy E. Walters, Ph. D
Interim Chancellor

Wyman M. Fong
Vice Chancellor, Human Resources

Jeffrey M. Kingston
Vice Chancellor Educational Services, Planning and Facilities

Lorenzo Legaspi
Vice Chancellor, Business Services

Las Positas College

Kevin G. Walthers, Ph.D.
President

Janice E. Noble, Ph.D.
Vice President of Academic Services

Diana Z. Rodriguez
Vice President of Student Services

Vacant
Vice President of Administrative Services

Lisa Everett
Interim Dean of Academic Services

Marilyn Flores, Ph.D.
Dean of Academic Services

Dyan R. Miller
Dean of Academic Services

Vacant
Dean of Student Services

Sylvia Rodriguez Wodyka
Dean of Enrollment Services

Rajinder Samra
Director of Research and Planning

Ted Kaye, Ph.D.
Chief Executive Officer, LPC Foundation

Vicki Shipman
Project Manager, Career-Technical Education

Corinna Calica
Program Director, Children Center

Chabot College

Susan Sperling, Ph.D.
President

ABOUT THE COLLEGE

Chabot-Las Positas Community College District

The Chabot-Las Positas Community College District has provided quality education to residents of the Bay Area for fifty years. The voters approved the formation of a “junior college district” on January 10, 1961 and the first board of trustees was elected on April 18, 1961.

Las Positas College is one of two separately accredited colleges in the Chabot-Las Positas Community College District. The College is a public institution and principally serves citizens from the communities of Dublin, Livermore, and Pleasanton, and several unincorporated areas including Sunol and north Livermore.

In addition to the traditional and career and technical curriculum offered at the Colleges, the District conducts an active outreach program in contract education to help business, industrial and public organizations develop training programs tailored to meet their needs.

Governance Structure

The California Community Colleges operate under the governance of the State Chancellor, the State Board of Governors appointed by the Governor, and local districts with their own locally elected governing boards. The California Community College’s System Office and Board of Governors oversee the distribution of funds apportioned by the State Legislature for use by the Community Colleges. California’s Community Colleges are organized into 72 community college districts. Each college within a district has a president or chancellor/superintendent, and each district has its own elected board of trustees who apportion funds and governs the colleges within its district.

Mission of the California Community Colleges

By law, the California Community Colleges shall admit any person who is a high school graduate or equivalent thereof, or who is eighteen years of age or older, and who can benefit from the instruction offered.

A primary mission of the college is to offer academic and career and technical education at the lower division level. Another primary mission is to advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement. Essential and important functions of the colleges include: basic skills instruction and in conjunction with the school districts, instruction in English as a Second Language, adult noncredit instruction, and support services which help students succeed at the postsecondary level.

Community Education is designated as an authorized function. The Board of Governors shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state.

Las Positas College

Located in the East Bay region of Northern California, Las Positas College is situated amid one of the state’s fastest growing areas for business, science, and technology. Gently rolling hills and picturesque vineyards provide the scenic background for the college’s 147-acre campus.

Las Positas College currently enrolls approximately 8,500 students and offers curriculum for those seeking transfer to a four-year college or university, career preparation, or basic skills education. The College provides university transfer classes, retraining classes for those in need of employment or career advancement, a first-time educational opportunity for many adults, and career and technical training for those entering the technical and para-professional work force. Las Positas College excels in helping students transfer to the University of California system, the California State University system, and other four-year institutions.

Students who come to the College can choose any of 49 Associate Degrees and 48 Certificate Programs. In addition, the College offers community education courses geared toward personal development and cultural enrichment. See the full list in the Transfer, Degree and Certificate Programs section.

Academic rigor is maintained in a friendly, welcoming atmosphere. Las Positas College faculty and staff are distinguished by their energy, creativity, and commitment to making a difference in the lives of the students they serve. Las Positas College is a learning-centered institution focused on excellence and student success, and is fully committed to supporting all Tri-Valley residents in their quest for education and advancement.

The campus is accessible from BART and Interstate 580. Students can take buses from the Pleasanton-Dublin BART station and from many locations in Livermore and Pleasanton. The College is proud of its exceptional safety record – making it one of the safest colleges in the Bay Area – and its commitment to sustainability, including LEED facilities, recycling and reduced-usage practices, and photovoltaic (solar) arrays that generate two megawatts of energy.

History of the College

Las Positas College began as an extension center of Chabot College in 1963, offering 24 classes and enrolling 810 students at Livermore High School and two other sites. By 1965, the program had expanded and moved to Granada High School in Livermore. It subsequently grew to include Amador and Dublin High Schools as well. The District purchased the Livermore site that same year, intending to develop a comprehensive community college. On March 31, 1975, “Valley Campus” opened as the Livermore Education Center of Chabot College.

Las Positas College has since developed into a fully accredited comprehensive institution. In 1988, the College was designated by the Board of Governors to be an independent college. Las Positas College received full accreditation on January 7, 1991 from the Accrediting Commission for Community and Junior Colleges.

Institutional Planning

In 2011-12, Las Positas College entered its second year of implementing Strategic Plan: 2015 – a planning document that was developed by faculty, staff, administrators, students, and community members. This strategic planning process centered on

the College's ten strategic goals; set the foundation for future directions, including the development and assessment of programs, services, and facilities; and outlined data indicators to demonstrate the institution's effectiveness in achieving student success.

That year also marked the last round of new construction projects originating from the 2005 Facilities Modernization Program and Measure B Bond passed by local voters. This campus expansion included state-of-the-art facilities to enhance teaching and learning: a Multi-Disciplinary Building, providing more than 36,000-square-feet of classrooms, lecture hall, and lab space; the Mertes Center for the Arts – with a 500-seat theater, 1,500-seat amphitheater, and classroom space; a Child Development Center, featuring ECD learning labs and childcare services; a Physical Education Complex, including a gymnasium, instructional areas, Aquatics Center, multi-use field, and Track & Field facility; an expansion of the Science Building, with “wet” and “dry” labs and classrooms; a new Student Services & Administration Building; and two new parking lots, bringing nearly 600 additional parking spaces to campus.

Las Positas College continues its development and assessment efforts by working to further integrate processes for planning and resource allocation. To measure its performance and evaluate its effectiveness in achieving its Mission, the College relies upon participation from all constituency groups and data on student, program, and institutional success.

Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

Glossary of Terms – the multiple meanings of the terms used in the **Mission Statement** are below:

Inclusive – welcoming of a diverse group of students including but not limited to DSPTS, EOPS, CalWORKS, International, Multicultural, various Economic Backgrounds, Distance Education, and Lifelong Learners; all with varying skill levels and learning styles.

Learning-Centered – refers to courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skill levels, creative and critical thinking, and having necessary and specialized facilities

Educational opportunities – include but are not limited to classroom and Distance Education (DE) instruction, athletics, field trips, guest speakers, student government, cultural opportunities, clubs, labs, internships, tutorial service, workshops, library research, and mentoring.

Support includes tutorial center, writing center, counseling, office hours, Integrated Learning Center, Admissions and Records, advisory boards, LapTechS, Health and Wellness Center, financial aid, BlackBoard (online) courses, technology, enrollment management, assessment, tutorial services, library, computer center, student services, administrative services. All are provided by a dedicated group of administrators, faculty and classified professionals.

Vision Statement

Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of the society.

Values Statement

Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social and environmental responsibility
4. Promoting ethical behavior, tolerance and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity and personal development
6. Holding firm to the belief that each of us makes an astonishing difference.

Institutional Strategic Goals

1. Provide excellence in teaching, student learning, services to students, and scholarship by providing state of the art learning facilities, equipment, supplies and resources, and staffing. (Teaching and Learning)
2. Increase recognition of Las Positas College as a premier institution of innovative higher education that prepares talented, competent, and engaged members of the community. (Institutional Advancement)
3. Ensure the highest level of service to students and the community through continuous and purposeful evaluation of programs and services that situates student learning, community responsiveness, and employee engagement as the center of all we do. (Accountability)
4. Offer cutting edge educational opportunities designed to accelerate the economic development of the Tri-Valley region. (Economic Development)
5. Provide excellence in the stewardship of the community's investment in Las Positas College and expand the institution's capacity to apply resources to meet the needs of students, staff, and faculty through strategic assessment and resource allocation. (Resource Development and Allocation)
6. Commit to excellence in teaching, student learning, and scholarship by expanding professional development for all employees and nurturing the intellectualism within the campus culture. (Academic and Professional Excellence)
7. Serve a diverse college community by maintaining and expanding an environment of accessibility, equality, and social justice. (Diversity and Pluralism)

8. Craft a culture of collective responsibility through an enhancement of College processes and systems, reinforcing internal communication, integrating internal planning processes that promote coordination and accountability, and strengthening a sense of community and collaboration internally and within the District. (Communication and Infrastructure)
 9. Serve as a catalyst for enhanced community life through outreach, partnerships, services, and significant contributions to quality arts, cultural, wellness and vitality experiences and activities in the Tri- Valley. (Community Life)
 10. Engage in sustainable stewardship and community leadership as an institution through our use of products and technology, our practices and curriculum, our policies, and our philosophy as represented through institutional culture and leadership. (Sustainability)
- Hones students' reading, speaking, and writing skills, enabling them to communicate clearly, effectively, and creatively.
 - Promotes the development of students' quantitative competencies, to strengthen analytical thinking, and gain the ability to evaluate and access informational technology.
 - Increases students' understanding of the physical and biological sciences, the scientific method, and the reliability and limitations of scientific knowledge.
 - Deepens students' awareness of wellness and teaches the methods for and importance of maintaining physical and mental health.
 - Encourages students to cultivate new interests and develop their abilities to search for answers, recognizing that an educated person understands how much more there is to learn.

Statement of the Objectives of the General Education Program

General education programs are accepted as a significant part of the program of studies in American colleges and universities. The term general education refers to a program of studies that introduces the student to areas of study that mature the mind, enrich the family, and widen social and ethnic relationships. They develop skills and aptitudes that can aid the student in furthering personal and social usefulness and in living in the environment as thinking and contributing citizens.

It is a program, furthermore, that activates the imagination, deepens the perspective of life, and gives life direction and purpose. The general education program is eminently well-suited to a democracy where every person is eligible to enjoy the cultural riches of the world and to become a useful citizen in dealing with local, national and world economics, and cultural, social and political problems.

Las Positas College General Education Philosophy

A philosophy of general education addresses both a present reality and a future hope. The reality encompasses the practical elements a well-educated student should grasp early in education. The future hope will serve as a foundation to achieve insights into ethical problems and engage in lifelong learning, the hallmarks of educational excellence.

GENERAL EDUCATION:

- Provides skills and proficiencies needed to succeed in an academic environment as well as in our continually changing world.
- Exposes students to core knowledge, concepts, and methodologies of the Arts, Humanities, and the Natural and Social Sciences.
- Develops students' appreciation for the cultures and history of the United States and prepares them to participate in our democracy.
- Familiarizes students with a diversity of viewpoints by exposing them to the history and cultures of other countries.
- Advances students' critical thinking skills, enabling them to access, examine, and assess issues and information.

Accreditation

Las Positas College is a public, two-year community college accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Questions regarding the College's accreditation may be addressed to this agency. The University of California, California State University, and private universities and colleges accept appropriate courses for transfer.

The College is approved for the training of veterans and for enrolling non-immigrant students.

Statement of Compliance

Las Positas College maintains an atmosphere that is welcoming to all students and conducive to their academic and personal success. The College provides an environment free of all forms of harassment, in which all students and employees are treated with dignity and respect.

Las Positas College does not discriminate on the basis of race, color, national origin, gender, physical ability, religious belief, or age in any of its policies, procedures or practices. Las Positas College is in full compliance with:

- Title VI of the Civil Rights Act (1964) — pertaining to race, color and national origin;
- Title VII of the Civil Rights Act (1964) — pertaining to religion and gender;
- Title IX of the Educational Amendments (1972) — pertaining to gender;
- Sections 503 and 504 of the Rehabilitation Act (1973) — pertaining to disability;
- Age Discrimination in Employment Act (1974) — pertaining to age; and
- Americans with Disabilities Act (1990) — pertaining to disability.
- Limited English skills are not a barrier to programs and services of the College.

No person shall be subjected to sexual overtures or conduct—verbal, visual or physical—which is intimidating, hostile, offensive or

unwelcome. Such conduct by employees or students is unacceptable and will not be tolerated by the College.

To inquire about the application of Non-Discrimination Policies contact:

Wyman Fong
Vice Chancellor of Human Resources
925-485-5261 or email: wfong@clpccd.org

To inquire about the application of Sexual Harassment Policies contact:

Wyman Fong
Vice Chancellor of Human Resources
925-485-5261 or email: wfong@clpccd.org

To inquire about the application of Disability Issues and Student Concerns and Grievances contact:

Diana Rodriguez
Vice President of Student Services
925.424.1405 or email: drodriguez@laspositascollege.edu

Inquiries may also be addressed to the:

United States Department of Education Office of Civil Rights
San Francisco Office, Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102-4912
Tel: 415.556.4275/Fax: 415.437.7783

Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this Catalog, students and others who use this Catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the Chabot-Las Positas College District, or by the Chancellor or designee of the institution.

Internet Access

Online access is available via the Las Positas College website at: www.laspositascollege.edu

Admissions and Records

The Student Services Administration Building is estimated to open in Spring 2013. Program locations will change from what is noted in this catalog. Please visit the campus website for location updates.

ADMISSION

Eligibility for Admission

Any person who is a high school graduate or equivalent thereof, or who is eighteen years of age or older and who can benefit from the instruction offered, is eligible to apply for admission to Las Positas College.

Ability to Benefit from Instruction

Under the provisions of the California State Education Code and Governing Board Policy of this District, a student's ability to benefit from the instruction offered shall be determined by evidence of the individual's:

- Ability to meet the demands of college instruction at Las Positas College;
- Ability to master, and proceed beyond, the minimum basic skill levels required for success in college education;
- Ability to show substantial progress in cognitive and affective learning in college courses; and
- Ability to show progress toward independent learning.

By this rule, the College shall determine whether a person is or is not capable of benefiting from college instruction. The determination of ability to benefit is a matter of composite professional judgment based upon available evidence. Additional information may be obtained from the Office of the Dean of Student Services.

Admission Procedures Application

An applicant may apply for admission to the College by one of the following methods:

- Completing an application online at www.laspositascollege.edu
- Submitting a completed paper application at the Office of Admissions and Records,;
- Mailing a completed paper application to
Las Positas College, Office of Admissions and Records
3000 Campus Hill Drive
Livermore, CA 94551-7623

It is only necessary to submit one application per academic year. An academic year is summer through spring.

Official transcripts of previous academic work at other institutions are required to assist students in reaching their educational objectives at Las Positas College. Transcripts are also required for students who are candidates for special admissions programs and/or services such as financial aid and scholarships, veteran's benefits, athletics, concurrent enrollment, and international student education.

Admission with Advanced Standing

Credits earned at other accredited colleges or universities may be applied towards an AA or AS degree from Las Positas College upon receipt of official transcripts. Accreditation must have been listed in the Accredited Institutions of Higher Education manual. Credit may also be allowed for college-level United States Air Force Institute courses and for formal courses taken at military service schools if such credit is recommended in the American Council on Education Guide.

Concurrent Enrollment—Educational Opportunities for High School Students

Las Positas College provides the opportunity for high school students in 10th, 11th, and 12th grades to enroll in college-level courses. Students who desire to participate in concurrent enrollment must be recommended by their high school principal and have written

parental permission. There are course restrictions for high school students. Information on the Concurrent Enrollment Policy is available at the student's high school, and the Office of Admission and Records or online at

www.laspositascollege.edu/admissions/high_school.php.

Students must complete the required enrollment materials each semester.

International Student Admission

Las Positas College is authorized under Federal Law to enroll non-immigrant alien students. International students (F-1 and M-1 Visa) seeking admission to Las Positas College must complete an International student application packet in addition to the standard application form. The application packet is available in the International Student Program Office and on the International Student page website. The International student supplemental application packet requires students to submit:

- Evidence of having completed the equivalent of a United States high school education
- Proof of English Language Proficiency:
 - TOEFL with a minimum score of 45 iBT or 450 PBT
 - IELTS with a minimum score of 4.5
 - iTEP with a minimum score of 4
 - or STEP Eiken with a minimum grade of 2A

Note: Students may be admitted into the English as a Second Language (ESL) Program without proof of English Language Proficiency.

- Proof of adequate financial support;
- Evidence, by means of a physical examination, certifying freedom from active tuberculosis;
- Proof of health insurance coverage.

The completed application may then be mailed or faxed to the International Student Program Office.

The number of international students admitted is contingent upon the College's ability to provide services as required. International students will be accepted for admission to Las Positas College at both the fall and spring semester of each academic year. Contact the International Student Program at 925.424.1540 for more information.

For information on international student fees, refer to the "Fees and Refunds," section in this Catalog or consult the current Class Schedule.

SEVIS—Electronic Reporting System

SEVIS (Student and Exchange Visitor Information System) is a government database program that was implemented on January 31, 2003, by the Student and Exchange Visitor Program (SEVP), part of the U.S. Immigration and Customs Enforcement branch of the U.S. Department of Homeland Security (DHS). This system maintains and tracks data of certain non-immigrants (such as F-1 and M-1 students) to ensure that students are in full compliance with DHS and College regulations. Las Positas College is a DHS certified institution and as such, must provide data on F-1 and M-1 students

and report any subsequent changes in status each semester in SEVIS.

Residency Requirements for Admission

In determining tuition/enrollment fees, students fall under the following two categories:

I. Residents

Those who have legally resided in California for at least one year and a day prior to the first day of a new semester or session. State law requires that students give evidence of physical presence in California for one year and their intent to make California their home state for other than a temporary period. Non-citizens who meet residency requirements must provide documentation from the Bureau of Citizenship and Immigration Services (BCIS).

II. Non-residents (out-of-state and international students)

Those who do not meet the California residency requirements as previously outlined. Refer to the "Fees and Refunds" section in this Catalog.

California Nonresident Tuition Exemption may be granted to certain non-resident students who meet the exemption requirements set forth in Assembly Bill 540. Contact the Office of Admissions and Records at 925.424.1500 for further information. All questions concerning residence status should be referred to the Office of Admissions and Records.

Transcripts from Other Colleges

Students enrolled at Las Positas College who desire academic credit for courses taken at other accredited colleges/universities must submit official transcripts of that work to the Office of Admissions and Records. It is the student's responsibility to initiate a request to each institution asking that an official transcript of his/her work be sent directly to the Office of Admissions and Records, Las Positas College.

To be credited by Las Positas College, the course work must meet the following criteria:

- The course(s) must have been taken at an accredited college/university;
- The course(s) must be lower division;
- The course(s) must have been completed with a grade of "D" or higher. All transferred grades (including "F"s) will be used in the calculation of units attempted, units completed, and the grade point average;
- The content of the course(s) must be determined to be equivalent to the current Las Positas College course standards. The initial evaluation of course credit is done by the Records Evaluator under the supervision of the Dean of Enrollment Services.
- The final responsibility for determining course equivalency is the discipline faculty.

Advanced Placement Program College – Entrance Examination Board (C.E.E.B.)

Las Positas College grants credit for successful completion of the Advanced Placement Program of the College Entrance Examination

Board (C.E.E.B.). For further information see the section on Advanced Placement Examinations, in this Catalog.

Concurrent Enrollment with University of California, Berkeley

Students who have completed 20 transferable units at Las Positas College or Chabot College with a 2.4 cumulative GPA may be eligible to cross-register with University of California, Berkeley while completing coursework at Las Positas College. Students must attend full-time and may enroll in one lower-division course (numbered 1-99 at UC Berkeley). Additional requirements apply. For further information contact the Career/Transfer/ Employment Center, or the Counseling Office.

Cross Registration with California State University, East Bay

Students who have completed 20 transferable units at Las Positas College or Chabot College with a 2.0 cumulative GPA may be eligible to cross-register with California State University, East Bay while completing coursework at Las Positas College. Students who elect to "cross-register" may enroll in courses at CSU East Bay which are not offered at any time by Las Positas College (including upper division courses). Students must be enrolled in a minimum of 6 units at Las Positas College and 12 units between the two campuses. For further information, contact the Career/Transfer/ Employment Center or the Counseling Office.

Readmission from Dismissed Status

Students on dismissed status from Las Positas College must submit a "Petition for Readmission from Dismissed Status" form. In order to enroll in classes, the Dean of Enrollment Services and the Student Interventions Developer must approve readmission. Petition forms are available at the Counseling Center.

MATRICULATION

Matriculation Process

Matriculation is a partnership between the student and the Chabot-Las Positas Community College District for the purpose of aiding students in obtaining their educational goals. This partnership identifies the responsibilities of both the College and the student and describes how to reach those goals through the established programs, policies, and requirements currently in place.

The Chabot-Las Positas Community College District agrees to provide "A Plan of Success" to each student which includes: an admissions process; an orientation to the College's instructional programs, support services, and procedures; an assessment of basic educational skills and career goals; counseling/advising for course selection and for developing an individual educational plan; quality instruction; continuous follow-up on progress with referral to support services when needed; and institutional research and evaluation that monitors the effectiveness of all services provided.

The student agrees to express a broad educational intent upon admission and to declare a specific objective within a reasonable period of enrollment; attend classes and complete assigned work; confer with counselors/advisors to discuss choices; seek support services as needed to assist in completing course work; and maintain

progress toward an educational goal according to standards set by the Chabot-Las Positas Community College District.

Exemptions

Students who enroll in credit courses at the Chabot-Las Positas Community College District may be exempted from the matriculation components as listed below:

I. Orientation

- A. Non-matriculated students;
- B. Students who have earned a previous college degree;
- C. Students enrolling in only one performance course (i.e., acting, drawing) or activity course (i.e., physical education);
- D. Returning students who have attended a Las Positas College orientation session within the last two years.

II. Assessment

- A. Non-matriculated students are exempt with the exception of those students who plan to register in an English, mathematics, ESL, and/or chemistry course.
- B. Matriculated students exempt from the assessment requirements include:
 - Students who have earned a previous college degree;
 - Students currently enrolled at a four-year college or university who are not enrolling in English or mathematics courses;
 - Students enrolling in only one performance course (i.e., acting, drawing) or activity course (i.e., physical education);
 - Returning students who have completed the Chabot or Las Positas College assessment process within the last two years.
- C. English, mathematics, and chemistry assessment testing requirements will be waived for students who have:
 - Completed an assessment process at another California Community College (within the past two years) and have assessment results/scores available for review;
 - Completed previous college work in mathematics, English, and/ or reading and have provided transcripts or grade reports;
 - Been individually assessed and tested through Disabled Students Programs and Services.

III. Counseling/Program Advisement

- A. Non-matriculated students;
- B. Students who have earned a previous college degree;
- C. Students enrolling in only one performance course (i.e., acting, drawing) or activity course (i.e., physical education);
- D. Students who have completed a Student Education Plan (SEP).

Any student who believes s/he is eligible for exemption from any of the Matriculation components may obtain an Exemption Form from the Counseling Center. Students who are exempt from one or more of the Matriculation components are encouraged to participate in this process to enhance their success while enrolled at the College.

Please note: Exemptions are not a substitute/waiver for meeting course prerequisites. Students must present a transcript to the Counseling Center indicating prerequisites have been met through prior course completion.

Any student who believes s/he has been discriminated against in the Matriculation process (assessment, orientation, counseling advisement) may file a grievance with the Dean of Student Services.

REGISTRATION

Registration Methods

Students may register for classes using the following methods:

- Via the Internet using CLASS Web or The ZONE at www.laspositascollege.edu.
- In person at the Office of Admissions and Records.

For detailed information on registration procedures refer to the current Class Schedule or visit the Admissions & Records website at www.laspositascollege.edu/admissions.

Registration Information

I. New Students

Students who have never attended the Chabot-Las Positas Community College District will need to complete the following steps for registration:

- A. Complete and submit an "Application for Admission" online at www.laspositascollege.edu, or in person at the Office of Admissions and Records, Bldg. 700.
- B. Complete an online orientation session.
- C. Complete the assessment process; Students will be scheduled for a Program Planning session upon completion of assessment.
- D. Attend a Program Planning session. Counseling services will be provided at each session to assist students with education planning, program planning, and course selection.
- E. New students will not receive an individual registration appointment date. Registration date is based on the date of application.

II. Returning Students

Students who have not attended the Chabot-Las Positas Community College District during the past academic year will need to complete the following steps for registration:

- A. Complete and submit a new "Application for Admission" online at www.laspositascollege.edu, or in person at the Office of Admissions and Records, Bldg. 700.
- B. Returning students on probation or dismissed status must obtain counselor advisement and approval before proceeding with registration.
- C. Returning students in exempt status may not be required to obtain counselor approval prior to registration. Exempt status does not exempt students from prerequisite requirements; see the "Exemptions" section in this Catalog.

- D. Returning students will not receive an individual registration appointment date. Registration date is based on the date of application.

III. Continuing Students

Students who have attended the Chabot-Las Positas Community College District during at least one of the two most recent Fall/Spring semesters are considered continuing students. Registration appointment notices will automatically be mailed to all continuing students prior to the registration period.

Continuing students at Las Positas College will be assigned a registration priority number. Please visit the college website for information related to registration priority criteria.

Payment Methods

Students have the option of paying fees by the following methods:

1. credit card at the time of online registration;
2. check by mail (no cash);
3. bringing payment in person to the Office of Admissions and Records; or
4. NelNet Payment Plan (formerly FACTS).

Students who may be eligible for financial aid and/or an enrollment fee waiver should contact the Financial Aid Office prior to registration.

Student Identification Card

All students are required to carry a valid photo identification card with current validation sticker. This card is essential for use of library, computer lab, bookstore and other campus services. Cards may be obtained at the Office of Admissions and Records and should be carried at all times. The first card is free. A replacement fee will be charged for lost or stolen cards.

Class Schedule

Before the beginning of each semester, a Class Schedule is published indicating courses to be offered—the time, the instructor, and the room assignment. Important instructions and information regarding admissions and registration are included in this publication. The Class Schedule is posted on the Las Positas College website and is available for purchase at the College Bookstore.

Admissions Electronic Mail (e-mail)

Students and prospective students can contact Admissions to receive answers electronically from Admissions representatives at: LPC-admissions@laspositascollege.edu

REGISTRATION POLICIES

Open Enrollment

In accordance with District policy, all classes are open to enrollment and participation by any person who meets the academic prerequisites of the class and who is otherwise eligible for admission to Las Positas College.

Enrollment Limits

Students are cautioned that some classes and programs may prove to be so popular or so limited by physical facilities and/or availability of qualified instructors that all students who apply cannot be accommodated.

Priority Enrollment Regulations

The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer, and to reward students who make progress toward their educational goals.

Beginning in the Fall of 2014, new students who have completed college orientation and assessment and who have developed education plans, as well as continuing students in good academic standing who have not exceeded 100 units, will have priority over students who do not meet these criteria. Among these students, active-duty military and veterans and current and former foster youth will continue to have first call on courses. Those in Extended Opportunity Programs and Services and Disabled Students Programs and Services also have priority.

PREREQUISITES

Course Prerequisites

Students wanting to enroll in a course with a prerequisite must satisfactorily complete that prerequisite before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to successfully take the course. Courses with a co-requisite require that a student either has taken the co-requisite before or is taking it at the same time as the courses.

Usually, a prerequisite is a course from a lower sequence of courses. For example: You may not enroll in Math 55 without first passing Math 65 with a "C" grade or better, or the equivalent. Usually, a co-requisite course is a lab or a course that provides supplemental instruction.

To see which courses have prerequisites and/or co-requisites refer to the individual course offerings in this Catalog or the LPC website at www.laspositascollege.edu.

Request for Course Substitution or Waiver of Program Requirement

Students who have had substantial prior experience related to the content of a college-level course, and who can present adequate evidence of their competence, may petition to have enrollment in that class waived without college credit for purposes of satisfying a program requirement. Courses considered for substitution must have been taken at an accredited institution. Petitions for course substitution or waiver of program requirements are available from the Counseling Center. Approval of the request by the Dean of Student Services is required prior to completing registration. Approval shall be based on the following criteria:

- A. Adequate evidence of competence as supported by transcripts, statements of employers, military or technical school certificates, etc.;

- B. Statement from an instructor that the course reflects the appropriate subject matter and fulfills the necessary program requirements, and signature of the Division Dean to validate the course. Students shall be advised that courses waived receive neither unit nor grade credit and that other courses may be needed to satisfy the total number of units required to complete the program of study.

Classification of Students Based on Unit Load

The following classifications have been established based on unit load:

Full-time student	Registered for 12 or more units
Three-quarter time student	Registered for 9.0 to 11.5 units
Half-time student	Registered for 6.0 to 8.5 units

Limitation on Unit Load

Eighteen (18) units per semester are considered to be a maximum load for a student. In order to take more than the maximum, an approval form must be obtained from a counselor. The College reserves the right to place unit limit restrictions due to fiscal constraints.

Course Conflict/Course Overlap

Students may not enroll in two classes that meet during any part of the same hour.

Waitlist/Adding Classes

If a class has not been officially closed by an instructor, students may continue to register into open classes. If a class is closed (full), students may have the option to place themselves on a waitlist. Students will be prompted during registration if the class has waitlist availability. For detailed Waitlist information please refer to the College website.

During the first week of instruction (Opening Week) the instructor may issue an add authorization number according to the student's waitlist priority. After the waitlist has been exhausted, a student may be added to a class with permission from the instructor according to the student's registration priority number. A student's ADD priority number is determined by the total number of units completed at the Chabot-Las Positas Community College District, followed by a random digit. Returning students will have their priority number activated for the ADD period only. Refer to our website or current class schedule for ADD deadlines and procedures.

Withdrawing from Classes

Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no automatic withdrawal process. Failure to follow the proper withdrawal procedures may result in a grade of "F." Students may drop a course by CLASS-Web or The ZONE, or in person at the Office of Admissions and Records.

Requests to withdraw from a class that are received by the "NGR" (No- Grade-of-Record) deadline will not appear on a student's academic transcript. If a student withdraws from a course after the

"NGR" deadline but on or before the "W" (withdrawal) deadline, a "W" will appear on their transcript. A "W" notation will not affect the student's grade point average; however, excessive "W" notations may affect: (1) progress status, (2) status as a full-time student, (3) eligibility for financial aid and other benefits, (4) athletic eligibility, or (5) ability to repeat a course (based on Title V regulations). Refer to the Class Schedule for important deadline dates.

Extenuating Circumstance Withdrawal

Class withdrawal after the twelfth week of instruction is permitted only on the grounds of verified extenuating circumstances (accident, illness, or other matters beyond the control of the student). A "W" will be granted only if the petition is approved and the class instructor verifies that the student is maintaining a passing grade of "D" or better (grade "P" in P/N courses). Those students whose request for withdrawal is denied may choose to continue current class enrollment. Extenuating Circumstance Petition forms are available at the Office of Admissions and Records.

Military Withdrawal

If a student is called to active military duty after the No-Grade-of-Record (NGR) period, s/he is entitled to military withdrawal (MW). Servicemen and women should provide copies of their military orders to the Dean of Enrollment Services.

Withdrawing from the College

Students who intend to withdraw from the College must initiate withdrawal procedures for each class in which they are enrolled. Students are held accountable for clearing all obligations with the College including fees, library books, equipment, and lockers. The deadline for withdrawal from classes with a guaranteed symbol "W" is Friday of the twelfth instructional week. Refer to the Class Schedule for deadlines.

Instructor's Withdrawal Option

The instructor may drop students who miss the first meeting of a course. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction.

Instructor's Withdrawal Option:

Distance Education

The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the Class Schedule listing. For these courses, instructor may drop students who do not log into their Blackboard course and/or complete indicated activities by the third day of classes. Distance Education instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks.

Repeating a Course

The College recognizes that the most recent completion of a course should most accurately reflect a student's academic progress. Therefore, students may repeat for credit those courses taken for which grades of D, F, or NP were received. The most recent grade (A,

B, C, D, F, P/NP) received must be calculated into the GPA regardless of whether this grade is lower or higher than the original grade.

Effective Summer 2012, under the new Title 5 regulations, a student may only enroll in a non-repeatable course 3 times, through a combination of substandard grades (D, F, NP, or NC) and withdrawals (W). All prior course attempts at the Chabot-Las Positas Community College District will count toward the limit. Students may seek approval to enroll in a course a 4th time through the petition process. The petition is limited to the following:

1. In extenuating circumstances, such as verified cases of accident or illness.
2. Due to a significant lapse of time (3 years or more).
3. In a variable unit or open entry/exit course that can only be completed once, but with multiple enrollments.
4. For cooperative work experience courses (up to 16 credit hours).
5. For special needs courses (continued need must be demonstrated for each enrollment).
6. When repetition of a course is legally mandated.
7. Where there is a significant change in industry or licensure standards.

When a student has repeated a course and earned a passing grade of A, B, C, D, or P, he or she may petition the Dean of Enrollment Services to count, for grade point calculation only, the most recently earned grade. The "Petition For Use Of Most Recent Grade in a Repeated Class" is available at the Office of Admissions and Records. Physical Education activity courses may not be repeated for a higher grade. Students are advised that both the original and subsequent grade will remain on their transcript and that in transferring to another institution, they may be held responsible for all units attempted.

Course Repetition: Special Circumstances

Students may not repeat a course in which they received a passing grade of A, B, or C. However, under specific conditions, the Dean of Student Services or designee may permit the repetition of courses for which a grade of "C" or better has been received. These conditions are:

- When the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student;
- When a student should repeat a course because there has been a significant lapse of time since the student previously took the course;
- When it is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

California Education Code (Title V, Section 55763) states that grades awarded for courses repeated under these specific conditions shall not be counted in calculating a student's grade point average.

College Transcripts

Students who desire transcripts of their academic record must submit a written request to the Office of Admissions and Records indicating the student's name used while attending, SSN or W identification number, and the number of transcripts requested and

name and address of the designated recipient. Transcripts are provided only in response to a written request from the student. Official transcripts will be mailed directly to the designated recipient.

Copies of transcripts received from other colleges and universities cannot be forwarded to a third party. Students desiring such transcripts must request them directly from the issuing institution.

Fees are Subject to Change

Enrollment fees are regulated by the State Legislature budget. The college reserves the right to collect enrollment fee increases approved by the State Legislature from all students including those who have paid fees prior to the implementation of new rates.

FEES AND REFUNDS

California Residents - Enrollment Fee

California residents, except those exempt by law, will be charged an enrollment fee of \$46 per unit for classes at Las Positas College. Updates to fee information will be made available at www.laspositascollege.edu or by contacting the Office of Admissions and Records.

Nonresident Tuition

Non-residents of California are required to pay a tuition fee of \$243 per unit in addition to the \$46 enrollment fee and other college fees. A California Nonresident Tuition Exemption may be granted to certain non-resident students who meet the exemption requirements set forth in Assembly Bill 540. Contact the Office of Admissions and Records for further information.

International Student Tuition

The tuition fee for international students, non-immigrant aliens and students on other types of visas is \$243 per unit in addition to the \$46 enrollment fee and other College fees. International students (F- and M-1 Visas) are required to enroll and maintain a minimum of 12 units per semester.

Payment of Fees

Enrollment each term is conditional upon full payment of fees/ tuition. If fees are not paid, classes will be dropped according to the "Drop for Non-Payment" deadline dates listed in the Class Schedule and College web site.

Failure to Pay

College financial obligations may result in the withholding of grades, transcripts, diplomas or registration privileges from any student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the College. Any item withheld shall be released when the student pays the financial obligation.

Mailing Fee

An optional fee of \$3.00 will be assessed each semester to cover the cost of various mailings that students receive throughout the term (registration mailer, grade report, etc.).

Health Services Fee

Las Positas College provides health services for students through a Student Health Center. In accordance with state community college regulations, all enrolled students will be charged a mandatory Health Service Fee of \$17 per semester (except Summer Session). The only exceptions for this fee are as follows:

- Students taking classes held only on Saturday, at an off-campus site, or exclusively online;
- Students who rely only on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may seek exemption from the fee and services. To apply for a waiver, students must provide a statement of such reliance from an official of the sect, denomination or organization.

Information on exemptions is available in the Office of Admissions and Records.

Student Activity Fee

An optional fee of \$10.00 will be charged each semester. College clubs, scholarships, the Student Center, and other student-related services are supported in part by this fee.

Student Representation Fee

A fee of \$1.00 will be assessed of all students each semester. This fee is used for any purpose related to representing students' views with governmental bodies.

Parking

Parking at Las Positas College is by permit only. Parking regulations are enforced from the first day of class. A daily permit can be purchased from dispensers located in the parking lots. A full-term permit may be purchased online via CLASS Web. The fees are as follows:

Car	\$30.00
Motorcycle	\$15.00
Daily permits	\$2.00

Parking fees for summer are different. Refer to the schedule of classes. A reduced term parking fee of \$20.00 is available for students who receive a Board of Governors Waiver (enrollment fee waiver through Financial Aid).

Print Fee Card

Use of a College computer lab requires the purchase of a Print Fee Card obtained from the Las Positas College Bookstore or vending machines. Discounted print cards can be purchased in the Bookstore.

REFUNDS

Enrollment Fee Refund

Beginning Spring 2013, the Chabot-Las Positas Community College District will implement a new administrative procedure regarding student refunds. The new procedure is as follows:

Students may request a refund of enrollment fees as long as the student withdraws from the class during the first two weeks of class for a regular term class, or by the 10% point of the length of a short-

term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

To apply for an enrollment fee refund, file a REQUEST FOR REFUND form at the Office of Admissions and Records. No refunds will be given to students who withdraw from classes after the no-grade-of-record (NGR) deadline. (For refund deadlines, see the Academic Calendar)

- A \$10.00 processing fee will be subtracted from each enrollment fee refund (with the exception of classes cancelled by the College).
- The mailing fee, student rep. fee, health services, and student activity fee are not refundable.

Refund checks will be sent by mail approximately 6 weeks after the NGR deadline.

Non-Resident Tuition Refunds

Refund of tuition by reason of program reductions or withdrawal from the College will be made in accordance with the schedule indicated below:

- Withdrawal prior to the first day of instruction in a regular semester, term or session: 90% Refund
- Withdrawal during the first week of instruction for a regular semester, term or session: 75% Refund
- Withdrawal after first week of instruction for a regular semester, term or session: No Refund

For further information concerning tuition charges and refunds, consult the current Class Schedule.

Tax Benefits for Education

American Opportunity and Lifetime Learning Tax Credits

Students will receive from the Chabot-Las Positas Community College District a 1098T form noting all fees billed and scholarships awarded.

Information about Tax Benefits for Education including the American Opportunity and Lifetime Learning Tax Credits, and guidance for appropriate tax treatment of educational expenses, financial aid funds and scholarships is available through www.irs.gov, Publication 970 or www.ed.gov. Interested parties with questions are directed to contact the IRS Office at 1.800.829.1040.

FINANCIAL AID

Financial aid is a means of assisting students in receiving a college education who would otherwise be unable to afford this opportunity. Selection of students to receive financial aid is based strictly on an analysis of family financial need, and is made without regard to age, sex, race, religion, national origin, or physical ability.

The Financial Aid Office, 925.424.1580, e-mail: lpcfinaid@laspositascollege.edu, administers financial aid in accordance with federal and state regulations and policies. A full

range of financial aid programs is offered including registration fee waivers, federal Pell Grants, and Supplemental Educational Opportunity Grants (SEOG), state Cal Grants B and C, federal Direct subsidized and unsubsidized student loans, federal WorkStudy job positions, an on-campus scholarship program and referrals to outside scholarship resources.

Eligibility

To be eligible for most sources of financial aid, a student must be a U.S. citizen, permanent resident, or other eligible non-citizen; maintain satisfactory academic progress; register with Selective Service if required; demonstrate need; be making satisfactory progress toward a declared approved major; have a high school diploma or GED and must not be in default on any student loan nor owe a refund on any grant.

PRIORITY FILE COMPLETION DEADLINES

Las Positas has established the following financial aid processing deadlines. Pell grant recipients must have applied for financial aid and followed up by 'completing their file' (submitting all requested supporting documentation) by the following deadlines in order to ensure receipt of a Pell Grant the first week of classes, if eligible.

Fall:	July 11
Spring:	December 19

How to Apply for Financial Aid

To apply for all federal and state sources of financial aid, students should complete the Free Application for Federal Student Aid (FAFSA). Students must apply online at www.fafsa.ed.gov. Las Positas College Title IV Code is 030357. A new FAFSA must be completed each school year. Students should apply as early as possible, preferably between January 1 and March 2 of the previous school year, for maximum aid consideration. Processing time from application to payment requires several weeks.

The federal government will e-mail or mail the student a 'Student Aid Report,' which indicates the application results and will electronically transmit the results to the colleges indicated. Once the College receives the student's FAFSA results, students who are enrolled and who qualify for a Pell Grant will be emailed a Missing Documentation notice (at their Zone email address) explaining what the student must do to complete their financial aid file in order to qualify for aid. Once a student has completed their file, they will be mailed or emailed an "Award Notification letter." Award information is available on the Zone and on Class Web, where the amount of aid offered is indicated, as are expected payment dates. Students who have not received notification from the Financial Aid Office are encouraged to follow up to determine the status of their aid application.

How Financial Need is Determined

The FAFSA allows the government to determine the Expected Family Contribution (EFC) for each student. The EFC is based on an impartial analysis of the student's total available resources. Financial need is determined by comparing the College's cost of attendance, with the student's Expected Family Contribution. Need-based grants, registration fee waivers and loans are distributed to students who indicate financial need through this process.

Registration Fee Waivers

California's Board of Governors Waiver (BOGW) Program waives enrollment fees for qualified residents of California for the entire school year. Students may receive a waiver for any number of units, with no minimum. All students with at least \$1,104 in Financial Need (based on Cost of Attendance, less Expected Family Contribution) qualify in addition to those who receive Temporary Aid to Needy Families, Supplemental Security Income or General Assistance. Students must submit a FAFSA for processing in order to establish eligibility, or current documentation of receipt of TANF/CalWORKs, SSI or General Assistance.

How Grants are Determined

Grants are "gift aid" from the federal or state government that do not require repayment. Eligibility is determined from the results of the FAFSA in accordance with federal and state guidelines.

Federal Pell and SEOG Grants

Federal Pell Grant award amounts vary depending on the Expected Family Contribution and the student's enrollment status. Currently awards range from \$555 - \$5,550/year. Priority for Federal SEOG grants (\$600/year) are given to full-time students with '0000' Expected Family Contribution who complete their files prior to June 1.

Lifetime Pell Grant limitation: Effective July 1, 2012, the federal government has limited lifetime receipt of a Pell Grant to the equivalent of 6 full-time years. A student may never receive a Pell Grant once six years has been reached. Students may monitor their own Pell Eligibility Used at www.nsls.ed.gov by logging with their FAFSA Pin number.

Cal Grants

Students should file their FAFSA prior to March 2nd in order to qualify for a Cal Grant. Community college students who missed the March 2nd deadline may still apply by filing a FAFSA prior to September 2nd, and will be able to compete for remaining grants for community college students. In addition, each student must ensure that a verification of grade point average (www.csac.ca.gov) be sent to the California Student Aid Commission. All students who have completed 16 (not including 100 level ESL or 100 level remedial courses) as of the end of the previous semester at Las Positas College will have their GPA automatically sent electronically. All other students should contact the Financial Aid Office for assistance in determining which school or college is required to complete GPA verification for that individual. Students will be notified directly by the California Student Aid Commission if they have been awarded a Cal Grant or can monitor their status at <https://mygrantinfo.csac.ca.gov/>. Students who receive a California Aid Report (CAR) form should submit it to the Financial Aid Office.

California Dream Act

The Dream Act is really two laws that were passed in 2011 and allow AB540 students to apply for and receive a Board of Governors Fee Waiver. In addition, undocumented AB540 students may qualify for:

- State financial aid like Cal Grants and Chafee Grants
- Assistance from EOPS, CARE or CalWORKS

- Privately-funded scholarships

Check with the college financial aid, EOPS/CARE and CalWORKs offices to see what is available.

What is an AB 540 student?

You are an AB 540 student, and exempt from paying non-resident enrollment fees, if you meet all of the following criteria:

- Attended a California high school for at least three years;
 - Graduated from a California high school, received a GED, or passed the California High School Proficiency Exam;
 - Are registered or enrolled at a California community college;
- AND
- If required, complete an affidavit saying you have filed (or will file when you are eligible to do so) for legal immigration status.

Please contact the Admissions Office to determine if you are AB 540 eligible.

AB 540 Students and Financial Aid

To receive a Board of Governors Fee Waiver, documented AB540 students must file a FAFSA application at www.fafsa.ed.gov and will automatically qualify if they meet the financial need criteria. They may also qualify for other sources of federal financial aid.

Undocumented AB540 students may apply for a Board of Governors Fee Waiver either by completing a California Dream Application at www.csac.ca.gov OR by submitting a BOG-W Fee Waiver paper application to the Financial Aid Office.

Undocumented AB540 students may apply for a Cal Grant by completing a California Dream Application at www.csc.ca.gov, and must submit a Non-SSN Cal Grant GPA Verification Form by March 2nd each year. They may also apply for a Chafee Grant at www.chafee.csac.ca.gov if they are a former foster youth.

Federal Workstudy

Students with unmet financial need who are enrolled in at least 6 units may receive a grant to work on campus, or off campus in a community service position, as part of their financial aid package under the Federal Workstudy program. Students should inquire about available positions at the Career/Transfer/Employment Center.

Federal Direct Student Loans (Subsidized and Unsubsidized)

Once financial need has been established, students enrolled at least half-time may apply for student loans. Students must maintain half-time enrollment in order to remain eligible for loans. Those with unmet financial need may receive subsidized loans (government pays interest while in school); those without need may receive unsubsidized loans (student pays interest while in school). Loans may be denied on a case by case basis by the financial aid office due to lack of progress toward completion of an academic objective, or due to excessive loan borrowing. Loan limits are federally established and may never exceed a student's cost of attendance. Student loan repayment begins six months after graduating or dropping below half-time. A mandatory entrance and exit counseling session is required for all loan students so that terms of the

promissory note, avoidance and consequences of default, and student notification and responsibilities are very clearly understood. Contact the Financial Aid Office for further information about the loan process.

Satisfactory Academic Progress Policy

In order to remain eligible for continued federal and state grants and direct loans, a recipient is required to maintain certain standards of progress known as a Financial Aid Satisfactory Academic Progress Policy. This policy requires 1) a minimum semester and cumulative grade point average (GPA), 2) 2.0 minimum semester and cumulative completion rate requirement, and 3) a maximum time frame of 90 attempted units allowed to receive aid. In addition, consequences of not meeting the minimum requirements, disqualification, appeal procedures, and reinstatement of financial aid eligibility are addressed. This policy is different from the college's general standards and is based on federal Title IV regulations.

The full policy is mailed or emailed to each student along with his or her financial aid award notification, and is posted on the Financial Aid website. It is each recipient's responsibility to read this policy and be responsible to understand it and ask for further clarification, if needed. Regardless of whether financial aid was received previously, all students must have a minimum 2.0 cumulative GPA after four (4) terms of attendance and must also maintain at least a 67% overall completion rate (calculated as all units completed divided by all units attempted) or face financial aid disqualification. In addition, the maximum time frame allowed students to receive financial aid at a two-year institution, measured in attempted units, is 150% of the program length or 90 attempted units, whichever is lower.

Complete Withdrawal from Classes After Receiving Aid

Federal law requires students to repay a portion of the funds received if they completely withdraw before the 60% point of the term, as measured in calendar days, not school days. Note: if a student withdraws after s/he has earned 60% of his/her grant, the student does not owe any repayment. The 60% dates for each semester are indicated on the academic calendar. Students who complete '0' units in a term with a '0' GPA are subject to the same repayment regulations unless the student can document that s/he remained in class past the 60% date.

Students who are considering withdrawing from the College are highly encouraged to visit the Financial Aid Office prior to withdrawal to discuss the ramifications and to receive advice about their potential repayment.

Once the College notifies the withdrawn student of the Return to Title IV amount due, the student will have 45 calendar days to repay any Federal amount due to the College, which then will be returned to the federal government. If not repaid within 45 days, a national 'HOLD' will be placed on the student's federal financial aid record. The student will lose eligibility for all federal aid nation-wide, until satisfactory repayment arrangements are made with the federal government or until the debt is repaid in full. At the end of the school year, the account is referred to the Federal Government for collection.

Additionally, the College must pay the government directly some of the unearned portion of financial aid funds received by the student based on the amount of the registration fees which would have been assessed (even if the student received a waiver). The amount of institutional funds the College pays the federal government on the student's behalf will be posted immediately on the student's account and a College hold will be placed. The hold will be lifted only upon full repayment, or upon contracting a repayment agreement with the Financial Aid Office. The hold will be reinstated if the repayment terms of the contract are not upheld. Any portion of the institutional portion of repayment due directly to the College which is unpaid at the end of the school year may be referred to the state COTOP collection program, which repays the debt (in addition to a 25% collection fee) by retaining funds from the student's state income tax refund.

Other Sources of Funds

Scholarships are funds generally made available by sources other than the government (such as private businesses, organizations, clubs, colleges, etc.) for students to help with the costs of their education. Generally, students must compete for scholarships. Awards have many different criteria.

The Las Positas Scholarship Program

The Las Positas College Scholarship Program is advertised during the first week in February each year. Students may begin to apply for a variety of awards available only to College students. Applications must be downloaded from the College's Financial Aid website, www.laspositascollege.edu/financialaid. The Scholarship Program Deadline is mid-March. Scholarship recipients are invited to attend the College's Annual Student Scholarship Ceremony held in May.

Outside Scholarship List

A list of current "outside scholarships" is posted in the Financial Aid area and on the Financial Aid Website, www.laspositascollege.edu/financialaid, and is updated frequently. These are scholarships often from local, statewide and national organizations or foundations, which are not specifically for Las Positas students, but which may be of particular interest to LPC students. Deadlines vary greatly, so students should check the list frequently for updated information.

Other Scholarship Opportunities

Thousands of scholarship opportunities are available. The best source of scholarship information is through the World Wide Web. Students can search huge databases to seek scholarships for which they meet the qualifications, or take advantage of several FREE on-line scholarship searches, which do the searching for the student based on an application the student completes. Las Positas recommends several excellent free searches on our web site.

Las Positas College Financial Aid

Phone 925.424.1580

Email: lpcfinaid@laspositascollege.edu

Website: www.laspositascollege.edu/financialaid

Directory of Resources for Financial Aid

FEDERAL STUDENT INFORMATION CENTER

For questions about Federal student financial aid:
8 A.M. - 8 P.M. Eastern Time
800.4.FEDAID (800.433.3243)

U.S. DEPARTMENT OF EDUCATION HOME PAGE

Federal financial aid information:

www.ed.gov/finaid.html

www.studentaid.ed.gov

FAFSA ON THE WEB

To file a financial aid application online, or to review your FAFSA information or make changes: www.fafsa.ed.gov.

CALIFORNIA STUDENT AID COMMISSION (CSAC)

For questions and information about California financial aid opportunities, including Cal Grant A, B, and C
P.O. Box 419026, Rancho Cordova, CA 95741-9045
916.445.0880

www.csac.ca.gov

NATIONAL STUDENT LOAN DATA SYSTEM

For information regarding a student's detailed loan history and Pell Grant Lifetime Eligibility Used: www.nsls.ed.gov

DEFAULT PREVENTION HOTLINE: 800.298.9490

Post Default/Borrower Disputes/Closed School/False Certification
Line: 800.367.1590

Paid-in-Full Letters for Defaulted Borrowers: 800.367.1589

FINANCIAL AID INFORMATION PAGE

A free, comprehensive, objective, and independent guide to student financial aid resources, including scholarships, is sponsored by NASFAA (National Association of Student Financial Aid Administrators). It includes access to FASTWEB, an online searchable database of more than 180,000 private sector scholarships, fellowships, grants and loans.

www.finaid.org

FASTWEB

A free online scholarship research service

www.fastweb.com

SCHOLARSHIP SCAMS

Identify common financial aid and scholarship rip-offs and scams

www.finaid.org/scholarships/scams

SELECTIVE SERVICE REGISTRATION INFORMATION

Check your registration status or register directly online

www.sss.gov/regist

INTERNAL REVENUE SERVICE

For copies of tax forms or for free copy of 'Tax Transcript'
800.829.1040

Blank tax forms can be downloaded from the following site

www.irs.ustreas.gov/prod/forms_pubs/forms

VETERANS EDUCATIONAL BENEFITS

Toll free: 888.442.4551

www.gibill.va.gov

VETERANS EDUCATIONAL BENEFITS/VETERANS FIRST PROGRAM

The Veterans Office at Las Positas College is designed to assist veterans and their dependents in reaching their educational goals. The LPC Veterans Office staff are your liaisons to the United States Department of Veterans' Affairs, and they will make every effort to provide speedy educational benefit payment with a minimal amount of difficulty.

Las Positas College is approved to offer instruction to service persons, reservists, and other eligible persons under Title 38, U.S. Code and Department of Veterans Affairs (V. A.) regulations. Eligibility for benefits under any of these programs is determined by the appropriate federal or state agency, and not by the College. In addition, we provide other resources and contacts, such as the ones listed below:

- Veterans Resource Center
- VA Educational benefits application, process, and certification
- Veterans First Program Coordinator
- Veteran Emergency Book Loan
- Student Veteran Organization
- Vet Center Readjustment Counselor on campus
- Priority Registration for Veterans, Active Duty, Reserves, and National Guard
- Scholarships for Veterans (example: Veterans First Scholarships)
- Veterans Affairs Work Study
- Operation Gateway – Transition program for returning Veterans
- Connection with VA Health Centers and Service
- Yoga for Veterans and Healing Hands Program
- California State Fee Waiver program for spouse and dependents of Veterans
- Transition Counseling (VA Counselor available on campus)
- On campus workshops and events - New VA Educational Benefit Programs, Honoring Veterans Day on campus, Resume Writing for Veterans, Internships, Scholarships, etc.
- Other student services

We encourage Veterans attending Las Positas College to contact the Veterans First Office in person, by phone, or by e-mail with questions you may have pertaining to your education, veteran affairs, educational benefits, or anything else for which you need information.

Certification Process

New students should first enroll in the College and register into courses, following the regular matriculation process for all students. Once enrolled, students may apply for V.A. benefits by completing a V.A. Application for Educational Benefits, which is available from the Veterans Office and an Enrollment Certification Request form and they must submit a DD214 if the veteran served on active duty. Students must request enrollment certification each semester.

Students must notify the V.A. Office if their enrollment, major, or address changes. The V.A. Office will make necessary certifications of enrollment, changes in enrollment, and progress.

Evaluation of Prior Education and Training

By the second semester, all students receiving veterans educational benefits are required to 1) have submitted to the Veterans Office or the Office of Admissions and Records, official academic transcripts from each school previously attended, 2) have submitted a DD214 if they were on active duty, and 3) complete a "Veterans Evaluation" with a College counselor, which establishes a personalized education plan based on prior education and training and the student's current academic objective. The institution will conduct an evaluation of all previous education and training and will grant appropriate credit, shorten the veteran's or eligible person's duration of the intended course proportionately, and will notify the V.A. Regional Center and the student accordingly, in compliance with Title 38 regulations.

Course Restrictions for Certification

Courses will NOT be certified for benefits after the second semester until the Veterans Evaluation is complete. Only courses that meet requirements or their prerequisites for the major and degree objective as indicated on the evaluation will be certified for payment. If the academic objective is changed, the student must complete a new evaluation accordingly. The College can only certify for Certificate, AA, or AS majors listed in the Las Positas College Catalog, or for transfer majors for which official articulation has been completed between Las Positas College and the intended transfer college and program.

Veterans will be permitted to enroll into work experience courses but must do so under the Parallel Plan as practical training for their major.

There are individual academic programs and courses listed in the Catalog that may not meet V.A. approval for educational benefits. Contact the College Veterans Office to determine if your intended program is approved for benefits. Note: Programs previously approved are subject to change as determined by the Department of Veterans Affairs.

Students may pursue multiple degrees such as Associates, Certificates, and transfer degrees to accredited 4-year institutions at the same time.

Dependents of Veterans

A student who is a dependent of a veteran with a service-connected disability or who died of a service-connected cause may be eligible to receive a waiver of tuition and registration fees through the California Dependents of Veterans College Fee Waiver Program.

Application forms and additional information may be obtained by contacting the local county veterans service officer, listed in the telephone directory under county government, or by calling 916.653.2573. Approved authorization forms may be submitted directly to the Financial Aid Office for a fee waiver.

Eligibility

Eligibility for VA educational benefits can be extended to veterans, reservists, and children of service-connected deceased or disabled veterans under the following programs:

THE MONTGOMERY GI BILL (CHAPTER 30)

Enlistment after July 1, 1985 is required. The serviceperson must have participated in the pay reduction program. The monthly payment rate will vary with the length and type of service. Monthly "self-certification" is required to insure benefit payments.

U.S. DEPARTMENT OF VETERANS AFFAIRS VOCATIONAL REHABILITATION PROGRAM (CHAPTER 31)

This program is available to certain veterans who have a service-connected disability of 20 percent or greater. It provides a monthly stipend and also covers the cost of tuition, books, supplies, and tutorial or special assistance. Although the date of entry to active service is not considered, students should use this benefit within twelve years of the date of discharge. Eligibility is determined on a case-by-case basis.

POST-9/11 GI BILL (CHAPTER 33)

A new education benefit program for individuals who served on active duty on or after September 11, 2001. Eligibility is determined by length of service and entitles the veteran to a percentage of the following: Cost of tuition and fees, monthly housing allowance, and a yearly stipend for books and supplies up to \$1,000.

DEPENDENTS' GI BILL (CHAPTER 35)

A child or spouse of a service-connected deceased or 100-percent-permanently disabled veteran may be eligible for VA educational assistance. The marital status of a dependent child is not a factor in determining eligibility. Benefits may be used until the dependent has reached the age of twenty-six or for eight years from the date that eligibility is determined, whichever is later.

RESERVISTS MONTGOMERY GI BILL (CHAPTER 1606)

Enlistment or extension for six years of reserve duty after July 1, 1985 is required. This program does not require a contribution by the service member, but the reservist must be actively drilling.

RESERVE EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 1607)-REAP

A Department of Defense education benefit designed to provide educational assistance to members of the Reserve components (who serves on active duty on or after Sept. 11, 2001 at least 90 consecutive days or more) called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. The Department of Defense and the Department of Homeland Security will determine who is eligible for this program. The Department of Veterans Affairs will administer the program and pay benefits from funds contributed by the Department of Defense.

VETERANS RETRAINING ASSISTANCE PROGRAM (VRAP)

Congress passed, and the President has signed into law, the VOW to Hire Heroes Act of 2011. Included in this new law is the Veterans Retraining Assistance Program (VRAP). VRAP offers up to 12 months of training assistance to unemployed Veterans.

The VRAP offers 12 months of training assistance to Veterans who:

- Are at least 35 but no more than 60 years old
- Are unemployed on the date of application
- Received an other than dishonorable discharge
- Are not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Are not in receipt of VA compensation due to unemployability
- Are not enrolled in a federal or state job training program

The program is limited to 45,000 participants from July 1, 2012, through September 30, 2012, and 54,000 participants from October 1, 2012, through March 31, 2014. Participants may receive up to 12 months of assistance equal to the monthly full-time payment rate under the Montgomery GI Bill–Active Duty program. DOL will offer employment assistance to every Veteran who participates upon completion of the program.

Participants must be enrolled in a VA approved program of education offered by a community college or technical school. The program must lead to an Associate Degree, Non-College Degree, or a Certificate, and train the Veteran for a high demand occupation.

Las Positas College Veterans Office

Phone 925.424.1571/1572
Email: ipcvetrans@laspositascollege.edu
Website: www.laspositascollege/veterans

California Department of Veteran Services

1227 O Street/Sacramento, CA 95814
1 (800) 952-5626
1 (800) 324-5966 (TDD)
1 (800) 221-8998 (Outside California)
www.cdva.ca.gov/

Additional Resources

COMBAT VETERANS INFORMATION
www.va.gov/Environment/page.cfm?pg=16

EDUCATIONAL BENEFIT INQUIRIES
1-888-442-4551

DEBT MANAGEMENT CENTER
1-800-827-0648

GI BILL
www.gibill.va.gov/

LAS POSITAS COLLEGE STUDENT VETERANS ORGANIZATION
E-Mail: ipcvetrans@laspositascollege.edu

OAKLAND VETERANS CENTER
1504 Franklin St. Suite 200
Oakland, CA 94612
Phone: 510-763-3904 Or 877-927-8387
Fax: 510-763-5631

PTSD AND COMBAT VETERANS
www.ncptsd.org/topics/war.html

SURVIVORS BENEFITS
www.vba.va.gov/survivors/index.htm

STUDENT VETERANS OF AMERICA
www.studentveterans.org/

TRANSITION ASSISTANCE PROGRAM
www.va.gov/opa/fact/transast.asp

VETERANS HEALTH CARE
1-877-222-8387

VOCATIONAL REHABILITATION EMPLOYMENT
1-800-827-1000 (Press 1, then 0)

WOMEN VETERANS INFORMATION
www.vba.va.gov/bln/21/Topics/Women/

STUDENT PROGRAMS AND SERVICES

Library (Learning Resources Center, LRC)

The Library at Las Positas College is located in Building 2000. The mission of the Library is to provide the information services and resources required to meet the needs of the educational programs of the College. It exists to facilitate and improve learning by supporting and expanding the instructional capabilities of the College and providing students with the opportunity to develop information competency skills for lifelong learning. The Library offers reference and instructional services to meet the needs of students, faculty, and staff. The Library encompasses all types of print, non-print, and online resources including a wide variety of books, audiovisual materials, magazines and newspapers, and full-text periodical databases. The Library maintains an extensive website that provides access to the Chabot-Las Positas College Libraries online catalog, online databases, and research and instructional guides. The Library facilities include computer labs, study carrels, group and soundproof study rooms, and listening and viewing stations. Currently registered students, faculty, and staff may check out books and materials from both the Las Positas College and Chabot College Libraries. A current College ID is required.

Integrated Learning Center (ILC)

The Integrated Learning Center in Building 600 houses the Math Lab and attached labs for Math and English as a Second Language courses.

Math X

Math X is a Mastery Learning Program in Mathematics using programmed materials with instructor supervision. Math X is designed for students to work at their own pace, for those who need more time to take tests, and to reduce math anxiety. Credit may be earned in Mathematics 55, 65, 71, and 107. Math X courses are also held in Building 600.

Reading and Writing Center (RAW)

Students can visit the Reading and Writing Center to work one-on-one on any reading or writing assignment for any class.

English as a Second Language

ESL students can take advantage of the following services:

- Computer-assisted learning opportunities, including grammar and vocabulary activities
- Complete their 1 hour lab assignment for each course
- Work with study groups and instructors

Computer Laboratories

Las Positas College has computer laboratories on campus for student use. PC and Macintosh computers are loaded with a variety of software programs to assist students in completing course assignments and projects. In addition to the computers available in the LRC, the Computer Center, Building 800, and the English Laboratory, Building 400, have computers open to students on a first-come, first-served basis at various times during the day. Consult the lab staff for available hours.

Use of a College computer lab requires the purchase of a Print Fee Card obtained from the Bookstore or vending machines. Discounted print cards are available and can be purchased in the Bookstore.

Distance Education

Las Positas College typically offers Distance Education classes in two formats: online, which is conducted over the Internet; and hybrid, which is a combination of online and on-campus instruction. In addition to class sessions, materials, and exercises being accessible online, Distance Education classes make full use of interactive technologies, such as email, discussion boards, blogs, chat, and even group assignments so students can stay connected with their instructor and fellow students.

Because Distance Education classes offer access to accommodate the varied lifestyles and learning styles of students, Las Positas College offers an array of General Education classes in this format. Moreover, students can take Distance Education classes to earn many, if not all, of the units necessary to obtain certain degrees and certificates. Current class offerings can be found in the Class Schedule, on the CLASS-Web website, and on the Las Positas College Online Learning website.

Links for the above websites can be found on the College's home page at www.laspositascollege.edu. For more information, including support services, orientations, success tips, and privacy information, see the Las Positas College Online Learning website, or call 925.424.1142.

SPECIAL ACADEMIC PROGRAMS

Honors Transfer Program

The Honors Transfer Program has transfer agreements with several colleges and universities throughout California. Members of the Honors Transfer Program (HTP) have the option to participate in honors academic activities (honors courses, honors contracts, and honors colloquia) designed specifically to encourage independent and creative learning. Honors academic activities are designated with an "H" (for Honors) on the student's transcript. At graduation, honors students receive special recognition and an honors seal affixed to their diploma.

Eligibility requirements for applying for membership in the Honors Transfer Program are:

- Cumulative GPA of 3.5;
- 12 units at Las Positas College;
- Eligibility for English 1A.

For additional information, contact the Honors Program Coordinator at 925.424.1266 or www.laspositascollege.edu/honors

Independent Study

Independent study courses are open to all students and may be offered under any subject area contained within the Catalog using the number 29. Independent study must be contracted through an instructor for research, field experience or skill development. Check with the Counseling Center concerning transferability of these courses to four-year institutions.

LaPTechS-Business, Electronics/CIS

Las Positas Technical Support (LaPTechS) is an innovative entrepreneurial venture offering technical support services to the campus community. Within a work-based learning model, students get hands-on training in a workplace environment. Students practice hardware and software installations, computer repair, assessment, maintenance and troubleshooting techniques. Business applications include data and information collections, storage and retrieval, document preparation, customer service, verbal and non-verbal communications, and job skills preparation. LaPTechS creates opportunities to learn all aspects of business operations, technical support, and the development of interpersonal skills. For additional information call 925.424.1236.

Speech and Debate Program

The Speech and Debate Programs, otherwise known as "Forensics" or "The Talk Hawks" provides students with an intensive focus on enhancing research, writing, and performance skills. Forensics students compete on an intercollegiate basis at tournaments in the areas of Public Speaking, Oral Interpretation, and Debate. Besides traveling to competitions, students in the nationally renowned program also host two on-campus tournaments a year and a Speech Performance night. With this opportunity, students experience accelerated growth in their communication skills and self-esteem. For more information see section on Speech in this Catalog.

Internships

Internship opportunities are available at the College. Interested students who meet qualifications are placed in carefully structured work environments with local employers. Internships provide opportunities to apply knowledge gained in the classroom in a real world setting and can be an important part of career development for students. Students must concurrently enroll in the Internship Seminar course. Placements are contingent upon the availability of an appropriate internship site, employer criterion and student qualifications, and are at the discretion of the employer. Students and employers should contact the Work-Based Learning Coordinator at 925.424.1255.

Occupational Work Experience Education

The Occupational Work Experience Program incorporates participants from business, industry, and all levels of governmental agencies. The program enables students to apply their classroom instruction to related career employment for training and experience. The program increases the practicality of students' class-work by giving them the opportunity to examine and utilize the latest techniques, procedures, and equipment in a business setting. Close coordination and supervision by the College ensures that the Work Experience Program becomes a real learning opportunity related to the student's area of study.

Las Positas College offers two Occupational Work Experience Programs. The Parallel Plan allows students to concurrently enroll in College courses while working. The Alternate Plan permits students to study full-time one semester and work full time the following semester. See the Work Experience section in this catalog.

Work Experience education is a requirement for graduation in many of the occupational programs at the College. Students majoring in programs requiring Work Experience should enroll in that program's Work Experience course. Other students seeking elective or transferable credit also may enroll in the Occupational Work Experience Program.

Regulations governing the operation of Work Experience education programs may be found in the Work Experience section of this Catalog.

Community Education

Community Education classes are designed to provide personal development, cultural enrichment, and job training to people of all ages. These classes are fee-based and not for credit. At present, Community Education offers classes in fitness and health, human development, home and garden, computers, business, arts and letters, financing, and college preparatory skills. For information regarding Community Education classes at Las Positas College or to suggest a Community Education class, telephone 925.424.1467.

Continuing Education

Continuing education classes are designed to provide in-service education for persons who must maintain a professional license by periodic training and upgrading of their skills. Typically, such classes are required in the nursing, dental hygiene, real estate, and accounting professions. Organizations or individuals who desire information regarding continuing education opportunities, or who

wish to suggest a needed continuing education class, should telephone 925.424-1104.

Contract Education

Las Positas College contract education classes are offered through the District Office through contracts for educational services with public or private agencies, corporations, associations, or individuals. An active outreach program in contract education is conducted by the District to help business, industrial and public organizations develop training programs tailored to meet their needs. Examples include Business Communications, Supervision, CPR and First Aid, English as a Second Language, Commercial Law, Word Processing and Computer Skills, Pre-Retirement Planning, Radiation Technology, Technical Writing, and certificate or degree programs in technical and general education. Courses can be offered "on-site" (at the employer facility) or on campus. Organizations or persons desiring information on how the District can provide educational training programs to meet specific training needs should telephone 925.485.5212.

Tech Prep (Technical Preparation Programs)

Tech Prep establishes a balance between academic instruction, technical/vocational training, and career development for students. The Tri-Valley Educational Collaborative (TEC) is comprised of representatives from the Tri-Valley Regional Occupational Program (ROP), Las Positas College, local school districts, CSU-East Bay, local business and community partners. Faculty, administrators, and business representatives work together to build seamless career pathways designed to prepare students for careers from high school through college. For further information, contact the Dean of Academic Services, 925.424.1324.

High School Articulation

Las Positas College recognizes the value of coursework previously completed at the secondary level through local high schools or ROP's (Regional Occupational Programs). On an ongoing basis, articulation agreements between Las Positas College and these secondary schools are established when deemed appropriate by the College faculty in the discipline. These agreements provide high school (or ROP) students the ability to apply prior work towards Las Positas College requirements. There are two levels of articulation agreements: Noncredit Articulated Courses, and Credit-by-Examination Articulated Courses. In both instances, in order for the student to receive recognition of their work once they reach the College, the articulation agreement between the high school and the College must have been in place at the time the student completed the work at the high school.

The College home page, www.laspositascollege.edu, provides a detailed discussion of High School Articulation, along with directions and application forms for students, high schools/ROPs and College staff. This website also lists current Articulation Agreements between the College and high schools and ROPs. Forms, directions and a listing of current articulation agreements are available online at www.laspositascollege.edu. Select: >Classes and Programs >High School ROP Articulation

Noncredit Articulated High School Courses

High schools and ROPs may request noncredit articulation* status for a course offered at the secondary level. The course will be accepted for articulation status if the College faculty determine that the course offered at the secondary level is comparable to a specific community college course. (Course agreements which had previously been identified as "2+2" fall into this definition.)

Noncredit articulated high school courses can be applied to Las Positas College requirements, but cannot be granted College credit, unless the student or course has also qualified under the Credit-by-Examination process (see discussion below). There are several advantages to pursuing articulated courses at the high school level. Students moving from high school to LPC will be much better prepared if the expectations of the College faculty are met through the preparation provided by high school teachers. Articulated courses can also meet certificate and major requirements for some degrees (primarily occupational) at LPC. This enables students to go directly into the more advanced courses when they reach the College. (Students still need to meet full unit requirements for these certificates and degrees.)

*Noncredit Articulation of High School (Secondary) coursework is offered under the provisions of the California Administrative Code, Title 5 and the process is included in the CLPCCD Administrative Rules and Procedures. (High School [Secondary] Articulation).

Credit-By-Examination Articulated High School Courses

This second level of high school course articulation** at Las Positas College can also provide students with college credit for certain courses completed at the High School or ROP. In addition to agreeing that the course content is comparable, the College faculty also must design or approve the final exam given for the course by the high school or ROP, or in some instances may require that the final be taken at the College. The College faculty members who normally teach the College course must determine the nature and content of the exam. Such credit may be granted only to a student who is registered at the College and in good standing, and only for a course listed in the Catalog. The student's transcript will be noted to show that credit was earned by examination. The amount of credit to be granted cannot be greater than that listed for the course in the Catalog. Units will not count toward the 12-credit residency requirement of the College.

**Credit-by-Examination is offered under the provisions of the California Administrative Code, Title 5 and the process is included in the Administrative Rules and Procedures. (Course-wide Credit-by-Examination)

In order for students to receive credit for a course with a Credit-by-Examination Articulation agreement, they need only to provide proof of completion at the high school level, after they begin a course of study at the College. Refer to the Las Positas College website for forms and directions. Individual students may also petition College instructors for Credit-by-Examination for College courses for which there are no Articulation Agreements. See the section on Credit-by-Examination (Individual Student Application) in this Catalog.

COUNSELING SERVICES

Counseling services are central to student success at Las Positas College. Counselors provide academic, career and personal counseling services. They orient new students and teach psychology-counseling courses in career or human services selection, orientation to the College experience, study skills, peer support training, re-entry support and interpersonal relationships. Each student meets with a counselor to select courses based upon the student's skills and interests and develops a Student Education Plan (SEP) to meet career, and/or college or university transfer requirements. Assessment scores are interpreted for the student by the counselor, and articulation agreements with four-year colleges and universities are used to construct accurate student plans for transfer. Counselors remain available to students throughout their college career to discuss concerns that may be affecting their academic progress. The Counseling program is organized under the major services explained below.

ACADEMIC COUNSELING

Counselors assist students with selection of courses in which they can succeed and that lead them toward their goals. Courses considered are based upon the student's assessed skills, their selected career and/ or the institution to which they plan to transfer.

CAREER COUNSELING

Counselors are available to assist students in self-assessment and career selection processes. Students will be encouraged to examine their skills, interests and aspirations and to research career possibilities that offer opportunities for utilizing their unique skills and personal qualities.

PERSONAL COUNSELING

Counselors hold graduate degrees in counseling psychology and are fully qualified to provide individual and group personal counseling. Short-term confidential personal counseling is available to help students discuss ways to remove personal barriers to their academic progress. Referral to community resources is available for those requiring long-term personal counseling.

CAREER/TRANSFER/EMPLOYMENT SERVICES

TRANSFER SERVICES

Transfer services include: individual appointments with LPC Counselors and meetings with four-year university representatives, referrals to appropriate faculty and services, assistance with technology in the articulation of coursework (ASSIST) and college applications, workshops, a college fair, and a resource library. Las Positas has guaranteed admission with selected UC, CSU, and private universities and concurrent/cross registration with UC Berkeley and CSU East Bay. Visit www.laspositascollege.edu/transfercenter for up-to-date information.

CAREER AND EMPLOYMENT SERVICES

Career planning is an integral part of the educational process. Students may research majors and occupations through books, technology (EUREKA – computer software program), workshops and referrals to experiential opportunities such as internships and job shadowing. Psychology-Counseling 10, Career and Educational Planning, provides career assessments, in-depth career exploration, and guidance in educational planning for transfer. The College also partners with the Tri-Valley One Stop Career Center that provides career and employment services to our community members.

EMPLOYMENT SERVICES

Employment services are available for students who qualify for Federal Work Study on campus employment opportunities. Resume and interview assistance is available for students looking for both full time and part time off campus employment. An annual Employment Fair is held in spring.

ASSESSMENT

The assessment process is a vital part of the College's counseling service. New students, unless exempt, are assessed in English, English as a Second Language (ESL), mathematics, and chemistry skills. Counselors utilize this information, along with other measures, in helping students to select courses in which they will succeed.

MULTIPLE MEASURES PHILOSOPHY STATEMENT

The mission of the Chabot-Las Positas Community College District is to provide quality educational opportunities to all students who seek to increase their knowledge and to improve their skills by enrolling in general education, career and transfer education, continuing education and basic skills courses. While it is recognized that the final responsibility for the selection of proper courses rests with the student, the College offers a variety of programs and services prior to enrollment to help advise students about how to match their individual educational needs with specific college resources. Past practice and legal mandates both indicate that any single assessment instrument will be inadequate for successfully advising students as to appropriate course enrollment. Multiple measures assessment must, therefore, be the process for all recommended course enrollments, including advice given by counselors, instructors, administrators and classified staff.

Multiple measures assessment is broad in scope. No list of factors that may be included in a multiple measures assessment is exhaustive; however, some general categories and examples can be outlined. Student factors may include cognitive skills, which may be inferred from test scores, GPA and transcripts; emotional well-being, motivational level and educational goals which may be elicited in an interview or self-reported; social factors, such as life experience, family responsibilities and social support for educational effort; economic factors, such as job demands and financial resources; and physical factors. Factors associated with the instructor, the institution and the community can often interact with student factors to further indicate the potential for success in a given course.

NEW STUDENT ORIENTATION

Program Planning Session

Students new to Las Positas College and who are without previous college experience are encouraged to attend a scheduled orientation session prior to registering for classes. The session, which includes counselor interpretation of the results of the student's English, English as a Second Language (ESL), mathematics, and chemistry assessments, is scheduled AFTER the assessment session. In this orientation session, counselors give new students vital information for making informed decisions about their college career, and help them select their first semester courses.

Counseling Electronic Mail (e-mail)

Students and prospective students can contact the Counseling area to receive answers electronically from Counseling representatives at counseling@laspositascollege.edu.

Tutorial Center

The Tutorial Center, located in the Reading Room in the Multidisciplinary Building, 2400, Room 2401, is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Student tutors are recommended by faculty members for their positions and can receive course credit for tutoring as well as classes in tutor training. Positions as paid tutors are also available. Students are invited to request tutoring or to seek positions as tutors.

Disabled Students Programs and Services (DSPS)

Disabled Students Programs and Services, is committed to excellence and accessibility for all students. DSPS offers support services for students with physical, communication, learning and psychological disabilities. Support services include priority registration, academic, career and disability-related counseling, new student orientation, interpreters, note takers, test-taking facilitation and community referrals. Students with verifiable disabilities are eligible for accommodations related to those disabilities. Credentialed, certified or licensed professionals must verify the disability. DSPS is located in Building 1600. Students may make appointments by calling 925.424.1510; the DSPS Coordinator can be reached at 925.424.1508.

High Tech Center

DSPS has a dedicated technology center in Building 1600 for students with disabilities. PC and Mac computers are available along with other adaptive hardware and software to assist students in the areas of reading, writing, spelling and computation skills.

Learning Skills Program

The Learning Skills Program is designed to better prepare students with learning-related disabilities for advancement to higher-level English and Math classes. These classes seek to remediate basic skills that remain weak for students, but which will be necessary for success in college. Diagnostic testing is available to determine eligibility for services. Individual classes are also available for reading, basic writing, and developmental math. The classes coordinate with the High Tech Center Instructional Lab. The Learning Skills Program is located within the DSPS department in Building 1600, and the Learning Skills Specialist can be reached at 925.424.1527.

Web Accessibility

Las Positas College is committed to providing web pages that meet Section 508 guidelines for web accessibility. Toward that end, each of the top-level pages on the website and all other pages managed by the College's Webmaster have been or are being modified to meet accessibility guidelines. In addition, DSPS and the Web team are educating faculty and staff on accessibility concerns including information about Section 508 compliance for web page content. Students who experience difficulties accessing a web page should contact DSPS at 925.424.1524.

Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services provides financial assistance and support services for low-income students with unique and special needs created by language, social, and economic situations. A variety of programs, services, and activities have been directed to the identification, recruitment, retention, and transition of EOPS students to the four-year college/university and/or career placement. Included services are: financial grants and book certificates; academic, career, and personal counseling; new student orientation and readiness programs; special assistance in tutoring and peer advising; transfer counseling; field trips and cultural enrichment activities; and information and referral services.

Program eligibility is based on a history of low income and demonstrated financial need. All candidates must be full-time students and complete required application forms. Information and assistance may be obtained at the EOPS Office or call 925.424.1598.

Cooperative Agencies Resources for Education (CARE)

The CARE Program provides a variety of services and activities to assist single parent students in achieving educational goals. They receive special counseling, support groups, child care, stipends, book certificates, transportation expense reimbursements, automotive repair and maintenance service, job search assistance, tutoring and peer advising. To be eligible for CARE, students must be attending college full-time, receiving Temporary Assistance to Needy Families (TANF), have a child who is under fourteen years of age, and be determined eligible for Extended Opportunity Programs and Services (EOPS). For additional information call 925.424.1593.

CalWORKS Program

The Tri-Valley CalWORKs (California Work Opportunities and Responsibility to Kids) Program serves parents who are attending school as part of their Welfare-to-Work plan with the county. The program offers career counseling, academic advising, coordination with county welfare offices, transitional child-care funding, and on-campus and off-campus job placement. In addition, eligible students may apply for the Tri-Valley Housing Scholarship through the CalWORKs Program. For more information contact the CalWORKs Coordinator or call 925.424.1432.

Student Employment Services

Employment services are available for students who qualify for Federal Work Study on campus employment opportunities. A listing of current part- and full-time job opportunities is posted in the Student Center.

Housing

Las Positas College does not provide dormitories or other types of College-sponsored housing. Listings of rentals in the area are posted on the bulletin board in the Student Center.

Public Transportation

Transportation to and from the College is an individual responsibility. WHEELS is a service of the Livermore-Amador Valley Transit Authority (LAVTA) and provides public transportation to and from the College. For more information contact WHEELS at 925.455.7500 or at www.wheelsbus.com.

Bookstore, Textbooks and Supplies

All students are required to furnish their own textbooks and supplies that are available at the Bookstore or online via www.efollett.com. Typical costs for books and supplies average \$400 to \$600 per semester for students pursuing a full-time program. Students financially unable to buy their own books and supplies should consult the Office of Financial Aid. Bookstore hours are posted outside the Bookstore. Bookstore information is on the College web site, www.laspositascollege.edu

Student Health and Wellness Center

The Student Health and Wellness Center is staffed by a registered nurse practitioner and is located in the Student Center. Services include evaluation, treatment for minor illnesses and injuries, prescriptions, health education information and materials, birth control information, and health care referrals. Also available are mental health services and referrals. For more information, contact the Health Center at 925.424.1830. For information on the mandatory health service fee, refer to the "Fees and Refunds" section in this Catalog.

Students who have a health condition that may require sudden emergency care are asked to advise and alert each of their instructors as well as the Nurse Practitioner in the Student Health and Wellness Center to this condition at the beginning of each term.

Student Health and Accident Insurance

Students are responsible for providing their own health and accident insurance. For those students who do not have such coverage, health, accident, and dental policies may be obtained from the Student Health Center.

First Aid

First aid stations are located in the Security Office and the Student Health Center located in the Student Center.

Medical Emergencies on Campus

For emergency assistance, dial *16 from campus pay phones or 1699 from campus office phones. All cases of personal injury or medical emergency should be reported to the Security Office. The Student Health Center, located in the Student Center can accommodate students with minor injuries and illnesses.

Campus Safety

The Campus Safety Office is located in Building 1700. Safety officers are responsible for providing the following services: information, assistance, escort service, security of personnel, security of facilities, emergency assistance, supervision of the College parking lots, investigation of crime on campus, and lost and found. Requests for service and reports of hazards and other problems should be directed to the Campus Safety Office or call 925.424.1690.

Lost and Found

Lost and Found is located in the Campus Safety Office. Articles deposited with Lost and Found are held for six months. After this period, unclaimed items are disposed.

Escort Service

The College provides an escort service for students each evening from 6:00 p.m. to 11:00 p.m. Escort service can be obtained by contacting the Campus Safety Office or call 925.424.1690.

Parking

Parking on campus is a privilege extended by the Board of Trustees to College faculty, staff, students and guests. To ensure safety and the efficient use of available parking space, rules and regulations for vehicle registration and parking are established. Drivers of vehicles using College parking lots shall comply with the Board approved rules and regulations. Drivers who do not comply may be cited and their vehicles may be towed away and impounded at the owner's expense. Repeated violations of the College rules and regulations may also cause a student to be subject to disciplinary action and may lead to the removal of the parking privilege.

Parking Permits

Parking at Las Positas College is by permit only. Student Parking Permits for each instructional term can be purchased online only via CLASS-Web. Daily Parking Permits can be purchased from dispensers located in the parking lots. Parking Permits do not guarantee a parking space. They do authorize parking in available spaces. Refer to the section on "Parking" in this Catalog for parking fee information. Students who have a DMV disabled placard may park in

the handicapped designated areas of student lots. Disabled students must have, in addition to their disabled placard, a Las Positas College Parking Permit.

NOTE: There is no grace period for permits. You must display a Parking Permit each day you are parked on campus.

Visitor Parking

A 30-minute visitor parking zone is provided at the entrance to the College. Long-term visitor parking is available in each student lot when a daily Parking Permit is purchased from a ticket dispenser and displayed on the dashboard on the driver's side. Visitors with a DMV disabled placard may park in the Visitor parking lot without purchasing a daily Parking Permit from the ticket dispensers in the lot, pursuant to the Vehicle Code.

STUDENT LIFE

Philosophy

Las Positas College is committed to providing programs and services that foster student participation in government, activities, organizations and cultural events. The College recognizes the important role of students as active and meaningful participants in the shared governance decision-making process of the institution. Comprehensive leadership development and orientation programs for students to strengthen their knowledge, expand their understanding of governance issues, increase their preparedness, and enhance their credibility in the community are important and essential responsibilities of the College. The Office of Student Life is committed to improving student success and ensuring access, equity and inclusion for all students.

Associated Students of Las Positas College (ASLPC)

The Associated Students of Las Positas College is the campus student government, providing opportunities for students to participate in the governance of the College by serving on numerous College committees. In addition, ASLPC members advocate on local, state and federal levels for student interests.

The ASLPC is organized in two bodies – the Executive Council (composed of elected officers) and the Student Senate (composed of members who have obtained a specific number of student signatures). Elections of ASLPC officers are held each spring. Students can become senators at any time during the academic year. All ASLPC officers and senators must be registered in at least 6.0 units at the College and are required to maintain a minimum 2.0 GPA.

Through ASLPC, services are provided for students. These include, but are not limited to, scholarships, the Textbook Loaner Program, social and cultural events, and many other services that vary as opportunities develop.

The ASLPC office is located in Building 1600. The office phone number is 925-424-1490. For more information, go to www.laspositascollege.edu/aslpc.

Student Clubs and Inter-Club Council (ICC)

Students also have the opportunity to form clubs relating to common social, recreational, or other interests. Each club must have a College faculty advisor recruited and nominated by the club members.

The Inter-Club Council is the representative body that coordinates club activities and funds. The ICC promotes communication and cooperation among clubs on campus. The ICC is composed of a voting representative from each club, representing cultural, educational, honorary, philanthropic, and social interests. For more information on the ICC and student clubs, go to www.laspositascollege.edu/studentclubs.

Honor Societies

There are three recognized Honor Societies on campus. **Alpha Gamma Sigma** is a statewide Honor Society open to any student who has completed at least 12 units at Las Positas with at least a 3.0 GPA. **Mu Alpha Theta** is a national honor society that is open to students with an interest in math who have at least a 3.0 GPA in math courses from College Algebra/Precalculus or above. **Psi Beta** is a national honor society for Psychology students who have completed at least 12 units at Las Positas, passed at least one 3-unit Psychology course with a grade of B or better, and have a 3.0 GPA. Membership in these honor societies will be noted on students' transcripts when they graduate or transfer from Las Positas College. For more information, contact the Office of Student Life, 925-424-1297.

Social Activities

Numerous social activities are offered at Las Positas College each semester through ASLPC. Students interested in working on social activities and entertainment should contact the Office of Student Life.

The Express Newspaper

The Express College newspaper is produced by students in Mass Communications and published weekly. Students learn various aspects of newspaper production, including research, interviewing, reporting, writing, editing, proofreading, meeting deadlines, electronic typesetting, graphic design, advertising design, and page production using Adobe InDesign and Photoshop. To join the team, come to Room 2409, Building 2400, call 925.424.1240, or e-mail LPCExpress@laspositascollege.edu.

Radio LPC

Radio LPC provides an opportunity for students to learn about radio production, managing station operations, preparing commercial radio programming, selling ads, creating and maintaining audio streams, podcasts and direct feeds. Students can listen to Radio LPC at www.radiolaspositas.com.

Naked Magazine

Las Positas College launched its first mass communications magazine in Fall 2008 via the Magazine and Feature Writing course. This course enables a student to engage in feature writing, freelance journalism, photojournalism, graphic arts and more.

Performing Arts

A wide range of opportunities is available to Las Positas College students in performing arts. The theater program presents a fall semester play, spring semester musical, and summer outdoor Shakespeare production, plus touring children's theater show and student-directed one acts. The Music Department's program includes choirs, vocal jazz ensembles, and an instrumental jazz ensemble, plus opportunities to perform at recitals held each semester. The Dance Production class presents two dance programs a year, featuring dances choreographed by students and faculty. Forensics Team events include reader's theater, oral interpretation and debate.

Intercollegiate Athletics

Las Positas College Kinesiology, Health & Athletics Division offers student-athlete participation on eight intercollegiate athletic teams, serving approximately 120 student-athletes each year. Competitive teams for both men's and women's athletic programs are basketball, cross country, soccer and swimming/diving.

Athletics at Las Positas College, as with all California community colleges is governed by the general regulations of the State Community College Athletic Code, as well as specific regulations of the Coast Conference in which Las Positas College holds membership. Students who participate in athletics must meet the requirements of the California Community College Athletic Association (CCCCAA). Academic standing, enrollment within an intercollegiate class, completed and approved eligibility forms, and a physical exam are required to compete in both the intercollegiate class and intercollegiate sport.

The Athletic Director and the Vice President of Academic Services monitor the integrity of the intercollegiate athletic program regarding rules, compliance, eligibility, and competitiveness. Students will work with our counseling staff towards a degree/certificate or transfer. All incoming student-athletes must meet with a counselor and complete a Student Educational Plan (SEP). Periodic reports on attendance and class progress are requested from each student-athlete's instructors. These reports are reviewed by the respective coaches, the athletic director, and when indicated, the counselor.

Las Positas College is a member of the Coast Conference. Both the men's and women's athletic teams engage in competitive conference and non-conference competition against both Northern and Southern California teams. If you are interested in more information regarding athletics please check out the college's athletics website at www.laspositascollege.edu/athletics.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Grievance Policy

The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other College-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. The Chabot-Las Positas Community College District accords every student the right of protection. Students, however, must also be aware that they are responsible for complying with all

College regulations and for meeting the appropriate College requirements.

Student Grievance procedures have been developed by Las Positas College to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of rights and to insure that each student is fully accorded due process. Both the Student Grievance Procedures and the Student Conduct and Due Process Procedures outline the process for seeking resolution, and develop the procedure for filing and processing complaints, including time lines and decision-making authority.

The general provisions and specific procedures related to this policy are available from the Office of the Vice President of Student Services, or the Dean of Student Service Offices and the Office of the Associated Students. You may also find this information online at www.laspositascollege.edu.

Grievances Pertaining to Grades

Grievances pertaining to grades are subject to the California Education Code Section 76224 (a) which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Student Conduct and Due Process

In joining the academic community, the student enjoys the right of freedom to learn and shares the responsibility in exercising that freedom with other members of the academic community. It is the policy of the District not to impose student discipline for acts occurring away from the College and not connected with College activities unless the student's conduct affects the functions of the College. Procedures within this section are based upon Title 5, California Administrative Code (sec. 41301 through 41304), and the California Education Code (sec. 76030-37).

When a student is charged with misconduct such as cheating, plagiarism, forgery, disruption, physical abuse, or theft, the charge shall be processed in accordance with the policy and procedures in order to protect the student's rights and the College's interest. A student may be expelled, suspended, placed on probation, or given a lesser sanction, as deemed appropriate, for one or more of the causes occurring on College/District premises.

The general provisions and specific procedures related to this policy are available from the Office of the Vice President of Student Services, or the Dean of Student Services Offices, and the Office of the Associated Students.

Academic Honesty Statement

Las Positas College promotes student success by providing high quality instruction and learning resources. The primary factor in student success, however, is the student's devotion of considerable time and energy to the learning process. A high grade in a Las Positas College course is, therefore, something of which both the college and the student can be proud. It indicates mastery of the material achieved through hard work.

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the

College as a whole. It is an affront to every student who has labored to achieve success honestly and a threat to the College's reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty. Any student attempting to gain an unfair advantage in a course will be severely penalized, up to and including suspension from classes. The actions taken against the student will also be permanently entered into the student's record in the case of repeated, flagrant, or serious incidents.

For purposes of this policy, the following definitions apply:

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It may involve:

- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;
- Preprogramming a calculator or computer to contain answers or other unauthorized information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as books, Web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
- Allowing someone else access to your secure online classroom to complete assignments or portions of assignments;
- Gaining unauthorized access to another student's online classroom account;
- Altering examination answers after an assignment has been completed or altering recorded grades; and
- Resubmitting a previously written assignment for a new course without the permission of the instructor.

Plagiarism is defined as using another's work (whether printed, electronic, or spoken) without crediting him or her. Whereas cheating is almost always intentional, students sometimes plagiarize accidentally. It is vital, therefore, for students to understand the many different kinds of actions that constitute plagiarism:

- Submitting the whole of another's work as one's own (see the definition of "cheating" above: this includes submitting another student's paper or a paper obtained from a commercial term paper service as one's own);
- Using the exact wording of a source without putting that wording in quotation marks and citing it;
- Paraphrasing the wording of a source without citing it;
- Inadequately paraphrasing the wording of a source (not only the words, but the sentence structure of the original must be changed);
- Summarizing the ideas of a source without citing it; and
- Overusing the ideas of a source, so that those ideas make up the majority of one's work.

From discipline to discipline and course to course, students will find that instructors will sometimes use teaching tools like modeling (in which the student is asked to "model" his or her writing after another's) or collaboration (in which students co-write or share

ideas for an assignment) that seem very close to plagiarism. In cases like these, the instructor will be very careful to emphasize that the “use of another’s work” is occurring within the specific parameters of the assignment. Such use should not occur in other contexts or without the supervision and consent of an instructor.

The definition of plagiarism is influenced in part by the academic honesty policies of Ohlone College, Fremont, California and Hamilton College, Clinton, New York; by “What is Plagiarism,” Turnitin.com, Oakland: iParadigms, 2003. 10 Feb. 2004; and by Robert A. Harris, *The Plagiarism Handbook* (Los Angeles: Pyczak Publishing, 2001).

Duplicate Use of Written Work

This form of academic dishonesty includes: multiple students submitting identical or substantially similar work for academic credit or a student submitting identical or substantially similar work to multiple courses without the permission of the instructors. Faculty members will report suspected instances of academic dishonesty to the Dean of Student Services.

Harassment/Sexual Harassment

In accordance with Title VII and Title IX of the Education Amendments of 1972, the Chabot-Las Positas Community College District provides a school and working environment free from all forms of harassment, including sexual harassment. The District also maintains an environment in which all students and employees model this behavior and are treated with dignity and respect.

No person shall be subjected to sexual overtures or conduct either verbal, visual or physical, which are intimidating, hostile, offensive, or unwelcome. Such conduct by employees or students is deemed unacceptable behavior and will not be tolerated by the District.

The Board of Trustees considers harassment a serious offense. Violation of this Policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident, and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay, and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Las Positas College has designated a responsible officer, outlined procedures for seeking resolution, and developed procedures for filing and processing complaints, including timelines and decision-making authority. Las Positas College has established procedures that provide a person accused of harassment the opportunity to respond to allegations. These procedures ensure adequate communication of the Policy to all students and employees.

Sexual harassment may include, but is not limited to:

- Sending suggestive or obscene letters, notes, invitations; making derogatory comments, slurs, jokes, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects, pictures or cartoons;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed; within the

educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a recommendation or college application will be denied;

- Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student;
- Engaging in offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.

For general provisions, specific procedures, and inquiries regarding the application of Sexual Harassment Policies contact:

Wyman Fong
Vice Chancellor of Human Resources
925-485-5261 or email: wfong@clpccd.org

Americans with Disabilities Act

In accordance with the 1990 Americans with Disabilities Act (ADA), the Chabot-Las Positas Community College District prohibits discrimination against students and employees with physical or mental disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for themselves. People who have a record of such impairment, and those regarded as having impairment, are also protected.

The District ensures that students and employees with disabilities will not be unlawfully subjected to discrimination or excluded from participating in or benefitting from programs, services or activities. Students and employees are accorded due process as outlined in the specific complaint procedures developed by the Colleges. Las Positas College has designated the responsible officer, outlined the process for seeking resolution, and developed the procedures for filing and processing complaints, including timelines for decision-making authority.

Las Positas College has on file, as required by ADA, a Self-Evaluation to ascertain information pertaining to access and accommodations of the instructional programs, services and activities, including plans or alternatives to correct any noted deficiencies.

Las Positas College also has on file a Transition Plan which evaluates accessibility of facilities and delineates timelines for the removal of physical and structural barriers that exist in facilities, programs, and services.

The general provisions and specific procedures related to this policy are available from the Office of the Vice President of Student Services, the Office of Disabled Students Programs and Services and the Counseling Center.

Section 508 of the Rehabilitation Act

Las Positas College is committed to providing access to its programs and services to all qualified individuals as mandated by Section 508 of the Rehabilitation Act. Students who have disabilities will have access to and use of technology information and services that is

comparable to the access and use available to non-disabled students according to Section 508.

For more information, contact the Disability Resource Center at 925.424.1510

Alcohol, Narcotics and Dangerous Drugs

Persons possessing or being under the influence of alcohol, narcotics or dangerous drugs on campus are in violation of state law and College regulations.

Smoking Policy

In an effort to prevent the serious health risks associated with exposure to smoking and environmental tobacco smoke, faculty, staff, students and visitors at Las Positas College who choose to use tobacco products may do so in parking lots and designated areas only. Smoking is not permitted in any College-owned vehicle.

Drug-Free Workplace

Chabot-Las Positas Community College District is committed to maintaining a drug-free work/learning place in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988. The District certifies that it will provide a drug-free work/learning place by taking the actions required by the Drug-Free Workplace Act.

It is the intent of the District to make a good faith effort to continue to maintain a drug-free work/learning place through implementation of this policy. For further information, see the Vice President of Student Services.

Visitors

Visitors to Las Positas College must register with the receptionist in the Student Services/Administration Building. Visits to the classrooms are by permit only. Non-students, including children, must have a permit issued from the Office of the Vice President of Student Services. Prior permission from the instructor is required. Permission to enter upon the property of the District, either stated or implied in other policies or practices, is subject to the District policy of time, place and manner.

Pets

No animals and/or pets of any kind or description are allowed within the boundaries of the College. This restriction also applies to animals and/or pets confined in any vehicle parked within the College boundaries.

This policy does not apply to the use of a guide dog, signal dog, or service dog specially trained for assisting a totally or partially blind person, deaf person, hearing-impaired person, or person with physical disabilities.

Non-Discrimination Policy

AGE

Las Positas College complies with the Age Discrimination in Employment Act of 1974 which prohibits discrimination in employment on the basis of age.

DISABILITY

Las Positas College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the regulation adopted thereunder prohibit such discrimination.

RACE, COLOR OR NATIONAL ORIGIN

Las Positas College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program of the College. Las Positas College complies with Title VII of the Act, which includes nondiscrimination on the basis of religion and sex. Limited language skills are not a barrier to occupational programs and services of the College.

GENDER

Las Positas College does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of gender in education programs and activities operated by the College. Such programs and activities include admission of students and employment.

DECLARACIÓN DE NO DISCRIMINACIÓN

Las Positas College, de acuerdo con las leyes civiles, declara que no discrimina hacia ninguna persona a base de su raza, color, nacionalidad, ascendencia, religión, creencia, sexo, edad o incapacidad, en sus programas y políticas de empleo y educación. El conocimiento limitado del idioma no limita acceso a programas y servicios ocupacionales. Cualquier pregunta sobre la aplicación de esta declaración puede dirigirse al Regional Director of the Office of Civil Rights, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, teléfono 415.437.7700.

Privacy Rights of Students

Each student and alumnus of Las Positas College has a right to (1) review the official educational records, files, documents, and other materials that contain information directly related to him or her; and (2) challenge such records that are inaccurate, misleading, or otherwise inappropriate. It is also the policy of the College that, unless excluded by state or federal law, no record, files, documents, materials, or personally identifiable information contained therein shall be released to any individual, agency, or organization without the express written consent of the student.

Any student desiring to review his or her official educational records should contact the Office of the Dean of Admissions and Records, to determine procedures for such review.

Any student desiring to challenge the content of his or her official educational records should contact the Office of the Vice President of Student Services.

While the College does not provide general directory services, it may (by law under special circumstances) release the following information about a student: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous public or private school of attendance. Any student who does not wish such information to be released about his/her participation or status should notify the Admissions and Records Office in writing at the beginning of each semester or session of attendance.

For further details, refer to the brochure titled "Student's Rights, Duties and Responsibilities" that is available in Building 1600.

Posting of Materials

The Vice President of Student Services or Division Deans must approve posting of fliers and posters.

Only posters related to activities, events, or classes sponsored by Las Positas College or Chabot College will be approved for general display. Other announcements will be considered for approval for posting only in the Student Center.

Hazing

Section 32050 of the Education Code makes participation in any kind of hazing a misdemeanor. Hazing is defined as "any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which degrades or disgraces or which causes bodily harm . . . to any student . . . attending any college or school . . . in California."

Secret Organizations

Membership in secret fraternities, sororities, and organizations, as described by the California Education Code (Section 76035), is prohibited. Las Positas College students who participate in such groups shall be subject to the penalties outlined in the Education Code.

Free Speech

Procedures regarding time, place and manner shall govern the exercise of free speech and related activities on the campus. The responsibility for maintaining conduct within the bounds of the law and compliance with the policies of the Board of Trustees shall be assumed by individuals, organizations, and the sponsoring organization's officers and student organizations, advisors and all organizational members. Restrictions on speech content shall extend no further than to restrain speech that is obscene, libelous, or presents a clear and present danger.

Student Rights

Inquiries regarding application of Non-discrimination Policies, Sexual Harassment, Disability Issues, and Student Concerns and Grievances may be referred to the Office of the Vice President of Student Services.

Inquiries may also be addressed to the United States Department of Education, Office of Civil Rights, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102. 415.437.7700

ACADEMIC REGULATIONS

Academic Standards

It is the policy of the Las Positas College Academic Senate that all academic courses be taught at a post-secondary level, particularly courses for which Las Positas College has articulation agreements with four-year institutions. When a course is articulated, it assures that students completing the course have attained certain levels of academic skill and knowledge comparable with the equivalent course at a four-year institution.

It is understood that students enter Las Positas College with varying levels of scholarship and achievement. Because of this, some students will need to take extra measures (tutoring, basic skills work, etc.) to master their college coursework. It is the student's responsibility to take appropriate action to ensure his/her success; faculty are not expected to alter course content below the college-level so that students enrolled in the class will pass. Course content and objectives are reflected in the course outline on file with the Office of Academic Services, 100B, and are based on the academic foundation students are expected to have upon entering the course.

Faculty Office Hours

All members of the full-time faculty schedule office hours each week. This schedule is posted outside each instructor's office. Students are encouraged to take advantage of this opportunity, the benefits of which include:

- Assistance in understanding and achieving specific course expectations
- Development of concepts and understanding beyond the course expectations
- Insight into career opportunities within the instructor's area of expertise
- Encouragement, assistance, and direction in meeting both educational and personal needs
- Continuing association with a member of the academic community.

Attendance Requirements

It is assumed that each student will consider class attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades.

Excessive Absence

A student absent for a total of four consecutive, or six cumulative, instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor. This action constitutes an official termination of class enrollment and will be recorded as specified on in the section on "Withdrawing from Classes" in this Catalog.

Reporting Absence

Absences should be cleared personally with instructors. Messages may be left directly on the instructor's voice-mail.

Examinations and Evaluations

Students will be expected to take examinations and to complete and submit reports and/or projects. The instructor will determine the scheduling of exams and due dates of reports and projects. Unless the student and instructor have made prior arrangements, the instructor is under no obligation to reschedule missed exams or to extend deadlines for reports and/or projects.

Removal of Disruptive Students

Instructors may remove disruptive students from the classroom for the duration of a class period (Governing Board Policy No. 5512), but may not terminate their enrollment for disciplinary reasons. The Vice President of Student Services or designee may recommend suspension of a student for due cause. Only the Board of Trustees can expel a student from the College.

Use of Electronic Recorders

Students are not permitted to make recordings in class or in any campus meetings without the approval of the instructors involved. Exceptions shall be made for students with disabilities who have permission from the Disabled Student Programs and Services.

Grades

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

<u>GRADE</u>	<u>MEANING</u>	<u>GRADE VALUE</u>
A	Excellent	4 grade points per unit
B	Above Average	3 grade points per unit
C	Average	2 grade points per unit
D	Barely Passing	1 grade point per unit
F	Failure	0 grade points/units attempted with no units earned. May negatively affect progress. See the section on "Academic Probation and Dismissal" in this Catalog.
P	Pass	0 grade points/units earned with no units attempted.
N	No Pass	0 grade points/no units earned and no units attempted. See the section on "Academic Probation and Dismissal" in this Catalog.
I	Incomplete	0 grade points/no units earned and no units attempted. May negatively affect progress. See the section on "Academic Probation and Dismissal" in this Catalog.

Pass/No Pass Grades

(UNIT LIMITATIONS MAY EXIST AT TRANSFER INSTITUTIONS)
In accordance with the Education Code and the Administrative Code, Las Positas College has established a grading policy which adds the "P" (pass) and "N" (no pass) grades to the standard letter grades (A, B, C, D, F) used in colleges and universities. Courses in which a "P" (pass) grade is earned will apply toward the 60 units required for graduation, but will not affect the student's grade point average. A maximum of 12 units of "P" (pass) may be attempted and applied toward the Associate in Arts or Associate in Science Degree.

(Additional units may be applied provided the student secures prior approval of the division of Dean of Counseling.) A course in which a "N" (no pass) grade is earned will not apply toward graduation and will not affect the student's grade point average. An excess of number of "N" (no pass) grades will affect the student's academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest field without undue concern for his/her grade point average. This policy allows the student to take coursework outside his/her major without the fear of a substandard grade, namely a "D" or "F." Students are expected to complete the course and comply with College attendance requirements and other expectancies of the course. Should they fail to do so, their enrollment in the class may be terminated; and the work may be graded on the basis of a standard letter grade.

LAS POSITAS COLLEGE OFFERS:

- Some courses solely for a pass/no pass (P or N) grade.
- Some courses solely for a standard letter grade.
- Some courses in which the student may choose to complete the course for either a pass/no pass grade OR for a standard letter grade.

On or before the last day of the fifth week of the semester, the student shall inform the Admissions and Records Office, by petition, of his/her intention to complete a course for a pass/no pass grade and the instructor shall report to the Dean of Enrollment Services a final grade of "P" (pass) or "N" (no pass) for students who so petition. The student's decision to opt for pass/no pass grade may not be reversed by either the student or the instructor at a later date.

The "P" (pass) grade will be given to indicate completion of a course with "C" or better work.

A student may repeat a course in which a grade of "D," "F" or "N" (no pass) is earned.

Administrative Symbols "IP", "RD" and "I"

ADMINISTRATIVE SYMBOL "IP" IN PROGRESS

The administrative symbol "IP" is established to indicate coursework "in progress." The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit or grade point average. The required coursework to remove the "IP" must be completed by the end of the term following the date the "IP" was granted. If a student is assigned an "IP" at the end of a term and does not complete that course during the subsequent term, the appropriate faculty member will assign an evaluative symbol (grade) to be recorded on the student's permanent record.

ADMINISTRATIVE SYMBOL "RD", REPORT DELAYED

Only the Dean of Admissions and Records can assign the administrative symbol "RD". It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. "RD" shall not be used in calculating grade point averages.

ADMINISTRATIVE SYMBOL "I", INCOMPLETE

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The student may complete the course work by the end of the following term or semester and receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The student may petition to extend the deadline date because of extenuating circumstances, but this will require the approval of the Dean of Admissions and Records of Las Positas College, or designee, and the instructor of record. The "I" will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A "grade change card" will contain the following documentation and shall be maintained by the Dean of Admissions and Records.

- The condition(s) stated by the instructor for removal of the "I";
- The letter grade to be assigned if the work has not been completed within the designated time limit;
- The letter grade assigned when the stipulated work has been completed; and
- The signature of the student.
- The "I" symbol shall not be used in calculating units attempted or for grade points.

Academic Grade Point Average

The Academic Grade Point Average (GPA) is an index of the quality of a student's work.

To enable the calculation of the GPA, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form using the grade value as previously defined.

Grades earned in non-degree applicable courses (numbered 100-299) will not be used when calculating a student's degree applicable grade point average. Courses below the English 1A requirement are not degree applicable.

The GPA is calculated by dividing total grade points by total units attempted. Points are determined as follows:

Grade Points

- A = 4 points per unit
- B = 3 points per unit
- C = 2 points per unit
- D = 1 points per unit
- F = 0 points per unit

Example

HISTORY 1	3 units x 3 grade points (B) = 09 grade points
MATH 1	5 units x 2 grade points (C) = 10 grade points
P.E. 1	.5 unit x 4 grade points (A) = 02 grade points
TOTAL	8.5 units = 21 grade points
21 DIVIDED BY 8.5 = 2.47 OR C	

Scholastic Honors

Students who complete at least 6 units of work each semester with grades yielding a semester GPA of 3.25 or better are recognized for academic distinction by placement on the Academic Honors List and by a notation on the semester grade report and transcript.

Students who graduate with "Highest Honors" (GPA of 3.50 or better) and those who graduate with "Honors" (GPA of 3.25 or better) are recognized at graduation.

The Sigma Theta Chapter of Alpha Gamma Sigma (AGS) is a California Community College Honor Scholarship Society that recognizes academic achievement. Membership eligibility and other information are available or through the AGS advisor.

Grade Change Deadline Period

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

When a student believes that an error has been made in the assignment of a grade, he or she should discuss the problem with the instructor. To correct an erroneous grade, a special "Request for Grade Change" form must be completed and presented to the Office of Admissions and Records by the instructor. The Office of Admissions and Records will forward the form to the Dean of Enrollment Services.

Requests for a grade change must be made during the semester immediately following the semester/session for which the grade was assigned. Responsibility for monitoring personal academic records rests with the student.

Grade changes will not be made after the established deadline except in cases with extenuating circumstances. These are acute medical, family or other personal problems that cause the student to be unable to meet the deadline. Requests for a grade change under this exception shall be made to the Dean of Enrollment Services (or designee) who may, upon verification of the circumstance(s), authorize the initiation of a grade change to "NGR" or "W". The student must present evidence of the extenuating circumstance(s).

Original copies of the instructor grade reports will be retired to microfilm after a five-year retention period. Grade changes shall not be made after that time.

Academic Renewal

Academic Renewal, in accordance with the California Education Code Sections 55764 and 55765, is a process that permits the alleviation of substandard (D's, F's) academic coursework not reflective of the student's current scholastic ability. Grades alleviated by this process will be disregarded in computing the student's grade point average. Only courses taken at the Chabot-Las Positas Community College District will apply. Work completed at other institutions may be considered for graduation eligibility only.

For students to be eligible for academic renewal they must be currently enrolled at Chabot and/or Las Positas College, and a period of at least two (2) years must have elapsed since completion of the coursework to be disregarded. The student may petition the Assistant Dean of Admissions and Records at Las Positas College or

the Director of Admissions and Records at Chabot College for academic renewal upon completion of the following:

- A minimum of 12 units taken consecutively at Las Positas and/or Chabot with a grade point average of 2.5 or better; or
- A minimum of 20 units with at least a 2.0 grade point average.

Upon approval, the student's permanent record shall be annotated in such a manner that all courses disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's record.

Students may petition for academic renewal only once. Once the academic renewal process has been completed, it cannot be reversed. A maximum of 24 units of work may be renewed.

Academic renewal at Chabot and Las Positas College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

Catalog Requirements and Continuous Attendance

A student in continuous attendance in regular semesters may, for the purpose of meeting degree or certificate requirements, elect to meet the requirements in effect at any time during their period of continuous attendance at the Chabot-Las Positas Community College District.

Graduation requirements are listed in the Catalog. If a break in attendance occurs before graduation requirements have been met, the graduation requirements that apply to the student are those listed in the Catalog in force at the time continuous studies are resumed.

Continuous attendance is defined as enrollment in at least one semester during the academic year excluding summer session. Any academic record symbol (A-F, P/N, I, IP, RD, W) shall constitute enrollment. A student who drops out for one academic year or more is considered to be a returning student.

The Las Positas College Catalog Requirements and Continuous Attendance Policy do not necessarily apply to requirements in effect at transfer institutions. Courses applicable toward major and general education requirements may change. Students who are planning to transfer are advised to consult the catalog of the university to which they will transfer.

Notice of Unsatisfactory Work (Early Alert)

Instructors may notify students of unsatisfactory work at any time during the semester. Such notices are given to the student in person or mailed to the student at his/her home address. Excessive absences, academic deficiency, and failure to submit assignments constitute reasons for notices of unsatisfactory work. A student who receives such notices, or any student who experiences difficulty with academic achievement, is encouraged to consult with his/her instructor and counselor for assistance.

Scholastic Standards

The Academic Standards Policy of Las Positas College is established to assist students in making appropriate educational plans. There are two indices to academic standards: Academic Status and Academic Progress.

Academic Probation and Dismissal

A student who has attempted at least 12 semester units of college courses and has a cumulative grade point average of less than 2.0 will be placed on Academic Probation I.

A student on Academic Probation I who does not raise his/her cumulative grade point average to 2.0 or higher in the following semester will be placed on Academic Probation II.

Veterans lose certification for Veterans Benefits after two semesters of academic probation; refer to the Office of Veterans Affairs.

A student on Academic Probation II who does not raise his/her cumulative grade point average to a 2.0 or higher in the following semester of attendance will be dismissed. The first time a student is dismissed, he or she may apply for readmission after one semester, summer session not included, of non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance or upon appeal to the Vice President of Student Services. Summer session does not count as a semester in determining academic status.

Removal of Poor Academic Status

Once a student on academic probation raises his or her overall (cumulative) grade point average to a 2.0 ("C") or higher, s/he will be taken off Academic Probation status and will become a "student in good standing."

Progress Probation and Dismissal

Progress Probation is determined by the percentage of cumulative units with grades of W, N, or I (Poor Progress Grades). A student who has attempted 12 cumulative semester units of College course work will be placed on Progress Probation I if 50% or more of the cumulative units attempted resulted in Poor Progress grades.

A student on Progress Probation I who does not reduce his/her percentage of cumulative poor progress units to below 50% will be placed on Progress Probation II.

If a student on Progress Probation II continues to have 50% or more of his/her cumulative units made up of Poor Progress grades in the following semester, s/he will be dismissed. The first time a student is dismissed, he or she may apply for readmission after one semester (summer session not included) of non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance or upon appeal to the Vice President of Student Services. Summer session does not count as a semester in determining progress status.

Removal of Poor Progress Status

In order to reverse poor progress status and become a student in good standing, a student must reduce the cumulative units of W, N or I grades to less than 50% of his/her total units attempted. Summer session does not count as a semester in determining progress status.

Appeal Process

Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these policies are granted by the Vice President of Student Services or designee. Students should see

a counselor to discuss their progress or academic status and for details associated with the academic standards policy.

Credit-by-Examination (Individual Student Application)

Chabot-Las Positas Community College District supports the general proposition that the full value of classroom learning experience cannot be measured by any examination. Students who have achieved elsewhere an equivalent knowledge, understanding and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive and searching course examination approved by the College discipline faculty. Students may apply individually for Credit-by-Examination for any course offered in the Catalog. In addition, the Credit-by-Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by the majority of faculty in the discipline. (See the section on "High School Articulation" in this Catalog.)

I. ELIGIBILITY

Any student applying for Credit-by-Examination will be expected to have had extensive experiences which have prepared the person in the subject matter and for which the individual can provide acceptable evidence of those experiences at the time of application. The student must be registered at the College and in good academic standing.

II. APPLICATION AND ADMINISTRATION

A student may apply for Credit-by-Examination through the petition process for courses listed in the Catalog. The petition must be approved by the appropriate discipline faculty and by the Division Dean. Applicable fees/and or tuition must be paid at the Office of Admissions and Records. Arrangements for completing the examination and the actual administration will be made between the student and the instructor after the petition is approved. The examination itself may take a variety of forms, including written, oral, demonstration or a combination of methods.

III. AWARDING OF CREDIT

Upon completion of the examination, the administering instructor will verify the course and number of units to be received and will assign an appropriate grade. Students shall be offered a credit/ no-credit option if that option is normally available for the course. The student must achieve a grade of "C" or better to be awarded credit under CBE policy.

IV. LIMITATIONS

Credit-by-Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the College. The amount of credit which may be earned and counted toward graduation at the College is normally limited to 10 semester units. Under certain circumstances, advanced placement credit may be awarded to a diploma graduate in nursing which may include up to 30 semester units (one year) of academic credit.

Advanced Placement Examinations

Las Positas College grants academic credit for successful completion of examinations of the Advanced Placement (AP) Program of the College Entrance Examination Board (C.E.E.B.). Credit awarded based on passing AP scores (3, 4, or 5) may be applied differently for the AA/AS degree and for transfer; therefore, students are advised to consult with a counselor for information on how their AP scores will be applied based on their educational goals. Courses deemed equivalent to AP exams as determined by LPC faculty (see chart) may be used to clear pre-requisites as appropriate – see a counselor for details. Students may not receive duplicate credit for AP exams and the equivalent courses taken at the college.

The AP Chart displays how credit is awarded for the following:

- Las Positas College AA/AS degree – units and course equivalency
- CSU General Education Breadth pattern and units toward CSU transfer admission
- IGETC (Intersegmental General Education Transfer Curriculum) – GE pattern for CSU and/or UC

In order to receive academic credit toward the AA/AS degree and/or CSU GE Breadth/IGETC certification for AP exams, students must submit the official AP score report from the C.E.E.B. to the Admissions and Records Office and request the score report to be scanned into their student records. The scanning request may be initiated by meeting with a counselor (Counseling Office). In cases where the AP exams are not listed on the AP Chart or do not earn credit, students may petition the academic discipline for consideration of credit.

Credit for Advanced Placement (AP) Examinations

*Credit may be earned for the College Entrance Examination Board (CEEB) Advance Placement (AP) Exams with scores of 3, 4, or 5 as listed below.
Course credit and units granted at Las Positas College may differ from course credit and units granted by a transfer institution.*

EXAMINATION TITLE	LPC AA (Major and/or GE)	CSU GE	CSU Units earned toward transfer	IGETC	UC Units earned toward transfer
Art: History	Art 4 and 5 6 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/5.3 semester units
Art: Studio	Credit for the major may be granted upon petition to the Art Dept. and portfolio review: art 2a, 10, or 11, 3-6 semester units	N/A	3 semester units	N/A	8 quarter/5.3 semester units
Biology	Biology 31 4 semester units	Area B2 and B3 (lab) 4 semester units	6 semester units	Areas 5B & 5C 4 semester units	8 quarter/5.3 semester units
Calculus AB	Math 1 5 semester units	Area B4 3 semester units	3 semester units*	Area 2 3 semester units	4 quarter/2.7 semester units**
Calculus BC	Math 1 and 2 10 semester units	Area B4 3 semester units	6 semester units*	Area 2 3 semester units	8 quarter/5.3 semester units**
AP CALCULUS EXAM LIMITATIONS: *Maximum one Calculus exam toward transfer for CSU **Maximum credit 8 quarter/5.3 semester units for both Calculus exams for UC					
Chemistry	Chemistry 1A 5 semester units	Areas B1 and B3 (lab) 4 semester units	6 semester units	Areas 5A & 5C 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Computer Science A	N/A	N/A	3 semester units*	N/A	2 quarter/1.3 semester units**
Computer Science AB	N/A	N/A	6 semester units*	N/A	4 quarter/2.7 semester units**
AP CS EXAM LIMITATIONS *Maximum one CS exam toward transfer for CSU **Maximum 4 quarter/2.7 semester units for both CS exams for UC					
Economics – Macroeconomics	N/A	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
Economics – Microeconomics	N/A	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
English – Language & Composition	English 1A, 3 semester units	Area A2, 3 semester units	3 semester units	Area 1A 3 semester units	4 quarter/2.7 semester units*
English – Literature & Composition	English 1A 6 semester units	Area A2 3 semester units	3 semester units	Area 1A 3 semester units	4 quarter units/2.7 semester units*
AP ENGLISH EXAM LIMITATIONS *8 quarter/5.3 semester units maximum for both English exams for UC					
Environmental Science	N/A	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units
French Language	French 1A and 1B 10 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
French Literature	N/A	Area C2 (if taken prior to Fall 2009) 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
German Language	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Government & Politics – Comparative	N/A	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government and Politics – U.S.	Political science 7 4 semester units	Area D8 and US-2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
AMERICAN INSTITUTIONS					

**LAS POSITAS COLLEGE
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EXAMINATION TITLE	LPC AA (Major and/or GE)	CSU GE	CSU Units earned toward transfer	IGETC	UC Units earned toward transfer
*Fulfills content area US-2 for American Institutions requirement					
History - European	History 2 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - U.S.	History 7 and 8 6 semester units	Area C2 or D6 + US-1* 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
AMERICAN INSTITUTIONS *Exam + POLI 7 fulfills American Institutions requirement					
History - World	N/A	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	N/A	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	N/A	Area C2 (if taken prior to Fall 2010) 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Latin - Vergil	N/A	Area C2 3 semester units	3 semester units	Area 3B and 6 3 semester units	4 quarter/2.7 semester units
Latin - Literature	N/A	Area C2 (if taken prior to Fall 2009) 3 semester units	6 semester units	Area 3B and 6 3 semester units	4 quarter/2.7 semester units
Music: Listening & Literature	MUs 1 3 semester units	N/A	N/A	N/A	N/A
Music Theory	N/A	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	Physics 2a 4 semester units	B1 and B3 (lab) 4 semester units*	6 semester units*	Area 5A & 5C 4 semester units	8 quarter/5.3 semester units**
Physics C – Elect/Magnetism	Physics 8B 5 semester units	Area B1 and B3 (lab) 4 semester units*	4 semester units*	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units**
Physics C - Mechanics	Physics 8a 5 semester units	Area B1 and B3 (lab) 4 semester units*	4 semester units*	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS					
*Maximum 4 semester units toward GE and 6 semester units toward transfer for all Physics AP exams passed for CSU }					
**Maximum 8 quarter/5.3 semester units for all 3 Physics exams for UC					
Psychology	N/A	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Spanish Language	Spanish 1A and 1B 10 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Spanish Literature	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Statistics	Math 40 3 semester units	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter/2.7 semester units

International Baccalaureate (IB) Exams

The chart below lists how International Baccalaureate (IB) exams may be applied toward the California State University General Education (CSU GE) pattern and Intersegmental General Education Transfer Curriculum (IGETC). The GE areas referenced in the chart may be found in the California State University General Education (GE) Breadth Requirements chart.

CSU GE: 3 semester units applied toward CSU GE certification if exams are passed with required scores indicated below.

IGETC: To earn credit toward IGETC and UC Transfer, a score of 5, 6, or 7 on Higher Level exam is required. Three (3) semester units are applied toward IGETC certification. 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.

INTERNATIONAL BACCALAUREATE (IB) EXAM	CSU GE + SCORE REQUIRED	SEM UNITS TOWARD CSU TRANSFER	IGETC (SCORE OF 5, 6, OR 7)	SEM UNITS TOWARD UC TRANSFER
IB Biology HL	B2 Score = 5	6	5B (without lab)	5.3
IB Chemistry HL	B1 Score = 5	6	5A (without lab)	5.3
IB Economics HL	D2 Score = 5	6	4B	5.3
IB Geography HL	D5 Score = 5	6	4E	5.3
IB History (any region) HL	C2 or D6 Score = 5	6	3B or 4F	5.3
IB Language A1 HL	C2 Score = 4 (any language)	6	3B (any language) 3B and 6A (any language except English)	5.3
IB Language A2 HL	C2 Score = 4 (any language)	6	3B (any language) 3B and 6A (any language except English)	5.3
IB Language B (any language) HL*	N/A	6	6A	5.3
IB Mathematics HL	B4 Score = 4	6	2A	5.3
IB Physics HL	B1 Score = 5	6	5A (without lab)	5.3
IB Psychology HL	D9 Score = 5	3	4I	5.3
IB Theatre HL	C1 Score = 4	6	3A	5.3

*The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

DEGREES AND CERTIFICATES

Las Positas College is authorized by the Board of Governors of the California Community Colleges to confer the Associate in Arts Degree, Associate in Science Degree, and Certificate of Achievement upon students who complete the necessary requirements.

Associate Degrees

The Associate in Arts (AA) and Associate in Science (AS) Degrees offered by Las Positas College include Transfer Programs and Occupational Programs. Within each AA and AS Degree, there is a required general education component (see the Las Positas College General Education Pattern charts in this Catalog). General Education courses are grouped into several broad areas and are designed to cultivate intellect and imagination and to broaden awareness of the relationship and interdependence of ideas and disciplines.

Associate in Arts Degree

The Associate in Arts Degree is conferred upon those students who complete the minimum of 60 semester units with a grade-point average of 2.0 or better and meet the graduation requirements as set forth in the "Las Positas College General Education Pattern for Associate in Arts Degree" chart in this Catalog.

Associate in Science Degree

The Associate in Science Degree is conferred upon those students who complete the minimum of 60 semester units with a grade-point average of 2.0 or better and meet the graduation requirements as set forth in the "Las Positas College General Education Pattern for Associate in Science Degree" chart in this Catalog.

Transfer with an Associate Degree

Las Positas College provides the freshman and sophomore years of a four-year college or university program. Students intending to transfer to four-year colleges and universities may complete lower division general education requirements and major field preparatory courses at Las Positas College. Students may also earn an associate degree while preparing for transfer. Meet with a counselor to develop an individualized plan.

AA/AS Occupational Programs

The courses of study within these programs prepare for direct job entry, and can normally be completed in a two-year period by a full-time student (carrying at least 15 units per semester). For a list of AA/AS Programs see the "Transfer, Degree and Certificate Programs" chart in this Catalog. Students may also develop with a counselor an Individual Occupational Major which must be approved by the Dean of Student Services.

DEGREE REQUIREMENTS

Associate in Arts and Associate in Science

A student is eligible for graduation with the Associate in Arts Degree and the Associate in Science Degree after satisfactorily completing:

The minimum of 60 degree applicable, semester units (12 of which must be completed in residence at Las Positas College) with a grade-point average of 2.0 or higher;

All requirements for the major plus electives to total 60 semester units (of these at least 18 must be in the major per Title V CCR.T5 55806);

The General Education Requirements for the Associate in Arts Degree, see the Las Positas College General Education Pattern for Associates in Arts, or the Las Positas General Education Pattern for the Associate in Science Degree charts in this Catalog.

Official transcripts from other colleges must be submitted to the Office of Admissions and Records, for coursework to be considered in meeting graduation requirements at Las Positas College. For graduation purposes only, total attempted and completed units transferred from other colleges will be included in determining a student's overall cumulative grade-point average (GPA).

General Education Reciprocity Program with Community Colleges

The Chabot-Las Positas Community College District has entered into a mutual agreement with eight other local community colleges to accept the General Education and graduation proficiency of these colleges as completed for Chabot College and Las Positas College. The other participating colleges are:

DeAnza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), Gavilan College (Gilroy), Mission College (Santa Clara), Ohlone College (Fremont), San Jose City College (San Jose), West Valley College (Saratoga).

Effective Fall 2007, students who obtain an official General Education Reciprocity Program Certification (which verifies completion of Associate Degree General Education and graduation proficiency) or complete an associate degree at any one of the participating colleges will have both their General Education course work and graduation proficiency accepted as completing Chabot College's and Las Positas College's General Education and graduation proficiency for the Associate of Arts and/or the Associate of Science Degree.

No additional general education course work will be required if the certification is officially presented. Students will still be required to complete all courses and prerequisites needed for a major. The agreement also means that the other participating colleges will accept the General Education and graduation proficiency pattern of Chabot College and Las Positas College if an official General Education Reciprocity Program Certification is presented at any of the member colleges. Students must request certification in the Counseling Office in. This agreement will be reviewed periodically.

Certificate of Achievement

The courses of study within these programs prepare for direct job entry. Many certificate programs can be completed in one year in daytime classes, while others are designed to be completed over a longer period in evening classes. Students are advised to consult a counselor for more information about time frames for completion of certificate programs. For a list of Certificate Programs see the "Transfer, Degree and Certificate Programs" chart in this Catalog. Students may also develop an Individual Occupational Major with a counselor, for approval by the Dean of Student Services.

The Certificate of Achievement is awarded upon successful completion of required courses for the certificate with a grade point average of 2.0 or higher.

A student must complete at least eighty percent (80%) of the required program at Las Positas College or Chabot College, including the last three (3) units. Grades earned in non-degree applicable courses (numbered 100-200) will not be used in calculating a student's degree applicable grade point average. No courses below the English 1A requirement are degree applicable.

Career Certificate

These certificates are not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. For a list of Career Programs see the "Transfer, Degree and Certificate Programs" chart in this Catalog. See a counselor for further information.

Petition to Graduate

At least one semester before the scheduled graduation ceremony, students should schedule an appointment with a counselor to check their progress in fulfilling the graduation requirements and arrange to complete the appropriate application for graduation.

All transcripts from other colleges must be submitted to the Office of Admissions and Records before a graduation evaluation can be made.

Students may receive degrees or certificates at the end of any semester or the end of summer session. Students should petition no later than the tenth instructional week of the semester in which they plan to complete the requirements. Deadline dates are listed in the College Calendar (printed in the Class Schedule). "Petition to Graduate" forms are available at the Office of Admissions and Records.

Commencement Exercises are held in late May or early June. All students receiving degrees and/or certificates are cordially invited to participate.

LAS POSITAS COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE IN ARTS DEGREE 2012 – 2013 (Effective Fall 2012)					
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED			N	IP	C
LANGUAGE AND RATIONALITY ENGLISH COMPOSITION Complete with a grade of 'C' or higher or 'P'			3 UNITS		
English 1A					
WRITING AND CRITICAL THINKING Complete 1 course from below			3 UNITS		
English 4, 7					
COMMUNICATION AND ANALYTICAL THINKING Complete 1 course from below			3 UNITS		
American Sign Language 1A, 1B Business 52, 55 CIS 50, 80 Computer Science 1	Electronics Technology 50 Foreign Language 1A, 1B Industrial Technology 74 Mass Communications 1, 32	Mathematics 1, 2, 3, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55A, 55B, 65, 65B, 71 Speech 1, 2B, 10, 46 Theater Arts 3, 25			
MATHEMATICS Proficiency in Mathematics may be met in one of the ways specified below					
1. Demonstrate eligibility for one level above intermediate algebra or higher using multiple measures such as the LPC Placement Examination and previous course work; or 2. Submit documentation that a course equivalent to one of the mathematics courses listed below has been completed (with a grade of "C" or higher or "P") at another college/university; or 3. Complete one of the following courses (with a grade of "C" or higher or "P"): Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55B					
NATURAL SCIENCES Complete 1 course from below			3 UNITS		
<i>* Meets either the Natural Sciences or Social and Behavioral Sciences requirement</i>					
Anatomy 1 Anthropology 1, 13* Astronomy 1, 10, 20, 30 Biology 1, 5, 10, 20, 31, 50 Botany 1	Chemistry 1A, 30A, 31 Ecology 10 Environmental Studies 5 Geography 1*, 1L, 8, 15* Geology 1, 1L, 3, 3L, 5, 7, 12, 12L	Microbiology 1 Physics 2A, 8A, 10, 10L Physiology 1 Psychology 20* Zoology 1			
HUMANITIES Complete 1 course from below <i>* Meets Humanities and/or American Cultures requirement</i>			3 UNITS		
American Sign Language 2A Art History 1, 4, 5 Arts 2A, 3A, 10 English 11, 12, 13, 20, 32, 44*, 45 French 2A	History 1, 2 Humanities 3, 6, 7, 10, 28, 44 Music 1, 4*, 5*, 12, 14, 43, 44, 45, 46A, 46B Philosophy 1, 2, 3, 4, 5	Photography 67 Religious Studies 1, 2, 3, 11 Spanish 2A Speech 2A, 5, 11* Theater Arts 1A, 1B, 4*, 10, 12, 47, 48 Welding Technology 71			
SOCIAL AND BEHAVIORAL SCIENCES Complete 1 course from below			3 UNITS		
<i>* Meets Social & Behavioral Sciences and/or American Cultures requirement</i> <i>** Meets either Natural Sciences or Social & Behavioral Sciences requirement</i>					
Anthropology 1, 2, 3, 4, 5*, 12, 13** Business 30 Early Childhood Development 15, 52, 56, 62, 79* Economics 1, 2, 5, 10	Geography 1**, 2, 5, 12, 15** History 25, 28*, 32* Mass Communications 5, 31 Political Science 7, 12*, 20, 25, 30	Psychology 1, 2, 3, 4, 6, 12, 13, 15, 20** Psychology-Counseling 3*, 8*, 13* Sociology 1, 3*, 4, 5, 11, 12, 13 Women's Studies 1*, 2			
WELLNESS Complete 3 units from AREAS OF HEALTH and 1 unit from Kinesiology*			4 UNITS		
<i>*Exemption is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office. Students who hold an AA/AS Degree or higher are exempt. Wellness waived for Veterans with DD214 honorable discharge.</i>					
Areas of Health: Health 1, 3, 55 (2 units); Nutrition 1; KIN 30; Psyc 10	Kinesiology*: 4, 31-48, 50, Dance 1; any KIN activity course listed in the 2012-2014 Catalog or 2012-2014 Addendum				
AMERICAN INSTITUTIONS (AI) Complete 1 course from below; <i>partially satisfies CSU AI requirement</i>			3 UNITS		
History 7, 8, 25, 32	Political Science 7				
AMERICAN CULTURES Complete 1 course from below with a grade of 'C' or higher or 'P' <i>Where appropriate, the course can simultaneously satisfy 1 other graduation or subject area requirement</i>					
Anthropology 5 English 44 Early Childhood Development 79	History 14, 28, 32 Music 4, 5 Political Science 12 Psychology-Counseling 3, 8, 13	Sociology 3 Speech 11 Theater Arts 4 Women's Studies 1			
LAS POSITAS COLLEGE ASSOCIATE IN ARTS DEGREE GRADUATION REQUIREMENTS					
1. Minimum of 60 units with a cumulative grade point average of 2.0 or better (12 units must be completed at Las Positas College).					
2. All requirements for the Major (minimum of 18 units) plus electives to total 60 units. All courses required for the Major must be completed with at least a 'C' or 'P.'					
3. General Education Requirements for the Associate in Arts Degree listed above.					

LAS POSITAS COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE IN SCIENCE DEGREE					
2012 - 2013 (Effective Fall 2012)					
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED			N	IP	C
LANGUAGE AND RATIONALITY					
ENGLISH COMPOSITION Complete with a grade of 'C' or higher or 'P'			3 UNITS		
English 1A					
COMMUNICATION AND ANALYTICAL THINKING Complete 1 course from below			3 UNITS		
American Sign Language 1A, 1B Business 52, 55 CIS 50, 80 Computer Science 1	Electronics Technology 50 Foreign Language 1A, 1B Industrial Technology 74 Mass Communications 1, 32	Mathematics 1, 2, 3, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55A, 55B, 65, 65B, 71 Speech 1, 2B, 10, 46 Theater Arts 3, 25			
MATHEMATICS Proficiency in Mathematics may be met in one of the ways specified below					
<ol style="list-style-type: none"> 1. Demonstrate eligibility for one level above intermediate algebra or higher using multiple measures such as the LPC Placement Examination and previous course work; or 2. Submit documentation that a course equivalent to one of the mathematics courses listed below has been completed (with a grade of "C" or higher or "P") at another college/university; or 3. Complete one of the following courses (with a grade of "C" or higher or "P"): Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55B, 					
NATURAL SCIENCES Complete 1 course from below			3 UNITS		
<i>* Meets either the Natural Sciences or Social and Behavioral Sciences requirement</i>					
Anatomy 1 Anthropology 1, 13* Astronomy 1, 10, 20, 30 Biology 1, 5, 10, 20, 31, 50 Botany 1	Chemistry 1A, 30A, 31 Ecology 10 Environmental Studies 5 Geography 1*, 1L, 8, 15* Geology 1, 1L, 3, 3L, 5, 7, 12, 12L	Microbiology 1 Physics 2A, 8A, 10, 10L Physiology 1 Psychology 20* Zoology 1			
HUMANITIES Complete 1 course from below			3 UNITS		
<i>* Meets Humanities and/or American Cultures requirement</i>					
American Sign Language 2A Art History 1, 4, 5 Arts 2A, 3A, 10 English 11, 12, 13, 20, 32, 44*, 45 French 2A	History 1, 2 Humanities 3, 6, 7, 10, 28, 44 Music 1, 4*, 5*, 12, 14, 43, 44, 45, 46A, 46B Philosophy 1, 2, 3, 4, 5 Photography 67	Religious Studies 1, 2, 3, 11 Spanish 2A Speech 2A, 5, 11* Theater Arts 1A, 1B, 4*, 10, 12, 47, 48 Welding Technology 71			
SOCIAL AND BEHAVIORAL SCIENCES Complete 1 course from below			3 UNITS		
<i>* Meets Social & Behavioral Sciences and/or American Cultures requirement</i>					
<i>** Meets either Natural Sciences or Social & Behavioral Sciences requirement</i>					
Anthropology 1, 2, 3, 4, 5*, 12, 13** Business 30 Early Childhood Development 15, 52, 56, 62, 79* Economics 1, 2, 5, 10	Geography 1**, 2, 5, 12, 15** History 25, 28*, 32* Mass Communications 5, 31 Political Science 7, 12*, 20, 25, 30	Psychology 1, 2, 3, 4, 6, 12, 13, 15, 20** Psychology-Counseling 3*, 8*, 13* Sociology 1, 3*, 4, 5, 11, 12, 13 Women's Studies 1*, 2			
Kinesiology Complete 1 unit from below*			1 UNIT		
Kinesiology 4, 31-48, 50, Dance 1; any KIN activity course listed in 2012-2014 Catalog or 2012-2014 Addendum.					
<i>*Exemption is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office. Students who hold an AA/AS Degree or higher are exempt. Requirement waived for Veterans with DD214 honorable discharge.</i>					
PROGRAM-BASED GENERAL EDUCATION REQUIREMENT			3 UNITS		
Course is specific to each A.S. Degree Major. See 2011-2012 Addendum, page 3, or A.S. program coordinator.					
AMERICAN CULTURES Complete 1 course from below with a grade of 'C' or higher or 'P'					
<i>Where appropriate, the course can simultaneously satisfy 1 other graduation or subject area requirement.</i>					
Anthropology 5 English 44 Early Childhood Education 79	History 14, 28, 32 Music 4, 5 Political Science 12 Psychology-Counseling 3, 8, 13	Sociology 3 Speech 11 Theater Arts 4 Women's Studies 1			
LAS POSITAS COLLEGE ASSOCIATE IN SCIENCE DEGREE GRADUATION REQUIREMENTS					
<ol style="list-style-type: none"> 1. Minimum of 60 units with a grade point average of 2.0 or better (12 units must be completed at Las Positas College). 2. All requirements for the Major (minimum of 18 units) plus electives to total 60 units. All courses required for the Major must be completed with at least a 'C' or 'P.' 3. General Education Requirements for the Associate in Science Degree listed above. 					

TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Las Positas College provides the equivalent to the first and second years of a four-year college or university program. Students intending to transfer to four-year colleges and universities may complete their lower division general education requirements and major field preparatory courses at Las Positas College. The Counseling Office and the Career/Transfer/Employment Center provide the most current transfer information in addition to individual counseling appointments.

Students are advised to meet early and regularly with a counselor to ensure a smooth transition to the transfer institution. Counselors work with students to develop Student Educational Plans (SEPs) that map out the courses needed for successful transfer.

Transfer Preparation

The main components of a typical transfer plan are listed below:

- I. GENERAL EDUCATION REQUIREMENTS
To earn a bachelor's degree from the University of California (UC) or the California State University (CSU), students must complete a program of general education. The pattern for the CSU system is called CSU General Education Breadth Requirements. The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern valid for both the UC and CSU systems. Some high-unit majors and certain UC campuses may have different requirements - consult a counselor for details.
- II. LOWER-DIVISION MAJOR REQUIREMENTS
Students should take specific lower-division courses required for their chosen majors (also called major preparatory courses). Impacted majors (those that are competitive for admission) may require all or most major preparatory courses to be complete before transfer. ASSIST* (www.assist.org) lists the articulation agreements of these major preparatory courses for the UC and CSU campuses. The lower-division major requirements may differ depending on the institution; therefore, it is important for students to review the agreements for each university considered. *See ASSIST information that follows.
- III. ELECTIVES
Electives are additional transferable courses completed in order to meet the total number of units required to transfer.

Transferability of Courses

Students may transfer a maximum of 70 community college semester units to most California public four-year colleges or universities. Courses in excess of 70 units may still be used to meet transfer requirements. Many baccalaureate level courses offered at Las Positas College have been articulated with the University of California (UC), California State University (CSU), and a number of private institutions. ASSIST.org provides the most up-to-date lists of transferable courses. Students should visit ASSIST.org at the beginning of each academic year to obtain updated information.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID- number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. However, students should always to to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help student interpret or explain this information.

ASSIST

ASSIST (www.assist.org) is the official repository of articulation information for California public postsecondary educational institutions. ASSIST includes reports of how course credits earned at a California Community College may be applied when transferring to a public California university. Students are advised to meet with a counselor to learn how to use the information posted on ASSIST.

CALIFORNIA STATE UNIVERSITY (CSU)

Admission Requirements for Transfer to CSU

To be minimally eligible for junior-level transfer to a CSU campus, students must:

- Complete 60 CSU transferable units;
- Earn a college grade point average of 2.0 or better in all transferable courses;
- Be in good standing at the last college or university attended;
- Complete at least 30 semester units of general education requirements, with grades of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units in transferable mathematics. (See the "Las Positas College General Education Pattern" charts in this Catalog for more information.)

Note: Some competitive campuses and/or majors have additional requirements. Consult a counselor for details.

Some CSU campuses may consider students who have completed fewer than 60 units if they meet the following requirements:

- Earn a grade point average of 2.0 or better in all transferable college units completed;
- Are in good standing at the last college or university attended;
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up high school deficiencies;
- Meet the eligibility index required of a freshman.

CSU General Education Requirements

Las Positas College offers two general education patterns which enable students to meet all of the lower-division general education requirements.

Students may complete one of the following patterns:

- Intersegmental General Education Transfer Curriculum (IGETC). See the “Intersegmental General Education Transfer Curriculum (IGETC)” chart in this Catalog.
- CSU General Education Breadth Requirements. See the “California State University General Education (BE) Breadth Requirements” chart in this Catalog.

Priority Application Filing Dates for CSU

Summer Term	Feb. 1 - 28 of that year
Fall Semester or Quarter	Oct. 1-Nov. 30 of prior year
Winter Quarter	June 1 - 30 of prior year
Spring Semester or Quarter	Aug. 1 - 31 of prior year

NOTE: Not all campuses admit students every semester/quarter

CSU Resources

CSU Mentor – www.csumentor.edu – provides information regarding admission requirements, application deadlines, and specific CSU campuses.

UNIVERSITY OF CALIFORNIA (UC)

Admission Requirements for Transfer to UC

To be minimally eligible for junior-level transfer to a UC campus, students must:

- Complete 60 UC transferable units with a GPA of at least 2.4; no more than 14 units may be taken Pass/No Pass.
- Complete the following seven-course pattern, earning a grade of C or better in each class:

ENGLISH COMPOSITION—two transferable college courses* (3 semester units each);

MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING—one transferable college course* (3 semester units);

ARTS AND HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES, AND/OR PHYSICAL AND BIOLOGICAL SCIENCES—four transferable college courses* (3 semester units each) chosen from at least two of these subject areas.

Note: Completion of IGETC will satisfy the above seven-course pattern for UC admission, but not the 60 unit requirement. Some competitive campuses and/or majors have additional requirements. Consult a counselor for details.

*Visit ASSIST.org for eligible courses.

UC General Education Requirements

Students may complete one of the following:

- Intersegmental General Education Transfer Curriculum (IGETC)*, See the “Intersegmental General Education Transfer Curriculum (IGETC)” chart in this Catalog.
- General education requirements of the receiving UC campus

**UC San Diego’s Eleanor Roosevelt and Revelle Colleges and UC Berkeley Haas School of Business will NOT accept IGETC.*

**IGETC is not advisable for some high unit majors. Consult a counselor to determine the best option.*

Priority Application Filing Dates for UC

Fall Semester or Quarter	Nov. 1 - 30 of previous year
Winter Quarter/Spring Semester	July 1 - 31 of previous year

NOTE: Not all campuses admit students every semester/quarter

UC Resources

The web site www.universityofcalifornia.edu/admissions provides up-to-date UC transfer admissions and application information.

Certification of General Education for Transfer to UC and CSU

IGETC and CSU GE Breadth certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC or CSU GE Breadth pattern. Students who transfer without certification may have to meet the local general education requirements of the university campus. Certification is not automatic and must be requested after acceptance to the university. This request should be made in the Office of Admissions and Records. The certification will be sent after final grades are posted.

Private/Independent and Out-of-State Colleges and universities

Transfer requirements for private and out-of-state colleges and universities vary. Students should consult the transfer institution’s catalog or website. Las Positas College counselors can also advise students on independent college and university requirements and preparation.

TRANSFER SERVICES

The Transfer Center provides educational and career information through coordinated resources and activities. Transfer services include:

- Individual appointments with college and university representatives;

- Access to library of college and university catalogs, both in print and online;
- Coordination of Transfer Admission Guarantee programs (see below);
- Transfer events, including Transfer Day;
- Workshops that assist with transfer planning, the application process, and the personal statement.

Visit www.laspositascollege.edu/transfercenter for up-to-date information.

Counseling Office

The Counseling Office, 925.424.1400, provides educational plans for students intending to transfer, assistance with career and major selection, and other transfer-related services. For more information, see Counseling Services.

Transfer Admission Guarantees

A Transfer Admission Guarantee (TAG) is a contract that guarantees admission to the participating university. This contract includes all courses a student must complete, as well as required GPA, in order to guarantee transfer admission. Students must also apply for admission to the university during the appropriate filing period. The following four-year institutions participate in a TAG program with Las Positas College: CSU Monterey Bay, UC Davis, UC Merced, UC Santa Cruz, UC Riverside, UC Irvine, UC Santa Barbara, Saint Mary's College, and University of the Pacific. To begin the process, students must consult with a counselor at least one year prior to transfer.

Certificate of Achievement University Transfer - CSU General Education Breadth

Students transferring to the California State University have the opportunity to complete their lower division general education requirements at Las Positas College. This pattern of general education requires a minimum of 39 semester units to be completed. The Certificate of Achievement in University Transfer - CSU General Education Breadth will officially acknowledge a significant educational achievement the student has completed at Las Positas College. The list of approved courses may be found in the "California State University General Education (GE) Breadth Requirements" chart in this Catalog. Counselor assistance is advised.

CSU - General Education Areas	Semester Units (minimum)
AREA A - English Language Communication and Critical Thinking (3 courses)	9
AREA B - Scientific Inquiry and Quantitative Reasoning (3 courses)	9
AREA C - Arts and Humanities (3 courses)	9
AREA D - Social Sciences (3 courses)	9
AREA E Lifelong Learning and Self Development (1-2 courses)	3
CSU GRADUATION REQUIREMENT US History, Constitution and American Ideals (0-2 courses)*	0-7
TOTAL UNITS (minimum)	39

**Courses may be also be applied to Area D*

Earning this Certificate of Achievement WILL NOT replace the "CSU GE Certification" document. The "Certification of CSU General Education Breadth" is a SEPARATE PROCESS. The student must request CSU GE Certification in the Counseling Office after admission to the transfer institution.

Certificate of Achievement University Transfer – IGETC (Intersegmental General Education Transfer Curriculum)

CERTIFICATE

Students transferring to University of California or California State University have the opportunity to complete their lower division general education requirements at Las Positas College. This pattern of general education requires a minimum of 34 semester units to be completed. The Certificate of Achievement in University Transfer - IGETC will officially acknowledge a significant educational achievement the student has completed at Las Positas College.

The list of approved courses may be found in the "Intersegmental General Education Transfer Curriculum (IGETC)" chart in this Catalog. Counselor assistance is advised.

IGETC Areas	Semester Units (minimum)
AREA 1 - English Communication (2-3 courses)	6 (UC) or 9 (CSU)
AREA 2 - Mathematical Concepts and Quantitative Reasoning (1 course) (3 courses)	3
AREA 3 - Arts and Humanities (3 courses)	9
AREA 4 - Social and Behavioral Sciences (3 courses)	9
AREA 5 - Physical Science and Biological Science (2 courses)	7
AREA 6 - Language Other Than English (UC only 0-1 course)	0-5
CSU GRADUATION REQUIREMENT US History, Constitution and American Ideals (0-2 courses)*	0-7
TOTAL UNITS (minimum)	34

Courses may be also applied to Area 4

Earning this Certificate of Achievement WILL NOT replace the "IGETC Certification" document. The "Certification of IGETC" is a SEPARATE PROCESS. The student must request IGETC Certification in the Counseling Office after admission to the transfer institution.

FAQS Intersegmental General Education Transfer Curriculum (IGETC)

Q What is the Intersegmental General Education Transfer Curriculum (IGETC)?

A IGETC is a general education pattern which community college transfer students can follow to fulfill lower-division general education requirements for either the UC or CSU systems. This pattern is advisable for students who are undecided about their transfer goals because it keeps their options open. Many private/independent colleges/universities also recognize or accept IGETC (check with a counselor for details).

Q Is IGETC an admission requirement?

A NO. There is no connection between completion of IGETC and eligibility for admission to the CSU or UC system.

Q What alternatives to IGETC exist?

A Community college students who are CSU-bound have the option of completing the CSU General Education Breadth requirements. Students who are UC-bound have the option of completing the general education requirements of the destination UC campus or the minimum UC transfer admission requirements as listed on ASSIST.org > select Las Positas College and UC Transfer Admission Eligibility Courses.

Q Is it advisable for all transfer students to follow IGETC?

A NO. Not all majors should follow IGETC. Students pursuing majors that require extensive lower-division major preparation (i.e. Engineering) may not find IGETC advantageous, and the transfer institution may advise following the minimum UC eligibility requirements listed on ASSIST.org > select Las Positas College and UC Transfer Admission Eligibility Courses.

Q What are the minimum UC Transfer Eligibility Requirements for junior-level transfer students?

A Minimum Admission Requirements:

- 60 UC transferable units
- 2.4 cumulative GPA (impacted campuses and majors may require higher GPAs)
- No more than 14 semester units taken Pass/Not Pass (P/NP)
- 7 UC transferable GE courses as follows:
 - 2 courses in English composition (ENG 1A AND ENG 3, 4, or 7)
 - 1 course in Mathematical Concepts and Quantitative Reasoning (IGETC Area 2)
 - 4 courses chosen from at least 2 of these subject areas (see IGETC for approved courses):
 - Arts and Humanities
 - Social and Behavioral Sciences
 - Physical and Biological Sciences

Q Will all UC and CSU campuses accept IGETC?

A UC San Diego's Eleanor Roosevelt and Revelle Colleges and UC Berkeley's Haas School of Business will NOT accept IGETC.

Q Can I use Advanced Placement (AP) exams for IGETC?

A YES. AP exams may be applied to IGETC with passing scores. For details, see the AP Chart in the LPC Catalog.

Q What is "IGETC Certification" and how do I request it?

A IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern (partial completion is possible), which is sent directly to the transfer institution. If IGETC is not certified, students may be subject to the lower-division general education requirements of the campus to which they transfer. Request an IGETC Certification in the Admissions & Records at the end of the last semester before transferring.

California State University General Education (GE) Breadth Requirements

Las Positas College 2012 - 2013 (Effective Fall 2012)

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED	N	IP	C
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING			
Select at least 1 course from each Group below, total 9 units required; <i>must be completed with a grade of C or better.</i>			
A1: Oral Communication Speech 1, 46			
A2: Written Communication English 1A			
A3: Critical Thinking English 4, 7 or Speech 46			
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING			
Select at least 1 course from each Group listed below, minimum 9 units required			
B1: Physical Science Astronomy 1, 10, 20, 30; Chemistry 1A, 1B, 12A, 12B, 30A, 30B, 31; Environmental Studies 5; Geography 1, 1L, 8; Geology 1, 1L, 3, 3L, 5, 7, 12, 12L; Physics 2A, 2B, 8A, 8B, 8C, 8D, 10 10L	B2: Life Science Anatomy 1; Anthropology 1*, 1L; Biology 1, 5, 10, 20, 31, 40, 50; Botany 1; Ecology 10; Microbiology 1; Physiology 1; Psychology 4*; Zoology 1 *Also listed in Area D but can only be used in one area.	B3: Physical Or Life Science Laboratory One of the courses selected from Group B1 or B2 must include a laboratory. Underlined courses are lab courses. Lab must be associated with the lecture course.	B4: Mathematics/ Quantitative Reasoning Select 1 course; must be completed with a grade of C or better. Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 42, 44, 45
AREA C: ARTS AND HUMANITIES			
Select 3 courses from below, min 9 units; at least 1 course from Arts, 1 course from Humanities, 1 from either			
C1: Arts Select at least 1 course from below Art History 1, 4, 5 Arts 2A, 3A, 10, 11 Music 1, 4, 5, 6, 8A, 8B Photography 67 Theater Arts 1A, 4, 10, 11, 12, 25, 40 Welding Technology 71	C2: Humanities Select at least 1 course from below American Sign Language 2A, 2B English 11, 12, 13, 20, 32, 44*, 45 French 2A, 2B History 1*, 2*; Humanities 3, 6, 10, 28, 44 Philosophy 1, 2, 3, 4, 5 Religious Studies 1, 2, 3, 11 Spanish 2A, 2B Speech 2A, 5 *Also listed in Area D but can only be used in one area.		
AREA D: SOCIAL SCIENCES			
Select 3 courses from below, minimum 9 units from at least 2 different subjects from groups D1 through D9			
D1: Anthropology and Archeology Anthropology 1*, 2, 3, 4, 5, 12 *Also listed in Area B but can only be used in one area. D2: Economics Economics 1, 2, 5, 10 D3: Ethnic Studies Anthropology 5 Early Childhood Education 79 English 44* History 14, 25, 28 Psychology-Counseling 13 Sociology 3 *Also listed in Area C but can only be used in one area. D4: Gender Studies History 32; Sociology 11; Psychology 13; Women's Studies 1, 2 D5: Geography Geography 2, 5, 12, 15 D6 – History History 1*, 2*, 7, 8, 14, 25, 28, 32 *Also listed in Area C but can only be used in one area	D7: Interdisciplinary Social or Behavioral Science Business 30 Early Childhood Development 52, 56**, 62, 79 Marketing 50 Mass Communications 5, 31 Psychology-Counseling 3, 13 Sociology 5 Women's Studies 1, 2 D8: Political Science, Government & Legal Institutions Political Science 7, 12, 20, 25, 30 D9: Psychology Early Childhood Development 15*** Psychology 1, 2, 3, 4*, 6, 12**, 13, 15***, 20 Psychology-Counseling 3 *Also listed in Area B but can only be used in 1 area ** Also listed in Area E but can only be used in 1 area *** ECD 15 + Psych 15, maximum credit 3 units D0: Sociology and Criminology Sociology 1, 3, 4, 6, 11, 12, 13		

California State University General Education (GE) Breadth Requirements

Las Positas College 2012 - 2013 (Effective Fall 2012)

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED	N	IP	C
AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT Select 3 units from below Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer.			
Early Childhood Development 54, 56** Health 1, 3 Health Science 55 Nutrition 1 Kinesiology 24 Kinesiology Activity* AAQE, AB, AQA, AQJD, ASA, AWT, BA, BC, BD, BK, BKL, BKP, BL, BRD, BX, CL, CP, CSVB, CW, DBS, DE, DRJ, DS, DT, FB, FC, FD, FFL, FL, FNB, FNI, FS, FSC, FW, GBW, GF, GSR, HHA, ID, JDB, JDI, JW, LDF, LDFI, LG, OF, PM, QFF, QYI, QYO, RC, SB, SC, SCF, SD, SI, SS, SWA, SWB, SWBI, SWF, SWL, TCC, TCT, TK, TN, TS, TT, TTT, UF, VB, WMB, WP, WT, WTW, YO, YOF, 50	Psychology 10, 12**, 24 Psychology-Counseling 7***, 10, 11 Sociology 7 Speech 10 <i>*Limit 2 units. ** Also listed in Area D but can only be used in one area. *** For Area E credit, course must be taken once for 3 units.</i>		
AMERICAN INSTITUTIONS REQUIREMENT: Complete 1 of the groups below Completion of the United States History, Constitution, and American Ideals Requirement is required for graduation from any CSU Campus. All CSUs will allow up to 6 of the units taken to meet this requirement to be credited toward satisfying the General Education Breadth Requirements in Area D.			
GROUP 1 – History 7 + History 8 GROUP 2 – Political Science 7 + History 7, 8, 25, or 32			

PLEASE NOTE THE FOLLOWING:

1. For a course to meet a CSU GE requirement, the course must be on the CSU GE list during the academic year it is taken.
2. The CSU GE Breadth pattern is not an admission requirement. If appropriate for the major, students may complete the minimum eligibility requirements for entrance to the CSU – see a counselor for details and advisement.
3. Advanced Placement (AP) exams with passing scores may be applied to the CSU GE pattern. For details, see a counselor or the AP chart in the Catalog.
4. Request a CSU GE certification in the Admissions & Records Office at the end of the last semester before transferring. The certification is the process by which the community college verifies that a student has completed all of the required coursework for the CSU GE pattern (partial completion is possible), which is sent directly to the transfer institution. If CSU GE is not certified, students may be subject to the lower-division GE requirements of the campus to which they transfer.

Transfer, Degree and Certificate Programs¹

Name	Discipline	AA	AS	AA-T	AS-T	CERT
Accounting Technician**	Business					X
Administration of Justice**	Administration of Justice	X				
Administrative Assistant	Business	X				
Administrative Medical Assistant**	Administrative Medical Assistant					X
Art (Emphasis in Painting)	Arts	X				
Automotive California Smog**	Automotive Technology					X§
Automotive Electronics Technology**	Automotive Technology		X			
Automotive Service Technician**	Automotive Technology					X
Automotive Technician**	Automotive Technology					X
Biology	Biology	X				
Biology: Emphasis in Allied Health	Biology	X				
Bookkeeping**	Business					X§
Business**	Business		X			
Business Administration	Business	X				
Business Entrepreneurship**	Business	X				
Business Workforce Proficiency**	Business					X§
Chemistry	Chemistry		X			
Chemistry Education	Chemistry	X				
Cisco Network Associate**	Computer Networking Technology					X
Cisco Network Professional**	Computer Networking Technology					X
Computer Applications Software (Microcomputers)	Computer Information Systems					X
Computer Desktop OS Security**	Computer Networking Technology					X§
Computer Forensics Examiner**	Computer Networking Technology					X§
Computer Information Systems**	Computer Information Systems	X				
Computer Network Administration (Microsoft)**	Computer Networking Technology					X§
Computer Network Technician**	Computer Networking Technology					X§
Computer Programming	Computer Science		X			X
Computer Programming for the Web	Computer Science		X			X
Computer Science	Computer Science		X			
ECD Associate Teacher Certificate**	Early Childhood Development					X
ECD Development Basic Teacher Certificate**	Early Childhood Development					X
ECD Early Childhood Development**	Early Childhood Development	X				
ECD Early Childhood Education	Early Childhood Development				X	
ECD Early Childhood Intervention	Early Childhood Development	X				
ECD Early Childhood Intervention Assistant**	Early Childhood Development					X
ECD Family Childcare**	Early Childhood Development					X
Electronics Telecommunications Systems**	Electronics		X			X
Emergency Medical Services – EMT Paramedic	Emergency Medical Services		X			X
Emerging Technologies**	Computer Networking Technology		X			X§
Engineering*	Engineering					
English	English	X				
Enology (Viticulture)	Viticulture and Winery Technology		X			X
Environmental Science	Environmental Science					
Environmental Studies	Environmental Studies	X				
Fire Service Technology**	Fire Science Technology		X			X

¹ **KEY**

* Transfer Preparation Programs designed for transfer, and do not confer a degree.

** Occupational Programs designed for direct job entry; however, courses in these programs may be transferable to 4-year institutions. Students should consult a counselor for information.

‡ Approval by State Chancellor's Office is pending.

Career Certificate:

§ These certificates are not transcribed. This group of courses provides industry based professional development. Individual courses will appear on transcript. See a counselor for further information.

Transfer, Degree and Certificate Programs¹

Name	Discipline	AA	AS	AA-T	AS-T	CERT
Geology‡	Geology				X	
Health and Human Services	Psychology-Counseling					X
Horticulture**	Horticulture		X			X
Humanities (general)	Humanities	X				
Interior Design**	Interior Design		X			X
International Studies	International Studies	X				
Kinesiology‡	Kinesiology			X		
Liberal Arts and Sciences	Liberal Arts & Sciences	X				
Marketing**	Marketing	X				X
Mass Communication: Journalism**	Mass Communications				X	X
Mathematics	Mathematics				X	
Music	Music	X				
Network Security and Administration**	Computer Networking Technology		X			
Network and Wireless Security**	Computer Networking Technology					X§
Occupational Safety and Health**	Occupational Safety and Health		X			X
Photography	Photography					X§
Physical Education	Kinesiology	X				
Physical Education, Coaching	Kinesiology					X§
Physical Education, Sports Medicine	Kinesiology					X§
Physics	Physics		X			
Project Management	Computer Information Systems					X
Psychology	Psychology			X		
Retail Management**	Business					X
Retailing**	Marketing					X
Social Science (general)	Social Science	X				
Sociology	Sociology			X		
Speech	Speech	X				
Surgical Technology**	Surgical Technology		X			X
Supervisory Management**	Business					X
TCP/IP Network Analysis**	Computer Networking Technology					X§
Teaching Beginning Piano	Music					X
Teaching Intermediate Piano**	Music					X
Theater Arts	Theater Arts	X				
Transfer to CSU—CSU GE Breadth	Transfer					X
Transfer to CSU or UC—IGETC	Transfer					X
Visual Communications**	Visual Communications	X				
Viticulture	Viticulture and Winery Technology		X			X
Web Development	Computer Information Systems					X
Welding Technology**	Welding Technology		X			X

KEY TO COURSE INFORMATION

Course Scheduling

Information regarding the days, hours, instructors, and rooms in which classes will be held in each semester and summer session is contained in the Class Schedule, available in the Bookstore prior to the start of each semester and summer session, and on CLASS Web, accessible at www.laspositascollege.edu.

Registration

To receive credit, students must register in a course within the officially designated time. Auditing of specific classes is not allowed (see the section on "Registration Policies" in this Catalog).

Semester Units

All courses in this Catalog are described in semester units.

Prerequisites

Many courses offered by the College require the completion of prerequisite courses. Students are advised to consult the course descriptions found in this Catalog for the identification of the prerequisites for a course. Courses with prerequisites are also designated in the current Class Schedule. See the section on "Prerequisites" in this Catalog for prerequisite definitions and additional information.

Numbering System

Courses numbered 1-99 are generally transferable. Courses numbered 100-149 are basic skills courses and are not for AA Degree, AS Degree or transfer credit. Courses numbered 150-199 (Continuing Education) may be applied for graduation credit (limit 6 units).

- 9 Colloquia
- 29 Independent Study (Transfer)
- 49 Contemporary Studies
- 99 Special Studies
- 100-149 Basic Skills*
- 150-199 Continuing Education Studies
- 200-299 Community Interest Studies (Non-Credit)

**Students may not receive more than 30 semester units for pre-collegiate basic skills courses. English as a Second Language and learning disabled students are exempt.*

Course Notation

The courses in this Catalog have been annotated with the abbreviations used on the College transcript, e.g., Administration of Justice (AJ).

Course Description Annotations

The courses in this Catalog have been annotated with codes to identify:

- Grading Option
- Transfer status to baccalaureate-degree institutions;

The following information explains how to interpret these codes.

The grading option for a course is indicated as follows:

- OP May be taken for a letter grade or pass/no pass
- GR Must be taken for a letter grade only
- P/NP Must be taken for pass/no pass only

Transfer credit is indicated as follows:

- UC University of California
- CSU California State University

University of California Transfer Limitations

Refer to www.assist.org for the most current limitations on UC transfer credit. See also individual courses in this Catalog or consult a counselor.

AJ 56 FUNDAMENTALS OF CRIME AND DELINQUENCY 2 UNITS

Survey of the sociological and psychological theories pertaining to the causation of crime and delinquency. Includes ethnic considerations and their relationships. 2 hours lecture. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

AJ 59 CHILD ABUSE IN THE COMMUNITY 2 UNITS

Dynamics of the battered child syndrome. Focus on the abusive caretaker, patterns of abuse, and means necessary for effective intervention and treatment including effective legal and social action to control child abuse in the community. 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 60 CRIMINAL LAW 3 UNITS

Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice; frequently used Penal Code and other code sections; case law, methodology, and concepts of law as a social force. 3 hours lecture. Transfer: CSU, UC; CSU GE: D8.
Degree Applicable, Credit Grading Option: GR

AJ 61 EVIDENCE 3 UNITS

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

AJ 62 THE JUSTICE SYSTEM 3 UNITS

Roles and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. Past, present and future exposure to each sub-system; procedures from initial entry to final disposition and the relationship each segment maintains with its system members. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

AJ 63 CRIMINAL INVESTIGATION 3 UNITS

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation of specific crimes. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

AJ 64 PATROL PROCEDURES 3 UNITS

Responsibilities, techniques of observation, community relations and methods of police patrol. Emphasis on legal and practical aspects. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

AJ 65 TRAFFIC RULES AND INVESTIGATION 3 UNITS

Traffic law enforcement, regulation and control; fundamentals of traffic accident investigation; California Vehicle Code. Prerequisite: Administration of Justice 61 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

AJ 66 JUVENILE PROCEDURES 2 UNITS

Organization, functions and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 68 POLICE ETHICS AND LEADERSHIP 3 UNITS

This course will explore the ethical, legal and moral complexities of law enforcement in a democracy. From the initial application process and background investigation of a potential law enforcement recruit, to the working law enforcement officer, the course will examine society's need for ethical behavior and leadership by law enforcement agencies and the personal commitment to ethical behavior and ethical leadership by individual law enforcement officers, both on the job and in their private lives. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 69 SEX CRIME INVESTIGATION 3 UNITS

Sexual assault investigations; human behavior in relation to sexual attitudes and behavior; sexual assault laws and investigations; interview and interrogation techniques; court preparation and trial phase; sex crime prevention. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 70 COMMUNITY RELATIONS 3 UNITS

Roles of the Administration of Justice practitioners and their agencies. Interrelationships and role expectations among various agencies and the public. Emphasis on the professional image of the system of Justice Administration and development of positive relationships between members of the system and the public. 3 hours lecture. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: GR

AJ 71 NARCOTICS AND DRUG ENFORCEMENT 3 UNITS

Local, state, and federal narcotics problems and laws; application of investigative procedures and the work and method of special narcotics units; method of locating and apprehending violators; the use of informants and undercover persons. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 73 OFFICER SURVIVAL 1 UNIT

Techniques for defensive officer survival; assaults against police and related incidents; training in techniques of survival. 1 hour lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

AJ 74 GANGS AND DRUGS 3 UNITS
Definition of a gang and gang activity. Historical, cultural and ethnic/racial aspects. Interrelationships among local, national, and international gangs, including prison gangs. Gang activity in relation to drug trafficking. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 75 SECURITY FIREARMS QUALIFICATION 0.5 UNITS
Moral, legal aspects, civil and criminal liability of firearm use on the job. Emphasis on effective use of the firearm includes minimal qualification of actual firing on the range. 14 total hours. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

AJ 76 BATON TRAINING FOR SECURITY GUARDS 0.5 UNITS
Legal uses of the baton, emphasis on appropriate and legal use of the baton. Exercising self-discipline in the use of the baton. Includes training and demonstration of techniques. 12 total hours. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

AJ 77 POWERS TO ARREST 0.5 UNITS
Legal authority in powers to arrest; differences between detention and arrest. Designed for Security Guards to meet the California State law requirements. 9 total hours. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

AJ 79 HOMICIDE INVESTIGATION 3 UNITS
Process of analysis of all aspects of the death case in order to arrive at the true cause and manner of the death, whether it is murder, suicide, accidental or natural. Emphasis on importance of the death scene related to investigation of cause. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AJ 89 FAMILY VIOLENCE 2 UNITS
Origins of violence in the family from the administration of justice perspective. Specific types of violent interactions and abuse among family members. Emphasis on techniques for use by peace officers to intervene effectively. 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

AJ 90 RESERVE MODULE A: ARREST AND CONTROL 4 UNITS
Ethical considerations concerning arrest; laws of arrest; search and seizure; methods of arrest; investigation and communications; law enforcement ethics. Designed to satisfy the 1993 revised requirements of Penal Code 832. 4 hours lecture.
Degree Applicable, Credit Grading Option: P/N

AJ 91 RESERVE MODULE A: FIREARMS 2 UNITS
Ethical considerations concerning the use of firearms. Firearms safety. Techniques of shooting and range qualification. Prerequisite: Administration of Justice 90 (completed with a grade of "C" or higher). 2 hours lecture.
Degree Applicable, Credit Grading Option: P/N

AJ 92 RESERVE MODULE B, PART I: ROLE OF THE BACKUP OFFICER 3 UNITS
Elements involved in backing up another officer; professional orientation; communications; criminal law; traffic stops; custody issues; patrol. Designed to meet part of Module B for the Level II Reserve Peace Officer. Certified by the California Commission on Peace Officer Standards and Training. 2 hours lecture, 3 hours laboratory.
Degree Applicable, Credit Grading Option: GR

AJ 93 RESERVE MODULE B, PART II: ROLE OF THE BACKUP OFFICER 4 UNITS
Elements involved in backing up another officer; vehicle operations; First Aid/CPR; force and weaponry and remediation of skills. Designed to meet part of Module B for the Level II Reserve Peace Officer. Certified by the California Commission on Peace Officer Standards and Training. 2 hours lecture, 6 hours laboratory.
Degree Applicable, Credit Grading Option: GR

AJ 94 RESERVE MODULE C 5 UNITS
Professional orientation; police community relations; patrol procedures; domestic violence; laws of evidence; traffic issues; criminal investigation. Designed to meet the legal requirements for Module C for Level I Reserve Peace Officer. Certified by the California Commission on Peace Office Standards and Training. Prerequisite: Administration of Justice 93 completed with a grade of "C" or higher). 5 hours lecture.
Degree Applicable, Credit Grading Option: GR

ADMINISTRATION OF JUSTICE LAW ENFORCEMENT ACADEMY

The following courses are offered by the Alameda County Regional Training Center in conjunction with the Las Positas College Administration of Justice Program.

BASIC ACADEMY COURSE

AJ 9997 LAW ENFORCEMENT ACADEMY 19.25 UNITS
Basic concepts of law enforcement, covering investigation, procedures, records, laws, tactics, firearms and public and human relations. The Law Enforcement Academy is certified by the Commission of Peace Officer Standards and Training (POST). Prerequisites: Administration of Justice 50, 60, 61, 62 and 70 and the student must be able to pass the minimum requirements for peace officer hiring as listed under California Government Code 1029 et al., or employment as a peace officer. 1.056 total hours. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

Students may initiate the application process by contacting Captain Howard Jacobson at 925-551-6972 or email at hjacobson@acgov.org.

The mailing address is Alameda County Sheriff's Department, Regional Training Center, 6289 Madigan Road, Dublin, California 94568. The fax number is 925-551-6985.

PEACE OFFICER STANDARDS AND TRAINING (POST) ACADEMY COURSES

Eligibility for these courses requires the student to be a currently serving peace officer in the State of California or have been hired by the Alameda County Regional Training Center (ACSO) for the Sheriff's Technician's Academy.

AJ 9964 [99.64] POST CONTINUING PROFESSIONAL TRAINING 1 UNIT

This course is designed for the continuing professional training of California Peace Officers as required by state law and the Commission on Peace Officer Standards and Training (POST). This course partially fulfills the state-mandated 24 hour biannual minimum training requirements. Students must have successfully completed a California POST academy or the equivalent and be currently serving as an active duty California peace officer. One hour lecture. Transfer: CSU
Degree Applicable

AJ 9954	WEAPONLESS DEFENSE INSTRUCTOR COURSE	2 UNITS
AJ 9955	OFFICER SAFETY: FIELD TACTICS FOR UNIFORM ASSIGNMENTS	1 UNIT
AJ 9956	IMPACT WEAPONS INSTRUCTOR UPDATE	0.75 UNIT
AJ 9957	BASIC S.W.A.T.	1 UNIT
AJ 9959	SURVIVAL SHOOTING INSTRUCTOR COURSE	1 UNIT
AJ 9960	OFFICER SAFETY: FIELD TACTICS FOR PLAINCLOTHES ASSIGNMENTS	1 UNIT
AJ 9961	OFFICER SAFETY: FIELD TACTICS FOR UNIFORM ASSIGNMENTS	1 UNIT
AJ 9962	WEAPONLESS DEFENSE: INSTRUCTOR UPDATE	0.75 UNIT
AJ 9964	POST CONTINUING PROFESSIONAL TRAINING	1 UNIT
AJ 9965	INTERNAL AFFAIRS INVESTIGATION	1.5 UNITS
AJ 9966	BASIC DEFENSE TACTICS	2 UNITS
AJ 9967	S.W.A.T. LEADERSHIP	1 UNIT
AJ 9968	ENHANCED BASIC S.W.A.T.	2 UNITS
AJ 9969	FIREARMS INSTRUCTOR	2 UNITS
AJ 9971	DYNAMIC CLEARING TACTICS	2 UNITS
AJ 9972	DELIBERATE CLEARING TACTICS	2 UNITS
AJ 9973	S.W.A.T. TEAM LEADER	1 UNIT
AJ 9974	TECHNIQUES OF TEACHING	1 UNIT
AJ 9976	CANINE HANDLING	1 UNIT
AJ 9977	INSTRUCTOR DEVELOPMENT	1 UNIT
AJ 9978	TACTICAL BREACHING	2 UNITS
AJ 9979	BASIC POLICE CYCLIST	1 UNIT
AJ 9980	BASIC SNIPER/OBSERVER	1 UNIT
AJ 9981	GROUND CONTROL WEAPONLESS INSTRUCTORS COURSE	1.5 UNITS
AJ 9982	PATROL RIFLE INSTRUCTOR	1.5 UNITS
AJ 9983	ADVANCED SNIPER/OBSERVER	0.5 UNIT
AJ 9984	FIREARMS INSTRUCTOR UPDATE	1 UNIT
AJ 9987	BASIC S.W.A.T.	2 UNITS
AJ 9988	DYNAMIC CLEARING TACTICS	0.75 UNIT
AJ 9989	OFFICER SAFETY: FIELD TACTICS FOR PLAINCLOTHES ASSIGNMENTS	0.5 UNIT
AJ 9990	TACTICAL SHOTGUN OPERATOR	0.5 UNIT
AJ 9991	SUBMACHINE GUN OPERATOR	1 UNIT

AJ 9992	IMPACT WEAPON INSTRUCTOR	2 UNIT
AJ 9994	TACTICAL SHOTGUN INSTRUCTOR	1.5 UNITS
AJ 9995	PATROL RIFLE/CARBINE OPERATOR	0.75 UNIT
AJ 9996	SUBMACHINE GUN INSTRUCTOR	1 UNIT
AJ 9998	POST BASIC SUPERVISORY	4 UNITS

For a complete description of these courses, see website:
<http://www.laspositascollege.edu/courseOutlines/AJ/index.php> or
contact: 925.424.1197

ADMINISTRATIVE MEDICAL ASSISTANT

About the Program

The Administrative Medical Assistant Certificate Program provides students with the required knowledge to work in healthcare providers offices such as physicians' offices, ancillary healthcare providers such as physical therapy, laboratory, radiology, and a wide variety of other supportive healthcare agencies. Courses in this comprehensive program provide a broad foundation of computer skills, healthcare terminology, and medical office skills designed to acquaint students with the roles and responsibilities related to the healthcare field, medical office procedures, healthcare finance and insurance issues, and actual practice in the healthcare arena.

Certificate of Achievement

HCSI 55 (Orientation to Health Care)	2
CIS 8 (Essential Computing Skills)	2
BIOL 50 (Anatomy and Physiology)	4
BUSN 43 (Professional Communication) or CIS 43 (Professional/Communication).....	4
EMS 61 (Emergency Medical Responder)	3
CIS 75 (Office Technology/Communications)	1
HCSI 52 (Basic Medical Terminology for Allied Health or HCSI 51A (Basic Medical Terminology).....	3-4
BUSN 77 (Financial and Ins. Procedures for Medical Offices)	3
CIS 79 (Medical Office Procedures)	3
BUSN 96 (Business Work Experience Seminar) or INTN 1 (Internship Seminar).....	1
and BUSN 95 (Business Work Experience) or INTN 2 (Internship Field Placement)	1-3
Total units required.....	27-30

AMERICAN SIGN LANGUAGE

About the Program

The American Sign Language (ASL) program provides an introduction to the language of the Deaf, the Deaf Community, and Deaf Culture. The ASL classes emphasize conversational skills in functional situations and provide students an opportunity to explore, in a relaxed atmosphere, the language and culture of deafness.

American Sign Language Courses (ASL)

ASL 1A AMERICAN SIGN LANGUAGE I 3 UNITS

Introduction to American Sign Language (ASL), including expressive and receptive skills, the manual alphabet, facial expression, and body gestures. Emphasis on conversational skills in functional situations, knowledge of Deaf culture and the Deaf community. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A
Degree Applicable, Credit Grading Option: GR

ASL 1B AMERICAN SIGN LANGUAGE II 3 UNITS

Continued development of American Sign Language (ASL) receptive/expressive skills and knowledge learned in American Sign Language 1A. Emphasis on conversational skills in functional situations, continued vocabulary and sentence structure expansion, and knowledge of Deaf culture and the Deaf community. Prerequisite: American Sign Language 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A
Degree Applicable, Credit Grading Option: GR

ASL 2A AMERICAN SIGN LANGUAGE III 3 UNITS

Further development of American Sign Language (ASL) receptive/expressive skills and knowledge learned in American Sign Language 1B. Emphasis on conversational skills in functional situations, continued vocabulary expansion and knowledge of Deaf culture and the Deaf community. Prerequisite: American Sign Language 1B (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B and 6A
Degree Applicable, Credit Grading Option: GR

ASL 2B AMERICAN SIGN LANGUAGE IV 3 UNITS

Further development of American Sign Language (ASL) receptive/expressive skills and knowledge learned in American Sign Language 2A. Emphasis on conversational skills in functional situations, continued expansion of vocabulary and knowledge of Deaf culture and the Deaf community. Prerequisite: American Sign Language 2A (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B and 6A
Degree Applicable, Credit Grading Option: GR

ANATOMY

Anatomy 1 is one of many courses offered by the Biology Department. It fulfills various degree, certificate, transfer, and/or career requirements. For more details about how Anatomy 1 fits into different pathways, please see "Biology" in the Catalog.

Anatomy Courses (ANAT)

ANAT 1 GENERAL HUMAN ANATOMY 5 UNITS

Structure and function of the human body with emphasis on microscopic, gross, and developmental anatomy. Microscopic examination of normal and pathological tissues, and dissection, supplemented by use of charts, models, and computer assisted instruction. Prerequisite: Biology 31 (completed with a grade of "C" or higher). Strongly recommended: Eligibility for English 1A. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B2 & B3; IGETC: 5B & 5C. *Combined with BIOL 50 & PHSI 1: max credit, 2 courses.
Degree Applicable, Credit Grading Option: GR

ANTHROPOLOGY

About the Program

Anthropology studies human beings from a holistic and cross-cultural perspective. Encompassing every aspect of human existence, the subject matter of anthropology is traditionally divided into four fields: physical or biological anthropology, social or cultural anthropology, linguistics, and archaeology. A comparative science, its concerns include human genetic, cultural, and linguistic variation. Anthropologists uncover the prehistory of humanity as they help us to understand the problems of today. They are advocates of multiculturalism because they appreciate cultural diversity, an attribute that prepares them well for navigating the complexities of the 21st century world.

Career Opportunities

As modern technology and business practices dissolve borders across the globe, the demand for anthropologists grows. Anthropologists inform public policy, manage development projects and work in the Foreign Service. They carry out market research, conduct public relations and become journalists, urban planners, medical researchers and park rangers. Anthropologists reveal the story of the past through genetic and archaeological research; they also use forensic science to determine the truths of today. Their skill set is applicable across a diverse set of research, development and policy-making opportunities throughout the corporate, non-profit, government and military sectors.

Transferability

Las Positas College offers classes in the four sub-fields of anthropology to prepare students for third year entry into BA and BS programs. All courses articulate as lower-division units to CSU and UC. Some variation in requirements exists; therefore, it is essential that the student refer to the catalog of the prospective transfer institution and consult an academic counselor while preparing for transfer.

Anthropology Courses (ANTR)

ANTR 1 BIOLOGICAL/PHYSICAL ANTHROPOLOGY 3 UNITS

Humans as a biological species through an examination of the fossil evidence for human evolution, behavior of nonhuman primates, and human evolutionary biology and genetics. Emphasis on uniquely

ART

ART (ARTS)

ART HISTORY (ARHS)

DEGREE

About the Program

Students who elect to major in the field of art have a variety of opportunities open to them. Choices include careers in teaching, art criticism, or work as practicing artists in painting and drawing.

See also: **Photography, Visual Communications**

Degrees/Certificates

- Degree:
 - AA – Art (Emphasis in Painting)

Career Opportunities

The Art (Painting) major offered by Las Positas College provides a secure foundation for the student. Courses in the Art department are designed to fulfill the needs of Art majors, as well as those whose interest is avocational or recreational.

Transferability

This program fulfills typical lower-division requirements at four-year transfer institutions. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor.

AA – Art – Emphasis in Painting

FRESHMAN YEAR

ARTS 2A (Introduction to Drawing).....	3
ARTS 2B (Drawing and Composition).....	3
ARTS 12A (Oil/Acrylic Painting- Beginning I).....	3
ARTS 12B (Oil/Acrylic Painting- Beginning II).....	3
ARTS 3A (Figure and Composition I).....	3
ARHS 1 (Introduction to Art).....	3
General Education Courses	

SOPHOMORE YEAR

ARHS 4 (Art History: Ancient).....	3
ARHS 5 (Art History: Renaissance to Modern).....	3
ARTS 12C (Oil/Acrylic Painting- Advanced I).....	3
ARTS 12D (Oil/Acrylic Painting- Advanced II).....	3
ARTS 3B (Figure and Composition II).....	3
ARTS 23 (2D Design).....	3
ARTS 7A (Introduction to Watercolor Painting).....	3
ARTS 24 (3D Design).....	3
General Education Courses	

Total units required 60

Arts Courses (ARTS)

ARTS 2A INTRODUCTION TO DRAWING 3 UNITS
 Skills development in light and shade composition, perspective, and other basics. The use of pencil, charcoal, and/or ink. 2 hours lecture, 4 hours studio. AA/AS GE. Transfer: CSU, UC; CSU GE: C1
 Degree Applicable, Credit Grading Option: OP

ARTS 2B DRAWING AND COMPOSITION 3 UNITS
 Development of knowledge and skills introduced in ARTS 2A, emphasizing media and composition and introducing the use of color. Prerequisite: ARTS 2A (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

ARTS 3A FIGURE AND COMPOSITION I 3 UNITS
 Skill development drawing the figure with charcoal, conte or pastel, pencil, and ink with emphasis on composition. Strongly recommended: ARTS 2A. 2 hours lecture, 4 hours studio. AA/AS GE. Transfer: CSU, UC; CSU GE: C1
 Degree Applicable, Credit Grading Option: OP

ARTS 3B FIGURE AND COMPOSITION II 3 UNITS
 Development of knowledge and skills introduced in ARTS 3A, emphasis on composition and color. Prerequisite: ARTS 3A (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

ARTS 3C FIGURE AND COMPOSITION III 3 UNITS
 Development of knowledge and skills introduced in ARTS 3B, emphasis on composition and color. Prerequisite: ARTS 3B (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

ARTS 3D FIGURE AND COMPOSITION IV 3 UNITS
 Development of knowledge and skills introduced in ARTS 3C. Drawing the figure with charcoal, conte, graphite, ink, watercolor, pastels, tempera and oils with emphasis on composition and color. Prerequisite: ARTS 3C (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

ARTS 7A INTRODUCTION TO WATERCOLOR PAINTING 3 UNITS
 Materials, methods, and techniques of transparent watercolor painting, including its effects and possibilities. Strongly recommended: ARTS 2A and ARTS 2B. 2 hours lecture, 4 hours studio. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

ARTS 7B WATERCOLOR PAINTING 3 UNITS
 Development of knowledge and skills introduced in ARTS 7A. Emphasis on experimenting with the watercolor medium leading to development of individual methods of expression. Prerequisite: ARTS 7A (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

ARHS 4 ART HISTORY: ANCIENT 3 UNITS
History of Western art from prehistoric times through Egyptian, Mesopotamian, Aegean, Greek, Etruscan, Roman, Early Christian, Byzantine, Medieval, Romanesque, and Gothic civilizations. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit Grading Option: OP

ARHS 5 ART HISTORY: RENAISSANCE TO MODERN 3 UNITS
History of Western art from Early Renaissance, High Renaissance, Mannerism, Baroque, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, 20th Century developments of American art. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit Grading Option: OP

ARHS 6 MUSEUM AND GALLERY TECHNIQUES 3 UNITS
An examination of the methodology and technique of displaying visual art within a museum/gallery space. Opportunities to meet artists from the Bay Area and beyond, learn the meaning behind their artwork, and gain hands-on practice in a range of activities covering the presentation, handling, and security of original artwork in the LPC Center for the Arts Gallery. 2 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

ASTRONOMY

About the Program

The Astronomy program offers introductory courses for students wishing to satisfy the Natural Sciences requirement for an Associate degree and/or transfer to a four year institution. Course offerings include two separate lecture classes. One is on the origin, evolution, and composition of the solar system, with special emphasis on the earth in relation to other celestial bodies. The other class centers on Stars, Galaxies, and Cosmology, focusing on the relationship of the Solar System to the grand scale of the Universe. The history of Astronomy, astronomical tools and technology, and the search for extrasolar planets and life beyond the Earth are also part of the astronomy curriculum. A laboratory course familiarizing students with the night sky, use of telescopes, digital imaging, and spectroscopy is also offered.

Career Opportunities

Teaching, Research, Public Outreach, Industrial Technology, Energy, Environmental Science, Consulting, Remote Sensing.

Transferability

All astronomy lecture courses are fully transferable to four-year universities and meet physical and natural science requirements. In addition, a 1-unit laboratory course meets the physical science laboratory requirement for both transfer and the Associate degree at Las Positas College.

Astronomy Courses (ASTR)

ASTR 1 PRINCIPLES OF ASTRONOMY AND ASTROPHYSICS 3 UNITS
Includes planets, their motions, the sun and stars, stellar structure and evolution, black holes, galaxies, and cosmology. A companion science laboratory, Astronomy 30 is available. Strongly recommended: Mathematics 36 or Mathematics 38 and Physics 2A, 8A or 10. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A.
Degree Applicable, Credit Grading Option: OP

ASTR 10 INTRODUCTION TO ASTRONOMY: THE SOLAR SYSTEM 3 UNITS
Introduction to history and physical principles of astronomy, focusing on our Solar System. Includes view of heavens, historical development of scientific models of the sky, telescopes, formation and evolution of the solar system, and the possibilities for life in space. Designed for non-majors in mathematics or physical science. A companion science laboratory, Astronomy 30, is also available. 3 hours lecture. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1; IGETC: 5A. *No UC credit for ASTR 10 or 20 if taken after ASTR 1.
Degree Applicable, Credit Grading Option: OP

ASTR 20 INTRODUCTION TO ASTRONOMY: STARS AND THE UNIVERSE 3 UNITS
Introduction to the study of stars, galaxies, and cosmology. Includes the nature of light, telescopes, spectroscopy, stellar formation and evolution, galaxies, quasars, and cosmology. Designed for non-majors in mathematics or a physical science. A companion science laboratory, Astronomy 30, is also available. 3 hours lecture. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1; IGETC: 5A. *No UC credit for ASTR 10 or 20 if taken after ASTR 1.
Degree Applicable, Credit Grading Option: OP

ASTR 30 INTRODUCTION TO ASTRONOMY LABORATORY 1 UNIT
Introduction to laboratory principles and techniques in astronomy. Includes telescope operation and measuring stellar magnitudes, spectral lines, motions of the sun, moon and planets. Prerequisite: Astronomy 1, 10, or 20 (May be taken concurrently). 2-3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C
Degree Applicable, Credit Grading Option: OP

AUTOMOTIVE TECHNOLOGY

DEGREE CERTIFICATE

About the Program

Automotive technicians are in high demand in California and throughout the U.S., but there is a lack of trained professionals to meet this demand. This shortage of well-trained technicians has been caused by advances in computerized engine controls, evolving emissions regulations, and development of alternative technologies driven by the ever-escalating cost of fuel. The Las Positas College Automotive Technology program can provide the skills necessary to qualify as trained entry-level technicians, as well as for career

advancement. Students work side by side and hands-on with industry professionals in a fully equipped and up-to-date facility.

Degrees/Certificates

- Degrees:
 - AS – Automotive Electronics Technology
- Certificates:
 - Automotive Service Technician
 - Automotive Technician
- Career Certificate:
 - California Smog Program

Career Opportunities

Las Positas College offers both the Associate degree and Certificate programs designed for direct job entry, which will give the student a thorough and complete knowledge of the basics of the modern automobile. These programs are for technical career majors. The Las Positas College Automotive program also provides training and services in a variety of programs in addition to regular classes: industry-standard training for General Motors, AC Delco and other manufacturers; Automotive Apprenticeship; Smog Certification; Alternative Fuels; State of California Bureau of Automotive Repair Smog Inspection Referee Program. These additional programs provide our students with numerous opportunities for industry exposure. Career opportunities include Teaching, Automotive Technician, Automotive Parts Personnel.

Transferability

While units in this program are transferable to many institutions, students should consult a counselor for information. Students desiring to complete the Associate in Science degree in Automotive Technology within a two-year time-frame should plan ahead because not all classes are offered every semester.

AS - Automotive Electronics Technology

FRESHMAN YEAR

AUTO 55 (Automotive Service).....	3.5
AUTO 61A (Fuel Induction, Emission and Computer Control Systems I).....	4
AUTO 61B (Fuel Induction, Emission and Computer Control Systems II).....	4
AUTO 60A (Automotive Electrics/Electronics I).....	4
AUTO 60B (Automotive Electrics/Electronics II).....	4
AUTO 62 (Automotive Air Conditioning, Cooling and Heating Systems).....	3
General Education Courses§	

SOPHOMORE YEAR

AUTO 67A (Advanced Diagnosis and Troubleshooting of Automotive Systems)	4
AUTO 67B (Special Advanced Diagnosis and Troubleshooting of Automotive Systems)	3
AUTO 65 (Automotive Brake and Safety)	3
AUTO 66 (Automotive Steering and Suspension Systems).....	3
General Education Courses§	

Total units required..... 60

§Program-based General Education requirement: MATH 71 (Applied Mathematics for Technicians)..... 3

Recommended Electives

WLDT 70 (Introduction to Welding)
CIS 43 (Professional Communications)
BUSN 43 (Professional Communications)
SPCH 10 (Interpersonal Communication)*

**meets a General Education requirement*

Certificate of Achievement Automotive Service Technician

AUTO 55 (Automotive Service)	3.5
AUTO 60A (Automotive Electrics/Electronics I).....	4
AUTO 60B (Automotive Electrics/Electronics II).....	4
AUTO 61A (Fuel Induction, Emission and Computer Control Systems I)	4
AUTO 61B (Fuel Induction, Emission and Computer Control Systems II)	4
AUTO 73 (Reading Automotive Service Manuals)	3

Total units required 22.5

Certificate of Achievement Automotive Technician

AUTO 55 (Automotive Service).....	3.5
AUTO 60A (Automotive Electrics/Electronics)	4
AUTO 60B (Automotive Electrics/Electronics II).....	4
AUTO 61A (Fuel Induction, Emission and Computer Control Systems I)	4
AUTO 61B (Fuel Induction, Emission and Computer Control Systems II)	4
AUTO 62 (Automotive Air Conditioning, Cooling and Heating Systems)	3
AUTO 65 (Automotive Brake and Safety Inspection)	3
AUTO 66 (Automotive Steering and Suspension Systems).....	3
AUTO 67A (Advanced Diagnosis and Troubleshooting of Automotive Systems)	4
AUTO 67B (Special Advanced Diagnosis and Troubleshooting of Automotive Systems)	4

Total units required..... 36.5

Career Certificate§ California Smog Program

AUTO 70A (Basic Clean Air Course)3.5 units
 AUTO 70B (Enhanced Clean Air Car Course).....1.5 units
 AUTO 71A (Automotive Electrical and Electronic Systems)1.5 units
 AUTO 71B (Engine Performance Systems).....1.5 units
 AUTO 71C (Advanced Engine Performance Systems)1.5 units
 AUTO 99.70 (Current Smog Update Class)0.5 units

Total units required10.0 units

§This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

AUTO 55 AUTOMOTIVE SERVICE 3.5 UNITS

Bumper to Bumper Automotive Knowledge. Starting with hazardous waste handling, tool identification, maintenance and lubrication, moving into engine mechanical, emissions controls, suspension systems, air conditioning, airbags and safety, transmissions, axles, and finishing off with the future of the automotive industry. This is an introductory class for people who want to know more about their vehicle or who are planning an automotive career. 2.5 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 56 AUTOMOTIVE LABORATORY 2 UNITS

Automotive Lab is an open laboratory class for basic and advanced automotive students. This class is for students desiring to expand their hands-on experience using their own vehicle. Instructor will provide technical and supervisory support to guide students in completion of their self-initiated projects. Service information via computer service manuals will be available for students to use for vehicle information and research. Prerequisite: Automotive Technology 55 (may be taken concurrently). 6 hours laboratory.
 Degree Applicable, Credit Grading Option: OP

AUTO 60A AUTOMOTIVE ELECTRICS/ELECTRONICS I 4 UNITS

Automotive electrical/electronic systems, including electrical circuits, ohms law, battery, starting, charging, ignition, fuel, accessories, and wiring systems. Emphasis on diagnosis of electrical troubles, assembly, and repair of components and diagnostic equipment usage. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (may be taken concurrently). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 60B AUTOMOTIVE ELECTRONICS 4 UNITS

Continuation of Automotive Technology 60A with emphasis on diagnosis and repair of electrical/electronic components including computer controlled circuits/systems using schematics, diagnostic procedures, and equipment; and repair. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 60A (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 61A AUTOMOTIVE FUEL INDUCTION, 4 UNITS EMISSION COMPUTER CONTROL SYSTEMS I

Principles of automotive fuel induction, ignition and emission control systems, including inspection, diagnosis and repair of fuel and emission control systems/components governed by federal and state laws and standards. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (may be taken concurrently). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 61B AUTOMOTIVE FUEL INDUCTION, 4 UNITS EMISSION COMPUTER CONTROL SYSTEMS II

Continuation of Automotive Technology 61A with emphasis on emission control, fuel injection and computer control systems. Includes software/hardware concepts and applications, sensors and control circuits, diagnosis and repair of systems and components. Strong 5 gas analysis will be studied. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 61A (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 62 AUTOMOTIVE AIR CONDITIONING, 3 UNITS COOLING AND HEAT SYSTEMS HVAC

Diagnosing, evaluation, testing, adjustment, and repair of heating, ventilation and air conditioning (HVAC). Includes heat and energy, psychometrics, air flow, refrigerant recycling, equipment and controls. Student will be prepared to pass a nationally recognized HVAC certificate program, required by all California HVAC repair shops. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (may be taken concurrently). 2 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 64 ALTERNATIVE FUEL SYSTEMS 4 UNITS

A study in the history, current and future of alternative fuels in the automotive industry. Emphasis in shop safety, hazardous waste handling, high voltage electrical precautions, basic engine construction of hybrids, battery storage systems, fuel storage systems, compressed natural gas, liquid propane gas, bio-diesel and hydrogen cell technology. A term paper will be required for completion of the class. Students are strongly recommended to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (May be taken concurrently). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 65 AUTOMOTIVE BRAKE AND 3 UNITS SAFETY INSPECTION

Diagnosis, evaluation, inspection, adjustment, and repair of safety equipment, braking and antilock braking systems and related devices. Class will involve California State law regarding brake and safety inspections. Includes the material on the California Brake Adjuster's Licensing Examination. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (may be taken concurrently). 2 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 66 AUTOMOTIVE STEERING AND SUSPENSION 3 UNITS
 Diagnosis, evaluation, testing, adjustment, and repair of steering and suspension systems. Includes all common automotive steering and suspension systems for both cars and trucks. Future systems will also be covered. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: Automotive Technology 55 (May be taken concurrently). 2 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 67A ADVANCED DIAGNOSIS AND TROUBLESHOOTING OF AUTOMOTIVE SYSTEMS 4 UNITS
 Continuation of Automotive Technology 60B and 61B with an emphasis on diagnosis of electronic problems including computer controlled circuits/systems using schematics, diagnostic procedures and equipment. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisites: AUTO 60B and AUTO 61B (both completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 67B SPECIAL ADVANCED DIAGNOSIS AND TROUBLESHOOTING OF AUTOMOTIVE SYSTEMS 4 UNITS
 Continuation of Automotive Technology 67A and 61B with an emphasis on diagnosis of complex electronic problems in computer controlled systems. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 67A. 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 69 AUTOMOTIVE TESTING AND DIAGNOSIS 4 UNITS
 Inspection, diagnosis and repair of connected and related components, and malfunctioning parts; replacing and adjusting components for maximum efficiency and emission standards. Students are strongly recommended to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisites: AUTO 60B and AUTO 61B (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 70A BASIC CLEAN AIR CAR COURSE 3.5 UNITS
 This course covers the basic understanding of vehicle emissions systems including their computers and how to identify and diagnose them effectively. This course will also cover advanced diagnostic and repair procedures on 2nd Generation On Board Diagnostic (OBD II) vehicles using the latest electronic interface diagnostic equipment as well as rules and regulations in the revision of the Smog Check Manual. This course is a combination of the previous Basic Clean Air Car Course, the 2003 Update Course, and the OBD II Update Course. Industry Advisory: In order to be eligible to take the State Licensing Exam at completion of the course/program, students must also have one-year trade experience in engine performance/ emissions, or 9 semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. 2.5 hours lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 70B ENHANCED CLEAN AIR CAR COURSE 1.5 UNITS
 This course covers the operating procedures of the BAR-97 dynamometer smog testing equipment and procedures as well as advanced diagnostic and repair procedures to repair vehicles that fail the loaded mode emission test. Industry Advisory: Successful completion of the Basic Clean Air Car Course is required to enroll in this class. In order to be eligible to take the State Licensing Exam at completion of the course/program, students must also have one-year trade experience in engine performance/emissions, or 9 semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. 1 hour lecture, 1.5 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 71A AUTOMOTIVE ELECTRICAL AND ELECTRONIC SYSTEMS 1.5 UNITS
 This is a Bureau of Automotive Repair approved alternative to the ASE A-6 certification required for obtaining and maintaining smog technician licenses. This course focuses on diagnosis and repair of automotive electrical and electronic systems. The course is designed to help the student understand how electricity works in today's modern automobile. Industry Advisory: Students entering the course are expected to have a firm background in automotive engine theory and operation. In order to be eligible to take the State Licensing Exam at completion of the course/program, they must also have one year trade experience in engine performance/emissions, or 9 semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. 1 hours lecture, 1.5 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 71B ENGINE PERFORMANCE SYSTEMS 1.5 UNITS
 This is a Bureau of Automotive Repair approved alternative to the ASE A-8 certification required for obtaining and maintaining smog technician licenses. This course focuses on basic engine theory and testing, smog cause and effect, fuel systems, emission control systems, computerized engine control systems, ignition systems, and diagnostics. Industry Advisory: Students entering the course are expected to have a firm background in automotive engine theory and operation. In order to be eligible to take the State Licensing Exam at completion of the course/program, they must also have one year trade experience in engine performance/emissions, or 9 semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. 1 hours lecture, 1.5 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

AUTO 71C ADVANCED ENGINE PERFORMANCE SYSTEMS 1.5 UNITS
 This is a Bureau of Automotive Repair approved alternative to the ASE L-1 certification required for obtaining and maintaining smog technician licenses. This course focuses on systematic diagnosis and repair of drivability and emissions problems. Students will gain an in-depth understanding of compression, ignition, fuel, air, and vacuum as well as a good working knowledge of diagnostic procedures involved in diagnosing and repairing computer controlled engines. Industry Advisory: Successful completion of the Basic Clean Air Car Course is required to enroll in this class. In order to be eligible to take the State Licensing Exam at completion of the course/program, students must also have one-year trade experience in engine performance/emissions, or 9 semester units (13 quarter units) in

Automotive Technology, or 180 hours at an accredited automotive school. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

AUTO 72A POWERTRAINS: ENGINES AND TRANSMISSIONS 4 UNITS

Part one of an in-depth study of engine, transmission, rear axle, front axle, and transfer cases: mechanical, measurement, and assembly. An in-depth study of the above mentioned components including theory, teardown, evaluate, qualifying, and rebuilding. This class' emphasis is on engines and transmissions. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

AUTO 72B POWERTRAINS: TRANSFER CASE, FRONT AND REAR AXLES 4 UNITS

Part two of an in-depth study of engine, transmission, rear axle, front axle, and transfer cases: mechanical, measurement, and assembly. An in-depth study of the above mentioned components including theory, teardown, qualifying, and rebuilding. Class emphasis is on rear axles, front axles and transfer cases. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

AUTO 72C POWERTRAINS: MODIFICATION FOR PERFORMANCE 4 UNITS

An in-depth study of engine and transmission modification in order to gain performance. This class will explain the differences in laws governing fifty state vehicles and those registered in California. How to gain performance legally and the penalties of breaking the law is also covered. Students will know the benefit versus cost of bolt-on performance products and major engine or transmission modification. NOTE: Some modifications are intended for off-road applications only. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

AUTO 99 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 0.3-3 UNITS

Designed to explore special interest subjects drawn from the field of Automotive Technology. Emphasis will be on topics of practical use to automotive technicians as well as for persons employed in the automotive industry. Prerequisite may vary for specific topics. 3-9 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

BIOLOGY

DEGREE

About the Program

The Biology Program provides a diverse array of options to meet the needs of our community. Program tracks are available for students seeking transfer, an AA degree, a pre-nursing and pre-dental hygiene pathway, pre-professional pathways (e.g., medicine, radiology, optometry, paramedic, veterinary), courses toward other AA/AS degrees and certificates (e.g., Horticulture, Kinesiology (Physical Education), Psychology, Viticulture/Enology), and general education courses. Biologists study the origin and evolution, development, anatomy and physiology, biochemistry and molecular biology, genetics, ecology, behavior, and other principles of plants, animals, and other living organisms. The course work and the AA degree in Biology help students understand these concepts, while the degree in Biology with the Emphasis in Allied Health provides students with the basic understanding of the physical and physiological interrelationships which exist between organs, tissues, and cells and how microorganisms can be beneficial and sometimes harmful to humans.

Degrees/Certificates

- Degrees:
 - AA – Biology
 - AA – Biology (Emphasis in Allied Health)

Career Opportunities

Various areas of specialization are available to biologists in academic and industrial research, manufacturing, teaching, health care, natural resource management, public policy, consulting, administration, and organizations such as zoos, aquaria, museums, and parks. Biologists are usually classified according to specialty, e.g., microbiologists, ecologists, physiologists, molecular biologists, biochemists, naturalists, and geneticists. Preparation for some entry-level jobs in these and other areas generally requires a bachelor's degree in biology. The AA with the Emphasis in Allied Health provides students the science background needed in preparation for entry into allied health careers, such as nursing, dental hygiene, and surgical technician programs.

Transferability

The AA Biology degree is designed to prepare students for transfer; however, completion of this AA degree also provides entry-level opportunities for laboratory technicians in industry and the academic environment. This program fulfills typical lower-division requirements at four-year transfer institutions. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

CIS 69 (Web Development: Web Design Technologies and Tools)
 CIS 89B (Desktop Publishing)
 CIS 72B (Spreadsheet Integration with Word Processing)
 MKTG 50 (Introduction to Marketing)
 BUSN 56 (Introduction to Management)

Keyboarding Competency for AA - Administrative Assistant
Students must demonstrate keyboarding speed for 60 net words per minute. Competency can be met by completing Computer Systems Information 71C with a "C" or higher or by presenting a Las Positas College Verification of Proficiency certifying 60 net words per minute in a five (5) minute timing.

AS – Business

FRESHMAN YEAR

BUSN 48 (Human Relations in the Workplace) or
 BUSN 52 (Business Communications)3
 BUSN 40 (Introduction to Business)3
 BUSN 55** (Business Mathematics).....3
 BUSN 51A (General Accounting I) or
 BUSN 1A (Financial Accounting) 3-4
 CIS 50 (Intro to Computing and Information Technology).....3
 ECON 10*** (General Economics) or
 ECON 1*** (Principles of Microeconomics)3
 Electives* 1-4
 General Education Courses§

SOPHOMORE YEAR

MKTG 50 (Introduction to Marketing)3
 BUSN 30*** (Business, Society and Ethics) or
 BUSN 20 (International Business)3
 CIS 88A (Introduction to Microsoft Word for Windows) and
 CIS 88B (Advanced Microsoft Word for Windows)3
 CIS 55 (Integrating Office Applications)4
 BUSN 18 (Business Law)4
 BUSN 53 (Business Correspondence) or
 BUSN 43 (Professional Communications) 3-4
 BUSN 95 (Business Work Experience)..... 1-3
 BUSN 96 (Business Work Experience Seminar)1
 Electives* 1-4
 General Education Courses§

Total units required60

§ Program-based General Education requirement. Speech 10 or Speech 11

*Electives

Select from the following for a minimum of 1 unit:

BUSN 60 (Consumer Finance and Ownership)
 CIS 54 (Excel: Introduction to Spreadsheets)
 CIS 71 (Computer Typing)
 CIS 72A (Data Management)
 CIS 72B (Spreadsheet Integration with Word Processing)
 CIS 75 (Office Technology/ Communications)
 BUSN 56 (Introduction to Management)
 Any Marketing Course (except MKTG 50)

** Meets Communications and Analytical Thinking requirement

***Meets Social and Behavioral Sciences requirement

AA – Business Administration (Transfer Preparation)

This degree prepares students interested in transferring to four-year institutions for continued study in business administration. The program outlined below fulfills typical lower-division requirements at four-year transfer institutions. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor.

FRESHMAN YEAR

BUSN 40 (Introduction to Business)3
 BUSN 18 (Business Law)4
 CIS 50 (Intro to Computing and Information Technology)3
 ECON 2 (Principles of Macroeconomics)3
 MATH 33 (Finite Mathematics) or
 MATH 34 (Calculus for Business and Social Sciences)3-5
 Select from the following for a minimum of 1 unit:
 CIS 71ABC (Computer Typing) or
 Library Studies 4, 5, 6, or 7 (Library Skills)5 each
 General Education Courses

SOPHOMORE YEAR

BUSN 1A (Financial Accounting)4
 ECON 1 (Principles of Microeconomics)3
 MATH 44 (Probability and Statistics) or
 MATH 41 (Statistics for Business Majors) or
 MATH 40 (Introduction to Probability and Statistics).....3-5
 BUSN 1B (Managerial Accounting)4
 General Education Courses

Total units required60

AA – Business Entrepreneurship

FRESHMAN YEAR

BUSN 48 (Human Relations in the Workplace).....3
 BUSN 40 (Introduction to Business)3
 BUSN 55** (Business Mathematics)3
 BUSN 43 (Professional Communications) or
 BUSN 53 (Business Correspondence)3-4
 BUSN 51A (General Accounting I) or
 BUSN 1A (Financial Accounting)3-4
 MKTG 50 (Introduction to Marketing).....3
 ECON 10*** (General Economics) or
 ECON 1*** (Principles of Microeconomics)3
 Recommended Electives*
 General Education Courses

SOPHOMORE YEAR

BUSN 18 (Business Law)4
 CIS 50 (Intro to Computing and Information Technology)3
 BUSN 58 (Small Business Management) or
 MKTG 60 (Retail Store Management)3

BUSN 56 (Introduction to Management).....	3
BUSN 95 (Business Work Experience).....	1-3
BUSN 96 (Business Work Experience Seminar)	1
Recommended Electives*	
General Education Courses	
Total units required	60

***Recommended Electives**

BUSN 20 (International Business)	
BUSN 30 (Business Ethics and Society)	
BUSN 52 (Business Communications)	
BUSN 60 (Consumer Finance and Ownership)	
BUSN 81 (Introduction to Investments)	
CIS 54 (Excel: Introduction to Spreadsheets)	
CIS 71 (Computer Typing)	

**Meets Communications and Analytical Thinking requirement
***Meets Social and Behavioral Sciences requirement

**Certificate of Achievement
Accounting Technician**

BUSN 40 (Introduction to Business)	3
BUSN 1A (Financial Accounting)	4
BUSN 1B (Managerial Accounting)	4
BUSN 53 (Business Correspondence)	3
BUSN 55 (Business Mathematics).....	3
CIS 54 (Excel: Introduction to Spreadsheets).....	4
CIS 73A (Ten-Key Skill Development).....	1
BUSN 61 (Introduction to QuickBooks Accounting).....	1.5
BUSN 65 (Federal Income Tax)	3
Total units required	26.5

Career Certificate - Bookkeeping§

BUSN 61 (Introduction to QuickBooks Accounting).....	1.5
BUSN 51A (General Accounting I).....	3
BUSN 55 (Business Mathematics).....	3
BUSN 63 (Payroll Accounting I).....	2
CIS 54 (Excel: Introduction to Spreadsheets).....	4
CIS 88A (Introduction to Microsoft Word for Windows)	1.5
Total units required	16

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

**Certificate of Achievement
Administrative Assistant**

CIS 73A (Ten-Key Skill Development).....	1
CIS 72A (Records and Data Management).....	1
CIS 72B (Spreadsheet Integration with Word Processing).....	1
CIS 75 (Office Technology/Communications)	1
BUSN 74 (Office Procedures)	3
CIS 43 (Professional Communications) or BUSN 43 (Professional Communications).....	4
CIS 50 (Intro to Computing and Information Technology).....	3
CIS 88A (Introduction to Microsoft Word for Windows) and CIS 88B (Advanced Microsoft Word for Windows).....	3
CIS 89A (Desktop Presentation).....	1

BUSN 51A (General Accounting I)	3
CIS 55 (Integrating Office Applications for Personal Computers) or CIS 54 (Excel: Intro to Spreadsheets).....	4
BUSN 40 (Introduction to Business)	3
BUSN 48 (Human Relations in the Workplace)	3
Total units required	31

**NOTE: Keyboarding Competency for:
Certificate of Achievement - Administrative Assistant**

Students must demonstrate keyboarding speed of 40 net words per minutes. Competency can be met by completing Computer Information Systems 71C with a "C" or better or by presenting a Las Positas College Verification of Proficiency certifying 40 net words per minutes in a five (5) minute timing.

**Certificate of Achievement
Business Entrepreneurship**

CIS 50 (Intro to Computing and Information Technology)	3
BUSN 53 (Business Correspondence)	3
BUSN 55 (Business Mathematics)	3
MKTG 50 (Introduction to Marketing).....	3
BUSN 18 (Business Law)	4
BUSN 40 (Introduction to Business)	3
BUSN 51A (General Accounting I) or BUSN 1A (Financial Accounting).....	3-4
BUSN 58 (Small Business Management) or MKTG 60 (Retail Store Management)	3
BUSN 56 (Introductions to Management) or BUSN 48 (Human Relations in the Workplace).....	3
Total units required	28-29

**Career Certificate
Business Workforce Proficiency§**

BUSN 82.2 (Success Strategies) or PSCN 15 (College Study Skills)	2
BUSN 48 (Human Relations in the Workplace)	3
CIS 43 (Professional Communications) or BUSN 43 (Professional Communications).....	4
BUSN 74 (Office Procedures).....	3
BUSN 40 (Introduction to Business)	3
BUSN 91 (Workforce Development Seminar)	1
BUSN 92 (Workforce Development Laboratory)	1
One Elective Unit*	1
Total units required:.....	18

***Electives**

Select from the following for a total of 1 unit:

CIS 72A (Data Management)	
CIS 72B (Spreadsheet Integration with Word Processing)	
CIS 73A (Ten-Key Skill Development)	
CIS 75 (Office Technology/Communications)	
CIS 84 (Windows)	
CIS 89A (Desktop Presentation)	

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

**NOTE : Keyboarding Competency for:
Certificate of Achievement – Business Workforce Proficiency**

Students must demonstrate keyboarding speed of 40 net words per minutes. Competency can be met by completing Computer Information Systems 71C with a “C” or better or by presenting a Las Positas College Verification of Proficiency certifying 40 net words per minutes in a five (5) minute timing.

Certificate of Achievement

Retail Management

BUSN 55 (Business Mathematics).....	3
BUSN 52 (Business Communications) or SPCH 10 (Interpersonal Communication)	3
CIS 50 (Intro to Computing and Information Technology) or Three (3) units of Computer Application courses such as Word, Excel, etc	3
BUSN 53 (Business Correspondence) or ENG 1A (Critical Reading and Composition)	3
BUSN 56 (Introduction to Management).....	3
BUSN 51A (General Accounting I) or BUSN 1A (Financial Accounting)	3-4
MKTG 50 (Introduction to Marketing)	3
MKTG 60 (Retail Store Management).....	3
BUSN 48 (Human Relations in the Workplace)	3
BUSN 88 (Human Resources Management)	3
Total	30-31 units

Certificate of Achievement

Supervisory Management

BUSN 48 (Human Relations in the Workplace).....	3
BUSN 56 (Introduction to Management).....	3
BUSN 88 (Human Resources Management)	3
BUSN 30 (Business Ethics and Society)	3
BUSN 95 (Business Work Experience) and BUSN 96 (Business Work Experience Seminar)	1
Electives:*	3
Total units required	17

***Electives (Emphasis in Law or Accounting)**
Select from the following for a minimum of 3 units:

- BUSN 1A (Financial Accounting) or
- BUSN 51A (General Accounting I)
- BUSN 18 (Business Law)
- BUSN 40 (Introduction to Business)
- BUSN 43 (Professional Communications)
- BUSN 58 (Small Business Management)
- BUSN 60 (Consumer Finance and Ownership)

Business Courses (BUSN)

BUSN 1A FINANCIAL ACCOUNTING 4 UNITS

A study of accounting as an information system; examining why it’s important, and how it’s used by investors and creditors to make decisions. Includes the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements for merchandising and service companies, and

statement analysis. Also includes issues related to asset, liability and equity valuation; revenue and expense recognition, cash flow, internal controls and ethics. (Formerly known as Principles of Accounting I) 4 hours lecture, 1 hour laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

BUSN 1B MANAGERIAL ACCOUNTING 4 UNITS

A study of the use and reporting of accounting data for managerial planning, cost control, and decision making purposes. Includes broad coverage of concepts, structures, classifications, and behaviors of costs. Topics include; cost systems, job costing, process costing, activity based costing, relationship between cost, volume and profitability, relevant range, standard costing, profit planning and budgeting, static and flexible budgeting, responsibility accounting and segment reporting, absorption and variable costing and capital expenditure decisions. (Formerly known at Principles of Accounting II) Prerequisite: Business 1A (completed with a grade of “C” or higher). 4 hours lecture, 1 hour laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

BUSN 18 BUSINESS LAW 4 UNITS

A study of the legal environment of business. Covering laws and regulation affecting business decisions including legal concepts and cases in areas of employment, contracts, consumer transactions, competition, agency, business torts and crimes, and business organizations. Strongly recommended: English 1A. 4 hours lecture. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

BUSN 20 INTERNATIONAL BUSINESS 3 UNITS

Exploration of major factors involved in developing international trade. An overview of foreign market analysis, international law and ethics, financial environment, manufacturing, physical distribution, and state and federal resources available to facilitate important and exporting. Strongly recommended: Business 40 and English 1A. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

BUSN 30 BUSINESS ETHICS AND SOCIETY 3 UNITS

A survey of the past and current behavior of business in America society. Examines the ethical, political and social issues confronting organizations and the organizations’ responsibilities and obligations in responding to them. Discusses the responsibility of business toward customers, employees, stockholders, competitors, suppliers, government and the community at large. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: D7 Degree Applicable, Credit Grading Option: OP

BUSN 40 INTRODUCTION TO BUSINESS 3 UNITS

An introduction to business operations within a capitalistic, free-market economy. Provides an overview of global economic systems, business formations, business ethics and laws, general accounting practices and financing, facility location and layout, production, organizational structures and management functions. Fundamentals of risk management, marketing, human resources, and employee motivation are covered. Strongly recommended: English 1A. 3 hours lecture. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

BUSN 105B BUSINESS ARITHMETIC **2 UNITS**

Self-paced, individualized, mastery learning course covering percents, proportions, equations. Application of these arithmetic skills to common business problems such as: discounts, interest, prorating, solving for unknowns, linear equations. Prerequisite: Business 105A (completed with a grade of "C" or higher). 3 hours laboratory/lecture combination.

Nondegree Applicable, Credit Grading Option: GR

BUSN 107 BUSINESS ARITHMETIC APPLICATIONS **3 UNITS**

Application of decimals, fractions, percents, ratios, proportions and equations to common business problems including, but not limited to, bank statement reconciliation, payrolls, purchase orders, invoices, sales. 2 hours lecture, 3 hours laboratory.

Nondegree Applicable, Credit Grading Option: OP

Chemistry

DEGREE

About the Program

The Chemistry Program offers various courses that fulfill many academic requirements including general education requirement in the area of Natural Sciences; prerequisite courses for entry into allied health fields including nursing and dental hygiene; and majors courses for transfer to four-year institutions for continued study in the areas of chemistry, biology, physics, engineering, and other related fields or for pre-professional studies in medicine, dentistry, or pharmacy; or for completion of a BA Chemistry degree with a focus on Chemistry Education.

Degrees/Certificates

- Degree:
 - AS – Chemistry (Transfer Preparation)
 - AA – Chemistry Education

Career Opportunities

There are many career options for chemistry majors. The AS Chemistry degree provides entry-level opportunities as chemical or general laboratory technicians in industry and academia. Bachelor's degree opportunities include careers in technician-level research and development, energy, biotechnology, forensic science, pharmaceuticals, materials research and production, petrochemicals, food science, environmental science, businesses requiring technical management, service and sales, technical and science writing, teaching science education; and entry into professional studies in medicine, dentistry, pharmacy, and others. Students interested in becoming high school and middle school science teachers are encouraged to follow the AA – Chemistry Education pathway, which articulates directly with four-year programs in teacher preparation. Chemistry majors interested in teaching at the college level and/or pursuing research careers will continue on to pursue post-graduate degrees.

Transferability

The AS Chemistry degree fulfills the lower-division requirements recommended by the American Chemical Society for a chemistry transfer major and is typical of requirements at four-year transfer institutions. The program also satisfies lower-division requirements in chemistry for engineering and biology transfer majors or for pre-professional studies in medicine, dentistry, or pharmacy. General education requirements should be selected carefully based on the intended transfer institution, so students should also refer to the catalog of the prospective transfer institution and consult a counselor.

The AA in Chemistry Education degree fulfills the lower-division requirements for four-year BA Chemistry programs designed for future high school and middle school science teachers. The AA degree is designed to articulate directly with four-year institution teacher preparation programs with a focus on chemistry education including single subject teacher preparation in science with a concentration in chemistry. An AA in Chemistry Education would also be an appropriate transfer preparation for students considering chemistry-related interdisciplinary fields. General education requirements should be selected carefully based on the intended transfer institution, so students should also refer to the catalog of the prospective transfer institution and consult a counselor.

AS – Chemistry (Transfer Preparation)

FRESHMAN YEAR

CHEM 1A** (General College Chemistry I)	5
CHEM 1B (General College Chemistry II)	5
MATH 1* (Analytical Geometry and Calculus I)	5
MATH 2 (Analytical Geometry and Calculus II)	5
PHYS 8A (General Physics I)	5
Recommended Electives*	
General Education Courses§	

SOPHOMORE YEAR

CHEM 12A (Organic Chemistry I)	5
CHEM 12B (Organic Chemistry II)	5
MATH 3 (Multivariable Calculus)	5
PHYS 8B (General Physics II) or	
PHYS 8C (General Physics III)	5
Recommended Electives*	
General Education Courses§	

§ Program-based General Education requirement (may be taken either freshman or sophomore year) from one of the following courses:

- ECOL 10 (Humans and the Environment) or
- BIOL 31 (Introduction to College Biology) or
- CS 1 (Computing Fundamentals 1)

Total units required..... 60

*Recommended Electives:

- PHYS 8B (General Physics II) or
- PHYS 8C (General Physics III)¥
- PHYS 8D (General Physics IV)
- MATH 5 (Differential Equations with Computer Applications)
- MATH 7 (Elementary Linear Algebra with Computer Applications)
- CS 1 (Computing Fundamentals I)

* *Fulfills Communication and Analytical Thinking requirement*
 ** *Fulfills the Natural Science requirement for the AS degree.*
 ‡ *Physics 8B and Physics 8C may be used either to fulfill core requirements or recommended electives, but may not be double-counted for both areas.*

To remain in a chemistry class a student must demonstrate competency in chemistry lab safety procedures by receiving a satisfactory score on the safety quiz administered during the NGR period.

AA – CHEMISTRY EDUCATION

FRESHMAN YEAR

BIOL 31 (Introduction to College Biology)4
 CHEM 1A** (General College Chemistry I)5
 CHEM 1B (General College Chemistry II)5
 MATH 1* (Analytical Geometry and Calculus I)5
 MATH 2 (Analytical Geometry and Calculus II)5
 General Education Courses

SOPHOMORE YEAR

CHEM 12A (Organic Chemistry I)5
 CHEM 12B (Organic Chemistry II)5
 PHYS 2A (Introduction to Physics I)4
 PHYS 2B (Introduction to Physics II)4
 General Education Courses
 Total units required60

**Fulfills Communication and Analytical Thinking Requirement*
 ***Fulfills Natural Sciences requirement*

Recommended Electives are suggested for students interested in taking courses beyond unit requirement for degree

EVST 5 (Energy and Sustainability)
 GEOL 1 (Physical Geology)
 ECOL 10 (Humans and the Environment)

Chemistry Courses (CHEM)

CHEM 1A GENERAL COLLEGE CHEMISTRY I 5 UNITS

Introduction to atomic structure, bonding, stoichiometry, thermochemistry, gases, matter and energy, oxidation-reduction, chemical equations, liquids and solids, solutions, chemical energetics and equilibrium concepts. Laboratory includes both quantitative and qualitative experiments. Prerequisites: Mathematics 55 or 55B or 55Y and Chemistry 31 (all courses completed with a grade of "C" or higher). The Chemistry 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the Chemistry Placement Process. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C. *CHEM 1A and 30A combined: max UC credit; one course
 Degree Applicable, Credit Grading Option: GR

CHEM 1B GENERAL COLLEGE CHEMISTRY II 5 UNITS

Continuation of Chemistry 1A. Includes chemical energetics and equilibria, solutions and ionic equilibria, acid-base chemistry, electrochemistry, coordination chemistry, kinetics, nuclear chemistry, organic chemistry, and the chemistry of family groups of the periodic table. Laboratory emphasizes quantitative techniques, including instrumentation, and qualitative analysis. Prerequisite:

Chemistry 1A (completed with a grade of "C" or higher). 3 hours lecture, 6 hours laboratory. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C. *CHEM 1B and 30B combined: max UC credit; one course
 Degree Applicable, Credit Grading Option: GR

CHEM 12A ORGANIC CHEMISTRY I 5 UNITS

Hydrocarbons, alkyl halides, alcohols, ethers, and an introduction to aromatic hydrocarbons. Structure, bonding, stereochemistry, conformational analysis, nomenclature, and physical properties in relation to these particular groups of compounds. Emphasis on reactivity and reaction mechanisms. Laboratory work includes microscale, macroscale, spectroscopic, and chromatographic techniques. Chemistry 12A is the first semester in a year-long course in organic chemistry designed for students majoring in chemistry and related disciplines. Prerequisite: Chemistry 1B (completed with a grade of "C" or higher). 3 hours lecture, 6 hours laboratory. Transfer: CSU, UC; IGETC: 5A & 5C
 Degree Applicable, Credit Grading Option: GR

CHEM 12B ORGANIC CHEMISTRY II 5 UNITS

Continuation of Chemistry 12A with an introduction to the chemistry of aromatics, amines, enols and enolate ions, carboxylic acids, aldehydes, ketones and biochemical topics focusing on structure, synthesis and mechanisms of reaction. Laboratory work in basic techniques, synthetic methods, qualitative, spectroscopic, and chromatographic analysis techniques. Designed for students whose interests require a full year in-depth study of organic chemistry. Prerequisite: Chemistry 12A (completed with a grade of "C" or higher). 3 hours lecture, 6 hours laboratory. Transfer: CSU, UC; IGETC: 5A & 5C
 Degree Applicable, Credit Grading Option: GR

CHEM 30A INTRODUCTORY AND APPLIED CHEMISTRY I 4 UNITS

Chemistry of inorganic compounds, atomic theory, bonding, equations, gas laws, solutions, acid-base theory and oxidation-reduction. Designed to meet the requirements of certain programs in allied health and technological fields and for general education. Prerequisite: Mathematics 65 or 65B or 65Y (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C. *CHEM 1A and 30A combined: max UC credit; one course
 Degree Applicable, Credit Grading Option: GR

CHEM 30B INTRODUCTORY AND APPLIED CHEMISTRY II 4 UNITS

Continuation of Chemistry 30A with emphasis on organic and biochemical concepts related to human physiological systems. Prerequisite: Chemistry 30A (completed with a grade of "C" or better). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C. *CHEM 1B and 30B combined: max UC credit; one course
 Degree Applicable, Credit Grading Option: GR

CHEM 31 INTRODUCTION TO COLLEGE CHEMISTRY 4 UNITS

Elementary concepts of chemistry with emphasis on mathematical calculations; includes nomenclature, stoichiometry, atomic structure, gas laws, and acids and bases. Designed for majors in science and engineering. Prerequisite: Mathematics 55 or 55B or

***Programming and Web Design Options**

Select from the following for a minimum of 6 units:

- CIS 80 (Introduction to Programming: Visual Basic)
- CIS 68 (Using Visual Basic for Microsoft Office Applications)
- CIS 59A (Web Development: HTML/XHTML)
- CIS 59B (Web Development: DHTML, CSS, JavaScript)
- CIS 69 (Web Development: Web Design Technologies and Tools)
- CIS 46 (Game Programming: 2D and 3D)
- CIS 59C (JavaScript and Ajax)

Note: Other classes may be substituted to meet the Programming requirement. Please consult Discipline Coordinator, 925.424.1194

**Certificate of Achievement
Computer Applications Software
(Microcomputers)**

CIS 50 (Intro to Computing and Information Technology)	3
CIS 65 (Introduction to Desktop Operating Systems) or	
CIS 84 (Windows)	1-2
CIS 55 (Integrating Office Applications)	4
CIS 75 (Office Technology/Communications)	1
CIS 43 (Professional Communications)	4
CIS 88A (Introduction to Microsoft Word).....	1.5
CIS 88B (Advanced Microsoft Word)	1.5
CIS 89A (Desktop Presentation).....	1
CIS 89B (Desktop Publishing)	2
CIS 54 (Excel: Introduction to Spreadsheets).....	4
CIS 57 (Access: Introduction to Databases)	4
Programming and Web Design Options*	6
Electives**	4
Total Units	33-34

***Programming and Web Design Options**

Select from the following for a minimum of 6 units:

- CIS 80 (Introduction to Programming: Visual Basic)
- CIS 68 (Using Visual Basic for Microsoft Office Applications)
- CIS 59A (Web Development: HTML/XHTML)
- CIS 59B (Web Page Development: DHTML/HXTML, CSS, JavaScript)
- CIS 69 (Web Development: Web Design Technologies and Tools)
- CIS 46 (Game Programming: 2D and 3D)
- CIS 57C (Web Development: JavaScript)
- CIS 85A (Dreamweaver I)
- CIS 85B (Dreamweaver II)

****Electives**

Select from the following courses for a minimum of 4 units:

- CIS 55B (Advanced MS Office Skills)
- CIS 66 (Networking Fundamentals)
- CNT 51A (A+ Hardware Fundamentals)
- CNT 51B (A+ Operating System Fundamentals)
- CIS 99 (Special Studies)

**Career Certificate
Project Management§**

CIS 50 (Introduction to Computing and Information Technology) 3	
CIS 60 (Systems Analysis and Design)	3
CIS 62 (Project Management)	3
CIS 70 (Project Management Tools)	2
Electives*	4
Total Units	15

***Electives**

Select from the following courses for a minimum of 4 units:

- CIS 43 (Professional Communications)
- CIS 54 (Excel: Introduction to Spreadsheets)
- CIS 57 (Access: Introduction to Databases)
- BUSN 56 (Introduction to Management)
- BUSN 52 (Business Communications)

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

**Career Certificate
Web Development§**

CIS 59A (Web Development: HTML/XHTML).....	2
CIS 59B (Web Development: DHTML/XHTLM, CSS, JavaScript)....	2
CIS 59C (Web Development: JavaScript)	4
CIS 85A (Web Development: Dreamweaver I)	2
CIS 85B (Web Development: Dreamweaver II).....	2
Electives*	4
Total Units	16

***Electives**

Select from the following courses for a minimum of 4 units:

- CIS 69 (Web Development: Web Design Technologies and Tools)
- CIS 9993 (Create Web Interactivity with Flash)
- CIS 9992 (Web Development: PHP Programming, MySQL)
- VCOM 53 (Photoshop I for Design)

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

**Computer Information Systems Courses
(CIS)**

CIS 8 ESSENTIAL COMPUTING SKILLS 2 UNITS

What everyone needs to know. Fundamental computer competency course designed to develop the basic computer skills and knowledge required in today's technological world. Basic computer competency is no longer a nicety, but rather a necessity. Topics include: essentials of computing, hardware and software concepts, the Internet, ethical issues, and information protection. Practical hands-on applications will introduce students to the fundamentals of word processing, spreadsheets, presentation software, and email communication. Use of the technology to identify, gather, and analyze information and for communication, and understanding the legal, ethical, and societal implications of technology. No previous

experience with computers is required. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CIS 43 PROFESSIONAL COMMUNICATIONS 4 UNITS

This course is designed to help students develop and refine the written and oral communication skills necessary to communicate effectively in a business environment. This will be accomplished through the planning, composing, and evaluating of written communication; report writing; and oral presentations. Additional focus will be placed on developing interpersonal skills, team participation skills, and professionalism. Students who have completed or are enrolled in BUSN 43, CNT 43, Computer Science 43, English 43, or Speech 43 may not receive credit. Strongly recommended: Eligibility for English 1A. 4 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CIS 46 GAME PROGRAMMING: 2D AND 3D 3 UNITS

Want to Play? You have played plenty of games. Now it is time to create your own! Design, develop and test small 2D and 3D computer games using game development software tools such as Scratch, Alice, or similar programming development programs. This first programming course will provide the student with an understanding of the principles of game design, genre-specific design issues, storytelling, image manipulation, and development teams. Programming experience is not required to get started. Although this course has a programming focus, other topics briefly covered will include the history of computer/video game technology, game genres and design principles, and the social impact of games. Students may enroll in CIS 46 and/or CS 46 for a total of 2 times. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CIS 48 INTRODUCTION TO GAME PROGRAMMING CONCEPTS 3 UNITS

Want to Play? You have played plenty of games. Now it is time to create your own! You are interested in programming games, but you don't know where to begin. This course covers the basics of game programming with an emphasis on hands-on development of games using a Rapid Application Development prototyping tool such as Dark Basic or BlitzPlus. These tools, based on the Basic language, feature powerful graphics engines, and make it possible to demonstrate high-level subjects using a minimum amount of code. This first programming course provides experience and skills writing every element of your first video game—from graphics and animation to sound and music. Programming experience is not required to get started. Although this course has a programming focus, other topics briefly covered will include the history of computer/video game technology, game genres and design principles, and the social impact of games. Students may enroll in CIS 48 and/or CS 48 for a total of 2 times. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

CIS 50 INTRODUCTION TO COMPUTING AND INFORMATION TECHNOLOGY 3 UNITS

A comprehensive introductory overview of computers and information technology. Topics include: basic computer concepts and terminology, hardware, software, data and procedures, data

communications, Internet, computer programming concepts, the system development process and new emerging technologies.

Students will interactively solve applied problems utilizing software productivity tools such as: word processors, spreadsheets, databases, Email, WWW, and programming languages such as Visual Basic or HTML. Introduce the analytical, written and oral communication skills necessary to communicate effectively in a computing environment. 3 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

CIS 54 EXCEL: INTRODUCTION TO SPREADSHEETS 4 UNITS

Introductory level spreadsheet class using Microsoft Excel to create a variety of spreadsheets with emphasis on business application programs. Identification of an Excel worksheet, adding numbers and text to a worksheet, calculations using functions and formulas, modify, change and format cell entries, save, retrieve and print a worksheet. Includes functions, templates, data query, charts, and macros. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CIS 55 INTEGRATING OFFICE APPLICATIONS 4 UNITS

Develop a beginning/intermediate level of skills using the Microsoft Office features of Word, Excel, Access, and PowerPoint to design, produce and integrate: documents, worksheets, databases and professional presentations. The use of Object Linking and Embedding (OLE) to create integrated office documents that promote information sharing and collaboration are covered along with how to create simple integrated office documents on the Web. This course emphasizes workplace communications and information processing skills and standards. Students will complete integrated projects that apply technology to business tasks and represent what is required in an actual business environment using the components of Microsoft Office (Word, Excel, PowerPoint, Access). Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CIS 55B ADVANCED MS OFFICE SKILLS 3 UNITS

Provide students an opportunity for advanced study using the MS Office software suite. Portions of the course will be devoted to an overview of advanced topics in Word, Excel, PowerPoint and Access. Extends the fundamental knowledge of MS Office to incorporate and emphasize the integration capabilities among the individual applications. This class offers a case-based, problem-solving approach to learning the essentials of how to use the components of the Office suite together to build a portfolio of documents for a company that demonstrate your ability to use and integrate Word, Excel, PowerPoint and Access. This may include business cards, letterhead, brochures, spreadsheets, databases, invoices, presentation reports, web pages and more. Strongly recommended: CIS 55. 2 hours lecture and 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CIS 55C MICROSOFT OFFICE: WHAT'S NEW 2 UNITS

Explore the new features, enhancements, and added functionality of the latest version of Microsoft Office! Students already familiar with Word, Excel, PowerPoint, and Access applications, will explore the differences, new functionality and new features of the newest release of Word, Excel, PowerPoint, Access, and supporting Office

install and configure operating systems and user applications on a microcomputer system. Students will also experiment with online desktops-like AjaxWindows, Schmedley, Glide, Google Docs, eyeOS. Operating systems for cell phones (Google Android Chrome O?S, Iphone) will be demonstrated. The role of hardware, application software and the operating system and how they interact with each other will be explored. Students who have completed or are enrolled in CNT 50 may not receive credit. Strongly recommended: CIS 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 66 NETWORKING FUNDAMENTALS 3 UNITS

This course is a foundation course that explains and describes how computer networks are designed, installed, and administrated. Introduction to communications concepts, data communications, networking, and Internetworking. Review of major network components: hardware, software, protocols (TCP/IP, IPX/SPX, NETBEUI), topologies, and cabling. Overview of LAN administration, setup, and installation. Preparation for the Network+ certification exam. Students may receive credit for either CIS 66 or CNT 52, but are limited to a total of two times in any combination. Strongly recommended: CIS 50. 3 hours lecture, 1 hour laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 68 USING VISUAL BASIC FOR MICROSOFT OFFICE APPLICATIONS 2 UNITS

Visual Basic for Applications, a programming language provided with Microsoft Office Suite, provides a common programming language for customizing Microsoft Office applications. With VBA, students will develop customized applications built around the standard Office applications of Word, Excel, PowerPoint, and Access for specific business needs. In this class students will learn how the Microsoft Office suite is related to Visual Basic for Applications (VBA). They will also become acquainted with the Visual Basic for Applications Integrated Development Environment (VBA IDE). They will learn to open the VBA IDE in multiple different Office applications. They will also create some simple programs into the VBA IDE and learn how to run those programs. Finally, students will learn how to create and run a macro and view the code created by the macro. Strongly recommended: CIS 55. 2 hours lecture, 1 hour laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 69 WEB DEVELOPMENT: WEB DESIGN TECHNOLOGIES AND TOOLS 2 UNITS

A survey of the languages and tools used to author Web pages. Introduction to the basics of HTML/XHTML and Cascading Style Sheets (CSS) and explains how to develop basic Web pages using Dreamweaver authoring tool. Learn how to create and manipulate images and animation with Adobe Photoshop, ImageReady, Fireworks, and Flash. Add interactivity to your Web pages using JavaScript and DHTML.

Students will create many different applications ranging from simple Web pages that link to other Web pages, animations that run within a Web page, and JavaScript programs that interact with visitors to a Web site. Strongly recommended: CIS 59A. 2 hours lecture, 1 hour laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 70 PROJECT MANAGEMENT TOOLS 2 UNITS

Microsoft Project, Visio, and more. Hands-on overview of various types of project management software applications that help manage and track projects and tasks, visually draw network and process flow diagrams and create diagrams of relationships between ideas or other pieces of information. Software to include desktop and/or web-based versions of proprietary and/or open source software such as Microsoft Project/Open Workbench, Visio, Mind Mapping software. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 71A KEYBOARDING (THE ALPHABET) 1 UNIT

Introduction to the alphabet letter keys on the computer keyboard for touch-typing. Learn basic keyboarding techniques for accuracy and speed. This course is the first in a series of sequential courses in Keyboarding instruction. Students are advised to take these courses in sequence for best training results. 3 hours laboratory. Degree Applicable, Credit Grading Option: OP

CIS 71B KEYBOARDING (NUMBERS AND SYMBOLS) 1 UNIT

Introduction to the numbers and symbol keys on the computer keyboard for touch typing. Review of alphabetic keys and common punctuation marks. Speed building and accuracy improvement. Strongly recommended: CIS 71A. 3 hours laboratory. Degree Applicable, Credit Grading Option: OP

CIS 71C SKILLS IMPROVEMENT 1 UNIT

Development of keyboarding skill for those students who have learned the location of the keys on the keyboard by touch and are ready to increase speed. Practice keyboarding control of speed and accuracy on straight copy, rough draft copy, and copy with numbers and symbols. Skill progress is measured by keying text within specified time limits. This course is the third module in a sequential series of beginning keyboarding instruction. Strongly recommended: CIS 71B.3 hours laboratory. Degree Applicable, Credit Grading Option: OP

CIS 72A DATA MANAGEMENT 1 UNIT

Individualized instruction on the theory and practice of alphabetic, numeric, geographic, and subject filing. Basic principles of filing and effective records management for both paper and electronic filing systems. Introduction to database functions, such as enter, editing, finding, and deleting records, creating queries, and printing report. 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 72B SPREADSHEET INTEGRATION WITH WORD PROCESSING 1 UNIT

Basic usage of spreadsheet software in document reporting and presentation. Integration of spreadsheets with Word, PowerPoint, and Access. Strongly recommended: CIS 50 and CIS 88A. 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 73A TEN-KEY SKILL DEVELOPMENT 1 UNIT

Individualized mastery learning program in ten-key skill development on the numeric keypad, using spreadsheets and electronic calculators. 3 hours laboratory.
Degree Applicable, Credit Grading Option: OP

CIS 75 OFFICE TECHNOLOGY/COMMUNICATIONS 1 UNIT

Overview of various technologies (such as bulletin boards, teleconferencing, shared resources, voice-messaging systems, and online services) used for communicating internally and externally with microcomputers. Hands-on practice with electronic mail, the Internet, MS Outlook, and integrating the MS Office Suite to perform administrative tasks and functions for managing the office. Strongly recommended: Eligibility for English 1A and Computer Typing at 30 wpm. 0.5 hour lecture, 1.5 hours laboratory.
Degree Applicable, Credit Grading Option: OP

CIS 77 VIRTUAL OFFICE/SOHO TECHNOLOGIES 2 UNITS

Examine from a practical viewpoint the technologies, technical terminology, installation, and operation of a small office/home office (SOHO) or virtual office. Explores steps in creating a virtual office, setting up a home office using technology to support a business, and other topics related to communication and business operations. Hardware, software, tools and gadgets for the virtual, computer-based small office/home office business are evaluated. Strongly recommended: CIS 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 78 BECOMING A VIRTUAL PROFESSIONAL 3 UNITS

A Virtual Professional is an independent entrepreneur that provides their services on a contractual basis using today's advanced technology from their own office or remote location. Services offered by each Virtual Professional differ according to their own skills. Students will explore the career opportunities available to administrative support personnel or "virtual assistants" or other professionals offering their services in a virtual environment. This course provides information and guidance in creating a virtual office. Topics include: marketing your abilities, setting up an in-home office, using technology to support your business, coping with working alone, electronic communication, and professional networking. Strongly recommended: CIS 50. 3 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 79 MEDICAL OFFICE PROCEDURES 3 UNITS

Medical office principles and procedures to include telecommunications, scheduling appointments, office equipment, medical documents and word processing, managing medical records, recordkeeping, expense reports, petty cash, billing, postal services, health insurance, coding, and utilizing the Internet for online resources. The importance of medical ethics in application of

professional office behavior. Overview of medical law and careers in medical office environment. 2 hours lecture, 3 hours laboratory.
Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 80 INTRODUCTION TO PROGRAMMING: VISUAL BASIC 4 UNITS

Introduction to fundamental programming concepts and logic using Visual Basic.NET to emphasize problem-solving techniques using structured design and development. Extensive coverage of the Visual Basic programming language using the Microsoft.Net and Visual Studio IDE environment. Students will construct forms and define procedures, events, properties, methods and objects to solve a variety of business-oriented problems and to create Visual Basic applications that deploy on multiple platforms such as Windows OS, Office applications, Web pages, cell phones, and handheld computers. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

CIS 81 DIGITAL MEDIA SKILLS IN THE WORKPLACE I 2 UNITS

Increased workplace demand for digital media skills – planning, designing, creating, maintaining and managing effective communications using different forms of digital media: photo imaging capture and manipulation, video/audio production, web site/blog/podcast publishing. Via instructor-led tutorials and media-intensive projects, students will learn introductory hands-on techniques for producing beginning-level self-running presentations, multimedia web sites, digital images, and streaming audio and video. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 84 WINDOWS 1 UNIT

Self-paced, hands-on class introducing Microsoft Windows operations. Participants will become familiar with the windows environment. Learn techniques to manage files and folders, use Microsoft Windows' accessories programs, such as WordPad, Calculator, and Paint, and share data between programs. 0.5 hours lecture, 1.5 hours laboratory.
Degree Applicable, Credit Grading Option: OP

CIS 85A WEB DEVELOPMENT: DREAMWEAVER I 2 UNITS

This course is an introductory course primarily for new or prospective Web designers who want to develop Web pages/sites using Dreamweaver Web authoring software. Topics include; planning, designing, creating, editing, and publishing Web pages with emphasis on hyperlinks, formatting text with CSS, graphics, lists, tables, frames, and basic rollovers. Students will learn to plan, build, organize, upload and manage Web pages as a Web site. Strongly recommended: CIS 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 85B WEB DEVELOPMENT: DREAMWEAVER II 2 UNITS

In this course, you'll learn and demonstrate intermediate web page and site design skills using Dreamweaver web authoring software. Some powerful features lie just below the surface in Dreamweaver, including precision positioning through layers, expanded interactivity, and even the ability to create JavaScript and Cascading

CIS 94 COMPUTER SKILLS FOR THE WORKPLACE 2 UNITS

Fundamental computer competency course designed to develop the basic computer skills and knowledge required in today's business environment. Basic computer competency is no longer a nicety, but a necessity. Topics include; essentials of computing, hardware and software concepts, the Internet, ethical issues, and information protection. Practical hands-on applications will introduce students to the fundamentals of word processing, spreadsheets, presentation software, database, and email communication and basic keyboarding techniques for accuracy and speed. Use of technology to identify, gather, and analyze information and for communication, and understanding the legal, ethical and societal implications of technology. No previous experience with computers is required. 1 hour lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

CIS 95 DIRECTED WORK EXPERIENCE PRACTICUM 1-3 UNITS

Earn college credit for learning while working. Occupational Work Experience is college-supervised employment of students that extends classroom learning to the workplace and relates to the students' educational occupational goals. Students must have a job (paid, volunteer, or internship) in a licensed business that directly relates to their goals. Through a set of individualized learning objectives established by the student, supervisor, and instructor, each student will work with and learn from professionals in their field of study. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and apply knowledge and skills gained in the traditional classroom in a work-site situation. Corequisite: CIS 96. 5-15 hours or more of paid employment per week or 4-12 hours of volunteer work per week. May be repeated to a total of 16 units, including CIS/CNT/CIS 96. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

CIS 96 DIRECTED WORK EXPERIENCE SEMINAR 1 UNIT

Earn college credit for learning while working. Focal point for the coordination of the student's program of study with college-supervised part-time or full-time employment in the student's major field. Case studies, job-related problems, student cases and presentations, and material related to employment, organizations and management are discussed; emphasis on building strong working relationships with supervisors, subordinates, and co-workers. Course content will serve as a guideline as you go through the employment cycle of setting goals, researching careers, applying for and getting a job, and dealing with workplace issues. Corequisite: CIS 95. May be repeated to a total of 16 units, including CIS/CNT/CIS 95. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

CIS 99 SPECIAL STUDIES .3-3 UNITS

Special studies in a specialized technical-vocational major. Typically offered for a particular occupation or skill. Courses may be offered under any course title contained in the Catalog, using the number 99. 0.3 - 9 hours. Refer to the Schedule of Classes under Computer Information Systems 99, Special Studies, for a list of the current offerings. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

COMPUTER NETWORKING TECHNOLOGY

DEGREE CERTIFICATE

About the Program

The Computer Networking Technology program prepares students for a variety of career opportunities including the networking field. CNT classes prepare students for Cisco CCNA and CCNP certification tests, Microsoft MCSE and MCSA tests, and CompTIA Net+, Security+ and A+ tests. Constantly evolving and modernizing classes include targeted skills training in Emerging Technologies like Wireless, VoIP, VPN, Computer Forensics, Incident Response, Network Security and OS Hardening. Many of these subjects have become basic required knowledge even in other career fields. Students in Business, the Sciences, Arts and Administration of Justice will all need skills in network technologies to excel in their fields. The Certifications for Achievement and Career Certifications provide quick paths to validate training in today's important tech knowledge areas. The program also includes an AS degree in Network Security Administration. This degree incorporates the latest in Emerging Technologies and skills employers are seeking.

Degrees/Certificates

- Degrees:
 - AS – Network Security and Administration
- Certificates of Achievement:
 - Cisco Network Associate
 - Cisco Network Professional
- Career Certificates:
 - Computer Desktop OS Security
 - Computer Forensics Examiner
 - Computer Network Administration (Microsoft)
 - Computer Network Technician
 - Emerging Technologies
 - Network and Wireless Security
 - TCP/IP Network Analysis

Career Opportunities

Include but are not limited to: computer technician, customer service representative, help desk specialist, network administrator, and technical support specialist.

Transferability

A majority of the Computer Networking Technology courses transfer to four-year universities as elective units. The course content will prepare students for further study at the upper division level in majors such as Information Technology, Management Information Systems, and Networking and Data Communications. Variation in requirements may exist at particular four-year universities; therefore, it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor.

AS – Network Security and Administration

FRESHMAN YEAR

CNT 50 (Introduction to Desktop Operating Systems) or CIS 65 (Introduction to Desktop Operating Systems)	2
CNT 51A (A+ Hardware Fundamentals)	2
CNT 51B (A+ Operating System Fundamentals)	2
CNT 52 (Networking Fundamentals).....	3
CNT 62A (Cisco Networking Academy CCNA 1-2)	4
Electives Tracks*	6-9
General Education Courses§	

SOPHOMORE YEAR

CNT 62B (Cisco Networking Academy CCNA 3-4)	4
CNT 43 (Professional Communications)	4
Electives Tracks*	6-9
General Education Courses§	

Total Units Required.....60

§ Program-based General Education 3-unit requirement: CIS 50
(Introduction to Computing and Information Technology)

*Electives Tracks

Select from the following tracks for 12-18 units:

CCNP Track

CNT 63 (CISCO CCNP Semester 5 – Advanced Routing)
CNT 64 (CISCO CCNP Semester 6 – Remote Access)
CNT 65 (CISCO CCNP Semester 7 – Multilayer Switching)
CNT 66 (CISCO CCNP Semester 9 –Internetworking Troubleshooting)

Network and Wireless Security Track

CNT 67 (Wireless Networks and Security CWNA)
CNT 68 (Introduction to Computer Forensics)
CNT 69 (Network Security Sec+)

Network Administration Track

CNT 55 (Windows Server)
CNT 56 (Implementing Windows Network Infrastructure)
CNT 57 (Implementing Windows Active Directory Services)

Network Analysis Track

CNT 74.1 (Introduction to Linux/Unix, Linux+)
CNT 75.1 (WhiteHat Hacker Penetration Testing)
CNT 75.2 (Wireshark, TCP/IP Analysis and Network Troubleshooting)

Computer Operating System Security Track

CNT 55 (Windows Server)
CNT 69 (Network Security Sec+)
CNT 74.1 (Introduction to Linux/Unix, Linux+)
CNT 75.2 (Wireshark, TCP/IP Analysis and Network Troubleshooting)

Computer Forensics Track

CNT 68 (Computer Forensics I)
CNT 70 (Computer Forensics II)
CNT 75.1 (WhiteHat Hacker Penetration Testing)

*Note: Request for Course Substitution-Special Studies (CNT 99)
Students who wish to fulfill a degree or certificate program
requirement with a Special Studies (CNT 99) course should complete
a Request for Course Substitution or Waiver form. This form
(available from the Division Offices and Counseling) should be
completed by students in consultation with academic faculty in order*

*for Special Studies to be accepted in fulfillment of the degree and
certificate requirements.*

Certificate of Achievement

Cisco Network Associate

CNT 50 (Introduction to Desktop Operating Systems)	2
CNT 51A (A+ Hardware Fundamentals).....	2
CNT 51B (A+ Operating System Fundamentals)	2
CNT 52 (Networking Fundamentals)	3
CNT 62A (Cisco Networking Academy CCNA 1-2).....	4
CNT 62B (Cisco Networking Academy CCNA 3-4).....	4
CNT 43 (Professional Communications)	4

Total Units Required..... 21

Certificate of Achievement

Cisco Network Professional

CNT 50 (Introduction to Desktop Operating Systems)	2
CNT 51A (A+ Computer Fundamentals)	2
CNT 51B (A+ Operating System Fundamentals)	2
CNT 52 (Networking Fundamentals)	3
CNT 62A (Cisco Networking - Academy CCNA 1&2)	4
CNT 62B (Cisco Networking - Academy CCNA 3&4)	4
CNT 63 (Cisco CCNP Semester 5 - Advanced Routing).....	4
CNT 64 (Cisco CCNP Semester 6- Remote Access).....	4
CNT 65 (Cisco CCNP Semester 7 - Multilayer Switching)	4
CNT 66 (Cisco CCNP Semester 8 - Internetworking Troubleshooting).....	4
CNT 43 (Professional Communications)	4

Total Units Required..... 37

Career Certificate

Computer Desktop OS Security§

CNT 51A (Comp TIA A+ Essentials Certification).....	2
CNT 51B (Comp TIA A+ Practical Application Certification).....	2
CNT 69 (Network Security, Sec+).....	3
CNT 74.1 (Introduction to Linux/Unix, Linux+)	4
And one course from the following:	
CNT 52 (Networking Fundamentals)	3
CNT 62A (Cisco Networking Academy CCNA 1-2).....	4

Total Units 14-15

*§ This certificate is not transcribed. This group of courses provides
industry-based professional development. Individual courses will
appear on transcript. See a counselor for further information.*

Career Certificate

Computer Forensics Examiner§

CIS 50 (Intro to Computer & Information Technology) or CNT 62A (Cisco Academy CCNA 1-2) or CNT 51A (A+ Hardware Fundamentals) and CNT 51B (A+ Operating System Fundamentals)	3-4
CNT 68 (Introduction to Computer Forensics)	3
CNT 70 (Computer Forensics II).....	3
AJ 60 (Criminal Law)	3
AJ 61 (Evidence)	3

Total Units 15-16

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Career Certificate

Computer Network Administration§ (Microsoft)

CNT 50 (Introduction to Desktop Operating Systems) or
 CIS 65 (Introduction to Desktop Operating Systems)2
 CNT 52 (Networking Fundamentals).....3
 CNT 54 (Windows Professional)3
 CNT 55 (Windows Server).....3
 CNT 56 (Implementing Windows Network Infrastructure).....3
 CNT 57 (Implementing Windows Directory Services).....3

Total Units 17

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Career Certificate

Computer Network Technician§

CNT 50 (Introduction to Desktop Operating Systems) or
 CIS 65 (Introduction to Desktop Operating Systems)2
 CNT 51A (Comp TIA A+ Essentials Certification)2
 CNT 51B (Comp TIA A+ Practical Application Certification) 2
 CNT 52 (Networking Fundamentals).....3
 CNT 43 (Professional Communications)4

Total Units (depending on whether 51A or 51B is required or both)..... 11 or 13

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Career Certificate

Emerging Technologies§

CNT 67 (Wireless Networks and Security CWNA)3
 CNT 73.1 (VoIP: Cisco and Asterisk IP Phones)4
 CNT 77.1 (VmWare, Microsoft 7 Xen Virtual Machines).....4
 And one course from the following:
 CNT 73.2 (Podcasting, Video and Radio Streaming)3
 CNT 76.1 (Smart Home Technology DHTI+)4

Total Units 14-15

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Career Certificate

Network and Wireless Security§

CNT 52 (Networking Fundamentals).....3
 CNT 62A (Cisco Academy CCNA 1&2)4
 CNT 67 (Wireless Networks and Security CWNA)2

CNT 68 (Introduction to Computer Forensics) 3
 CNT 69 (Network Security Sec+)..... 3

Total Units 15

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Career Certificate

TCP/IP Network Analysis§

CNT 67 (WiFi, Wireless, Hotspot Networks and Security CWNA).3
 CNT 75.1 (WhiteHat Hacker Penetration Testing) 4
 CNT 75.2 (Wireshark, TCP/IP
 Analysis and Network Troubleshooting) 4
 And one course from the following:
 CNT 73.1 (VoIP: Cisco and Asterisk IP Phones) 4
 CNT 74.1 (Introduction to Linux/Unix, Linux+) 4
 CNT 77.1 (VMWare, Microsoft 7 Xen Virtual Machines) 4

Total Units 15-16

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Computer Networking Technology Courses (CNT)

CNT 43 PROFESSIONAL COMMUNICATIONS 4 UNITS

This course is designed to help students develop and refine the written and oral communication skills necessary to communicate effectively in a business environment. This will be accomplished through the planning, composing, and evaluating of written communication; report writing; and oral presentations. Additional focus will be placed on developing interpersonal skills, team participation skills, and professionalism. Students who have completed or are enrolled in BUSN 43, CIS 43, CS 43, ENG 43, or SPCH 43 may not receive credit. Strongly recommended: Eligibility for English 1A. 4 hours lecture. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

CNT 50 INTRODUCTION TO DESKTOP OPERATING SYSTEM 2 UNITS

By performing numerous hands-on labs, students in this class will gain an understanding of desktop operating systems using command line and GUI interfaces, such as Windows XP, 2003, 2008, Win7, UNIX/Linux, Apple, and other emerging operating systems, including online web-based desktops and cloud computing. Students will use virtualization software VMware, MS VirtualPC, or Sun VirtualBox to install and configure operating systems and user applications on a microcomputer system. Students will also experiment with online desktops-like AjaxWindows, Schmedley, Glide, Google Docs, eyeOS. Operating systems for cell phones (Google Android Chrome O?S, Iphone) will be demonstrated. The role of hardware, application software and the operating system and how they interact with each other will be explored. Students who have completed or are enrolled in CIS 65 may not receive credit. Strongly recommended: CIS 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

theory, TCP/IP basics, IP addressing, subnetting, router IOS and configuration, switching concepts, CDP and SCMA-CD. Students will get hands-on experience configuring Cisco routers and switches. Students should have basic computer skills and knowledge of Internet use. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 62B CISCO NETWORKING ACADEMY CCNA 3-4 4 UNITS

This course covers the third and fourth parts of the Cisco Certified Network Associate (CCNA) curriculum, and the objectives of the CCNA 640-811 ICND exam. It covers Internetwork topology and design, configuring LAN switches, STP, VLANs and trunking, TCP/IP suite, VLSM / CIDR IP addressing and subnetting, advanced routing concepts and configuration for RIP, EIGRP, IGRP, and static routes. Also includes WANs using Frame Relay, ISDN, dial-on-demand routing, PPP, PAP/CHAP authentication, and network address translation. Network security, best practices, router-switch security, passwords, and remote access concepts. This class includes hands-on experience using Cisco routers and switches. Prerequisite: CNT 62A (completed with a grade of "C" or higher) or completion of Cisco Networking Academy 1 & 2 at a Cisco Academy. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 63 CISCO CCNP SEMESTER 5 - ADVANCED ROUTING 4 UNITS

This course is the first course in the Cisco Certified Network Professional (CCNP) curriculum. This course will cover the configuration of Cisco routers for operating in large or growing multiprotocol internetworks. This course includes lectures and laboratory exercises that focus primarily on laboratory technologies and the Cisco IOS software features that are most useful in building large or growing internetworks. These features include laboratory routing protocols, such as OSPF, EIGRP, and BGP, queuing, VLSM, route distribution, route summarization, and NAT. Recommend students take classes in order and only one CCNP course at a time. Prerequisite: CNT 62B (completed with a grade of "C" or higher) or have a CCNA certificate. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 64 CISCO CCNP SEMESTER 6 - REMOTE ACCESS 4 UNITS

This is one of the four courses in the Certified Cisco Network Professional (CCNP) curriculum. This course is designed to provide students a combination of both lectures and laboratory experience in current and emerging networking technology. This will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Remote Access Networks. Instruction includes ISDN, DDR, ODR, dialup networking, Cisco 700 series routers, Frame Relay, and AAA. Recommend students take classes in order and only one CCNP course at a time. Prerequisite: CNT 62A and CNT 62B (completed with a grade of "C" or higher) or have a CCNA certificate. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 65 CISCO CCNP SEMESTER 7 - MULTILAYER SWITCHING 4 UNITS

This is one of the four courses in the Certified Cisco Network Professional (CCNP) curriculum. This course is designed to provide students a combination of both lectures and laboratory experience in current and emergent networking technology. This will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Building Cisco Multilayer Switching Networks. Instruction includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. This course includes topics in LAN design, media types, VLANs, VLAN Trunking Protocol, ISL, 802.1Q, Spanning Tree, Inter-VLAN routing, Multilayer Switching, Flow Masks, HSRP, Multicasting, IGMP, and CGMP. Recommend students take classes in order and only one CCNP course at a time. Prerequisite: CNT 62B (completed with a grade of "C" or higher) or have a CCNA certificate. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 66 CISCO CCNP SEMESTER 8 - INTERNET WORKING TROUBLESHOOTING 4 UNITS

This is one of the four courses in the Certified Cisco Network Professional (CCNP) curriculum. This course is designed to provide students a combination of both lectures and laboratory experience in current and emergent networking technology. This will prepare them for the Cisco Certified Networking Professional (CCNP) exam: Internetworking Troubleshooting and Support Exam. This advanced course provides networking professionals with the troubleshooting processes on Cisco Routers and Catalyst Switches. Students are taught how to baseline and troubleshoot an environment using Cisco routers and switches for multi-protocol client hosts and servers connected with: Ethernet, Fast Ethernet, Token Ring, Serial, Frame Relay, and ISDN BRI. Recommend students take courses in order and only one CCNP course at a time. Prerequisite: Computer Network Technology 62B (completed with a grade of "C" or higher), or have a CCNA certificate and have completed Computer Network Technology 63, 64 and 65 or industry equivalent experience. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 67 WIFI, WIRELESS, HOTSPOT NETWORKS AND SECURITY CWNA 3 UNITS

This course will prepare students to plan, purchase, and install a small to medium-sized wireless or WIFI HotSpot network and secure it, and meets the needs of small businesses, SOHO (Small Office, Home Office) workers, telecommuters, and home wireless networks. Subjects covered include: wireless network access, modems, routers, firewalls, war-driving, security, compatibility, site survey and network planning, basic network administration, basic network troubleshooting, and objectives of the CWNA wireless networking exam. Strongly recommended: CIS 50, CNT 55, or similar hands-on experience. 2.5 hours lecture; 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CNT 68 INTRODUCTION TO COMPUTER FORENSICS 3 UNITS

A survey course in the detection, prevention and investigation of incidents involving computers and digital information, including cyber attacks and the use of computers to investigate crimes. The program will include introduction to computer forensics, incident response, methods of investigation, tracking persons and data, the secure analysis of hard drives and storage mediums, and IT security

COMPUTER SCIENCE

DEGREE CERTIFICATE

About the Program

Las Positas College offers Degrees and Certificate programs in Computer Science that prepare students for direct job entry and/or preparation for transfer to a four-year university.

These programs cover a wide range of computer related professions that include programming, systems analysis, data processing, and computer science. Students will learn to direct computer operations by writing detailed instructions in computer languages to solve a variety of problems in business, government, and science. These include information acquisition, processing storage, and transmission, using computers and computer peripherals.

Principal areas of study within computer science include artificial intelligence; computer systems and networks; database systems; human factors; numerical analysis; programming languages; software engineering and theory of computing.

Degrees/Certificates

- Degrees:
 - AS – Computer Science
 - AS – Computer Programming
 - AS – Computer Programming for the Web
- Certificates of Achievement:
 - Computer Programming
 - Computer Programming for the Web

Career Opportunities

Include but are not limited to: Programmer, Programmer/Analyst, Business Analyst, Systems Analyst, Computer Scientist, Information Technologist, Information Systems Professional, Information Technology Professional, Programming Professional, Software Developer, or Software Engineer.

Transferability

This program fulfills typical lower-division requirements at four-year transfer institutions. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

AS - Computer Science

FRESHMAN YEAR

CS 1 (Computing Fundamentals I)	4
CS 2 (Computing Fundamentals II)	4
CS 41 (Introduction to Linux/UNIX, Linux+)	4
MATH 1 (Analytical Geometry and Calculus I)	5
MATH 2 (Analytical Geometry and Calculus II)	5
General Education Courses	

SOPHOMORE YEAR

CS 20 (Advanced Programming Methods with Data Structures Using C++).....	4
CS 21 (Computer Organization and Assembly Language Programming)	4
MATH 7 (Elementary Linear Algebra with Computer Applications) or MATH 41 (Statistics for Business Majors or MATH 40 (Introduction to Probability and Statistics) or MATH 44 (Statistics and Probability).....	3-5
MATH 10 (Discrete Mathematics)	4
General Education Courses	
Total units required	60

§ Program-based General Education 3-unit requirement: Chemistry 1A or Chemistry 31 or Physics 8A or Physics 2A or Mathematics 40 or Mathematics 44.

AS - Computer Programming

FRESHMAN YEAR

CS 1 (Computing Fundamentals I)	4
ENG 1A (Critical Reading and Composition)	3
CIS 60 (Systems Analysis and Design).....	3
<i>Select one course from the following:</i>	
CS 2 (Computing Fundamentals II) or CS 21 (Assembly Language) or CS 30 (C++ Programming) or CS 31 (Java Programming) or CS 32 (Visual Basic Programming)	4-5
CS 43 (Professional Communications).....	4
General Education Courses§	

SOPHOMORE YEAR

CS 45 (Database Programming).....	3
<i>Select 1 course from the following:</i>	
CS 20 (Data Structures) or CS 33 (Advanced C++ Programming) or CS 34 (Advanced Java Programming) or CS 35 (Advanced Visual Basic Programming) or CS 36 (Windows and MFC Programming).....	4
<i>Select one course from the following:</i>	
CS 2 (Computing Fundamentals II) or CS 21 (Assembly Language) or CS 30 (C++ Programming) or CS 31 (Java Programming) or CS 32 (Visual Basic Programming)	4
CS 47 (Capstone Project)	3
General Education Courses§	
Total units required	60

§ Program-based General Education 3-unit requirement: Chemistry 1A or Chemistry 31 or Physics 8A or Physics 2A or Mathematics 40 or Mathematics 44.

AS - Computer Programming for the Web

FRESHMAN YEAR

CS 1 (Computing Fundamentals I)	4
CS 43 (Professional Communications)	4
ENG 1A (Critical Reading and Composition)	3
CS 31 (Java Programming)	4
CS 37 (Web Programming)	4
VCOM 53 (Photoshop I for Design).....	2
General Education Courses§	

SOPHOMORE YEAR

CIS 60 (Systems Analysis and Design)	3
<i>Select one course from the following:</i>	
CS 38 (Perl and CGI) or	
CS 39 (Java Servlets and JSP) or	
CS 40 (VBScript, ASP, ActiveX)	2
CS 44 (Advanced Web Programming).....	4
CS 45 (Database Programming).....	4
CS 47 (Capstone Project)	3
General Education Courses§	
Total units required	60

§ Program-based General Education 3-unit requirement: Chemistry 1A or Chemistry 31 or Physics 8A or Physics 2A or Mathematics 40 or Mathematics 44.

Certificate of Achievement Computer Programming

Programming Fundamentals:

CS 1 (Computing Fundamentals I)	4
<i>Intermediate Courses in two Programming Languages—Select 2:</i>	
CS 21 (Assembly Language) or	
CS 30 (C++ Programming) or	
CS 31 (Java Programming) or	
CS 32 (Visual Basic Programming)	8
<i>Advanced Course in any Programming Language—Select 1:</i>	
CS 20 (Data Structures) or	
CS 33 (Advanced C++ Programming) or	
CS 34 (Advanced Java Programming) or	
CS 35 (Advanced Visual Basic Programming) or	
CS 36 (Windows and MFC Programming).....	4

Professional Competence:

CIS 60 (Systems Analysis and Design)	3
CS 43 (Professional Communications)	4
CS 45 (Database Programming)	4
CS 47 (Capstone Project)	3
Total Units	30

Certificate of Achievement Computer Programming for the Web

Programming Fundamentals:

CS 1 (Computing Fundamentals I)	4
CS 31 (Java Programming)	4
<i>Scripting Languages/Imaging (Select 1):</i>	
CS 38 (Perl and CGI)	
CS 39 (Java Servlets and JSP)	
CS 40 (VBScript, ASP, Active X)	2

Professional Competence:

Visual Communications 53 (Photoshop I for Design)	2
CS 37 (Web Programming)	4
CS 43 (Professional Communications).....	4
CS 44 (Advanced Web Programming)	4
CIS 60 (Systems Analysis and Design).....	3
CS 45 (Database Programming).....	4
CS 47 (Capstone Project)	3
Total Units	34

Computer Science Courses (CS)

CS 1 COMPUTING FUNDAMENTALS I 4 UNITS

Introduction to programming and problem-solving using C++. Problem solving techniques and algorithms; program design, development, style, testing and debugging. C++ syntax covered includes: variables; data types; operators and expressions; control structures; library and user-defined functions; basic input/output; arrays; user-defined data structures. Strongly recommended: Mathematics 107 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 2 COMPUTING FUNDAMENTALS II 4 UNITS

Object-oriented programming methods applied to intermediate-level problems using C++. Pointers and dynamic allocation; classes; encapsulation; inheritance and polymorphism; object and function overloading; recursive algorithms; introduction to searching and sorting; introduction to abstract data types. Strongly recommended: Computer Science 1. 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 7 INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS 3 UNITS

An introductory course in computer programming for non-science majors and for students requiring additional preparation before taking Computer Science 1. Hardware, system software basics, the history of computing, computer ethics, basic computer operations, number systems, design of algorithms, pseudocoding, flowcharting, and programming constructs such as variables, expressions, input/output, decision-making, loops. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 16 MOBILE APPLICATION DEVELOPMENT: IPHONE 3 UNITS

Object-oriented programming in Objective C for the iPhone and related platforms (e.g., iPad, iPod Touch) at a beginning to intermediate level. Introduction to the iOS mobile platform. Introduction to Objective C syntax and concepts and the Cocoa Touch application programming interface (API), including: classes, objects, inheritance, protocols, selectors, strings, arrays, dictionaries, sets and memory management; creating user interfaces; using graphics, audio and video. Recommended for students with substantial prior programming experience in C, C++ or Java. Strongly recommended: Computer Science 1. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 38 PERL AND CGI PROGRAMMING 2 UNITS
Introductory course in Programming Evaluation and Reporting Language (PERL) and its use in elementary Common Gateway Interface on a UNIX server. Topics include basic PERL grammar and syntax, creating CGI scripts and HTML calls. Prerequisite: Computer Science 1 (completed with a grade of "C" or higher). Strongly recommended: Computer Science 41, Computer Science 37. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 39 JAVA SERVLETS AND JSP 2 UNITS
Introduction to basic Java Servlet capabilities as an alternative to Common Gateway Interface (CGI) to create interactive web pages including secure access to the web site, database interactivity, generate dynamic web pages and maintain client session data (i.e., cookies). Prerequisites: Computer Science 31 and Computer Science 37 (both completed with a grade of "C" or higher). 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 40 VBSCRIPT, ASP, ACTIVE X 2 UNITS
Introductory coding of ActiveX Controls, VBScript and ASP capabilities in web applications designed to run primarily under Microsoft Internet Explorer. Demonstration and use of user interface ActiveX objects, the VBScript that allows these controls to operate and the use of ASP to access database data over the web. Designed as an introductory course for Microsoft Internet Explorer web page authors with a moderate background in programming to develop user controlled event driven applications with the potential capability to access data over the web. Prerequisite: Computer Science 32 (completed with a grade of "C" or higher). 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 41 INTRO TO LINUX/UNIX, LINUX+ 4 UNITS
This course provides hands-on training covering basic installation, management, configuration, security, documentation and hardware topics for the Linux/UNIX operating system on workstations in a LAN environment. The objectives for basic technician certifications such as RHCT, CompTIA Linux+ are covered. Topics include desktop security objectives and major types of security vulnerabilities, physical security, file protection, basic system and network configuration, account security, logging, backups, Linux/UNIX desktop security features and useful utilities, detecting and preventing DOS attacks, hacking, authentication and data recovery. Students may enroll in Computer Science 41 and/or CNT 74.1 (7401) for a total of two times for credit. Strongly recommended: CIS 50. 3 hours lecture; 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 43 PROFESSIONAL COMMUNICATIONS 4 UNITS
This course is designed to help students develop and refine the written and oral communication skills necessary to communicate effectively in a business environment. This will be accomplished through the planning, composing, and evaluating of written communication; report writing; and oral presentations. Additional focus will be placed on developing interpersonal skills, team participation skills, and professionalism. Students who have completed or are enrolled in BUSN 43, CIS 43, CNT 43, English 43, or

Speech 43 may not receive credit. Strongly recommended: Eligibility for English 1A. 4 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 44 ADVANCED WEB PROGRAMMING 4 UNITS
The objective of this course is to develop skills and understanding in designing eCommerce websites. This is a programming course that goes beyond mere "formatting" of web pages found with HyperText Markup Language (HTML). This course extends web page "functionality" with interactivity, multimedia, security, and database capability using prior knowledge of a scripting language (HTML, JavaScript, etc.). The participant will learn about database sorting and filtering capabilities of eXtensible Markup language (XML) that identifies data fields (e.g., <automfg> to refer to auto manufacturers). The participant will also learn eXtensible Stylesheet Language (XSL) – which specifies the presentation of a class of XML documents by describing how an instance of the class is transformed into an XML document that uses the formatting vocabulary. XSL is based on and extends the Document Style Semantics and Specification Language (DSSSL) and the Cascading Style Sheet, level 1 (CSS1) standards. Additional topics include good design principles, examples of scripts (JavaScript, ASP, ActiveX, VBScript, Servlets, JSP, Perl or CGI), discussion of security (SET, SSL, etc.), and examples of "good, bad, ugly" eCommerce websites. Prerequisite: Computer Science 37 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 45 DATABASE PROGRAMMING 4 UNITS
This is a programming course that goes beyond mere "desktop" database management. Participants explore dynamic applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. Learn database concepts, relational database principles, and Structured Query Language (SQL). Prerequisite: Computer Science 2 or Computer Science 30 or Computer Science 31 or Computer Science 32 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 46 GAME PROGRAMMING: 2D AND 3D 3 UNITS
Want to Play? You have played plenty of games. Now it is time to create your own! Design, develop and test small 2D and 3D computer games using game development software tools such as Scratch, Alice, or similar programming development programs. This first programming course will provide the student with an understanding of the principles of game design, genre-specific design issues, storytelling, image manipulation, and development teams. Programming experience is not required to get started. Although this course has a programming focus, other topics briefly covered will include the history of computer/video game technology, game genres and design principles, and the social impact of games. Students may enroll in CIS 46 and/or CS 46 for a total of 2 times. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 47 CAPSTONE PROJECT 3 UNITS
This is the last course in the Computer Programming (CP) degree or certificate sequence. Students will work in teams and write a client-driven work-like project requiring planning, writing, execution and

Dance Courses (DANC)

DANC 1 DANCE TECHNIQUE .5 UNITS

Movement skills, rhythmic structure of dance, qualities of movement, special design and appreciation of dance. Emphasis on creation of individual and group compositions. Includes Afro-American dance, ballet, disco/ballroom dance, folk dance, jazz dance, modern dance, square dance, and tap dance (see Kinesiology) 2 hours. AA/AS GE. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

DANC 5 DANCE WORKSHOP 1.5 UNITS

Dance techniques, choreographic principles and stage presentation. Includes classical ballet, modern ballet, modern dance, polyrhythmic jazz, improvisation, Broadway musical, ethnic and folk dance. 1 hour lecture, 2 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

DANC 6 DANCE PRODUCTION: CHOREOGRAPHY 1-3 UNITS

Choreographic principles of dance composition and stage presentation. Participation in dance production with the creation of new works directed toward large groups, trios, duets and solos, possibly leading to scheduled performances. Minimal participation in technical and business aspects of production. 3-9 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

DESIGN TECHNOLOGY

Courses in Design Technology are not currently being offered.

Design Technology Courses (DSNT)

DSNT 51A TECHNICAL ILLUSTRATION I 3 UNITS

Development of skills and knowledge involved in constructing three-dimensional drawings. Shading techniques and rendering in black and white and pastels. Application and consideration of materials and equipment pertinent to technical illustration. Inking and lettering devices. Prerequisite: Drafting Technology 50 (completed with a grade of "C" or higher) or equivalent. 1.5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

DSNT 51B TECHNICAL ILLUSTRATION II 3 UNITS

Development of skills and knowledge involved in axonometric projection. Applications and consideration of materials and equipment pertinent to technical illustration. Rendering conceptual drawings, specification of type styles and human factors. Prerequisite: Drafting Technology 51A (completed with a grade of "C" or higher). 1.5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

DSNT 52 TECHNICAL GRAPHICS 3 UNITS

A general approach to graphical communication and technical problem solving using sketches, traditional tools, and Computer-Aided Drafting (CAD). Introduction to the concepts and skills needed to graphically represent technical design data. Emphasis is on the development of visualization techniques and understanding design

process as the foundation of the Design Technology sequence. 1.5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

DSNT 54 MANUFACTURING PROCESSES 2 UNITS

Overview of machine shop procedure, welding, and general manufacturing processes, practice in the use of hand tools, basic machine tools, and welding equipment; understanding the relationship between manufacturing processes and design. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

DSNT 55 BLUE PRINT READING AND SKETCHING 2 UNITS

Orthographic projection (or equivalent), principles of sectioning, functional drawing practices, dimensioning; sketching, using orthographic and isometric principles; familiarity with specifications; reading of blueprints; interpretation of various symbols commonly used; interpretation of materials lists and bills of materials; making of takeoffs. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

DSNT 57 ELECTRICAL SYSTEMS 2 UNITS

Introduction to electrical systems, components for electrical systems and circuits, basic electrical theorem, magnetism, and electrostatics for application to design process. Strongly recommended: Mathematics 36 or Mathematics 38. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

DSNT 61 ELECTRONIC DESIGN 3 UNITS

Preparation of electrical and electronic drawings using standard graphical symbols and annotation currently utilized in industry, including wiring, cable, interconnecting, logic, and schematic diagrams. Introduction to printed circuit board layout and design using CAD and surface mounting technology. Prerequisite: Design Technology 62A (may be taken concurrently). 1.5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

DSNT 62A COMPUTER-AIDED DRAFTING (CAD) 3 UNITS

Introduction to the basic understanding of Computer-Aided Drafting, with emphasis on user terminology and exposure to various types of CAD systems, hardware, and associated software. How to set up drawings, create geometric shapes and constructions to form multiviews, and use special editing operations that increase productivity. Prerequisite: Design Technology 52 (may be taken concurrently). 1.5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

DSNT 62B COMPUTER-AIDED DESIGN (CAD) 3 UNITS

Continuation of the knowledge and skills learned in Design Technology 62A, focusing on the design processes to complete and present drawings and accompanying documentation effectively using CAD; dimensioning, tolerancing, and crosshatching to facilitate creation of multiview layouts, managing symbol libraries to streamline pictorial assemblies, and plotting/presentation techniques to captivate. Prerequisite: Design Technology 62A (completed with a grade of "C" or higher). 1.5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

Degrees/Certificates

- Degrees:
 - AA – Early Childhood Development
 - AA – Early Childhood Intervention
 - AS-T – Early Childhood Education (Transfer Preparation)
- Certificates of Achievement:
 - Associate Teacher
 - Basic Teacher
 - Early Childhood Intervention
 - Family Child Care

Career Opportunities

The ECD program prepares students to work in a variety of settings with young children and their families:

- Early childhood centers and home-based programs
- Elementary schools
- After-school programs
- Special education and early intervention
- Early childhood mental health

Transferability

Students will be prepared to pursue a baccalaureate major in early childhood education, multi-subject credentialing programs, elementary education, and early childhood mental health, special education or early intervention. Many ECD units are transferable to four-year institutions for elective credit, but a counselor should be consulted for specific transfer information.

The Early Childhood Department is a participant of the Curriculum Alignment Project (CAP). A key effort of the Curriculum Alignment Project is to facilitate the transfer of the courses below as an integrated course of study promoting access to ongoing education and degree attainment. These courses will ease the transfer between many community colleges and may be accepted by many California State Universities. The CAP courses include: ECD 50, ECD 54, ECD 56, ECD 62, ECD 63, ECD 69, ECD 79 and ECD 90.

The courses in the Early Childhood Program are designed to satisfy the recommendations of the Department of Social Services, Title 22, regarding child care personnel and the higher standards required by the Commission on Teacher Credentialing.

AA – Early Childhood Development

FRESHMAN YEAR

ECD 50 (Early Childhood Education and Care)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
Electives*	0-4
General Education Courses	

SOPHOMORE YEAR

ECD 54 (Child Health, Safety, and Nutrition)	3
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ECD 60 (Introduction to the Young Child with Exceptional Needs)3	
ECD 69 (Child Study through Observation)	3
ECD 90 (Practicum—Supervised Experience)	4
ECD 95** (Work Experience).....	2-3
ECD 96*** (Work Experience Seminar).....	1
Electives*	0-4
General Education Courses	
Total units required	60

*Suggested ECD Electives

Select from the following for a minimum of 4 units:

ECD 15 (Problems of Childhood)
ECD 52 (Childhood and Adolescence)
ECD 61 (Literature for the Young Child)
ECD 64 (Play: Materials and Environments)
ECD 65 (Administration)
ECD 67 (Infant and Toddler Development and Care Giving)
ECD 68 (Program Supervision)
ECD 78 (Language Development)
ECD 80 (Advanced Topics in Childhood Development)
ECD 83 (Adult Supervision)

***See Work Experience section in this Catalog for details on Work Experience enrollment requirements

AA – Early Childhood Intervention

FRESHMAN YEAR

ECD 50 (Early Childhood Principles and Practices)	3
ECD 54 (Child Health, Safety and Nutrition)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
General Education Courses	

SOPHOMORE YEAR

ECD 40 (Social and Emotional Foundations for Early Learning) ...	3
ECD 60 (Intro to the Young Child with Exceptional Needs)	3
ECD 67 (Infant and Toddler Development)	3
ECD 90 (Practicum—Supervised Experience)	4
ECD 91 (Adaptable Curriculum for Children with Exceptional Needs).....	3
General Education Courses	

Required in addition to the above:

ECD 69 (Child Study Through Observation)	3
ECD 79 (Teaching in a Diverse Society)	3

Total units required	60
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Suggested ECD Electives:

ECD 83 (Adult Supervision).....	
ECD 95 (Work Experience)	
ECD 95 (Work Experience Seminar)	
Recommended General Education Courses:	
PSYC 4 (Brain, Mind, and Behavior)	
PSYC 15 (Problems of Childhood)	

AS-T – Early Childhood Education (Transfer Preparation)

ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 50 (Early Childhood Education and Care)	3
ECD 63 (Early Childhood Curriculum)	4
ECD 69 (Child Study through Observation)	3
ECD 90 (Practicum—Supervised Experience)	4
ECD 54 (Child Health, Safety, and Nutrition)	3
ECD 79 (Teaching in a Diverse Society)	3
Electives	
General Education Courses	
Total Units	60

Certificate of Achievement Associate Teacher

ECD 50 (Early Childhood Education and Care)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
Total Units Required	13

Certificate of Achievement Basic Teacher

ECD 50 (Early Childhood Education and Care)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
ECD 60 (Intro to the Young Child with Exceptional Needs)	3
<i>Select one of the following for 3 units:</i>	
ECD 40 (Social and Emotional Foundations for Early Learning) or ECD 54 (Child Health, Safety, and Nutrition) or ECD 69 (Child Study through Observation) or ECD 79 (Teaching in a Diverse Society)	3
ECD 95*** (Work Experience)	1
ECD 96*** (Work Experience Seminar)	1
ECD 90 (Practicum—Supervised Experience)	4
Total units required	25

***See Work Experience section in this Catalog for details on Work Experience enrollment requirements

Certificate of Achievement Early Childhood Intervention Assistant

ECD 40 (Social and Emotional Foundations for Early Learning)	3
ECD 50 (Early Childhood Education and Care)	3
ECD 54 (Child Health, Safety, and Nutrition)	3
ECD 56 (Child Growth and Development)	3
ECD 60 (Intro to the Young Child with Exceptional Needs)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
ECD 67 (Infant and Toddler Development)	3
ECD 90 (Practicum—Supervised Experience)	4
ECD 91 (Adaptable Curriculum for Children with Exceptional Needs)	3

Total units required..... 3

It is strongly recommended that students complete an additional Early Childhood Development course listed below. With this additional course and the required General Education courses, a student would be eligible for the Master Teacher Permit on the Child Development Permit Matrix.

ECD 83 (Adult Supervision)..... 2

Certificate of Achievement Family Child Care

ECD 50 (Early Childhood Education and Care)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 70 (Family Child Care Profession)	2
ECD 95 (Work Experience)	1-3
ECD 96 (Work Experience Seminar)	1
Electives*	7

Total units required..... 20-22

*Electives

Select from the following for a minimum of 7 units:

ECD 15 (Abnormal Child Psychology)
ECD 54 (Child Health, Safety and Nutrition)
ECD 60 (Teaching Special Needs Infants and Toddlers)
ECD 64 (Play: Materials and Environments)
ECD 67 (Infant and Toddler Development and Care Giving)
ECD 73 (Family Child Care Provider Advanced Enrichment Course)
ECD 74 (Discipline Strategies)
ECD 81 (Planning Curriculum for the School-Age Child)

Early Childhood Development Courses (ECD)

ECD 15 ABNORMAL CHILD PSYCHOLOGY 3 UNITS

An exploration of the emotional, cognitive, developmental, and behavioral problems of childhood and adolescence. Topics include: common problems of adjustment; the effects of stress, abuse, and traumas on development; mental retardation, autism and other developmental disabilities; normal and abnormal patterns of attention, conduct, mood, anxiety, sleep, eating, sex, learning and speech. Examination of the causes of mental health problems in children and adolescents and approaches to treatment. Students who have completed or are enrolled in Psychology 15 may not receive credit. 3 hours lecture.

AA/AS GE. Transfer: CSU; CSU GE: D9

Degree Applicable, Credit

Grading Option: OP

ECD 40 SOCIAL AND EMOTIONAL FOUNDATIONS FOR EARLY LEARNING 3 UNITS

This course will focus on the healthy social and emotional development of young children as the foundation for children's early learning. Students will become aware of the role of the teacher in establishing an environment that promotes the healthy social and emotional development of young children. Strongly recommended: Early Childhood 56, and ECD 62. 3 hours lecture. Transfer: CSU Degree Applicable, Credit

Grading Option: GR

ECD 50 EARLY CHILDHOOD PRINCIPLES AND PRACTICES 3 UNITS

Historical and contemporary systems of Early Childhood group care, career opportunities, licensing requirements, professional qualifications, differing orientations to early childhood education, developmental stages of young children as related to quality programs that have developmentally appropriate and inclusive curriculum. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ECD 52 CHILDHOOD AND ADOLESCENCE 3 UNITS

Concentrating on the portions of the lifespan from middle childhood continuing through adolescence and addressing both typical and atypical children. Biological changes such as puberty, brain, cognitive development, changes in family and peer relationships and identity development. Includes an understanding of the various contexts in which this age group develop, such as family, peer groups, school, and work. Emphasis on the continuity, observation, scientific methods, and stages of development. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D7; IGETC: 4G Degree Applicable, Credit Grading Option: GR

ECD 54 CHILD HEALTH, SAFETY AND NUTRITION 3 UNITS

Aspects of nutrition, health and safety that promote and maintains the health and well-being of all children and adults who work with young children. Topics include health and nutritional guidelines, maintaining safe and healthy learning environments, state regulations, policies and procedures, common childhood illness, infectious diseases, school-family collaboration, emergency preparedness, First Aid and injury prevention. 3 hours lecture. Transfer: CSU; CSU GE: E Degree Applicable, Credit Grading Option: GR

ECD 56 CHILD GROWTH AND DEVELOPMENT 3 UNITS

A study of the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D7 or E; IGETC: 4G Degree Applicable, Credit Grading Option: GR

ECD 60 INTRODUCTION TO THE YOUNG CHILD WITH EXCEPTIONAL NEEDS 3 UNITS

Introduction to educational philosophies for educating infants and children with exceptional needs. Typical and atypical developmental characteristics and abilities in infants and preschoolers. Assessments, interventions, and learning environments for the infant and preschooler with exceptional needs. Prerequisite: ECD 56 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ECD 61 LITERATURE FOR THE YOUNG CHILD 3 UNITS

An introduction to young children's literature, the development of speech and language and the exploration of teaching techniques which promote language, literacy and literature for the young child.

Selection, evaluation and use of fiction, non-fiction, prose and poetry from existing written and/or recorded children's literature in the early childhood classroom. Approaches to reading books, storytelling, story writing, and use of puppets, flannel boards and props to facilitate children's language and appreciation of literature. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ECD 62 CHILD, FAMILY, AND COMMUNITY 3 UNITS

Patterns of family living in contemporary society including the varying roles and interactions of family members; demographic, socio-cultural, racial, economic and developmental factors affecting family life and their implications; relationship of the family to early care and education and to community resources. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE D7 Degree Applicable, Credit Grading Option: GR

ECD 63 EARLY CHILDHOOD CURRICULUM 4 UNITS

Professional application of the principles of human growth and development in: the study of play based inclusive curriculum, the physical environment and learning experiences including program content, the use of materials, the facilitation and guidance of all children's experiences based on developmentally appropriate principles, the methods used to meet all children's physical, social, emotional, cognitive and creative needs within cultural context. Prerequisite: ECD 50 and ECD 56 (both completed with a grade of 'C' or higher). 4 hours lecture or 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ECD 64 PLAY: MATERIALS AND ENVIRONMENTS 3 UNITS

Application of principles of human growth and development in the consideration of play materials and environments for children from birth through early elementary. The selection and development of play materials and environments that are developmentally, culturally, and age-appropriate. Prerequisite: ECD 56 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ECD 65 ADMINISTRATION 3 UNITS

An overview of administrative principles and practices of Early Care and Education facilities; program planning, organizational structures, financial management, personnel policies, records; nutrition program and food purchasing; relationships with families, community, and regulatory agencies; requirements of State and Federal programs; legal and ethical issues. Prerequisite: ECD 62 and ECD 63 (both completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ECD 67 INFANT AND TODDLER DEVELOPMENT AND CARE GIVING 3 UNITS

Analysis of infant and toddler development and care, birth through 36 months. Study of current caregiving practices in infant/toddler centers and family day care homes. Examination of best practices, responsive caregiving techniques, environments, infant/toddler learning foundations, health, safety, and licensing requirements. Prerequisite: ECD 56 (completed with a "C" or higher). 3 hours lecture. Transfer: CSU Credit, Degree Applicable Grading Option: GR

ECD 68 PROGRAM SUPERVISION 3 UNITS

Management of Early Care and Education programs which includes: Strategic planning, group dynamics, supervision of staff and volunteers, development of motivation and morale, leadership skills, functions of personnel, interviewing techniques, interpersonal and group conflicts, staff evaluations, and working effectively with families and advisory boards. Designed to provide knowledge of methods and principles of working with adults in a supervisory capacity in Early Care and Education settings. Prerequisite: ECD 62 and ECD 63 (both completed with a grade of "C" or higher.) 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 69 CHILD STUDY: OBSERVATION AND ASSESSMENT 3 UNITS

Current approaches for observing and recording the behavior of infants and young children using various scientific techniques. Effective observations that build on respecting and fostering all children's competence, striving for objectivity and individualizing programs to meet individual children's learning and developmental assessment. Direct observational experience and application of methods is required weekly. Prerequisite: ECD 56 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 70 FAMILY CHILD CARE PROFESSION 2 UNITS

This course will focus on all aspects of setting up and operating a family child care home business. The course explores creation of an optimum child care environment, relationships with the child's parents, the impact of child care on the provider's family, and the relationship between family child care homes and centers. 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 73 THE FAMILY CHILD CARE PROVIDER ADVANCED ENRICHMENT COURSE 2 UNITS

This course of instruction is designed to assist the family child care provider in developing new and advanced knowledge and skills that will enhance the provider's career and self-esteem. It examines the blending of the business and the nurturing sides of family child care and offers creative coping solutions aimed at promoting provider longevity, credibility, professionalism, ultimately resulting in his/her home/business providing quality child care. 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 74 CHILD GUIDANCE 2 UNITS

This course introduces practical principles and techniques for developmentally and culturally appropriate guidance. Emphasis is on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion of the course, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution and develop self-control, self-motivation and self-esteem in children. 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 78 LANGUAGE DEVELOPMENT 3 UNITS

Principles of language development of young children. Skills involved in communication. Facilitating acquisition and use of communication skills. Prerequisite: ECD 56 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 79 TEACHING IN A DIVERSE SOCIETY 3 UNITS

Critical examination of societal and personal attitudes and beliefs, values, assumptions and biases about culture, race, language, identity, family structures, ability, socio-economic status and other issues influenced by systemic oppression. Recognize and confront barriers that interfere with one's ability to work effectively with diverse populations of children and families. Enhance teacher skills for educating children in a pluralistic society. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: D7 or D3
Degree Applicable, Credit Grading Option: GR

ECD 80 ADVANCED TOPICS IN CHILDHOOD DEVELOPMENT 1-3 UNITS

Development and presentation of advanced topics in ECD. Emphasis on creative arts, math, science, literacy, music and movement. 1-3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 81 PLANNING CURRICULUM FOR THE SCHOOL-AGE CHILD 3 UNITS

Fundamentals of planning, implementing and evaluating curriculum for before and after school care of school-age children (K-6). Emphasis on developmental levels, age-appropriate activities and developing an integrated curriculum. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 82 COMMUNICATING EFFECTIVELY WITH THE SCHOOL-AGE CHILD 3 UNITS

Communication skills that promote self-discipline, techniques for resolving conflicts with the school-age child and effective interactions with parents. Consideration of: environment, appropriateness of program, materials, games and equipment; developmental age of children as instrumental to behavior management; development of pro-social behavior, multicultural awareness, diversity issues, and anti-bias curriculum. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 83 ADULT SUPERVISION 2 UNITS

Methods and principles of mentoring and supervising adults in early care and education settings. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, families and other staff. Prerequisite: ECD 62 and ECD 63 (both completed with a grade of "C" or higher). 2 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ECD 90 PRACTICUM: SUPERVISED EXPERIENCE 4 UNITS

Direct practicum experience working with young children. Observation and evaluation of individual children, group activities and roles of adults in the program. Planning appropriate learning experiences, developing educational plans, planning family conferences, and discussion of on-site experiences. Prerequisite:

Degree Applicable, Credit

Grading Option: OP

ECON 5 ECONOMIC HISTORY OF THE U.S. 3 UNITS

Origins and historical development of major economics forces, institutions and philosophies that have shaped the U.S. market economy. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D2; IGETC: 4B

Degree Applicable, Credit

Grading Option: OP

ECON 10 GENERAL ECONOMICS 3 UNITS

Survey of the economic system of the United States, covering such macroeconomic and microeconomic topics as supply and demand, firms' output and pricing decisions, international trade, comparative economic systems, economic growth, business cycles, fiscal and monetary policy, labor, money and banking. 3 hours lecture. AA/AS GE. Transfer: CSU, UC*; CSU GE: D2; IGETC: Area 4B. *No UC credit if taken after ECON 1 or 2

Degree Applicable, Credit

Grading Option: OP

ELECTRONICS TECHNOLOGY

DEGREE CERTIFICATE

About the Program

The Electronics programs are designed to prepare students for a variety of career opportunities in the fields of electronics, computers, and related technologies. Students may prepare for direct job entry as technicians in computer sales, installation and repair. The Electronics Telecommunications Systems AS and Certificate programs prepare students for entry-level employment as technicians in the Electronics Communications (Telecommunications) fields. While units in the program are transferable to many institutions, students should consult a counselor for information.

Degrees/Certificates

- Degrees
 - AS – Electronics Telecommunications Systems
- Career Certifications:
 - Electronics Telecommunications Systems

LaPTechS - Business/Electronics

Las Positas College Technical Support (LaPTechS) is an innovative entrepreneurial venture offering technical support services to the campus community. Within a work-based learning model, students get hands-on training in a workplace environment. Electronics and computer applications include troubleshooting, repair (hardware and software), configuration, help desk, customer service and job skills preparation. LaPTechS creates opportunities to learn all aspects of business operations, technical support, and the development of interpersonal skills.

See also: Computer Networking Technology

AS – Electronics Telecommunications Systems

FRESHMAN YEAR

ELEC 50 (Fundamentals of Electronics) or
ELEC 85.1, 85.2, 85.3, 85.4 6
ELEC 53** (Fabrication and Repair Techniques) 2
CNT 51 (A+ Computer Fundamentals) or
ELEC 85.5, 85.6 3-4
General Education Courses§

SOPHOMORE YEAR

ELEC 56A* (Radio Communications I) 4
ELEC 56B* (Radio Communications II) 4
General Education Courses§

Total units required 60

§Program-based General Education 3-unit requirement. See a counselor.

*This program is offered in alternate years: ELEC 56A-56B offered every other year.

**Electronics Technology 53 offered Summer Session only.

Certificate of Achievement Electronics Telecommunications Systems

ELEC 50 (Fundamentals of Electronics) or
ELEC 85.1, 85.2, 85.3, 85.4 6
ELEC 53** (Fabrication and Repair Techniques) 2
CNT 51 (A+ Computer Fundamentals) or
ELEC 85.5, 85.6 3-4
ELEC 56A* (Radio Communications I) 4
ELEC 56B* (Radio Communications II) 4

Total units required 19-20

*This program is offered in alternate years: ELEC 56A-56B

**Electronics Technology 53 offered Summer Session only

Electronics Technology Courses (ELEC)

ELEC 50 FUNDAMENTALS OF ELECTRONICS 6 UNITS

Fundamentals of DC and AC electronic circuits using resistors, capacitors, inductors, diodes, transistors, and integrated circuits. Measurements using the digital multimeter and oscilloscope. Strongly Recommended: 1 year high school algebra. 5 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

ELEC 52 CIRCUITS AND SYSTEMS 4 UNITS

Analysis and troubleshooting of operational amplifier circuits with negative and positive feedback, such as linear amplifiers, comparators, active filters, non-linear waveshaping circuits, and oscillators. Interfacing to transducers; digital to analog and analog to digital conversion. Linear and switching power regulators. Prerequisite: ELEC 50 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

Degrees/Certificates

- Degree:
 - AS – Emergency Medical Services (EMS) – EMT Paramedic
- Certificate of Achievement:
 - Emergency Medical Services (EMS) – EMT Paramedic

Career Opportunities

Health Science is one of the most promising growth career areas in the United States. The EMT and the EMT-Paramedic get jobs in the public sector as an employee of a Fire Department or Health Department, or in the private sector of an Emergency Department, Trauma Center, Emergency Medical Health Clinic or responding under contract with a county emergency ambulance service. Many fire departments offer emergency medical services as a significant component of their duties and responsibilities. The EMS 61 and EMS 81 courses are also ideal for students whose ambition is to work in the fields of Public Safety, as Police Officers, Correctional Officers and/or Specialized Rescuers (i.e., Lifeguards, Ski Patrol, Water Craft Rescue Personnel and Air Medical - Helicopter and Fixed Wing Flight Crews).

Transferability

The EMS degree does not include the lower division requirements typical for four-year institutions. General education requirements should be selected carefully based on the intended transfer institution. Very few four-year EMS programs exist in the United States, and the ones that do may accept the classes from Las Positas as lower division requirements. The entire current EMS curriculum, except for the field training, is transferable to the CSU System as elective units.

AS - Emergency Medical Services (EMS) - EMT Paramedic

FRESHMAN YEAR

EMS 61 (Emergency Medical Responder).....	3
EMS 62 (Basic Medical Terminology for Allied Health).....	3
EMS 81 (Emergency Medical Technician).....	6.5
BIOL 50 (Anatomy and Physiology).....	4
General Education Courses	
Program Based GE Requirement:	
SPCH 1 (Fundamentals of Speech Communication)	3

SOPHOMORE YEAR

EMS 50 (EMT-P Prep Theory).....	5
EMS 51 (EMT-P Human Systems)	4
EMS 52 (EMT-P Pharm and Airway).....	4
EMS 53 (EMT-P Medical Syndromes).....	5
EMS 54 (EMT-P ABD and Neuro Systems)	4
EMS 55 (EMT-P Cardiac and Respiratory Systems).....	4
EMS 56 (EMT-P Trauma and Shock)	4
EMS 57 (EMT-P Special Patient Populations).....	4
EMS 58 (EMT-P Paramedic Field Training).....	9-11
Total units required	59.5-61.5

Certificate of Achievement Emergency Medical Services (EMS) – EMT Paramedic

EMS 61 (Emergency Medical Responder)	3
EMS 62 (Basic Medical Terminology for Allied Health)	3
EMS 81 (Emergency Medical Technician).....	6.5
BIOL 50 (Anatomy and Physiology)	4
EMS 50 (EMT-P Prep Theory)	5
EMS 51 (EMT-P Human Systems)	4
EMS 52 (EMT-P Pharm and Airway)	4
EMS 53 (EMT-P Medical Syndromes)	5
EMS 54 (EMT-P ABD and Neuro Systems)	4
EMS 55 (EMT-P Cardiac and Respiratory Systems).....	4
EMS 56 (EMT-P Trauma and Shock)	4
EMS 57 (EMT-P Special Patient Populations)	4
EMS 58 (EMT-P Paramedic Field Training)	9-11
Total units required	59.5-61.5

Emergency Medical Services Courses (EMS)

EMS 50 EMT-P PREPARATORY THEORY 5 UNITS

Overview of the emergency health care profession and the role of the Paramedic within the Emergency Medical Service (EMS) system. Development of communication competency skills in the use of radio equipment and when speaking to adjunct medical staff and EMS partner. Emphasis on legal issues and medical emergency record keeping. Principles and application of the language and terminology of medicine. Overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms. Emphasis on evaluation and documentation skills used in the delivery of emergency care. Prerequisites: Emergency Medical Services 81 (completed with a grade of "B" or higher) and Biology 50 and Health Science 52 or EMS 62 (completed with a grade of "C" or higher). 5 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

EMS 51 EMT-P HUMAN SYSTEMS 4 UNITS

Basic principles of pharmacology, drug classifications, action of drugs, clinical uses, administration of drugs, and advanced airway techniques. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics, Prerequisite: Emergency Medical Services 51 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

EMS 52 EMT-P PHARMACOLOGY AND AIRWAY 4 UNITS

Basic principles of pharmacology, drug classifications, action of drugs, clinical uses, administration of drugs, and advanced airway techniques. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics, Prerequisite: Emergency Medical Services 51 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

EMS 53 EMT-P MEDICAL SYNDROMES 5 UNITS

Overview of the patient assessment techniques for the paramedic. Overview of the medical patient and presentation of principle of toxicology and infectious diseases and their management in a

**EMS 70B PROFESSIONAL CARDIOPULMONARY .5 UNITS
RESUSCITATION – CPR**

Development of knowledge, skills and personal judgment necessary to initiate and perform basic life support techniques as a health care professional. Successful completion of the knowledge and skills tests qualifies for an American Red Cross Professional or an American Heart Association Basic Life Support Health Care Provider Certificate. Prerequisite Emergency Medical Services 70A (completed with current-valid certificate issued or equivalent). Transfer: CSU Degree Applicable, Credit Grading Option: GR

EMS 81 EMERGENCY MEDICAL TECHNICIAN 6.5 UNITS

Provides training in the foundation skills and knowledge required of the EMT scope of practice. The EMT certification is the minimum requirement for ambulance attendants and most entry level firefighter positions. EMT certification is also required for entry into paramedic training. This training program is accredited by the Alameda County Emergency Medical Services District. Prerequisite: Emergency Medical Services 61 (completed with a grade of “B” or higher or current Emergency Medical Responder certification and Basic Life Support CPR Recognition with AED). 5 hours lecture, 4.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: GR

**EMS 91 EMERGENCY MEDICAL TECHNICIAN 1.5 UNITS
REFRESHER**

Provides a refresher in the foundation and knowledge required of the EMT scope of practice. The EMT certification is the minimum requirement for ambulance attendants and most entry-level firefighter positions. EMT certification is also required for entry into paramedic training. This refresher program is accredited by the Alameda County Emergency Medical Services Agency. The course provides 24 hours of continuing education units and skills verification testing that EMT’s must complete every two years. Prerequisite: Emergency Medical Services 81 (completed with a grade “B” or higher) or proof of current California State EMSA or National Registration Certification as an “Emergency Medical Technician.” 1.5 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

ENGINEERING

About the Program

The Engineering Transfer program at Las Positas College is designed to prepare students to transfer into the Junior class of an engineering major at a four-year institution. The transfer program includes rigorous coursework from several different departments, including Engineering, Mathematics, Physics, Chemistry and Computer Science. Although students are considered general engineering majors at Las Positas, students will transfer to specific engineering departments at four-year institutions. Students interested in majoring in engineering should discuss their course planning with a counselor to ensure they are following the guidelines for transferring to a four-year college.

Career Opportunities

Engineers are responsible for developing a range of projects and designs from “simple” everyday items (cell phones, appliances) to

complex (satellites, medical imagery instrumentation) systems. A career in engineering offers many options in disciplines that include Aerospace, Biomedical, Chemical, Civil, Computer, Electrical, Environmental, Industrial, Materials and Mechanical Engineering, plus others.

Transferability

The Engineering Transfer Program includes the required lower division courses similar to, if not identical to, the same courses offered in the first two years at four year institutions. In general, and unlike most other majors, Engineering Transfer students do not complete all of their General Education courses before transfer. Selection of essential General Education courses should be determined carefully, with the assistance of a counselor or advisor. Note that most four-year institutions want students to begin as freshmen straight from high school, or as juniors after completing the lower-division equivalent of the first two years of college.

Engineering Requirements (Transfer Preparation)

FRESHMAN YEAR

CHEM 1A* (General College Chemistry).....	5
ENGR 10 (Introduction to Engineering)	2
ENGR 22 (Engineering Design Graphics).....	3
MATH 1 (Analytic Geometry and Calculus I)	5
MATH 2 (Analytic Geometry and Calculus II)	5
PHYS 8A (General Physics I).....	5
PHYS 8B (General Physics II).....	5
CS 1 (Computing Fundamentals I)	4-5

SOPHOMORE YEAR

ENG 1A (Critical Reading and Composition)	3
ENGR 35 (Statics).....	3
ENGR 44 (Introduction to Circuit Analysis).....	4
ENGR 46 (Materials of Engineering)	3
MATH 3 (Multivariable Calculus).....	5
MATH 5 (Differential Equations with Computer Applications)..	3.5
MATH 7*** (Elementary Linear Algebra with Computer Applications)	3.5
MATH 10*** (Discrete Mathematics)	4
PHYS 8C (General Physics III)	5
PHYS 8D** (General Physics IV)	3
SPCH 1 (Fundamentals of Speech Communication)	3

**Chemical Engineering and Materials Engineering majors should also take Chemistry 1B*

***Physics 8D may not be required by some universities for specific engineering majors*

****Mathematics 7 and 10 may not be required by some universities for specific engineering majors.*

Engineering Courses (ENGR)

ENGR 10 INTRODUCTION TO ENGINEERING 2 UNITS

Introduction to careers, activities, and topics related to the field of engineering, including computer applications to design and problem solving. Strongly recommended: Eligibility for English 1A or 52A. 2 hours lecture. Transfer: CSU, UC. *ENGR 10 and 15 combined: max UC credit; one course

ESL 130B BEGINNING GRAMMAR FOR WRITING AND READING II 2 UNITS

This is the second semester of a one-year course in beginning grammar for academic purposes designed to enable students to identify and use linguistic forms accurately, meaningfully and appropriately in written expression. The course focuses on simple and compound sentences, questions, modals, modifiers, phrases, and verb tenses, especially simple present, past, and future as well as present and past progressive. Prerequisite: ESL 130A or appropriate skill level demonstrated through the ESL assessment process. Students are advised to enroll concurrently in ESL 130B, 131B, and 133. 2 hours lecture, 1 hour laboratory.
Nondegree Applicable, Credit Grading Option: P/N

ESL 131A BEGINNING WRITING AND READING I 6 UNITS

This is the first semester of a one-year course in beginning academic writing and reading. The course is designed to enable students to use and interpret linguistic forms accurately, meaningfully, and appropriately in written expression. Classes will focus on writing simple and compound sentences in short paragraphs, on developing strategies for increasing reading comprehension and flexibility, on interactive reading, and on developing academic vocabulary. Students will develop cultural understanding and fluency through a variety of writing and reading tasks. Strongly recommended: Appropriate skill level demonstrated through the ESL assessment process. Students are advised to enroll concurrently in ESL 130A, 131A, and 133. 6 hours lecture, 1 hour laboratory.
Nondegree Applicable, Credit Grading Option: P/N

ESL 131B BEGINNING WRITING AND READING II 6 UNITS

This is the second semester of a one-year course in beginning academic writing and reading. The course is designed to enable students to use and interpret linguistic forms accurately, meaningfully, and appropriately in written expression. Classes will focus on writing simple, compound, and complex sentences in structured paragraphs, on developing strategies for increasing reading comprehension and flexibility, on interactive reading, and on developing academic vocabulary. Students will develop cultural understanding and fluency through a variety of writing and reading tasks. Prerequisite: ESL 131A or appropriate skill level demonstrated through the ESL assessment process. Students are advised to enroll concurrently in ESL 130B, 131B, and 133. 6 hours lecture, 1 hour laboratory.
Nondegree Applicable, Credit Grading Option: P/N

ESL 133 BEGINNING ORAL COMMUNICATION 2 UNITS

This is a beginning oral communication course. This course will enable students to use linguistic forms accurately, meaningfully and appropriately, emphasizing conversational skills: listening and speaking in small groups, using new grammar structures, learning new words and expressions, comprehending and using idiomatic expressions. Strongly recommended: Appropriate skill level demonstrated through the ESL assessment process. 2 hours lecture, 1 hour laboratory.
Nondegree Applicable, Credit Grading Option: P/N

ENVIRONMENTAL SCIENCE (EVSC)

DEGREE

About the Program

The Environmental Science program is a science- and math-based, multi-disciplinary program focusing on scientific study of the interaction of humans and the natural environment. The core requirements for the Environmental Science major at Las Positas, enhanced by elective studies in Political Science, Geology, Humanities, Sociology, and Anthropology, will prepare students to contribute, both personally and professionally, to the goal of creating a sustainable future.

Career Opportunities

A vast number of career opportunities exist for graduates of environmental studies programs including: Agriculture and natural resource engineers, Animal and Planet Scientists, Geoscientists, Marine Biologists, Oceanographers and Marine Scientists, Conservationists, Environmental Compliance Inspectors, Environmental Health Specialists, Environmental Technicians, Fish and Game Wardens, Wildlife Managers, Forestry Management specialists, Horticulturalists, Hydrology scientists and technicians, Park Naturalists, Soil Conservationists, Waste Management Specialists, City Planners, and finally, Zoologists and Zookeepers. In addition to the career options listed above, graduates in environmental science will also find work in business and industry areas not traditionally associated with the environment as the local, national, and global economy adapts the business as usual model to one that includes sustainable practices.

Transferability

The Associate in Environmental Science degree will prepare students to enter upper-division studies in specialized Environmental Science programs at many local and national universities—among them: the Baccalaureate in Arts and the Baccalaureate in Science in Environmental Sciences at the University of California, Berkeley; the Baccalaureate in Science in Environmental Science at California State University, East Bay; and the Environmental Science and Management program of the University of California, Davis.

AS – Environmental Science

FRESHMAN YEAR

BIOL 1 (General Biology)	5
CHEM 1A (General College Chemistry I)	5
CHEM 1B (General College Chemistry II)	5
GEOL 1 (Physical Geology).....	3
GEOL 1L (Physical Geology Laboratory).....	1
ECON 1 (Principals of Microeconomics)	3
General Education Courses	

SOPHOMORE YEAR

BOTN 1 (General Botany)	5
ZOOL 1 (General Zoology).....	5
MATH 1 (Calculus I)	5
MATH2 (Calculus II)	5
PHYS 2A (Introduction to Physics I)	4
PHYS 2B (Introduction to Physics II)	4
EVST 5 (Energy and Sustainability)	3
General Education Course	
Program Based General Education requirement:	
ECOL 10.....	3
Total units required	60

ENVIRONMENTAL STUDIES

DEGREE

About the Program

The AA Degree program in Environmental Studies is a multi-disciplinary program which provides students the academic foundation for understanding the scientific and technological basis of energy technology, as well as the political, environmental, and economic factors that underlie the energy policy choices, at both the national and global levels, our students will make throughout their professional careers and also as informed citizens. This transferable program provides a well-rounded foundation by featuring a diverse array of classes in the degree pattern from the natural and physical sciences in such associated disciplines as geology, geography, ecology, biology, chemistry, statistics, philosophy, and economics. Students can further expand this foundation by selecting electives from other disciplines such as anthropology and political science.

Degrees/Certificates

- Degree:
 - AA – Environmental Studies (Transfer Preparation)

Career Opportunities

Career opportunities include Environmental Planners, Environmental Consultants, and Greenhouse Gas Emissions Permitting Consultants. Graduates will also have the potential to specialize in related areas such as water ,air, and forestry resource management, finance, energy, and transportation analysis, waste management, low impact construction, and environmental remediation.

Transferability

All of the program courses are transferable to most four-year colleges in the state.

AA – Environmental Studies (Transfer Preparation)

FRESHMAN YEAR

BIOL 31 (Introduction to College Biology)	4
CHEM 31 (Introduction to College Chemistry	4
GEOL 1 (Physical Geology).....	3
GEOG 1 (Introduction to Physical Geography)	3
EVST 5 (Energy and Sustainability)	3
Electives*	0-6
General Education courses	

SOPHOMORE YEAR

ECOL 10 (Humans and the Environment)	3
MATH 40 (Introduction to Probability and Statistics) or	
MATH 44 (Statistics and Probability).....	3-5
ECON 1 (Principles of Microeconomics).....	3
PHIL 2 (Introduction to Philosophy: Ethics).....	3
Electives*	0-6
Internship	
General Education courses	

***Electives**

Select from the following courses for a minimum of 6 units:

- ANTR 1 (Physical Anthropology)
- ANTR 2 (Introduction to Archaeology: Prehistory and Culture Growth)
- ANTR 3 (Social and Cultural Anthropology)
- BIOL 40 (Field Biology)
- GEOG 15 (Introduction to Geographic Information Systems)
- GEOL 3 (Historical Geology)
- GEOL 5 (Environmental Geology: Hazards & Disasters)
- GEOL 7 (Environmental Geology: Resources, Use Impact & Pollution)
- GEOL 12 (Introduction to Oceanography)
- HUMN 6 (Nature and Culture)
- POLI 7 (Introduction to American Government)
- POLI 12 (Introduction to California State and Local Government)
- SOC 5 (Global Change)

Environmental Studies Courses (EVST)

EVST 5 ENERGY AND SUSTAINABILITY 3 UNITS

Introduction and exploration of Energy production, utilization, management, and the effects on society, and the environment. This course will also compare and contrast current and future renewable and non renewable methods of energy generation, auditing, and conservation. Strongly recommended: Eligibility for English 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A Degree Applicable, Credit Grading Option: GR

FIRE SERVICE TECHNOLOGY

DEGREE CERTIFICATE

About the Program

The Fire Service Technology program prepares the student for a career in the Fire Service, through the provision of highly specialized curriculum which involves both cognitive and psychomotor applications of education and training. The necessary knowledge and skills sets of a desired educational background for an opportunity of employment or advancement into several different fire service career paths may be achieved through the successful completion of the different Fire Service Technology courses provided for in the program. The program includes curriculum normally recognized as the Firefighter I Academy, as well as curriculum leading to a variety of certifications often required for recognition for entry or advancement within these different fire service career paths. Some of these certifications include "CAL Fire Basic Firefighter," Academy Certificate along with the National Wildland Coordinating Group (NWCWG) Certificates of S-130 (Firefighting Training), S-131 (Advanced Firefighting Training), and S-190 (Introduction to Wildland Fire Behavior), certifications from the California State Training Institute (CSTI) in "Hazmat First Responder Operations" (HAZMAT FRO) and "Emergency Decon" along with certification in "Incident Command Basic ICS-200," "Firefighter Safety and Survival," and "Confined Space Rescue Awareness" from California State Fire Training and issued through Fire Service Training and Education Programs (FSTEP). Still other curriculum in the program serves as part of the California State Fire Training (CFSTES) "Fire Officer" Certification training series, which provides the student the necessary breadth of Cognitive knowledge and skill sets necessary for recognition as a Certified "Company Officer" in California.

Degrees/Certificates

- Degree:
 - AS – Fire Service Technology
- Certificate of Achievement:
 - Fire Service Technology

Career Opportunities

Career opportunities provided through the Fire Service Technology Program include Volunteer / Reserve Firefighter, Seasonal Wildland Firefighter, Full Time Professional Firefighter, Firefighter / EMT, Firefighter / Paramedic, Fire Inspector or Code Enforcement Officer, Fire Cause and Origin Investigator and State Certified "Fire Officer" which is desired for promotion to a "Company Officer" in most Fire Service Agencies. Students in the Fire Service Technology Program have been very successful in finding employment in the Fire Service as "Professional Firefighters" throughout the United States due to their extensive training and knowledge that they have achieved here in comparison to the local competition of available candidates in many other states.

Transferability

The Fire Service Technology degree does not include the lower division requirements typical of four year institutions. General education requirements should be selected carefully based on the intended transfer institution. There are a limited number of four year institutions with specific degrees in the fields of Fire Service Technologies and many of them accept the classes from Las Positas for transfer for the degree or as electives.

AS - Fire Service Technology

FRESHMAN YEAR

FST 50* (Fire Protection Organization).....	3
FST 51* (Fire Service Operations).....	3
FST 52* (Firefighter Safety and Public Education).....	3
FST 53* (Fire Behavior and Combustion)	3
FST 54 (Fire Prevention Technology).....	3
FST 65** (First Responder Hazardous Materials/Incident Command ICICS 200)	3
FST 86A* (Wildland Firefighter I - Basic)	3
EMS 61* (Emergency Medical Responder).....	3
KIN FSC* (Fire Service Conditioning and Physical Agility Development).....	1
General Education Courses§	

SOPHOMORE YEAR

FST 55 (Fire Protection Equipment and Systems)	3
FST 56 (Fundamentals of Building Construction for Fire Protection)	3
EMS 81* (Emergency Medical Technician).....	6.5
FST 90A (Firefighter I Certification Preparation A)	2
FST 90B (Firefighter I Certification Preparation B)	2
FST 90C (Firefighter I Certification Preparation C)	2
General Education Courses§	

Total Units Required..... 60

§ Program-based General Education requirement: Speech 1 (Fundamentals of Speech Communication)

**Required for entry into the Fire Service Technology 86A, 90A, 90B, and 90C courses (Fire Fighter I Certification Preparation)*

KIN FSC FIRE SERVICE CONDITIONING 1 UNIT

Course is designed to allow students to prepare for the physical demands placed upon Firefighters and will prepare them for entry into a Fire Academy and to pass the desired Nationally Recognized CPAT (Certified Physical Agility Test) required by most Fire Service Agencies across the country for advancement in the Pre-Employment Examination Process.

Certificate of Achievement Fire Service Technology

FST 50** (Fire Protection Organization).....	3
FST 51** (Fire Service Operations).....	3
FST 52** (Fire Safety and Public Education)	3
FST 53** (Fire Behavior and Combustion).....	3
FST 54 (Fire Prevention Technology).....	3
FST 55 (Fire Protection Equipment and Systems)	3
FST 56 (Fundamentals of Building Construction for	

Fire Protection).....	3
EMS 61 (Emergency Medical Responder).....	3
EMT 81** (Emergency Medical Technician).....	6.5
Electives*.....	2-3
Total Units Required.....	32.5-33.5

***Electives**

Select from the following for a minimum of 2 units:

- FST 65 (First Responder Hazardous Materials/
Incident Command ICS 200)
- FST 74A (Fire Investigation 1A)
- FST 86A (CAL Fire Basic Firefighter (2010))

***Fulfills the Fire Fighter I Certification requirements and required for entry into the Fire Service Technology 90A, 90B, and 90C courses (Fire Fighter I Certification Preparation)*

Fire Service Technology Courses (FST)

Fire Service Technology courses may be scheduled alternating years. Students may be required to take day and evening classes to complete the Associate Degree.

- | | | |
|---|---|--------------------|
| FST 50 | FIRE SERVICE TECHNOLOGY | 3 UNITS |
| Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Introduction to Incident Command System with ICS 100 and NIMS 700 Compliance Certification. Cultural Diversity; including discrimination and harassment laws and regulation. Course complies with State Board of Fire Services requirements (1999). 3 hours lecture plus a total of 12 hours laboratory for the semester. Typical contact hours: 52.5 lecture, total 12 hours laboratory. Transfer: CSU | | |
| | Degree Applicable, Credit | Grading Option: GR |
| | | |
| FST 51 | FIRE SERVICE OPERATIONS | 3 UNITS |
| Fundamentals of fire department organization, management and resources; fire company organization; resources to control various emergencies; multi-agency coordinating systems; support and regulatory agencies; strategy and tactics applied to structural fire fighting; wildland fire fighting and hazardous material emergencies; and safety conditions to be considered. Prerequisite: Fire Service Technology 50 (completed with a grade of "C" or higher). 3 hours lecture, plus a total of 12 hours laboratory for the semester. Transfer: CSU | | |
| | Degree Applicable, Credit | Grading Option: GR |
| | | |
| FST 52 | FIRE FIGHTER SAFETY AND SURVIVAL | 3 UNITS |
| Assessing fire dangers and handling common fire situations in the home and in the work place; risk abatement and personal preparation for unforeseen fire emergencies; roles and responsibilities in educating the public on fire safety. 3 hours. Transfer: CSU | | |
| | Degree Applicable, Credit | Grading Option: GR |

FST 53	FIRE BEHAVIOR AND COMBUSTION	3 UNITS
Theory and fundamentals of why fires start, spread, and are controlled. An in depth study of fire chemistry and physics fire characteristics of materials, extinguishing agents, and fire control techniques. 3 hours. Transfer: CSU		
	Degree Applicable, Credit	Grading Option: GR

FST 54	FIRE PREVENTION TECHNOLOGY	3 UNITS
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation and fire safety education. Provides skills necessary for California Fire Service Training and Education System, Certified Firefighter I and Fire Inspector I. Prerequisite: Fire Service Technology 50 (completed with a grade of "C" or higher). 3 hours. Transfer: CSU		
	Degree Applicable, Credit	Grading Option: GR

FST 55	FIRE PROTECTION EQUIPEMENT AND SYSTEMS	3 UNITS
History and development of the Uniform Fire Code; features, design, and operations of fire alarm systems and smoke detection systems; means and adequacy of required exiting systems. Installation and maintenance of automatic, manual, and other private fire extinguishing equipment, heat and smoke control systems, water or sprinkler supply, water supply for fire protection and portable fire extinguishers. 3 hours. Transfer: CSU		
	Degree Applicable, Credit	Grading Option: GR

FST 56	FUNDAMENTALS OF BUILDING CONSTRUCTION FOR FIRE PROTECTION	3 UNITS
Study of the components of building construction that relate to fire/life safety. Elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires/collapse emergencies. Development and evolution of building and fire codes will be studied in relationship to past fire/collapses in residential, commercial, and industrial occupancies. Prerequisite: Fire Service Technology 50 (completed with a grade of "C" or higher). 3 hours. Transfer: CSU		
	Degree Applicable, Credit	Grading Option: OP

FST 65	FIRST RESPONDER HAZARDOUS MATERIALS/INCIDENT COMMAND ICS 200	3 UNITS
Hazard recognition and identification; incident response safety procedures and decontamination. Response to hazardous materials emergencies. Emphasis on skills and knowledge necessary to protect lives, property, and the environment. Meets the California Specialized Training Institute's requirements for Hazardous Materials First Responder Operational Awareness and Hazmat First Responder "Decon" Certifications under California Government Code Section 1503. Principles of Incident Command System, basic ICS structure and common responsibilities. Meets the State Fire Marshall's Office ICS 200 Certification Requirement. Strongly recommended: Fire Service Technology 53. 3 hours lecture, 12 hours total laboratory. Transfer: CSU		
	Degree Applicable, Credit	Grading Option: GR

FST 70A BASIC RESCUE PRACTICES 2 UNITS
 Fire incident search and evacuation principles. Implementation of auto incident safety, access, first aid, extrication and removal operations. Wildland incident search procedures, knot tying and slope evacuation skills. Simulated automobile incident rescue exercises. Strongly recommended: Fire Service Technology 90A and 90B (Fire Fighter-1) or active member of paid or volunteer fire department. 2 hours. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 70B ADVANCED RESCUE PRACTICES 2 UNITS
 Continuation of skills and knowledge from Fire Service Technology 70A. Application of triage principles. Implementation of multi-casualty incident safety, access, first aid, extrication and removal operations. Advanced wildland incident vertical slope lowering and hoisting skills. Structure collapse shoring, debris tunneling and trench collapse patient recovery techniques. Includes simulated structure collapse rescue and incident command exercises. Prerequisite: Fire Service Technology 70A (completed with a grade of "C" or higher). 1 hour lecture, 3 hours laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 71A FIRE COMMAND 1A - COMMAND PRINCIPLES FOR COMPANY OFFICERS 2 UNITS
 Provides for company officers with information and experience in command and control techniques, Instruction and simulation time pertaining to the initial decision and action processes at a working fire. Topics include the fire officer and their acts of commanding and authority of command, fire behavior, fire ground resources, operations, and management. Prerequisite: Fire Service Technology 65 (completed with a grade of "C" or higher) or ICS 200 Basic ICS – Incident Command System Certification from NIMS – FEMA, FSTEP or NWCG. This is a State of California Fire Marshal, State Fire Training, CFSTES (California State Fire Service Training and Education System) course approved by the California State Fire Board. A certificate will be issued upon successful completion of the course. The course satisfies one of the component requirements for the certification track of Company Officer. 40 total hours for the course. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 71B FIRE COMMAND 1B 2 UNITS
 Provides company officers with information and experience in command and control techniques. Emphasis on decision making and appropriate use of resources for the first arriving company officer at hazardous material incidents. Satisfies part of the requirements for the State Fire Officer I Certification. 40 total hours. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 71C FIRE COMMAND 1C - 1-ZONE FIRE FIGHTING FOR COMPANY OFFICERS 2 UNITS
 Designed for Firefighters, Company Officers, and Chief Officers with limited wildland experience. This course is designed around the responsibilities of the Company Officer at a wildland/urban interface incident. It will bring the structural Company Officer out of the city and into the urban/interface, in other words, from his or her comfort zone into an area that could very well be quite unfamiliar. This is a State of California Fire Marshal, CFSTES (California State Fire Service Training and Education System) course approved by the California State Fire Board. A certificate will be issued by the

California State Fire Marshal, State Fire Training upon successful completion of the course This course satisfies one of the course component requirements for the certification track of Company Officer. This course also meets a component of certification required for CICC recognition for Strike Team Leader. 40 hours total. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 72 FIRE MANAGEMENT 1 – MANAGEMENT/ SUPERVISION FOR COMPANY OFFICERS 2 UNITS
 Designed for Company Officers or for Firefighters preparing for the position of Company Officer. This course prepares or enhances the first line supervisor's ability to supervise subordinates. It introduces key management concepts and practices utilized by Company Officers, and includes discussions about decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. This is a State of California Fire Marshal, State Fire Training, CFSTES (California State Fire Service Training and Education System) course approved by the California State Fire Board. A certificate will be issued by the California State Fire Marshal, State Fire Training upon successful completion of the course This course satisfies one of the course component requirements for the certification track of "Company Officer". This course also meets or exceeds all Level I and Level II NFPA 1021, Standards for Fire Officer Professional Qualifications that apply to management. 40 total hours. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 73A FIRE PREVENTION 1A (BRIDGE) - INTRODUCTION TO THE CALIFORNIA FIRE CODE 2 UNITS
 This course provides a broad, technical overview of Fire Prevention Codes and Ordinances, Inspection Practices and Key Hazards. The course is designed for Fire Prevention, Suppression, Public Education and Fire Investigation Personnel. This is a State of California Fire Marshal, State Fire Training, CFSTES (California State Fire Service Training and Education System) course approved by the California State Fire Board. A certificate will be issued upon successful completion of the course. The course satisfies one of the component requirements for the certification tracks of Company Officer, Fire Prevention Officer and Public Education Officer. 40 total hours. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

FST 73B FIRE PREVENTION 1B (BRIDGE) - INSPECTION OF FIRE PROTECTION SYSTEMS AND SPECIAL HAZARDS 2 UNITS
 This course provides Fire Prevention Professionals with the base knowledge necessary to inspect fire protection systems and special hazards. The course is designed for Fire Prevention, Suppression, Public Education and Fire Investigation Personnel. This is a State of California Fire Marshal, State Fire Training, CFSTES (California State Fire Service Training and Education System) course approved by the California State Fire Board. A certificate will be issued upon successful completion of the course. The course satisfies one of the component requirements for the certification tracks of Company Officer, Fire Prevention Officer and Public Education Officer. Prerequisite: Fire Service Technology 73A (completed with a grade of "C" or higher). 40 total hours. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

minutes, and organization accounting. Introduction to student government procedures and policies. Recommended for members of the Student Government Assembly, club officers, members of college-wide committees and others interested in leadership. 1 hour lecture, 2-4 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

GNST 25L STUDENT GOVERNMENT LEADERSHIP LABORATORY 1-3 UNITS

Practical application of the skills of effective student government leadership. Includes, but is not limited to, conducting and attending meetings, holding office hours, sitting on committees, and planning and attending campus events. Concurrent Enrollment In General Studies 25. 3-9 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

GNST 100 FOUNDATIONS FOR LEARNING SUCCESS 3 UNITS

Examine self-efficacy issues and begin to develop strong self-efficacy behaviors. Develop behaviors that lead to academic and career success, such as understanding individual learning styles, building and working in diverse learning style teams, effective and appropriate methods of communication, effective and appropriate behaviors in the classroom and the workplace. Course is based on curriculum used to train executives in large companies to develop professional behaviors. 3 hours lecture Nondegree Applicable, Credit Grading Option: P/N

GEOGRAPHY

About the Program

Geography is the science of place and space. Geographers ask where things are located on the surface of the earth, why they are located where they are, how places differ from one another, and how people interact with the environment. There are two main branches of geography; human geography and physical geography. Human geography is concerned with the spatial aspects of human existence – how people and their activity are distributed in space, how they use and perceive space, and how they create and sustain the places that make up the earth’s surface. Human geographers work in the field of urban and regional planning, transportation, marketing, real estate, tourism and international business. Physical geographers study patterns of weather and climate, landforms, vegetation, soils and water. They forecast the weather, manage land and water resources, and analyze and plan for forests, rangelands, and wetlands.

Many human and physical geographers have skills in cartography and Geographic Information Systems (GIS). Geographers also study the linkages between human activity and natural systems, and are active in the study of global warming, desertification, deforestation, loss of biodiversity, groundwater pollution, and flooding.

Career Opportunities

Teaching, urban and regional planning, transportation, marketing, real estate, tourism, international business, government

Transferability

All of the geography courses are transferable to most 4-year colleges in the state.

Geography Courses (GEOG)

GEOG 1 INTRODUCTION TO PHYSICAL GEOGRAPHY 3 UNITS

Earth’s natural environments, with emphasis on spatial characteristics, change over time, interactions between environmental components, and human-environment interactions. Physical processes, techniques, and tools by which Earth’s climates, soils, vegetation, water resources, and land forms are linked into integrated global patterns. Effect of natural environments on human activities and how humans modify environments. Field trips may be included. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: Area 5A Degree Applicable, Credit Grading Option: GR

GEOG 1L INTRODUCTION TO PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

Application of the concepts, techniques, tools, and materials of physical geography. Practical exercises, experiments, observations, data analyses, and computer applications/simulations which augment understanding of geographic processes, interrelationships, spatial patterns and distributions. Use of maps, remotely-sensed imagery, and geographic information systems. Includes locational reference systems, time-space relationships, weather, climate, soils, vegetation, and landforms. Field trips/field projects may be included. Prerequisite: Geography 1 (may be taken concurrently). 3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C. Degree Applicable, Credit Grading Option: GR

GEOG 2 CULTURAL GEOGRAPHY 3 3 UNITS

Spatial analysis of human populations, their cultural traits, and activities. Emphasis on how diverse peoples, through their interactions and through their perceptions and use of the physical environment, create distinctive cultural landscapes. Social, political, and economic elements of geography which contribute to the evolution of these global and regional cultural patterns. Field trips may be included. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D5; IGETC: 4E Degree Applicable, Credit Grading Option: OP

GEOG 5 WORLD REGIONAL GEOGRAPHY 3 UNITS

Regions of the world and the way humans live within those regions. Includes physical and cultural characteristics of world regions, how they are similar and how they are different, economic patterns, agriculture, industrial development and population dynamics. Emphasis on contemporary major issues and their geographic impact. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D5; IGETC: Area 4E Degree Applicable, Credit Grading Option: GR

GEOG 8 INTRODUCTION TO WEATHER AND CLIMATE 3 UNITS

Introduction to weather and climate and their impact on and modification by human activities. Emphasis on weather elements,

AS-T – Geology ¥ (Transfer Preparation)

FRESHMAN YEAR

GEOL 1 (Physical Geology).....	3
GEOL 1L (Physical Geology Laboratory).....	1
CHEM 1A (General College Chemistry I).....	5
CHEM 1B (General College Chemistry II).....	5
MATH 1 (Calculus I).....	5
MATH 2 (Calculus II).....	5
Electives*	
General Education Courses	

SOPHOMORE YEAR

GEOL 3 (Historical Geology).....	3
GEOG 3L (Historical Geology Laboratory).....	1
Electives*	
General Education Courses	

Total Units60

*Suggested Electives

GEOL 5 (Environmental Geology: Hazards & Disasters)
GEOL 7 (Environmental Geology: Resources, Use Impact & Pollution)
GEOL 12 (Introduction to Oceanography)
GEOL 12L (Intro to Oceanography Laboratory)
GEOL 29 (Independent Study, Geology)
GEOL 9 (Colloquium-Geology)
ASTR 10 (The Solar System)
EVST 5 (Energy and Sustainability)
GEOG 8 (Intro to Weather and Climate)
GEOG 15 (Introduction to Geographic Information Systems (GIS))
GEOG 22 (Advanced GIS Applications)
ASTR 20 (Stars and the Universe)
ANTR 2 (Introduction to Archaeology: Prehistory & Cultural Growth)
ANTR 1 (Biological/Physical Anthropology)

¥Approval pending from State Chancellor's Office

Geology Courses (GEOL)

GEOL 1 PHYSICAL GEOLOGY 3 UNITS

The Earth, its materials, its internal and external processes, and its development through time. Emphasis is placed on a thorough global understanding of Plate Tectonics as a framework and foundation for subsequent geologic topics and concepts. Topics include volcanoes, earthquakes and seismology, the Geologic Time Scale and the formation of the earth, rocks and minerals, hydrology, erosion, beach systems, environmental geology, glaciation, groundwater, etc. Course content includes the difference between theory and fact and the historical development of key geologic concepts. This is the foundation course for almost all subsequent geology courses for both geology majors and non-majors. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: Area 5A
Degree Applicable, Credit Grading Option: OP

GEOL 1L PHYSICAL GEOLOGY LABORATORY 1 UNIT

Laboratory course to supplement the physical geology lecture course. Introduction to the materials and techniques of geology. Includes minerals, rocks, topographic and geologic maps, structural geology, identification and interpretation of landforms, geologic

time and relative age dating analysis, etc. Prerequisite: Geology 1 or Geology 5 or Geology 7 (may be taken concurrently). 3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C
Degree Applicable, Credit Grading Option: OP

GEOL 3 HISTORICAL GEOLOGY 3 UNITS

Formation and development of the earth, its oceans, atmosphere and life through time. Emphasis on the Geologic Time Scale, the fossil record, introductory biostratigraphy, radiometric dating, index fossils, fossil assemblages, mass extinctions, types of fossil preservation, Ice Ages and glacial events through time, paleogeography: plate tectonic configurations throughout time, major events through the scope of Geologic Time, etc. Prerequisite: Geology 1 or Geology 5 or Geology 7 (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A
Degree Applicable, Credit Grading Option: OP

GEOL 3L HISTORICAL GEOLOGY LABORATORY 1 UNIT

Laboratory exercises to support and reinforce the Historical Geology lecture course. Includes lab exercises in relative and absolute age-dating, biostratigraphy, radiometric dating, the construction of geologic histories from geologic map data, types of fossil preservation, fossil identification and morphology of the common and important fossils throughout the Geologic Time Scale. Formation and development of the earth, its oceans, atmosphere and life through time. Prerequisite: Geology 3 lecture (may be taken concurrently) 3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C
Degree Applicable, Credit Grading Option: OP

GEOL 5 ENVIRONMENTAL GEOLOGY: HAZARDS & DISASTERS 3 UNITS

Understanding and planning for the effects of natural hazards and disasters on the earth, the ecosystem and human populations. Content covers the basic natural hazard processes, where and why they occur, as well as considerations for environmental land-use planning. Environmental hazards studied include earthquakes, volcanoes, river systems (including floods and dams), landslides, coastal erosion, tsunamis, sinkholes, etc. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A
Degree Applicable, Credit Grading Option: OP

GEOL 7 ENVIRONMENTAL GEOLOGY: RESOURCES, USE IMPACT & POLLUTION 3 UNITS

Understanding how and where Earth's environmental resources are created and located, and then studying how the resources are accessed and utilized. Topics include rock and mineral resources, energy resources (including fossil fuel and non-fossil fuel resources), water (including rivers, reservoirs, groundwater, etc.), waste disposal (including water and air pollution), global climate changes (including the greenhouse effect), etc. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A
Degree Applicable, Credit Grading Option: OP

GEOL 12 INTRODUCTION TO OCEANOGRAPHY 3 UNITS

Introduction to the oceans, the history of oceanic science, instrumentation and exploration; marine geology including plate tectonics and shoreline processes; physical and chemical properties of sea water; causes and effects of currents, tides, and waves;

HSCI 51A BASIC MEDICAL TERMINOLOGY 4 UNITS

Terminology used typically by the medical profession; explanation of the history of terminology, prefixes, suffixes, and root words, emphasis on spelling, definitions, pronunciation, and an understanding of their meanings; includes medical abbreviations, pharmaceutical terms, terminology utilized in patient records management; introduction to anatomical terms, and terms related to disease processes. 4 hours. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

HSCI 51B DISEASE PROCESS AND ADVANCED MEDICAL TERMINOLOGY 4 UNITS

Introduction to the nature of disease and to the structural and functional changes of diseases as they affect the systems of the body; discussion of causes, symptoms and treatment of disease. Prerequisite: Health 51A. 4 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

HSCI 52 BASIC MEDICAL TERMINOLOGY FOR ALLIED HEALTH 3 UNITS

A basic course in medical terminology designed for students in studying for Allied Health careers such as Surgical Technologist, Paramedic, Pre-nursing, and Radiology Technician. Medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis on word dissection, definitions as applied to the body systems including the terminology used in surgical procedures. Concepts focus on comprehensive terminology, pronunciation and spelling core. Students who are currently enrolled in or have received credit for Health 52 or Emergency Medical Services 62 may not receive credit. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

HSCI 55 ORIENTATION TO HEALTH CARE 2 UNITS

Examine physiological, psychological, ethical, social, and public health issues. Introduce the workings of the human body and mind and explore the relationship between health and larger cultural and societal issues. Introduce medical terminology. Review diseases, including causes, symptoms, how they affect the body systems, and treatment options available. Investigate, analyze, and evaluate professional opportunities, educational requirements and personal characteristics with the intent to acquire insight into careers in the allied health field, with specific focus on transfer science, clinical programs (pre-nursing, EMT, surgical technology, medical assisting), and health administrative support. Gain the academic framework and perspective necessary to pursue a career in health sciences, as well as benefit anyone confronting health care issues in today's complex world. 2 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: Area E
Degree Applicable, Credit Grading Option: GR

HSCI 57 ALLIED HEALTH CAREER EXPLORATION 1.5 UNITS

Introduction to Allied Health through an exploration of jobs and skills required for those jobs. This orientation to Allied Health is designed to promote self-awareness through career assessments and discussion and interpretation of interests. 1 hour lecture, 1.5 hours laboratory.
Degree Applicable, Credit Grading Option: OP

HEALTH AND HUMAN SERVICES

See **Psychology-Counseling**.

HISTORY

About the Program

The History major is designed to help students comprehend the forces that have shaped the United States, as well as other nations around the world. The program fulfills the campus mission to foster growth in its students and in the community. The program offers a wide variety of courses, and all of the units are transferable. Students of history are encouraged to develop critical thinking skills and to learn to write clearly. Both skills will enable students to be successful in their chosen career fields. The discipline of history helps to nurture an informed public and is, therefore, of vital importance to a democratic society. While units in this program are transferable to many institutions, students should consult a counselor for transfer information.

See also: **Humanities, Social Science**

History Courses (HIST)

HIST 1 HISTORY OF WESTERN CIVILIZATION TO 1600 3 UNITS

Origin and development of civilization in the Mediterranean and its expansion into Europe - the Near East, Greece, Rome the Middle Ages, Renaissance and the Reformation. 3 hours. AA/AS GE.
Transfer: CSU, UC; CSU GE: C2, or D6; IGETC: 4F
Degree Applicable, Credit Grading Option: GR

HIST 2 HISTORY OF WESTERN CIVILIZATION SINCE 1600 3 UNITS

History of the Modern Western World; Romanticism and the Industrial Revolution to the present. 3 hours lecture. AA/AS GE.
Transfer: CSU, UC; CSU GE: C2 or D6; IGETC: 4F
Degree Applicable, Credit Grading Option: GR

HIST 7 HISTORY THROUGH RECONSTRUCTION 3 UNITS

A survey of United States history from its pre-colonial, indigenous origins through the end of Reconstruction. Emphasis on (1) distinctively American patterns of political, economic, social, intellectual, and geographic developments, (2) the interaction amongst and the experiences of diverse racial, ethnic and socioeconomic groups in American History, and (3) the evolution of American institutions and ideals including the U.S. Constitution, representative democratic government, the framework of California state and local government, and the relationship between state/local government and the federal government. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D6 & AI; IGETC: 4F & AI
Degree Applicable, Credit Grading Option: GR

HIST 8 U.S. HISTORY SINCE RECONSTRUCTION 3 UNITS

History of the United States from the post-Civil War period to the present. Emphasis on distinctively American patterns of political, economic, social, intellectual and geographic developments. AA/AS GE. 3 hours lecture. Transfer: CSU, UC; CSU GE: D6 & AI; IGETC: 4F & AI

Degree Applicable, Credit Grading Option: GR

HIST 14 HISTORY AND AMERICAN CULTURES OF CALIFORNIA 3 UNITS

Historical development of California, including Spanish exploration and settlement, the Mexican Revolution and transformation, the American conquest, the Gold Rush and dynamic expansion to the present day. In addition to exploring the political, economic, cultural and social factors affecting the development of California, the course will focus on the roles and interactions of Native Americans, Latino Americans, European Americans and Asian Americans within the larger context of California history. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 or D6; IGETC: 4F

Degree Applicable, Credit Grading Option: OP

HIST 25 AMERICAN INDIAN HISTORY AND CULTURE 3 UNITS

Historical survey of American Indians in the United States from earliest times to the present day. Emphasis on Indian societies and cultures, Indian relations with predominant cultures, Indian movement for self-preservation, and historical background necessary to understand contemporary problems of the Indians. Emphasis on the Indians of California and the West. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 or D6 & AI; IGETC: 4F & AI

Degree Applicable, Credit Grading Option: OP

HIST 28 HISTORY OF AMERICAN WEST 3 UNITS

A history of the trans-Mississippi West of the United States. Emphasis will be placed on Native American history and cultures, European and Anglo-American frontiers, expansion of the United States in the 19th century, and the interaction of Native American, European American, Asian American, African American and Hispanic American peoples, and the significance of the West in American history. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 or D6; IGETC: 4F

Degree Applicable, Credit Grading Option: OP

HIST 32 U.S. WOMEN'S HISTORY 3 UNITS

A survey of United States women's history from its indigenous origins through the present. This course emphasizes the interaction and experiences of diverse racial/ethnic groups that include at least three of the following groups: African-Americans, Chicana/Latina Americans, Asian Americans, European Americans, and Native Americans. Special areas of focus include women's role in the political, economic, social, and geographic development of the United States. 3 hours lecture. Transfer: CSU, UC; CSU GE: D4 or D6 & AI; IGETC: 4D or 4F & AI

Degree Applicable, Credit Grading Option: OP

HORTICULTURE

DEGREE CERTIFICATE

About the Program

The horticulture curriculum is designed to meet the demand for trained personnel in a broad range of horticultural fields in one of the following concentration areas: landscape planning, installation and maintenance, nursery management and operations, and floristry.

Degrees/Certificates

- Degree:
 - AS – Horticulture
- Certificate of Achievement
 - Horticulture

Having the Certificate demonstrates your proficiency in specified skills. The Associate of Science (AS) Degree is recommended for students who wish to go on to 4-year degrees. The AS includes the Certificate, plus a few more electives and General Education. Students with the AS degree will also have demonstrated a broader educational basis and writing ability that can give them an advantage for promotional opportunities in the future.

The Certificate and AS are available to specialize in 3 areas: Landscape Installation and Maintenance, Nursery Management and Operations, and Floristry.

Career Opportunities

Entry level pay for labor positions range from \$7.50-\$9.00 per hour. Experienced workers typically earn \$9.00-\$22.00 per hour. Management and supervisory positions have the greatest earnings at \$3,500 to \$5,500 per month. Owners/operators of many landscape maintenance businesses earn between \$4,500-\$8,500 per month.

Many residential landscape installation contractors earn between \$150,000-\$500,000 per year, gross income.

Students might work in residential and commercial landscape installation and maintenance; urban tree service; forestry; park, grounds, and golf course maintenance; retail and wholesale nursery operations and management; floristry; plant pest control and horticulture consulting; and residential landscape design.

The Las Positas College website links you to resources to learn more about opportunities in the field of horticulture:

<http://www.laspositascollege.edu/HORT/index.php>

Transferability

The Horticulture program fulfills typical lower-division degree requirements typical of four-year institutions. General education requirements should be selected carefully based on the intended transfer institution; and it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor.

See also: Viticulture and Winery Technology

AS – Horticulture

FRESHMAN YEAR

HORT 50 (Introduction to Horticulture).....	3
HORT 51 (Fall Plant Material Identification).....	3
HORT 52 (Spring Plant Material Identification)	3
HORT 53 (Plant Disease and Pest Control).....	3
Horticulture Options*	6-7
General Education Courses§	

SOPHOMORE YEAR

HORT 54 (Planting Media and Nutrition).....	2
HORT 55 (Horticulture Management and Operations).....	3
HORT 95 (Work Experience)	2
HORT 96 (Work Experience Seminar)	1
Horticulture Concentration Options*	6-7
General Education Courses§	
Total units required	60

§ Program-based General Education 3 unit requirement. See a counselor.

*Horticulture Concentration Options

Complete 1 of the 3 Horticulture Concentration Options

HORTICULTURE CONCENTRATION OPTION 1

Landscape Installation and Maintenance..... 13 units

Horticulture 56 (Arboriculture)
Horticulture 57 (Landscape and Turfgrass Management)
Horticulture 58 (Landscape Construction)
Horticulture 59 (Landscape Design)
Horticulture 60 (Landscape Irrigation Systems)

HORTICULTURE CONCENTRATION OPTION 2

Nursery Management and Operations..... 13 units

HORT 56 (Arboriculture)
HORT 57 (Landscape and Turfgrass Management)
HORT 59 (Landscape Design)
HORT 60 (Landscape Irrigation Systems)
HORT 67 (Interior Plantscapes)
VWT 10 (Introduction to Viticulture)

HORTICULTURE CONCENTRATION OPTION 3

Floristry 12 units

HORT 64 (Basic Floristry)
HORT 65 (Intermediate Floristry)
HORT 66 (Advanced Floristry)
HORT 67 (Interior Plantscapes)

Certificate of Achievement Horticulture

HORT 50 (Introduction Horticulture)	3
HORT 51 (Plant Materials I)	3
HORT 52 (Plant Materials II)	3
HORT 53 (Plant Disease and Pest Control)	3
HORT 54 (Planting Media and Nutrition)	2
HORT 55 (Horticulture Management and Operations).....	3
Horticulture Electives*	5
Total units required	22

*Horticulture Electives:

Select any 2 courses from the 3 Horticulture Concentration Options shown under AS – Horticulture degree information.

Horticulture Courses (HORT)

HORT 50 INTRODUCTION TO HORTICULTURE 3 UNITS

Introduction to general horticulture, ornamental horticulture and landscape gardening. Includes vocational and hobby values of horticulture, history of horticulture, plant structure, function, growth, reproduction, and development. Plant classification, identification, propagation, and nutrition. Soils, water management, climate adaptation, ecology, pest and disease control, propagation, planting, and maintenance. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 51 FALL PLANT MATERIAL IDENTIFICATION 3 UNITS

Identification, landscape and garden use, growth habit, climatic adaptation, ornamental value, maintenance and care of trees, shrubs, vines and other plants adapted to the northern and coastal valleys of California. Prerequisite: Horticulture 50 (may be taken concurrently). 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 52 SPRING PLANT MATERIAL IDENTIFICATION 3 UNITS

Identification, landscape and garden use, growth habit, climatic adaptation, ornamental value, maintenance and care of vines, ground covers, flowers, shrublike plants and flowering trees, adapted to the northern and coastal valleys of California.

Prerequisite: Horticulture 50 (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 53 PLANT DISEASE AND PEST CONTROL 3 UNITS

Concepts of plant pathology, entomology, and weed science. Identification, symptoms, diagnosis, and control methods of plant diseases, insects, and weed pests. Methods and techniques of disease and pest management, chemical and non-chemical control related to garden, landscape, and other horticulture crops and plants. Disease and pest control materials with emphasis on safe handling, application, and environmental protection. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 54 PLANTING MEDIA AND NUTRITION 2 UNITS

Soil classification, formation, and natural characteristics. Physical and chemical properties of soil and effect on plant growth and development. Propagating and planting media, soil substitutes and amendments to improve and promote plant growth. Methods and materials related to plant, soil, water, and nutrient relationships to enhance plant growth and development. Plant nutrition, essential nutrients required for plant growth and healthy development. Fertilizer materials, origin, use, and application. Strongly recommended: Horticulture 50 or instructor's permission. 2 hours. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 55 HORTICULTURE MANAGEMENT AND OPERATIONS 3 UNITS

Explores many horticulture specializations including management and operations of retail and wholesale nurseries, greenhouse growers, specialized growers of trees, shrubs, flowers, hydroponics growers, vegetable growers, wholesale and retail floristry businesses, other related businesses, and botanical gardens. Emphasis on plant propagation, propagation structures, greenhouses, nursery and floral business management and operations. Employment opportunities in the horticulture industry. Prerequisite: Horticulture 50 (completed with a grade of "C" or higher). 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 56 ARBORICULTURE 2 UNITS

Care, maintenance, planting, and pruning of trees, shrubs, and vines. Specific pruning techniques for ornamental trees, fruit trees, shrubs, roses, and other woody plants. Tree preservation, health, growth characteristics, plant selection, planting, irrigation, fertilization, damage repair, cabling, and bracing. Methods and techniques of tree climbing, tree felling, tree removal, work hazards, and safety precautions. 1 hour lecture, 4 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 57 LANDSCAPE AND TURFGRASS MANAGEMENT 2 UNITS

Principles and practices of landscape and turfgrass management as practiced by horticultural professionals, landscape contractors, and grounds keepers. Preparation, planting, irrigation, fertilization, pruning, and pest control of landscape developments for residential, commercial, public grounds, golf courses, and gardens. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 58 LANDSCAPE CONSTRUCTION 3 UNITS

Design, engineering, construction techniques, and installation methods for landscape site development. Cost estimating, bidding, construction materials, methods, equipment, tools, and safety for landscape plan implementation. Contracts, specifications, and legal aspects regarding landscape installation and site development. 3 hours lecture, 1 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 59 LANDSCAPE DESIGN 3 UNITS

Landscape site planning and landscape architectural design for residential properties, home gardens, and small-scale use areas. Procedures and methods required in the planning and design process; site inventory, site analysis, user group analysis, preparation of site study diagrams, preliminary designs, and master site plans. Theory and principles of design, site layout, landscape elements, and material selection. Sketching, drafting, delineation, reproduction, and coloring techniques for landscape architectural plans. Selection and use of drawing tools, materials and equipment. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 60 LANDSCAPE IRRIGATION SYSTEMS 3 UNITS

Planning, design, engineering, construction, and maintenance of sprinkler and drip irrigation systems for landscape, garden, and turfgrass use. Principles of hydraulics, layout, and equipment application. Irrigation system equipment, components, methods of installation and repair. Principles and techniques of water conservation and plant-water-soil relations. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 62 CALIFORNIA NATIVE AND DRY LANDSCAPES 2 UNITS

This course examines the native plant communities of California and identifies native plants suitable for the design and installation of dry landscapes in Northern California. The focus of this course is the planning, design, installation, care, and maintenance of drought tolerant landscapes, with the goal of creating more sustainable landscapes. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 63 SUSTAINABLE LANDSCAPE 2 UNITS

This course examines the impact of constructed landscapes on the postindustrial society. Natural ecosystems are studied in order to learn concepts essential to create and maintain sustainable, environmentally sound landscapes. The focus of this course is on planning, designing, installing, and maintaining of landscapes, through the use of ecologically sound construction techniques, materials, and systems. 2 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 64 BASIC FLORISTRY 3 UNITS

Overview of floral design history and theory. Construction of beginning level floral design styles. Care and conditioning of cut flowers appropriate to beginning designs. Materials, products, and containers used in the floral industry. Introduction to Japanese floral design. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 65 INTERMEDIATE FLORISTRY 3 UNITS

An intermediate level course of study which explores the basic styles and variations of Western design. Continuation of study emphasizing modern marketability and European styles, techniques, and philosophy. Emphasis on speed and proficiency. Wiring and taping techniques used in corsages and hairpieces; marketability. Introduction of dried and everlasting designs and methodology. Prerequisite: Horticulture 64 (completed with grade "C" or higher) or equivalent. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 66 ADVANCED FLORISTRY 3 UNITS

Continuation of knowledge and skills developed in Horticulture 65 in floral design styles covering a number of contemporary styles. Emphasis on holiday and seasonal designs, wedding designs and consultations, and funeral designs. Further study of retail aspects and customer relations. Development of personal style. Prerequisite: Horticulture 65 (completed with grade "C" or higher) or equivalent. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HORT 67 INTERIOR PLANTSCAPES 3 UNITS
Identification, use, propagation, growth, environmental adaptation, ornamental value, and care of container, indoor, and house plants. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

HORT 68 ORCHARD AND VEGETABLE GARDENING 1 UNIT
This course examines ways that we can better utilize our landscape resources by using them as a source of food production. Principles of commercial and home orchards will be studied, as well as methods of incorporating edible materials into otherwise ornamental landscapes. Students will learn how to plant, care for and harvest a variety of small-scale fruit, berry, and vegetable crops. This course is designed to benefit retail nursery and garden center professionals, as well as horticultural hobbyists, and home gardeners. 0.5 lecture hour and 1.5 laboratory hour. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

HORT 81 HOME LANDSCAPE DESIGN 2 UNITS
Planning and design of residential landscape and garden areas. Considerations and techniques for designing outdoor areas around the home. Landscape planning techniques and concepts of design. Use area design, layout, plant selection, and drawing plans. 1.5 hours lecture, 1.5 hours laboratory Transfer: CSU
Degree Applicable, Credit Grading Option: OP

HORT 95 WORK EXPERIENCE 1-3 UNITS
Application of principles and skills through participation in on-the-job training. Prerequisite: Horticulture 50. Corequisite: Horticulture 96 and 5-15 hours of work experience per week. Transfer: CSU* See "Work Experience in this Catalog" for Work Experience requirements. *HORT 95 and HORT 96 combined, maximum transfer credit, 6 units.
Degree Applicable, Credit Grading Option: OP

HORT 96 WORK EXPERIENCE SEMINAR 1 UNIT
Discussion and analysis of work-experience related problems Discussion of job opportunities in horticulture. Co-requisite: Horticulture 95. 1 hour. Transfer: CSU* See "Work Experience in this Catalog" for Work Experience requirements. *HORT 95 and HORT 96 combined, maximum transfer credit, 6 units.
Degree Applicable, Credit Grading Option: OP

HORT 99 SPECIAL TOPICS IN HORTICULTURE .3-3 UNITS
Designed to explore special interest subjects drawn from the field of horticulture. Emphasis will be on topics of practical use to home gardeners as well as for persons employed in horticultural industries. Typical subjects include pruning; vegetable gardening; irrigation and pest disease control .3-9 hours. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

HUMAN GROWTH AND DEVELOPMENT

See Early Childhood Development.

HUMANITIES

DEGREE

Contact Dr. Marilyn Flores, Dean

925.424.1382

About the Program

Humanities is an interdisciplinary academic field which encourages its scholar/practitioners to interpret the world and their active role in it through a philosophical, creative and artistic immersion in a number of different but overlapping and connected fields of study. Work in the Humanities also suggests a practical professional methodology combining hermeneutics and a "dialogue-reflection-action change" process that allows students to create new or expanded world-view paradigms resulting in personal and systemic growth and change.

Degrees/Certificates

- Degree:
 - AA – Humanities (General)

Transferability

This degree prepares those interested in Interdisciplinary Studies, Humanities or Classical Studies/Philosophy majors for successful transfer to four-year institutions. Some variation in requirements may exist at a particular four-year transfer institution; therefore, it is essential that students refer to the catalog of the prospective transfer institution and consult a counselor. General Education courses should be carefully selected to meet the requirements of the intended transfer institution; some transfer institutions require more General Education units than required by this AA degree.

See also: Philosophy, Religious Studies

AA – Humanities (General)

FRESHMAN YEAR

HUMN 3 (Film, Drama, Music, Visual Arts, Lyric Poetry)	3
ANTR 5 (Cultures of the U.S. in Global Perspective).....	3
PHIL 1 (God, Nature, Human Nature).....	3
HUMN 10 (The American Style)	3
RELS 1 (Religions of the World)	3
ARTS 4 (Art History: Ancient)	3
General Education Courses	

SOPHOMORE YEAR

HUMN 28 (The Classic Myths).....	3
PHIL 2 (Introduction to Philosophy: Ethics).....	3
HIST 1 (History of Western Civilization to 1600)	3
HIST 2 (History of Western Civilization since 1600).....	3
ARTS 5 (Art History: Renaissance to Modern)	3
HUMN 44 (Narrative Film Music)	3
General Education Courses	

Total units required..... 60

Humanities Courses (HUMN)

HUMN 3 FILM, DRAMA, MUSIC, VISUAL ART, LYRIC POETRY 3 UNITS

Dramatic literature, the theater including filmic art, an introduction into the experience and appreciation of works of musical and visual art and lyric poetry. 3 hours. AA /AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B

Degree Applicable, Credit Grading Option: GR

HUMN 6 NATURE AND CULTURE 3 UNITS

An examination of the aesthetic value of the natural environment leading to the development of an individual critical aesthetic of the natural world. Studies in visual art, including painting, photography, sculpture, land art, mixed media, film, literature, and music. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B

Degree Applicable, Credit Grading Option: GR

HUMN 7 CONTEMPORARY HUMANITIES 3 UNITS

Visual, literary, and musical works of art that reflect the issues and concepts of the twentieth and twenty-first centuries. A perspective through exploration of chosen works. 3 hours lecture. AA/AS GE. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

HUMN 10 THE AMERICAN STYLE 3 UNITS

Humanities of the United States. Major works of literature, painting, sculpture, architecture, films, music, philosophy, science, religion and political and social institutions. Particular attention to values and meanings that reflect the American cultural experience. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit Grading Option: GR

HUMN 28 THE CLASSIC MYTHS 3 UNITS

Introduction to mythic themes recurring in literature, the visual arts, and music; gods, humans, heroes; their origins, variations, historical development, and full expression in classical times and continued presence in the arts. 3 hours. AA /AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit Grading Option: GR

HUMN 44 NARRATIVE FILM MUSIC 3 UNITS

An examination of the function of music in cinema. A discovery of the contributions of classical, popular, and folk composers to the art of film-making and the influence of film music on the general culture of our time. 3 hours. AA /AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit Grading Option: GR

INDEPENDENT STUDY

INDEPENDENT STUDY 0.5 – 2 UNITS

Independent Study courses are open to all students and employ many combinations of media and educational techniques to create individualized, self-pacing education. Up to 18 units may be counted toward graduation. Check with the Counseling Center, Building 700, concerning transferability of Independent Study courses to four-year institutions. Independent Study may also be contracted through an

instructor for research, field experience, or skill development. Independent Study may be offered under any subject area contained in the Catalog using the number 29. Transfer: CSU; UC credit may be granted only after review of course outline by specific UC campus after transfer.

Degree Applicable, Credit

Grading Option: OP

INDUSTRIAL TECHNOLOGY

Industrial Technology Courses (INDT)

INDT 61 MANUFACTURING PROCESSES 2 UNITS

Examination of machine shop, welding and general manufacturing processes; practice in the use of hand tools, basic machine tools and welding equipment; understanding the relationship between manufacturing processes and design. 1 hour lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

INDT 74 MEASUREMENTS AND CALCULATIONS 3 UNITS

Calculator techniques for whole number and decimal arithmetic problem solving, fraction-decimal conversion, percentages, ratio and proportion, algebra, geometry, areas and volumes, English metric conversion, and numerical trigonometry as applied in the industry. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

INTERIOR DESIGN

DEGREE CERTIFICATE

About the Program

The Interior Design program prepares individuals for entry-level positions in the field of Interior Design. Most employment opportunities are in established interior design firms or in the retail or wholesale areas of interior furnishing and accessories. Designed for direct job entry, courses in the program provide knowledge in the specifics of interior design, as well as general education to provide a breadth of knowledge suitable for living in today's society. Work experience or internships are encouraged.

Degrees/Certificates

- Degree:
 - AS – Interior Design
- Certificate of Achievement
 - Interior Design

Transferability

While units in the program are transferable to many institutions, students should consult a counselor for information.

AS – Interior Design

FRESHMAN YEAR

INTD 51 (Drafting for Interior Design)	3
INTD 52 (History of Interiors and Furnishings)	3
INTD 54 (Principles of Interior Design)	3
INTD 55 (Introduction to Textiles)	3
SPCH 1* (Fundamentals of Speech Communication)	3
General Education Courses	

**Program-based General Education requirement: Speech 1*

SOPHOMORE YEAR

INTD 50 (Residential Space Planning)	3
INTD 56 (Professional Practices)	3
INTD 58 (Fundamentals of Lighting)	3
INTD 60 (Materials and Resources)	3
INTD 61 (Computer Aided Design for Interior Design)	3
VCOM 51 (Color for Digital Design)	2
General Education Courses	

Total units required60

Recommended Electives

INTD 62 (Kitchen and Bathroom Design)
ARTS 10 (Design and Materials)
ARTS 11 (Design, Materials, and Color)
MKTG 61 (Professional Selling)

Certificate of Achievement

Interior Design

INTD 51 (Drafting for Interior Design)	3
INTD 52 (History of Interiors and Furnishings)	3
INTD 54 (Principles of Interior Design)	3
INTD 55 (Introduction to Textiles)	3
INTD 56 (Professional Practices)	3
INTD 58 (Fundamentals of Lighting)	3
INTD 60 (Materials and Resources)	3
INTD 61 (Computer Aided Design for Interior Design)	3
VCOM 51 (Color for Digital Design)	2
Electives*	6

Total units required32

*Electives

Select from the following for a minimum of 6 units:

INTD 50 (Residential Space Planning)
INTD 62 (Kitchen and Bathroom Design)
ARTS 10 (Design and Materials)
ARTS 11 (Design, Materials, and Color)
MKTG 61 (Professional Selling)
BUSN 52 (Business Communications)
INTN 1 (Internship Seminar)
INTN 2 (Internship Field Placement)

Interior Design Courses (INTD)

INTD 50 RESIDENTIAL SPACE PLANNING 3 UNITS

Basic techniques in planning space for interiors. Private and group living spaces, support systems, functional planning of interior space, and color in space planning. 2 hours lecture, 3 hours laboratory.

Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

INTD 51 DRAFTING FOR INTERIOR DESIGN 3 UNITS

Provides a working knowledge of tools and techniques for interior architectural drafting. Emphasis on lettering, dimensioning floor plans, elevation and sections. Also, covers procedures for developing finished presentational drawings and boards. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

INTD 52 HISTORY OF INTERIORS AND FURNISHINGS 3 UNITS

A survey of the history of interiors and furnishings from Egyptian period to the present. Emphasis on furniture styles and ornamentation. 3 hours. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

INTD 54 PRINCIPLES OF INTERIOR DESIGN 3 UNITS

Elements and principles of design as they apply to interior design. Emphasis on the use of color and texture in the selection of home furnishings. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

INTD 55 INTRODUCTION TO TEXTILES 3 UNITS

Introduction to textiles in the apparel and home furnishing market. Includes identification structure, and properties of fibers and yarns. Consideration of fabric design, both structural and decorative, fabric performance, labeling, and legal regulations covering textiles and apparel. 3 hours. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

INTD 56 PROFESSIONAL PRACTICES 3 UNITS

Interior design practices including business and marketing aspects, wholesale resource development, design presentation and career preparation, contractual obligations. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

INTD 58 FUNDAMENTALS OF LIGHTING 3 UNITS

Residential and commercial lighting systems as they apply to what constitutes a well-lit interior space. Includes an investigation of current lighting fixtures and lighting resources. 3 hours. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

INTD 60 MATERIALS AND RESOURCES 3 UNITS

Survey of residential and commercial interior furnishings with attention to product knowledge of furniture, textiles, ceramics, glass, metals, plastics and composite materials. Skills needed to perform related activities. Strongly recommended: Interior Design 55. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

variations in requirements do exist at particular institutions and for particular Kinesiology options; therefore, it is essential that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

AA -T– Kinesiology ¥ (Transfer Preparation)

KIN 30 (Introduction to Kinesiology).....	3
ANAT 1 (General Human Anatomy).....	5
PHSI 1 (Human Physiology).....	5
Movement Based Courses:*	3
MATH 40 (Introduction to Probability and Statistics) or	
MATH 44 (Statistics and Probability)	3-5
BIOL 31 (Introduction to College Biology)	4
CHEM 1A (General College Chemistry I)	5
PHYS 2A (Introduction to Physics I) or	
PHYS 8A (General Physics I)	4
KIN 15 (First Aid and CPR).....	1.5
General Education Courses	
Total Units	60

***Movement Based Courses (Maximum 3).**

Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units. All movement based courses must be articulated as lower division preparation for the Kinesiology major at a CSU.

Aquatics

- KIN SW1 (Learning to Swim)
- KIN SWB (Swimming – Beginning)
- KIN SWBI (Swimming – Intermediate)
- KIN SWA (Swimming – Advanced)
- KIN WP (Water Polo)
- KIN SWF (Swimming for Fitness)

Combatives

- KIN TK (Tae Kwan Do)
- KIN DRG (Danzan Ryu Jujitsu)

Dance

- KIN ID (Introduction to Dance)

Fitness

- KIN AB (Aerobic Fitness)
- KIN ASA (Aerobics/Step Aerobics)
- KIN BX (Box Aerobics)
- KIN HHA (Hip Hop Aerobics)
- KIN SCF (Step Cardio Fitness)
- KIN WT1 (Weight Training)
- KIN BC1 (Boot Camp)
- KIN FC (Fitness Center)
- KIN FD (Fitness Development)
- KIN JW (Jog/Walk)
- KIN WTW (Weight Training for Women)

Individual Sports

- KIN BD (Badminton)
- KIN YO (Yoga)
- KIN FNB (Fencing Beginning)
- KIN FNI (Fencing Intermediate)
- KIN YOF (Yoga Fitness)
- KIN BL (Bowling)
- KIN GF (Golf)
- KIN TN (Tennis)
- KIN TCC (Tai Chi Chuan)

Team Sports

- KIN BK (Basketball)
- KIN SB (Softball)
- KIN VB (Volleyball)
- KIN FL (Flag Football)
- KIN SI (Soccer – Indoor)

AA – Physical Education (Transfer Preparation)

FRESHMAN YEAR

CHEM 30A (Introductory and Applied Chemistry).....	4
BIOL 31 (Introduction to College Biology)	4
KIN 17 (Introduction to Athletic Training).....	3
KIN 20 (Introduction to Physical Education).....	3
KIN 24 (Sports Psychology).....	3
Kinesiology Activity or	
Kinesiology Intercollegiate Athletics Courses.....	0-4
General Education Courses	

SOPHOMORE YEAR

ANAT 1 (General Human Anatomy)	5
PHSI 1 (Human Physiology)	5
NUTR 1 (The Science of Nutrition) or	
NUTR 3 (Nutrition for Health and Wellness)	3
HLTH 1 (Introduction to Health).....	3
KIN 27 (Principles of Coaching)	2
KIN 28 (Components of Physical Fitness—The Human Body)	3
Kinesiology Activity or	
Kinesiology Intercollegiate Athletics Courses.....	0-4
General Education Courses	
Total Units.....	60

Career Certificate

Coaching §

KIN 23 (Sports Officiating)	2
KIN 24 (Sports Psychology).....	3
KIN 27 (Principles of Coaching)	2
KIN 28 (Components of Physical Fitness—The Human Body)	3
KIN 20 (Introduction to Physical Education).....	2
WRKX 95 (Work Experience)	1-3
WRKX 96 (Work Experience Seminar)	1
Total Units Required.....	14

Career Certificate

Sports Medicine §

BIOL 50 (Anatomy and Physiology) or	
PHSI 1 (Human Physiology)	4-5
NUTR 1 (The Science of Nutrition) or	
NUTR 3 (Nutrition for Health and Wellness)	3
KIN 17 (Introduction to Athletic Training).....	3
KIN 28 (Components of Physical Fitness—The Human Body) or	
KIN 24 Sports Psychology	3
Kinesiology Activity or	
Kinesiology Intercollegiate Athletics Courses.....	0-4
Total Units Required.....	15-16

¥ Approval by State Chancellor's Office is pending
 § This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Kinesiology Activity Courses (KIN)

KIN AAQE ADAPTIVE AQUATIC EXERCISE .5-2 UNITS

This class is an opportunity for students with disabilities to improve muscle strength and endurance through exercises done in shallow water. The pool allows minimal joint stress while doing range of motion and strengthening exercises. This class is designed for students with limitations that are directly related to their verified physical or mental disabilities. Exercises will be adapted to the individual's needs and disability. Students must have a current clearance from their doctor to participate in this class. 27-108 hours laboratory per semester. (Students with verified disability may petition to take this course for credit beyond the four times stated) AA/AS GE. Transfer: CSU, UC*; CSU GE: E *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN AQA AQUA AEROBICS .5-2 UNITS

Student will participate in a variety of upright exercises in the shallow and deep water of a pool. Water specific movements, which take advantage of the unique characteristics of water, will help students improve cardiorespiratory endurance, muscle endurance/strength, flexibility and body composition, while minimizing impact on the body. Students need not be swimmers to participate in this class; however students must feel comfortable in the water. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
 Credit, Degree Applicable Grading Option: OP

KIN AQJD AQUA JOGGING – DEEP WATER .5-2 UNITS

Students will participate in a conditioning program in the deep water of a pool. A variety of low impact movements, centered on jogging, will be performed while utilizing an Aqua Jogger buoyancy belt. Students will improve cardio-respiratory endurance, muscle endurance/strength and flexibility. Students must feel comfortable in the water. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN ASA AEROBICS/STEP AEROBICS .5-2 UNITS

Designed to emphasize cardiovascular endurance through a combination of aerobics and step aerobics. Students will use equipment including the step, hand weights, tubing and mats to improve all components of fitness (cardiovascular endurance, muscular strength and endurance, flexibility and body composition) through correct and safe application of sound exercise principles. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN AB AEROBIC FITNESS .5-2 UNITS

Aerobic Fitness is an intermediate conditioning class that emphasizes cardiovascular endurance activities through a variety of exercises that stimulate heart and lung activity. Interval calisthenics

are used as a warm-up, and then activities that develop increased aerobic efficiency will be performed by the students. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN AWT ADAPTED WEIGHT TRAINING .5-2 UNITS

An opportunity for students with disabilities to improve muscle strength and endurance through the correct application of sound training principles. This class is designed for students with limitations that are directly related to their verified physical or mental disability. Students must have a current clearance from their doctor to participate in this class. An individual exercise program will be developed by the instructor and student to meet the student's goals. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE:Area E. *Max UC credit, 4 units of KIN activity courses
 Grading Option: OP

KIN BA BALLET .5-2 UNITS

Develop and practice basic techniques in ballet. 27-108 laboratory hours per semester. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN BC BOOT CAMP .5-2 UNITS

Improve core conditioning, muscle strength, muscle endurance and cardio-respiratory endurance through a variety of drills and military style movements. Functional training delivered in an intense environment. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN BD BADMINTON .5-2 UNITS

Basic fundamentals of badminton including the forehand, backhand and serve. Includes singles and doubles strategy. Open to all levels of skill. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN BRD BALLROOM DANCE .5-2 UNITS

An introductory course in ballroom dancing. Students will study, analyze, practice and develop social dance technique, proficiency and etiquette in the fundamentals of ballroom dancing. Typical dances covered include: waltz, samba, rumba, foxtrot, tango, rock-n-roll, and east coast swing. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
 Degree Applicable, Credit Grading Option: OP

KIN BK BASKETBALL .5-2 UNITS

This multi-level course is designed to provide the student with an opportunity to development the basic skills and understanding of basketball. Skills such as dribbling, passing, shooting, defensive and offensive strategies will be presented and practiced. Team play and sportsmanship are important priorities that are emphasized in this class. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses

KIN DT DANCE TECHNIQUES .5-2 UNITS

Dance warm-up exercises followed by combinations including elements of jazz, ballet, and modern dance forms. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FB EPEE BEGINNING .5-2 UNITS

This course provides a comprehensive introduction to the sport of fencing. Emphasis is on the technical and tactical skills unique to epee. Basic skills include the development of correct footwork, precise blade action, and sound tactical decisions. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FC FITNESS CENTER .5-2 UNITS

Students will be presented instruction on how to development and maintain the components of fitness: muscular strength, muscular endurance, cardiovascular endurance, flexibility and body composition. Students will learn how to design an individualized exercise program based on sound training principles and personal goals. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FD FITNESS DEVELOPMENT .5-2 UNITS

Introduction to the components of fitness development. Students will be presented instruction on how to maintain and development the components of fitness: muscular strength, muscular endurance, cardiovascular endurance, flexibility and balance. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: P/N

KIN FFL FIT FOR LIFE—FIFTY PLUS .5-2 UNITS

Using elements of dance, low-impact aerobics, and exercises for strength and flexibility, this course is designed to increase and maintain stamina and the overall fitness level in the mature adult. This course is designed for beginning students with emphasis placed on stretches and self-help exercises such as warm-up and cool down for aerobics and strengthening. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FNB FENCING BEGINNING .5-2 UNITS

This course provides a comprehensive introduction to the sport of fencing. Emphasis is on the technical and tactical skills unique to epee. Basic skills include the development of correct footwork, precise blade action, and sound tactical decisions. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FNI FENCING INTERMEDIATE .5-2 UNITS

This course continues to develop the skills specific to foil and epee fencing. Emphasis is placed on the further development of technical and tactical skills unique to each weapon. The electrical equipment will be used exclusively. 27-108 laboratory hours per semester.

AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FL FLAG FOOTBALL .5-2 UNITS

This course is designed to give the student an opportunity to review and practice the basic fundamental skills relative to the game of flag football. 27-108 laboratory hours per semester. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN FS FUTSAL .5-2 UNITS

Students will learn, practice and play Futsal, which is a derivative of soccer and played with five-man teams on a basketball-style court with no walls and a low bouncing ball. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN FSC FIRE SERVICE CONDITIONING AND PHYSICAL AGILITY DEVELOPMENT 1 UNIT

Introduction to the components of physical fitness development and conditioning, with emphasis on preparing students for the physical agility performance and testing standards required of "Emergency First Responder" Candidates entering into Police or Fire Academies. Instruction on proper warm-up and stretching techniques, how to develop and maintain the components of fitness through increased muscular strength and muscular endurance, cardiovascular endurance and recovery, and increased flexibility and balance. Introduction to Circuit Training; skills instruction on various testing parameters of the Nationally approved and recognized Certified Physical Agility Test (CPAT); instruction on various "Tools of the Trade" (i.e., Ladders, Fire Hose, Self Contained Breathing Apparatus (SCBA) for developing proper skills in handling, lifting and carrying techniques as well as developing cardio-respiratory control and aerobic conditioning while wearing a SCBA under conditions of physical exertion. 3 hours laboratory per week or 54 hours laboratory per semester. AA/AS GE. Transfer: CSU; CSU GE: Area E; Degree Applicable, Credit Grading Option: GR

KIN FW FITNESS WALKING .5-2 UNITS

This course provides a cardiovascular activity that will benefit anyone, regardless of age or fitness level. Individualized walking programs are designed to promote general overall fitness. Walking speed and power will be improved through the practice of effective and technically correct movement patterns. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN GBW GUTS AND BUTTS WORKOUT .5-2 UNITS

Reduce, shape, tone and strengthen the abdominal region, the buttocks and thighs through a series of exercises. This course will focus on improving muscle strength and endurance for the abdominals, gluteals, quadriceps, and hamstrings. Emphasis will be on functional development of muscle strength and endurance and core stability. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN GF GOLF .5-2 UNITS
Introduction to the skills of golf at the local driving range with the optional choice to complete a local 9-hole executive course as well as an 18-hole course of their choosing. Course is designed for the beginner, although intermediate and advanced players are welcome and encouraged to enroll. Emphasis is on rules, etiquette, safety, skills, course management, and strategies for club selection. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN GSR GENTLE STRETCH/RELAXATION .5-2 UNITS
This course is designed to present to the student a selection of stretching and strengthening exercises to promote strength, flexibility, balance, and coordination in a relaxing atmosphere. Through consistent practice, the student will improve in strength and become aware of improved breathing patterns and methods of relaxation. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN HHA HIP HOP AEROBICS .5-2 UNITS
A vigorous, choreographed movement class performed to hip hop/club music. Will include low and high impact aerobics. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN ID INTRODUCTION TO DANCE .5-2 UNITS
Introduction to the distinct movements and techniques characteristic of ballet, modern dance, and jazz dance. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN JDB JAZZ DANCE BEGINNING .5-2 UNITS
Practice in basic jazz dance techniques and routines. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN JDI JAZZ DANCE INTERMEDIATE .5-2 UNITS
Practice in intermediate jazz dance techniques and routines. This course builds on the content introduced in Jazz Dance Beginning. Strongly recommended: KIN JDB-Jazz Dance Beginning. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN JW JOG/WALK .5-2 UNITS
Jogging or walking efforts will be improved through consistent practice and training. This course provides a cardiovascular activity that will benefit anyone, regardless of age or fitness level. Individualized programs will be designed to promote general overall fitness. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN LDF LINE DANCE FITNESS .5-2 UNITS
Fitness through line dancing to promote and maintain physical fitness. A variety of dances focus on rhythm, timing, choreography and coordination to improve muscle tone, strength and endurance. No partner required. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN LDFI LINE DANCE FITNESS – INTERMEDIATE .5-2 UNITS
Intermediate level line dances that focus on rhythm, timing, balance and coordination to improve muscle tone, strength and endurance. Line dance styling and technique to promote and maintain physical fitness. No partner required. Strongly recommended: KIN LDF Line Dance Fitness. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN LG LIFEGUARDING 1.5 UNITS
This course is designed to provide the students with the knowledge and skills to prevent, recognize and respond to emergencies and to provide care for injuries and sudden illness until emergency medical services arrive and take over. Upon successful completion of the Lifeguarding course requirements and exams, students will earn American Red Cross certificates. The Lifeguarding/First Aid certificates are valid for three (3) years, and the CPR/AED portion is valid for one (1) year. The student must be 15 years of age on or before the final scheduled session of the course. Strongly recommended: Physical Education SWF (Swimming for Fitness) or Physical Education SWA (Advanced Swimming). 1 hour lecture, 1.5 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN PM PILATES MATWORK .5-2 UNITS
Introduction to the guiding principles of Pilates. Students will be presented instruction on how to implement the guiding principles of Pilates to increase core strength, flexibility and balance. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN RC ROCK CLIMBING .5-2 UNITS
Introduction to the components of rock climbing based on the principles of the Climbing Gym Association. Students will be presented instruction on how to maintain and develop the components of fitness: muscular strength, muscular endurance, cardiovascular endurance, flexibility and balance through rock climbing. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SB SOFTBALL .5-2 UNITS
Introduction and participation in the skills and conditioning needed to participate in the sport of slow pitch softball. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SC SOCCER – OUTDOOR .5-2 UNITS
Students will practice the skills of kicking, passing, trapping and heading necessary for controlled outdoor soccer play; discuss and employ basic offensive and defensive strategies and tactics; put into practice the rules governing outdoor soccer play. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SCF STEP CARDIO FITNESS .5-2 UNITS
A high energy aerobic class utilizing a step platform for variety of movements and intensity. Students will use equipment including the step, hand weights, tubing and mats to improve all components of fitness (cardiovascular endurance, muscular strength and endurance, flexibility and body composition) through correct and safe application of sound exercise principles. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SD SALSA DANCE .5-2 UNITS
An introductory course in salsa music and the dance that expresses its rhythms. Salsa draws influences from a number of types of music, cultures and dances; It has roots in many music and dance styles including Afro-Cuban, Mambo, Cumbia, Charanga, Rhumba, and Tango. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SI SOCCER – INDOOR .5-2 UNITS
Students will practice the skills of kicking, passing, trapping and heading necessary for controlled indoor soccer play; discuss and employ basic offensive and defensive strategies and tactics; and put into practice the rules governing indoor soccer play. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SS SKI/SNOWBOARD CONDITIONING .5 UNITS
Introduction to the conditioning and development of fitness specifically geared to individuals preparing for skiing, snow boarding, cross country skiing, and other snow related activities. 27-108 laboratory hours per semester. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 transfer units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SWA SWIMMING ADVANCED 2 UNITS
This is an advanced course designed to enhance the overall knowledge and fitness for the advanced swimmer. The emphasis will be on training for competition (Intercollegiate, High School, Open Water, Triathlon, USA Swimming, and Recreational League). Instruction will also include refining the competitive strokes, starts, and turns. Strongly recommended: Physical Education SWBI (Beginning/Intermediate Swimming) or Physical Education SWF (Swimming for Fitness). 6 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SWB SWIMMING – BEGINNING .5-2 UNITS
An introductory course designed to teach fundamental swimming skills. Emphasis will be on developing proper swimming techniques, including non-competitive and competitive swim strokes (freestyle, side-stroke, backstroke, breaststroke, and butterfly). Students will also learn aquatics safety methods and the fundamentals of starts and turns. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 transfer units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SWBI BEGINNING/INTERMEDIATE SWIMMING .5-2 UNITS
An introductory course designed to teach the basic fundamentals, stroke techniques, and safety skills. For Beginning Swimming, the emphasis will be on developing proper swimming techniques, including non-competitive and competitive swim strokes (freestyle, sidestroke, backstroke, breaststroke, and butterfly). Intermediate Swimming instruction includes refining the competitive strokes, introduction of the Individual Medley, starts and turns. Students will also learn aquatics safety methods. Strongly recommended: KIN Learn to Swim (KIN LTS). 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

KIN SWF SWIMMING FOR FITNESS .5-2 UNITS
This course is designed to introduce students to conditioning for swimming. This is a broad level course that will utilize a variety of strokes to increase cardiovascular fitness, as well as introduce the students to different training methodologies. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SWL LEARN TO SWIM .5-1 UNITS
An introductory course designed to teach fundamental swimming skills and is designed for non-swimmers who cannot swim one length of the pool (25 yards). Emphasis will be on the physical and psychological adjustment to the water as well as basic swimming stroke techniques. Students will also learn aquatics safety methods. 27-54 laboratory hours per semester. AA/AS GE. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

KIN TCC TAI CHI CHUAN .5-2 UNITS
A Chinese health practice which combines exercise and meditation with an emphasis on breathing and relaxation. Its gentle, flowing movements can nourish and energize the body, producing optimal health and well-being. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN TK TAE KWAN DO .5-2 UNITS
A form of martial arts that originated in Korea over 4,000 years ago. It is both a hard and a soft style of karate which uses mostly kicks, and some use of hands and other body parts, such as head and elbows. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN TS TEAM SPORTS .5-2 UNITS
Introduction to rules, skills, and strategies involved with selected team sports (e.g., flag football, softball, ultimate, soccer, etc.). Two to four sports will be selected for the course and are listed in the Class Schedule. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. * Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN TN TENNIS .5-2 UNITS
Basic fundamentals of tennis including the forehand, backhand, and serve. Includes singles and doubles strategy. Open to all levels of skills. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN TCT TRAINING AND CONDITIONING FOR TRACK AND FIELD .5-2 UNITS
Introduces students to the study and principles of track and field. Class will include strategies, participation, drills and activities related to training and conditioning for intercollegiate track, field, and cross country. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN TT TABLE TENNIS .5-2 UNITS
Introduction to the skills of table tennis. Course is designed for the beginner, although intermediate and advanced players are welcome and encouraged to enroll. Emphasis is on rules, etiquette, safety, skills, paddle selection, equipment maintenance, and strategies for service, service return, and volley play. An important aim of the class will be to create and promote interest in table tennis as a leisure time activity. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN TTT TABLE TENNIS TOURNAMENT .5-2 UNITS
Course is designed for the intermediate and advanced players with emphasis on Offensive and Defensive strategies for tournament play. Rules, etiquette, safety, skills, paddle selection, equipment maintenance, and strategies for service, service return, and volley play will be reviewed. An important aim of the class will be to create and promote interest in table tennis as a competitive activity. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN UF ULTIMATE FRISBEE .5-2 UNITS
Introduction and participation in the skills and conditioning needed to participate in the sport of ultimate Frisbee. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN VB VOLLEYBALL .5-2 UNITS
This course is designed to provide students an opportunity to learn and practice those skills which are acceptable under current rules

and interpretations in the game of volleyball. Open to all skill levels. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN WMB WELLNESS AND MOVING BODY .5-2 UNITS
This course provides a unique combination of dance and mind-body awareness principles. Emphasis is on achieving proper body alignment, muscular strength, core stability, and flexibility. This course is designed to increase the overall fitness level in the mature adult. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN WP WATER POLO 1 UNIT
This course is designed to give the student the opportunity to learn and practice the game of Water Polo. The focus of the class will be on individual and team skills relating to the play of Water Polo, rules and regulations, acceptable conduct, and fitness. Instruction will also include strategy and appreciation for competition. Strongly recommended: Physical Education SWBI (Beginning/Intermediate Swimming) or Physical Education SWF (Swimming for Fitness) or Physical Education SWA (Swimming Advanced). 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN WT WEIGHT TRAINING .5-2 UNITS
An opportunity for the student to improve muscle strength and endurance through the correct application of sound training principles. Students will be presented instruction on how to maintain and develop the components of fitness: muscular strength, muscular endurance, cardiovascular endurance, flexibility and balance. Basic wellness components including nutrition, stress management, healthy lifestyles, body composition, and rest will also be discussed. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN WTW WEIGHT TRAINING FOR WOMEN .5-2 UNITS
An opportunity for the female student to improve strength and endurance through the correct application of sound training principles. Students will be presented instruction on how to develop and maintain the components of fitness: muscular strength, muscular endurance, cardiovascular endurance, flexibility, and body composition. Students will learn how to safety and effectively strength-train the female body. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN YO YOGA .5-2 UNITS
This course provides a unique exercise system based on the principles of Hatha Yoga. Emphasis is on developing a controlled awareness of inner strength, body alignment, balance, and flexibility through a series of exercises and poses. The importance of controlled breathing and mental relaxation is also emphasized. 27-

- All courses below transfer to CSU
- Courses in **BOLD** also transfer to UC
- Electives may be necessary to total 60 overall units required for the Associate Degree

Areas of Emphasis

1. BUSINESS

Minimum 18 units required

Minimum three units from both disciplines

These courses emphasize the integration of theory and practice within the field of business. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business within the global economy. Students will critically apply ethical standards to business practices and decisions. With this degree, students will be prepared to pursue a baccalaureate major or immediately begin a dynamic career in the rewarding and growing fields of marketing, management, business administration and accounting.

Business: **1A, 1B, 18, 20, 30*, 40, 43, 48, 51A, 51B, 52*, 53, 55*, 56, 58, 60, 75.1, 75.2, 75.3, 75.4, 75.5, 75.6, 76, 81, 84, 85, 88, 95, 96**

Marketing: 50, 60, 61, 63, 64

2. COMPUTER STUDIES

Minimum 18 units required

Minimum three units from each of the three disciplines

These courses emphasize the integration of theory and practice within the field of computer applications, computer networking, and computer science. Students will develop the ability to effectively use computer applications, manage and maintain networks, and develop software applications. Students will demonstrate an understanding of the place of technology within the global economy. Students will critically evaluate the impact of technology on the workplace, on their lives, and on society as a whole.

Students will be prepared to pursue a baccalaureate major in Information Technology, Management Information Systems, Computer Engineering, Networking and Data Communications, and Software Engineering. Career opportunities include but are not limited to: administrative assistant, computer programmer, computer technician, customer service representative, database administrator, help desk specialist, network administrator, receptionist, technical support specialist, and web site designer/webmaster.

Computer Information Systems: 8, 43, **48, 50***, 54, 55, 55B, 57, 59AB, 60, 65, 66, 68, 69, 72A, 72B, 77, 78, 79, **80***, 88A, 88B, 89A, 89B, 95, 96

Computer Science: **1*, 2, 7, 20, 21, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 47, 48, 95, 96**

Computer Networking Technology: 43, 50, 51AB, 52, 54, 55, 56, 57, 62AB, 63, 64, 65, 66, 67, 68, 69, 70, 72, 73.1, 73.2, 74.1, 75.1, 75.2, 77.1, 95, 96

3. HUMANITIES

Minimum 18 units required

Minimum six units from the Arts and six units from Humanities

Maximum three units of credit for studio/performance courses

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Career opportunities include, but are not limited to: design consultant, graphics designer, interior decorator, interpreter/translator, layout editor, teachers' aide, photographer, set construction worker, theatre set designer, travel guide, and web site designer. Majors at a 4-year institution appropriate for this Area of Emphasis include but are not limited to: Classical Civilization, Design, Dramatic Arts, Film Studies, Literature, Music, and Philosophy.

Art

Art: **1*, 2A*, 2B, 3A*, 3B, 3C, 3D, 4*, 5*, 7A, 7B, 7C, 7D, 10*, 11, 12A, 12B, 12C, 12D, 13A, 13B, 13C, 13D**

Creative Arts: **10***

Foreign Language: French **1A*, 1B*, 2A*, 2B***, Italian **1A*, 1B***,

Spanish: **1A*, 1B*, 2A*, 2B***

Music: **1*, 2*, 4*, 5*, 6, 8A, 8B, 10A, 10B, 12*, 14*, 15, 16, 20, 21A, 21B, 23A, 23B, 25, 26, 27, 28, 30, 31, 33, 38, 39, 40, 42, 43*, 44*, 45, 46A*, 46B*, 47**

Theater Arts: **1A*, 1B*, 3*, 4*, 5, 10*, 11, 12*, 14, 25*, 30, 39, 40, 41, 46, 47*, 48***

Visual Communications: 50, **51, 52**, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 63IN, 64, 65, 65IN

Photography: **50, 51, 52, 56, 58, 60, 64A, 66, 67*, 68, 72**

Humanities

Humanities: **1*, 3*, 7*, 10*, 28*, 35*, 40*, 44***

History: **1*, 2***

Library Studies: **4, 5, 6, 7** (unit limitations apply to UC Transfer)

Philosophy: **1*, 2*, 3*, 4*, 5*, 7*, 25***

Religious Studies **1*, 2*, 3*, 11***

4. LANGUAGE ARTS

Minimum 18 units required

Minimum three units from at least two disciplines listed below

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able

to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, reading and listening effectively.

Students will be able to integrate important concepts of critical thinking as related to the development of analytical and critical evaluation, being able to reason inductively and deductively, enabling them to make important decisions regarding their own lives and society at large.

Career opportunities include, but are not limited to: announcer, assistant copywriter, communications specialist, copy writer, human resources specialist, journalist, lobbyist, sales representative, teacher, and teacher's aide. Majors at a 4-year institution appropriate for this Area of Emphasis include, but are not limited to: English, Journalism, Linguistics, Mass Communication, Rhetoric, and Speech.

American Sign Language:	1A*, 1B*, 2A*, 2B
English:	1A*, 3*, 4*, 7*, 11*, 12*, 13*, 19, 20*, 43, 44*, 45*
English as a Second Language:	23, 24, 25, 26
Mass Communications:	1*, 2, 3, 5*, 15, 15L, 16, 31, 32*, 32B, 33A, 33B, 34, 35, 72
Speech:	1*, 2A*, 2B*, 3, 5, 43, 46*, 48

5. MATHEMATICS AND SCIENCE

Minimum 18 units required

Minimum six units from Science and six units from Mathematics

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Career opportunities include, but are not limited to: entry-level technician for biological, chemical, biotech, or pharmaceutical companies, data analyst, teacher's aide, and tutor. Majors at a 4-year institution appropriate for this area of emphasis include, but are not limited to: Animal Science, Biology, Engineering, Geology, Nursing, and Physics.

Science

Anatomy:	1*
Astronomy:	1*, 10*, 20*, 30*, 40
Biology:	1*, 5*, 10*, 20*, 31*, 40, 50*
Botany:	1*
Chemistry:	1A*, 1B, 12A, 12B, 30A*, 30B, 31*
Ecology:	10*
Geography:	1*, 11*, 8*, 1*5
Geology:	1*, 11L*, 3*, 3L*, 12*, 12L*

Microbiology:	1*
Physics:	2A*, 2B, 8A*, 8B, 8C, 8D, 10*, 10L*
Physiology:	1*
Zoology:	1*

Mathematics

Mathematics:	1*, 2*, 3, 5, 7, 10*, 20*, 33*, 34*, 38*, 40, 41*, 40*, 44*, 45*
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6. SOCIAL SCIENCE

Minimum 18 units required

Minimum of three units from three different disciplines

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Degrees in Social Science can lead to career opportunities in law enforcement, human services, education, non-profit organizations, and business. Majors at a 4-year institution appropriate for this area of emphasis include, but are not limited to: Administration of Justice, Anthropology, Child Development, Government, History, Psychology, and Social Work.

Administration of Justice:	50, 51, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 77, 79, 81, 82, 84, 86, 89, 99.97
Anthropology:	1*, 11L*, 2*, 3*, 5*, 12*, 13*
Early Childhood Education:	40, 51*, 52*, 60, 62*, 79*
Economics:	1*, 2*, 5*, 10*
Geography:	2*, 5*, 12*
General Studies:	25, 25L
History:	7*, 8*, 14*, 25*, 28*, 32*
Political Science:	7*, 12*, 20*, 25*, 30*, 45
Psychology:	1*, 2*, 3*, 4*, 6, 10*, 12*, 15*, 16, 20*, 24
Psychology-Counseling:	3*, 5, 6, 7, 8*, 13*
Sociology:	1*, 3*, 4*, 5*, 6, 7, 11*

SOPHOMORE YEAR

MKTG 61 (Professional Selling).....	3
BUSN 18 (Business Law)	4
CIS 50 (Intro to Computing and Information Technology)	3
MKTG 64 (Introduction to Advertising) or MKTG 56 (Retail Strategies).....	3
BUSN 95 (Work Experience)	1-2
BUSN 96 (Work Experience Seminar) or BUSN 56 (Concepts of Management)	1-3
Recommended Electives* General Education Courses	
Total units required	60

***Recommended Electives**

- BUSN 30 (Business, Society, and Ethics)
- BUSN 56 (Concepts of Management)
- MKTG 60 (Retail Store Management)

**Meets Communications and Analytical Thinking requirement
***Meets Social and Behavioral Sciences requirement

**Certificate of Achievement
Retailing**

This program provides a detailed focus on marketing and retailing, and then allows the student to choose from a variety of business related options, depending on the student area of interest. While many units in this program are transferable to other institutions, students should consult a counselor for transfer information.

Business 55 (Business Mathematics).....	3
Marketing 50 (Introduction to Marketing)	3
Marketing 56 (Retail Strategies)	3
Marketing 60 (Retail Store Management)	3
Marketing 61 (Professional Selling)	3
Work Experience 95 (Work Experience)	1-3
Work Experience 96 (Work Experience Seminar)	1
Electives*	15
Total units required	35-37

***Electives**

Select from the following for a minimum of 15 units:

- BUSN 18 (Business Law)
- BUSN 40 (Introduction to Business)
- BUSN 51A (General Accounting I) or
BUSN 1A (Financial Accounting)
- BUSN 52 (Business Communications) or
BUSN 43 (Professional Communications)
- BUSN 53 (Business Correspondence)
- BUSN 58 (Small Business Management)
- CIS 50 (Introduction to Computing and Information Technology)
- MKTG 64 (Introduction to Advertising)
- BUSN 48 (Human Relations in the Workplace)
- BUSN 56 (Introduction to Management)
- BUSN 43 (Professional Communications) may be used instead of
BUSN 52 (Business Communications) or
BUSN 53 (Business Correspondence) where they are required.

Marketing Courses (MKTG)

- | | |
|---|----------------|
| MKTG 50 INTRODUCTION TO MARKETING | 3 UNITS |
| Introduction to marketing principles, concepts and methods as an evolving process that creates and delivers value. Focus on the evolution of the marketing system; market research; research on the demographic and behavioral dimensions of markets; internal and external variables in designing a marketing program; analysis of marketing strategies and the impact of the external business environments on marketing mix decisions. Strongly recommended: English 1A. 3 hours lecture. Transfer: CSU; CSU GE: D7
Degree Applicable, Credit Grading Option: OP | |
| MKTG 52 MARKETING STRATEGY | 2 UNITS |
| Use of marketing principles to decide on the proper strategies for beating the competition and achieving company goals. Emphasis on decision making in a simulated dynamic marketing environment. Strongly recommended: Marketing 50. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP | |
| MKTG 56 RETAIL STRATEGIES | 3 UNITS |
| An overview of marketing in the retail industry. Developing business strategies appropriate to consumer behavior. Applying the principles of persuasion in image development, Internet retailing and visual merchandising. Developing a successful media plan, including advertising, promotions and public relations. Strongly recommended: Marketing 50 or Business 53. 3 hours lecture.
Degree Applicable, Credit Grading Option: OP | |
| MKTG 60 RETAIL STORE MANAGEMENT | 3 UNITS |
| Profitably starting and managing a retail business. Practical information such as finding a site and managing personnel, merchandising, buying, pricing, financial management, store security and information systems. Strongly recommended: Marketing 56 or Business 53. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP | |
| MKTG 61 PROFESSIONAL SELLING | 3 UNITS |
| Principles involved in selling products or services. Includes buying motives, sales call planning, ethics, handling buyer objections and territory management. Focus on making product presentations, time management, prospecting, integrated sales systems, and developing customer relationships. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP | |
| MKTG 63 SALES FORCE MANAGEMENT | 3 UNITS |
| Principles and techniques involved in recruiting, selecting, training, directing and controlling an outside sales force. Includes tasks of sales forecasting, budgeting, designing territories and analyzing sales results. Strongly recommended: Marketing 61. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP | |
| MKTG 64 INTRODUCTION TO ADVERTISING | 3 UNITS |
| This course examines the major components of modern advertising and promotion including a survey of the major groups of advertising media. Key areas explored include the social and economic role of advertising, controls over advertising, planning of the media campaign, and the role of research, media planning, advertising | |

by instructor and student based on the student's job description and availability to participate. 3 to 6 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MSCM 33A INTRODUCTION TO TELEVISION STUDIO OPERATIONS 3 UNITS

Introduction to the theory, terminology, and operations within a television studio and control room. This introduction includes television directing, the operation of television audio equipment, TV cameras, and television switcher, fundamentals of TV lighting, graphics, video control, and video tape recording for TV and documentaries. 2 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MSCM 33B INTERMEDIATE TELEVISION STUDIO OPERATIONS 3 UNITS

Further experience in television studio operations, control room procedures, and basic program production. Designed to improve skills in operating television equipment and producing and directing TV programs. Emphasis is placed upon theory and practice in television production, including planning, writing, producing, staging, and directing interviews, commercials, public service announcements, dramatic pieces, multimedia, and other program segments. Prerequisite: Mass Communications 33A (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MSCM 34 MAGAZINE EDITING AND PRODUCTION 3-5 UNITS

Creation of a journalistic-style student magazine. Emphasis is placed on developing content, writing in-depth magazine articles, producing photographs and other visual elements, correlating copy and visuals, laying out pages in the production process, copy editing, promoting advertising, managing the business-side of the magazine, and exploring ethical issues. Strongly recommended: Eligibility for English 1A. The number of laboratory units will be agreed upon and scheduled by instructor and student, based on the student's job description and availability to participate. 2 hours lecture, 3, 6, or 9 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MSCM 35 INTRODUCTION TO VIDEO JOURNALISM 3 UNITS

The fundamentals of using digital video and audio for online reporting for campus media. Understanding the role of video journalism in relation to the increasing convergence of print, broadcast, and online media. Introduction to the legal and ethical issues in the recording or videotaping of news sources. Emphasis is placed upon the methods and techniques of video journalism, including scripting, storyboarding, digital video camera use, lighting, sound, and editing with video editing software such as FinalCut Pro. 1 hour lecture, 6 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MSCM 72 BEGINNING PHOTOJOURNALISM 2 UNITS

Photography exploring the documentary approach. Survey of photojournalism as a medium of mass communications. Understanding and applying photojournalistic and basic technical and visual skills in the making of successful reportage photographs. Consideration of the work of major 20th century photojournalists.

Strongly recommended: Photography 50 or Mass Communications 14. 1 hour lecture, 4 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: GR

MATHEMATICS

About the Program

Mathematics is one of the oldest intellectual disciplines, yet it has never lost its relevance; we are continually finding new and exciting applications in fields as diverse as biology and counter-terrorism. Mathematical methods play a pivotal role in bioinformatics, cryptography, computer graphics, analysis of large-scale networks, cyber security and operations research, as well as in computer science, engineering, business, and the natural, physical and social sciences. Applications of mathematics can be found in many vocational disciplines such as carpentry, electronics, automotive technology and welding.

The Mathematics department at Las Positas College offers a wide range of courses in a variety of formats designed to meet the needs of a diverse student population. Whatever your educational goals, we have the courses you need to succeed. We offer a full lower-division curriculum which prepares students for transfer to four-year institutions, as well as basic skills and associate degree applicable courses.

Degrees/Certificates

- Degree:
 - AS – Mathematics for Transfer AS-t in Mathematics

Career Opportunities

The Associate in Science Degree in Mathematics for Transfer is intended to provide an option for students who plan to complete a bachelor's degree in a similar major at a CSU campus, or pursue a teaching career, since teachers of mathematics are always in demand. The study of mathematics can prepare students for a variety of technical and scientific careers. The problem-solving and communication skills acquired are valuable in business, industry, and everyday life, and mathematics is an essential component of any engineering or science degree.

Transferability

The Mathematics Department offers the full range of mathematics courses typical of the lower division requirements for a mathematics, computer science, engineering, or science major at a four-year institution, as well as transferable courses which satisfy the IGETC and CSU GE Breadth requirements. The major requirements for the Associate in Science Degree in Mathematics for Transfer align with the Intersegmental Transfer Model Curriculum (TMC) for Mathematics. Students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the program requirements. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals. General education requirements should be selected carefully based on the intended transfer institution.

New Program Requirements

To obtain the Associate in Science Degree in Mathematics for Transfer, students must complete the following requirements with a minimum grade point average (GPA) of 2.0:

- The Mathematics major requirements below.
- The California State University General Education – Breadth (CSUGE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Any needed transferable electives to reach a total of 60 CSU transferable units.

AS-T—Mathematics

FRESHMAN YEAR

Math 1 (Calculus I)*5
 Math 2 (Calculus II)*5
 General Education Courses

SOPHOMORE YEAR

Math 3 (Calculus III)5
 Math 7 (Elementary Linear Algebra)*3.5
 General Education Courses

Note: Math 7 can be taken fall or spring of sophomore year.

Options (select one):

Option	Units	When it can be taken
CS 1 (Computing Fundamentals I)	4	Any semester, either year
MATH 42A* (Introduction to Probability and Statistics)	3	Any semester, either year
Math 10* (Discrete Mathematics)	4	Spring of freshman year, assuming Math 1 completed in the fall, or sophomore year
Option	Units	When it can be taken
Phys 8A** (General Physics I)	5	Spring of freshman year, assuming Math 1 completed in the fall, or sophomore year
Math 5 (Ordinary Differential Equations)	3.5	Spring of sophomore year, assuming Math 3 completed in the fall

*Fulfills CSU GE Breadth area B4 Mathematics/Quantitative Reasoning

**Fulfills CSU GE Breadth area B1 and B3 Physical Science & Physical Science Lab

All courses must be completed with a grade of “C” or better.

Total units in the major 21.5-23.5

Total units in the degree:

DEGREE REQUIREMENTS	UNITS
Required courses in the major.....	18.5
Optional courses in the major	3-5
CSU GE Breadth or IGETC.....	37-39

Units that can be double counted*5-9
 Maximum total required units57.5

Total units with elective(s) 60

*Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an advisor or a counselor to plan the courses necessary to achieve your academic goal.

Mathematics Courses (MATH)

**MATH X and Y SUPERVISED PROGRAMMED 1-5 UNITS
LEARNING**

Self-paced learning in mathematics using programmed materials under instructor supervision. Credit may be earned in Mathematics 55, 55A, 55B, 65, 65A, 65B, 71, 71A, 71B, 107,, 107A and 107B according to the level of achievement. 3-5 hours. Non-transferable Grading Option: See individual courses for grading options

MATH 1 CALCULUS I 5 UNITS

An introduction to single-variable differential and integral calculus including: functions, limits and continuity; techniques and applications of differentiation and integration; differentiation and integration of trigonometric, exponential and logarithmic functions; the Fundamental Theorem of Calculus; areas and volumes of solids of revolution. Prerequisite: Mathematics 20 (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. 5 hours, 0-1 laboratory hour. AA/AS GE. Transfer: CSU, UC*; CSU GE: B4; IGETC: Area 2. *MATH 1, 33, and 34 combined: max UC credit, one course Degree Applicable, Credit Grading Option: GR

MATH 2 CALCULUS II 5 UNITS

Continuation of single-variable differential and integral calculus. Topics covered include: inverse and hyperbolic functions; techniques of integration; parametric equations; polar coordinates; sequences, series, power series and Taylor series. Introduction to Cartesian coordinates in three dimensions and operations with vectors. Primarily for mathematics, physical science and engineering majors. Prerequisite: Mathematics 1 (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics placement process. 5 hours lecture, 0-1 laboratory hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGETC: Area 2. Degree Applicable, Credit Grading Option: GR

MATH 3 MULTIVARIABLE CALCULUS 5 UNITS

Vector valued functions, functions of several variables, partial differentiation, multiple integration, change of variables theorem, scalar and vector fields, gradient, divergence, curl, line integral, surface integral, Green’s Stokes’ and divergence theorem, applications. Prerequisite: Mathematics 2 (completed with a grade of “C” or higher). 5 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGETC: Area 2 Degree Applicable, Credit Grading Option: GR

MATH 5 ORDINARY DIFFERENTIAL EQUATIONS 3.5 UNITS

Introduction to differential equations including the conditions under which a unique solution exists, techniques for obtaining solutions, and applications. Techniques include generation of series solutions, use of Laplace Transforms, and the use of eigenvalues to solve linear systems. Generation of exact solutions, approximate solutions, and

graphs of solutions using MATLAB. Prerequisite: Mathematics 3 (completed with a grade of C or higher). 3 hours lecture, 1.5 hours laboratory. AA/AS GE. Transfer: CSU GE: B4; CSU, UC; IGTEC: Area 2 Degree Applicable, Credit Grading Option: GR

MATH 7 ELEMENTARY LINEAR ALGEBRA 3.5 UNITS

An introduction to linear algebra including: techniques and theory needed to solve and classify systems of linear equations using Gaussian elimination and matrix algebra; properties of vectors in n-dimensions; generalized vector spaces, inner product spaces, basis, norms, orthogonality, eigenvalues, eigenspaces; and linear transformations. Selected applications of linear algebra, including the use of MATLAB™ to solve problems involving advanced numerical computation. Prerequisite: Mathematics 2 (completed with a grade of “C” or higher). 3 hours lecture, 1.5 hours laboratory. Transfer: CSU, UC; CSU GE: B4; IGTEC: Area 2 Degree Applicable, Credit Grading Option: GR

MATH 10 DISCRETE MATHEMATICS 4 UNITS

Designed for majors in mathematics and computer science, this course provides an introduction to discrete mathematical structures and their applications, including: Propositional and predicate logic; rules of inference; quantifiers; elements of integer number theory; set theory; methods of proof; induction; combinatorics and discrete probability; functions and relations; recursive definitions and recurrence relations; elements of graph theory and trees. Applications include: analysis of algorithms, Boolean algebras and digital logic circuits. Prerequisite: Mathematics 1 (completed with a grade of “C” or higher). 4 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGTEC: Area 2 Degree Applicable, Credit Grading Option: GR

MATH 20 PRE-CALCULUS MATHEMATICS 5 UNITS

Rational and polynomial functions with emphasis on logical development and graphing. Solution of polynomial equations and inequalities, graphing conic sections, mathematical induction, binomial theorem; strengthening of skills in working with exponential, logarithmic, and trigonometric functions, equations, graphs, and applications. Prerequisite: Mathematics 36 or 36Y or Mathematics 38 (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. 5 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B4; IGTEC: Area 2. *MATH 20 and 45 combined: max UC credit, one course. Degree Applicable, Credit Grading Option: GR

MATH 33 FINITE MATHEMATICS 4 UNITS

Straight lines, systems of linear equations, matrices, systems of linear inequalities, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications in business, economics and social sciences. Prerequisite: Mathematics 55 or 55B or 55Y (completed with a grade of “C” or higher) or an appropriate skill level as demonstrated through the mathematics assessment process. 4 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B4; IGTEC: Area 2. *MATH 1, 33, and 34 combined: max UC credit, one course Degree Applicable, Credit Grading Option: GR

MATH 34 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES 5 UNITS

Functions and their graphs; limits of functions; differential and integral calculus of algebraic, exponential and logarithmic functions. Applications in business, economics, and social sciences and use of graphing calculators. Partial derivatives and the method of LaGrange multipliers. Prerequisite: Mathematics 55 or 55B or 55Y (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics Assessment process. 5 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B4; IGTEC: Area 2. *MATH 1, 33, and 34 combined: max UC credit, one course Degree Applicable, Credit Grading Option: GR

MATH 38 TRIGONOMETRY WITH GEOMETRY 5 UNITS

Plane trigonometry with topics from plane geometry. Geometry includes properties of polygons, parallel and perpendicular lines, congruence and similarity, area, volumes and surface area. Trigonometry includes definitions of the trigonometric functions, graphs of the trigonometric functions, trigonometric equations and inverse trigonometric functions, identities, polar coordinates and complex numbers. Applications involving right triangles, law of sines and law of cosines. Prerequisite: Mathematics 55 or 55B or 55Y (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. May not receive credit if either Mathematics 36 or 36Y has been completed. 5 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU; CSU GE: B4. Degree Applicable, Credit Grading Option: GR

MATH 40 STATISTICS AND PROBABILITY 4 UNITS

Descriptive statistics, including measures of central tendency, dispersion and position; elements of probability; confidence intervals; hypothesis tests; two-population comparisons; correlation and regression; goodness of fit; analysis of variance; applications in various fields. Introduction to the use of a computer software package to complete both descriptive and inferential statistics problems. 4 hours lecture, 1 hour laboratory. Prerequisite: Mathematics 55, 55B or 55Y (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGTEC: Area 2 Degree Applicable, Credit Grading Option: GR

MATH 42A INTRODUCTION TO PROBABILITY AND STATISTICS 3 UNITS

Descriptive statistics, including measures of central tendency and dispersion; elements of probability; tests of statistical hypotheses; correlation and regression; applications in various fields. Introduction to the use of a computer software package to complete both descriptive and inferential statistics problems. Prerequisite: Mathematics 55 or 55B or 55Y (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. 3 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGTEC: Area 2 Degree Applicable, Credit

Grading

MATH 44 STATISTICS AND PROBABILITY 5 UNITS

Descriptive Statistics, measures of central tendency, dispersion and position; elements of probability; confidence intervals; hypothesis

MATH 71A APPLIED MATHEMATICS FOR TECHNICIANS A 1.5 UNITS

This course provides a survey of mathematical techniques used in the technical trades including: Arithmetic, both by-hand and with calculator; ratios, rates and proportions; metric and U.S. systems of measurement. There is an emphasis on practical applications related to a variety of technical fields throughout. 1.5 hours lecture. AA/AS GE (if MATH 71A + 71B completed)
Degree Applicable, Credit Grading Option: OP

MATH 71B APPLIED MATHEMATICS FOR TECHNICIANS B 1.5 UNITS

This course provides a survey of mathematical techniques used in the technical trades including: an introduction to linear equations; scientific notation; plane and solid geometry; and, triangle trigonometry. There is an emphasis on practical applications related to a variety of technical fields throughout. Prerequisite: Mathematics 71A or 71X (completed with a grade of "C" or higher). May not receive credit if Mathematics 71 or 71Y or INDT 74 has been completed. 1.5 lecture hours. AA/AS GE (if MATH 71A + 71B completed)
Degree Applicable, Credit Grading Option: OP

MATH 100 PRE-ALGEBRA AND ALGEBRA REVIEW 1 UNIT

Review basic mathematics and algebra content prior to taking the assessment exam for placement into a mathematics course or as a refresher prior to taking a mathematics course after a significant amount of time has passed since taking the prerequisite course or assessment. The course will consist of small group lecture and/or independent study using a computer program to review and refine those concepts as needed by each student. 3 hours laboratory.
Non-degree Applicable, Credit Grading Option: P/N

MATH 107 PRE-ALGEBRA 4 UNITS

This course is intended to serve as a bridge between arithmetic and Elementary Algebra. It includes a review of arithmetic, operations involving signed integers, fractions and decimals, variables and variable expressions, simple linear equations and their graphs, percent and proportion, introduction to statistics, geometry and measurement, and application problems. 3 hours lecture, 3 hours laboratory.
Non-Degree Applicable, Credit Grading Option: OP

MATH 107A PRE-ALGEBRA A 2 UNITS

This course is intended to serve as a bridge between arithmetic and Elementary Algebra. It includes a review of concepts covered in the first half of Mathematics 107 Pre-Algebra, including: review of arithmetic, operations involving signed integers, fractions, variables and variable expressions, and simple linear equations. 1.5 hours lecture, 1.5 hours laboratory.
Non-degree Applicable, Credit Grading Option: OP

MATH 107B PRE-ALGEBRA B 2 UNITS

This course is intended to serve as a bridge between arithmetic and Elementary Algebra. It includes a review of concepts covered in the second half of Mathematics 107 Pre-Algebra, including: decimals, graphs of simple linear equations, percent and proportion, introduction to statistics, geometry and measurement, and application problems. Prerequisite: Mathematics 107A or 107X (completed with a grade of "C" or higher). May not receive credit if

either Mathematics 107 or 107Y has been completed. 1.5 hours lecture, 1.5 hours laboratory.
Non-degree Applicable, Credit Grading Option: OP

MICROBIOLOGY

Microbiology 1 is one of many courses offered by the Biology Department. It fulfills various degree, certificate, transfer, and/or career requirements. For more details about how Microbiology 1 fits into different pathways, please see "Biology" in this Catalog.

Microbiology Courses (MICR)

MICR 1 MICROBIOLOGY 5 UNITS

Bacteria, fungi, protozoans, parasites, and viruses with an emphasis on their relationship to humans. Cultivation, control, metabolism, body's defense against disease, microbial genetics, laboratory tests, and contemporary diseases are discussed. Methods used in the laboratory include staining, investigation, cultivation, identification of unknowns, and sensitivity testing. Prerequisite: Biology 31 and Chemistry 30A or Chemistry 1A (both completed with a grade of "C" or higher). Strongly recommended: Anatomy 1, Eligibility for English 1A or 52A. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B2 & B3; IGETC: 5B & 5C
Degree Applicable, Credit Grading Option: GR

MUSIC

DEGREE CERTIFICATE

About the Program

The Music major offers a secure foundation for further study in music. Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is avocational or recreational. Students are encouraged to contact a counselor and consult the Catalog for guidance when planning to transfer to a four-year institution in this major.

Degrees/Certificates

- Degree:
 - AA - Music
- Certificate of Achievement
 - Teaching Beginning Piano
 - Teaching Intermediate Piano

AA - Music

FRESHMAN YEAR

MUS 8A (Harmony and Musicianship I).....	4
MUS 8B (Harmony and Musicianship II).....	4
MUS 21A (Beginning Piano)	1
MUS 21B (Beginning Piano-Intermediate)	1
Music Electives*	2
Performance Electives**	2-3
General Education Courses	

SOPHOMORE YEAR

MUS 10A (Chromatic Harmony and Musicianship)	4
MUS 10B (Post-Romantic and Twentieth Century Harmony)	4
Music Electives*	2
Performance Electives**	2-3
General Education Courses	
Total units required	60

Music Electives*

Select course(s) from the following, for a minimum of 4 units:

- MUS 1 (Introduction to Music)
- MUS 23A (Elementary Voice I)
- MUS 23B (Elementary Voice II)
- MUS 30 (Study of Guitar)
- MUS 31 (Study of Piano)
- MUS 33 (Study of Voice)
- MUS 38 (Individual Study)
- MUS 39 (Music Theater Workshop)

Performance Electives**

Select course(s) from the following, for a minimum of 4 units:

- MUS 12 (College Band)
- MUS 14 (Jazz Ensemble)
- MUS 15 (Jazz Band)
- MUS 16 (Orchestra)
- MUS 44 (Concert Choir)
- MUS 45 (Chamber Choir)
- MUS 46A (Beginning Jazz Choir)
- MUS 46B (Advanced Jazz Choir)

Certificate of Achievement

Teaching Beginning Piano

MUS 25 (Teaching Beginning Piano)	2
MUS 26 (Methods and Materials for Piano Teachers)	2
MUS 8A (Harmony and Musicianship I)	4
MUS 8B (Harmony and Musicianship II)	4
MUS 38* (Individual Study)	2

Total units required14

*Two semesters required

Certificate of Achievement

Teaching Intermediate Piano

MUS 27 (Teaching Intermediate Piano)	2
MUS 28 (Keyboard Skills)	1
MUS 10A (Chromatic Harmony and Musicianship)	4
MUS 10B (Post-Romantic and 20th Century Harmony)	4
MUS 1 (Introduction to Music)	3
MUS 38* (Individual Study)	2

Total units required16

*Two semesters required for a total of 4 units

Music Courses (MUS)

MUS 1 INTRODUCTION TO MUSIC 3 UNITS

Music for enjoyment and understanding through informed listening, analysis, evaluation and discernment of musical elements, forms, and repertoire. Attendance at concerts and listening to a variety of music may be required. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit Grading Option: OP

MUS 4 JAZZ IN AMERICAN CULTURE 3 UNITS

History, trends and influences of the phenomenon of jazz through integration of the cultures of (but not limited to) African-American, European-American and the Latin-American communities. Required listening, reading and concert attendance will guide the student to value jazz as a form of self expression and improve the ability to listen and understand the various eras in jazz from pre-Dixieland to present day. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit Grading Option: OP

MUS 5 AMERICAN CULTURES IN MUSIC 3 UNITS

Music in twentieth century United States through the study of contributions of three selected groups from the following: African-Americans, Latin-Americans, Asian-Americans, European-Americans, and Native Americans. Emphasis on understanding diverse styles, and on integrating these styles into American music. Concert, religious, and folk-pop music will be included. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit Grading Option: P/NP

MUS 6 BASIC MUSIC SKILLS 2 UNITS

Essentials of music through notation, times elements, melody, harmony, and tonality, texture, dynamics and knowledge of the keyboard. Sight singing and ear training. 2 hours lecture. Transfer: CSU, UC; CSU GE: C1
Degree Applicable, Credit Grading Option: OP

MUS 8A HARMONY AND MUSICIANSHIP I 4 UNITS

Elements of diatonic harmony through part writing and ear training exercises as typified by musical practice from 1600 to the present. Includes keys, modes, scales, tonality, intervals, solfeggio, consonance/dissonance, rhythmic organization, chord structure, chord and interval recognition, melodic and rhythmic dictation, voice leading principles, non-chord tones, four-part voice leading with selected primary and secondary chords, and figured bass realization. Strongly recommended: Music 6 or equivalent skills. 3 hours lecture, 2 hours laboratory. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit Grading Option: OP

MUS 8B HARMONY AND MUSICIANSHIP II 4 UNITS

Continues diatonic harmony through part writing and ear training exercises as typified by musical practice from 1600 to the present, continues solfeggio, chord recognition, melodic and rhythmic dictation, diatonic four-part voice leading, and figured bass realization. Introduces harmonic dictation, cadential elaboration, non-dominant seventh chords, and tonicization/modulation to the dominant. Prerequisite: Music 8A (completed with a grade of "C" or

MUS 27 TEACHING INTERMEDIATE PIANO 2 UNITS
Principles of successful piano teaching with emphasis upon continued development of technique and reading ability in intermediate level students; private and group piano teaching methods; selection of intermediate literature; Baroque, Classical, Romantic and 20th Century styles; studio organization and personal development as teacher and musician. Observation of piano lessons or classes and supervised practice teaching of private or class piano students may be required. Intended for pianists with intermediate or advanced skills. Strongly recommended: MUS 21B. 2 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MUS 28 KEYBOARD SKILLS 1 UNIT
Emphasis on correct harmonization of melodies with various styles of piano accompaniments; transposition; improvisation; modulation; sight reading; principles of accompanying soloists and groups; ensemble playing; playing by ear. Frequent solo and ensemble performances in class. Intended for piano teachers or classroom music teachers. 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: P/NP

MUS 30 STUDY OF GUITAR 1 UNIT
Development of skills and knowledge from Music 20. Emphasis on playing techniques and performance. Designed for the intermediate and advanced performer. Prerequisite: Music 20 (completed with a grade of "C" or higher). 3 hours laboratory. Transfer: CSU, UC; Degree Applicable, Credit Grading Option: OP

MUS 31 STUDY OF PIANO 1 UNIT
Development of functional piano skill. Designed for knowledge and skill of intermediate or advanced level. Prerequisite: Music 21B (completed with a grade of "C" or higher). 3 hours laboratory. Transfer: CSU, UC; Degree Applicable, Credit Grading Option: OP

MUS 33 STUDY OF VOICE 1 UNIT
Individual improvement of the technical facility, tone quality, and range of the singing voice in solo performances; designed to extend knowledge of the literature in general and help acquire a basic repertory. Required for voice majors. Prerequisite: Music 23B (completed with a grade of "C" or higher). 3 hours laboratory. Transfer: CSU, UC; Degree Applicable, Credit Grading Option: GR

MUS 38 INDIVIDUAL STUDY 1 UNIT
Specialized study of voice or instrument. Designed for music major or minor to increase opportunities in individualized study of voice or instrument. 2 hours. Transfer: CSU Degree Applicable, Credit Grading Option: GR

MUS 39 MUSICAL Theater WORKSHOP 1 UNIT
Training in performance skills for musical theater, with emphasis on vocal technique. Corequisite: Theater Arts 39. 2 hours. Transfer: CSU, UC Degree Applicable, Credit Grading Option: GR

MUS 40 PASSPORT TO MUSIC .5-3 UNITS
Supervised participation in scheduled performances of the music department in performer, accompanist, and or/or technical assistant capacity. Hour value to be determined by the instructor, after audition, based upon the scope of the performance or technical assignment. Enrollment is for the duration of one particular performance, workshop, or concert tour. 1-6 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

MUS 42 VOCAL REPERTOIRE 1 UNIT
Vocal repertoire with emphasis on solo performance. Includes vocal solo literature of the Baroque, Classical, Romantic, and Contemporary periods in French, German, English, Italian, and Spanish. Prerequisite: Music 23B or Music 33 (may be taken concurrently). 3 hours laboratory. Transfer: CSU, UC; Degree Applicable, Credit Grading Option: OP

MUS 43 VOCAL ENSEMBLE 1 UNIT
Instruction for the advanced singer; an opportunity to explore and perform vocal chamber music. 2 hours. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: GR

MUS 44 CONCERT CHOIR 1 UNIT
Development of vocal and musical ability to interpret and perform the highest caliber of choral literature. Designed for those with experience and/or ability in choral singing. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

MUS 45 CHAMBER CHOIR 1 UNIT
Development of sufficient vocal and music ability to interpret and perform a variety of vocal chamber music. Designed for the advanced singer. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

MUS 46A BEGINNING JAZZ CHOIR 1 UNIT
The various aspects of performing in a vocal jazz ensemble. Emphasis on developing the rudiments of vocal jazz technique. Strongly recommended: Music 6. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

MUS 46B ADVANCED JAZZ CHOIR 1 UNIT
The various aspects of performing in a vocal jazz ensemble. Emphasis on developing advanced vocal jazz technique. Prerequisite: Music 46A (completed with a grade of "C" or higher). 3 hours laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

MUS 47 COLLEGE PRODUCTIONS – MUSIC 1-5 UNITS
Participation in scheduled music productions. Includes music support for drama productions, college musicals, and other major performances. Enrollment is for the duration of the production. 3-15 laboratory hours. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

NUTRITION

About the Program

The Nutrition department offers a variety of courses that align with multiple degree pathways. The courses are specifically designed to meet the needs of students who are currently pursuing degrees in Nursing, Health Science, or Kinesiology. Courses also provide students with an introduction to the science of nutrition, which is particularly important for those planning to transfer to baccalaureate programs in Nutrition, Health Education, Public Health, or pre-medicine.

See also: Health, Kinesiology

Nutrition Courses (NUTR)

NUTR 1 THE SCIENCE OF NUTRITION 3 UNITS

The basic science of nutrition including the nutrients, their functions, sources and recommended intakes. Nutritional assessment and the role of nutrition in the maintenance of health. For students majoring in the science and/or health fields. Strongly recommended: CHEM 30A and MATH 65 with a minimum grade of C. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: E Degree Applicable, Credit Grading Option: OP

NUTR 3 NUTRITION FOR HEALTH AND WELLNESS 3 UNITS

Optimal diet and food choices to promote health, and prevent disease. Role of nutrition and fitness in health. Impact of harmful eating patterns. Evaluation of diets and nutrition information. Issues of current interest. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

NUTR 5 NUTRITION FOR PERFORMANCE AND SPORTS 3 UNITS

Students will study the role of nutrition in sports, performance and physical fitness. Optimal food, nutrient, and activity choices to maximize athletic performance and support health will be addressed. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

OCCUPATIONAL SAFETY AND HEALTH

DEGREE CERTIFICATE

About the Program

The Occupational Safety and Health worker implements mandated health and safety regulations in an effort to control occupational accidents and diseases, property losses and injuries due to unsafe working conditions. The scope of this position includes the identification of physical hazards and the design and implementation of remediation, the evaluation of potential toxic agent risk to the employer, the development of safety management and employee training/management programs.

Degrees/Certificates

- Degree:
 - AS – Occupational Safety and Health
- Certificate of Achievement:
 - Occupational Safety and Health*

Career Opportunities

The safety and health worker may specialize in fire and property, chemical and radiological safety, emergency response, general workplace safety, transportation, construction, systems or product design. The Associate in Science degree and the Certificate of Completion in Occupational Safety and Health are designed for direct job entry and/or career enhancement. Continuing Education Units for Registered Nurses and Licensed Vocational Nurses may be awarded for certain coursework upon application. Completion of the degree or the certificate may be used to provide work experience credit toward OHST (Occupational Health and Safety Technician) certification requirements. Completion of the degree may be used to provide work experience credit toward CSP (Certified Safety Professional) certification requirements. Students interested in work experience credit toward OHST or CSP certification or in C.E.Units for RNs and LVNs should consult their instructor.

Transferability

While units in the program are transferable to many institutions, students should consult a counselor for information.

AS – Occupational Safety and Health

FRESHMAN YEAR

OSH 50 (Introduction to Occupational Safety and Health).....	3
OSH 67 (Comprehensive Regulatory Requirements and Human Factors).....	3
CHEM 1A (General College Chemistry) or CHEM 30A (Introductory and Applied Chemistry).....	4-5
CIS 50 (Intro to Computing and Information Technology)	3
FST 54 (Fire Prevention Technology).....	3
Electives*	3-5
General education courses§	

SOPHOMORE YEAR

OSH 60 (Elements of Industrial Hygiene)	3
OSH 62 (Physical Hazards).....	3
PHYS 2A (Introduction to Physics) or PHYS 10 (Descriptive Physics).....	3-4
RADS 40ABC (Radiation Safety)	4
PSYC 1 (General Psychology)	3
Electives*	3-5
General education courses§	
§ Program-Based General Education Requirement:	
ECOL 10 (Humans and the Environment).....	3
Total units required.....	60

*Electives

Select one course from Group A and one course from Group B, for a minimum of 6 units:

beliefs. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B.

Degree Applicable, Credit

Grading Option: GR

PHIL 5 FEMINIST PHILOSOPHY 3 UNITS

Introduction to feminist philosophical perspectives on such issues as gender, art, sexuality, knowledge, power, identity, popular culture, religion, ethics, and war. Emphasis placed on critical analysis as well as application to contemporary problems facing women today. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B Degree Applicable, Credit Grading Option: GR

PHOTOGRAPHY

CERTIFICATE

Contact: Dr. Marilyn Flores, Dean 925.424.1382

About the Program

The Las Positas College Photography program offers a broad array of course opportunities crossing a full spectrum of the imaging field.

The Certificate assures a solid grounding in photography fundamentals upon which to build one's further photographic field experiences.

Students become familiar with traditional film-based and digital (electronic) imaging technologies for making artistically rendered, captivating photographic images (both black & white and color) used in all areas of visual communications and media. Students do hands-on work in the College's well-equipped studio, darkroom and computer laboratory. They master digital imaging in preparation for print and web distribution, create short programs in videography, and work with artificial lighting for portrait and commercial applications.

Most students take a history of photography class and a course concentrating on doing documentary work. Short-term courses on special photographic topics, each focusing on a unique aspect of photography or tutorial study with well-known professionals, are also offered on a regular basis.

Degrees/Certificates

- Career Certificate
 - Photography

See also: Arts, Visual Communications

Career Certificate Photography§

PHTO 50 (Introduction to Photography).....	3
PHTO 51 (Individual Projects).....	1
PHTO 56 (Introduction to Digital Photography).....	2
PHTO 60 (Black & White Materials and Processes).....	3
PHTO 64 (Artificial Light Photography).....	3
Electives*.....	4
Total units required.....	16

***Electives:**

Select from the following for a minimum of 4 units:

- Photo 58 (Introduction to Videography)
- PHTO 66 (Digital Imaging)
- PHTO 67 (History of Photography) or
- PHTO 68 (Color Slide Photography)
- PHTO 72 (Documentary Photography)
- PHTO 99 (Photographic Topics)

§ This certificate is not transcribed. This group of courses provides industry-based professional development. Individual courses will appear on transcript. See a counselor for further information.

Photography Courses (PHTO)

PHTO 50 INTRODUCTION TO PHOTOGRAPHY 3 UNITS

Introduction to the history and development of photography, basic process, various types of cameras, materials, basic shooting, processing developing, and printing of photographs. 2 hours lecture, 4 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

PHTO 51 INDIVIDUAL PROJECTS 1 UNIT

Individual projects in digital or film-based photography at the intermediate to advanced level. Development of knowledge and skills acquired in previous or current photography work with emphasis on current projects. Strongly recommended: Photography 50 or 56. 4 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PHTO 52 BEGINNING CAMERA USE 2 UNITS

Camera handling techniques, basic exposure principles, camera accessories, photographic composition, and slide presentation. 2 hours. Transfer: CSU Degree Applicable, Credit Grading Option: P/N

PHTO 56 INTRODUCTION TO DIGITAL PHOTOGRAPHY 1.5 UNITS

Basics for the beginner's use of digital cameras, film and flatbed scanners; use of Adobe software for image adjustments. Exploration of digital photography compared with traditional photographic approaches and processes. Operation of Adobe digital imaging software for preparation of web site photos and print output, in both black and white and in color. 1 hour lecture, 2 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PHTO 57 INTERMEDIATE DIGITAL PHOTOGRAPHY 1.5 UNITS

Digital photography; intermediate and advanced digital image capture assignments, camera use and digital manipulation using software such as Adobe Photoshop. Preparation of image files for display printing and use on the Web. Strongly recommended PHOT 56 or camera/photography and Macintosh computer experience. 1 hour lecture, 2 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PHTO 58 INTRODUCTION TO VIDEOGRAPHY 2 UNITS

Introduction to the theory and practice of video production and desktop video editing: project production phases, time-based visual and sound design, digitizing footage, video output issues, working

AS - Physics

FRESHMAN YEAR

PHYS 8A (General Physics I)	5
PHYS 8B (General Physics II)	5
MATH 1 (Analytic Geometry and Calculus I).....	5
MATH 2 (Analytic Geometry and Calculus II).....	5
General Education Courses	

SOPHOMORE YEAR

PHYS 8C (General Physics III)	5
PHYS 8D (General Physics IV).....	3
MATH 3 (Multivariable Calculus)	5
MATH 5 (Ordinary Differential Equations).....	3.5
General Education Courses	
Program Based General Education requirement:	
MATH 7 (Elementary Linear Algebra)	3.5
Total units required	60

Physics Courses (PHYS)

PHYS 2A INTRODUCTION TO PHYSICS I 4 UNITS

Introduction to the major principles of classical mechanics and electricity using pre-calculus mathematics. Includes Newtonian mechanics, energy, Gravitation, fluids, thermodynamics, vibration waves, and electrostatics. Prerequisite: Mathematics 20, 36, or 38 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C; *PHYS 2AB or 8ABCD combined: max UC credit, one series. Degree Applicable, Credit Grading Option: GR

PHYS 2B INTRODUCTION TO PHYSICS II 4 UNITS

Electro-circuits, electromagnetic waves, optics and modern physics. Prerequisite: Physics 2A (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C; *PHYS 2AB or 8ABCD combined: max UC credit, one series. Degree Applicable, Credit Grading Option: GR

PHYS 8A GENERAL PHYSICS I 5 UNITS

Introduction to the principles of Newtonian Mechanics and analytical methods of physics using calculus as needed. Vectors, kinematics, dynamics, energy, momentum, rotation, Gravitation and fluid mechanics. Prerequisite: Mathematics 1 (completed with a grade of "C" or higher). 4 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C; *PHYS 2AB or 8ABCD combined: max UC credit, one series. Degree Applicable, Credit Grading Option: GR

PHYS 8B GENERAL PHYSICS II 5 UNITS

Introduction to electricity and magnetism, circuits, Maxwell's equations and electromagnetic waves. Prerequisites: Physics 8A (completed with grade of "C" or higher) and Mathematics 3 (May be taken concurrently). 4 hours lecture, 3 hours laboratory. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C; *PHYS 2AB or 8ABCD combined: max UC credit, one series. Degree Applicable, Credit Grading Option: GR

PHYS 8C GENERAL PHYSICS III 5 UNITS

Introduction to oscillations, mechanical waves, thermodynamics, light and optics. Prerequisites: Physics 8A and Mathematics 2 (both completed with a grade of "C" or higher). Strongly recommended: Physics 8B. 4 hours lecture, 3 hours laboratory. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C; *PHYS 2AB or 8ABCD combined: max UC credit, one series. Degree Applicable, Credit Grading Option: GR

PHYS 8D GENERAL PHYSICS IV 3 UNITS

Introduction to relativity and modern physics, including: introduction to quantum theory; atomic, molecular, nuclear and particle physics; condensed matter physics; astrophysics and cosmology. Prerequisite: Physics 8B (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU, UC*; CSU GE: B1, B3; IGETC: 5A & 5C; *PHYS 2AB or 8ABCD combined: max UC credit, one series. Degree Applicable, Credit Grading Option: GR

PHYS 10 DESCRIPTIVE PHYSICS 3 UNITS

Motion, gravitation, heat, light, sound, electricity, magnetism, atoms, and nuclei. Present-day scientific problems and developments such as alternative energy sources, solar energy, nuclear power, lasers, relativity and black holes. Designed for non-majors in physical science. Strongly recommended: Mathematics 105 or Mathematics 105M or Mathematics 107. 3 hours lecture. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1; IGETC: 5A; *No UC credit for PHYS 10/10L if taken after PHYS 2A or 8A. Degree Applicable, Credit Grading Option: GR

PHYS 10L DESCRIPTIVE PHYSICS LABORATORY 1 UNIT

Introduction to laboratory principles and techniques with emphasis on the basic concepts of physics such as mechanics, thermodynamics, energy, electricity, magnetism, and optics. Prerequisite: Physics 10 (may be taken concurrently). Strongly recommended: Math 107. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B3; IGETC: 5A 5C; *No UC credit for PHYS 10/10L if taken after PHYS 2A or 8A. Degree Applicable, Credit Grading Option: GR

PHYSIOLOGY

Physiology 1 is one of many courses offered by the Biology Department. It fulfills various degree, certificate, transfer, and/or career requirements. For more details about how Physiology 1 fits into different pathways, please see "Biology" in this Catalog.

Also see: Anatomy and Microbiology

Physiology Courses (PHSI)

PHSI 1 HUMAN PHYSIOLOGY 5 UNITS

Cellular and systemic body functions. Emphasis placed on physico and electro chemical and clinical methods, collection and analysis of data, extrapolations and conclusions. Working models, including human responses, computer simulations are studied. Prerequisite: Chemistry 30A and Anatomy 1 (both completed with a grade of "C" or higher). Strongly recommended: Chemistry 30B and Eligibility for English 1A or 52A. 3 hours lecture, 6 hours laboratory. AA/AS GE.

AA-T - Psychology

FRESHMAN YEAR

PSYC 1 (General Psychology)	3
PSYC 4 (Brain, Mind, and Behavior)	3
Psychology Electives from List B*	0-6
General Education Courses**	

SOPHOMORE YEAR

MATH 40 (Introduction to Probability and Statistics) or MATH 44 (Statistics and Probability)	3-5
PSYC 2 (Introduction to Psychological Methodology).....	3
Psychology Electives from List C***	0-6
General Education Courses**	

Total Units Required.....60

Psychology Electives List A

PSYC 4 (Brain, Mind, and Behavior)

*Psychology Electives List B

Select from the following for a minimum of 6 units:

PSYC 3 (Social Psychology).....	3
PSYC 6 (Abnormal Psychology)	3
PSYC 10 (Psychology of Human Sexuality).....	3
PSYC 12 (Lifespan Psychology).....	3
PSYC 13 (Psychology of Women).....	3
PSYC 20 (Drugs and the Brain).....	3
BIOL 10 (Introduction to the Science of Biology)	
BIOL 31 (Introduction to College Biology)	

*Psychology Electives List B

Select from the following for a minimum of 6 units:

Any of the courses from List B	
ANTR 1 (Physical Anthropology)	
ANTR 3 (Social and Cultural Anthropology)	
BIOL 50 (Anatomy and Physiology)	
MATH 1 (Calculus I)	
MATH 34 (Calculus for Business and Social Sciences)	
SOC 1 (Principles of Sociology)	

Psychology Courses (PSYC)

PSYC 1 GENERAL PSYCHOLOGY 3 UNITS

Basic psychological concepts underlying human and animal behavior in such areas as learning, motivation, perception, personality and social behavior. Strongly recommended: Eligibility for English 1A. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. Degree Applicable, Credit Grading Option: OP

PSYC 2 INTRODUCTION TO PSYCHOLOGICAL METHODOLOGY 3 UNITS

Introduction to scientific method in the study of human and animal behavior. Experience in designing, performing, and reporting behavioral science experiments and surveys. Includes fundamentals of research design, hypothesis testing, and reasoning in inferential statistics. Strongly recommended: Psychology 1. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. Degree Applicable, Credit Grading Option: OP

PSYC 3 INTRODUCTION TO SOCIAL PSYCHOLOGY 3 UNITS

Research and theory regarding psychological processes within individuals such as attitudes, perception, cognition that influence or are influenced by the physical setting in which they occur and the social groups to which individuals belong. Strongly recommended: Psychology 1 or Sociology 1 or Anthropology 3. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. Degree Applicable, Credit Grading Option: OP

PSYC 4 BRAIN, MIND, AND BEHAVIOR 3 UNITS

Introduction to the field of biopsychology. The biopsychology of cognitive, perceptual, emotional, developmental, and social processes. Includes the biopsychology of personality, gender, emotions, learning, learning disabilities, drugs, neurological and developmental disorders, and mental health. Examination of information and theory for practical application. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B2 or D9; IGETC: 4I or 5B. Degree Applicable, Credit Grading Option: OP

PSYC 6 ABNORMAL PSYCHOLOGY 3 UNITS

Introduction to abnormal psychology. Mental health and mental health disorders in adults and children. Includes disorders of anxiety, mood, personality, sexuality, substance abuse, psychosis and other disorders. Major psychological, biological, and sociocultural models of mental health disorders and their treatment. 3 hours. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. Degree Applicable, Credit Grading Option: OP

PSYC 10 PSYCHOLOGY OF HUMAN SEXUALITY 3 UNITS

Physiological and psychosocial aspects of sexual health in our contemporary society. Understanding the interrelationship of attitude and behavior as it relates to sexual well-being and sexual integrity. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: E. Degree Applicable, Credit Grading Option: OP

PSYC 12 LIFESPAN PSYCHOLOGY 3 UNITS

Introduction to the psychological, physiological, and socio-cultural factors influencing development from conception through death. Emphasis on the process of normal development and its variations. Examination of theoretical models and research for practical application. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: Area D9 or E; IGETC: 4I. Degree Applicable, Credit Grading Option: OP

PSYC 13 PSYCHOLOGY OF WOMEN 3 UNITS

This course examines the diverse experiences of women from a psychological perspective. Students will explore psychological theory and research on gender and issues that affect women, and will gain insight into how psychologists investigate gender-related issues. Strongly recommended: Psychology 1. 3 hour lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D4 or D9; IGETC: 4D or 4I. Degree Applicable, Credit Grading Option: OP

PSYC 15 ABNORMAL CHILD PSYCHOLOGY 3 UNITS

An exploration of the emotional, cognitive, developmental, and behavioral problems of childhood and adolescence. Topics include: common problems of adjustment; the effects of stress, abuse, and traumas on development; mental retardation, autism and other developmental disabilities; normal and abnormal patterns of attention, conduct, mood anxiety, sleep, eating, sex, learning and

speech. Examination of causes of mental health problems in children and adolescents and approaches to treatment. Students who have completed or are enrolled in Early Childhood Development 15 may not receive credit. 3 hours. AA/AS GE. Transfer: CSU; CSU GE: D9. Degree Applicable, Credit Grading Option: OP

PSYC 16 SELECTED TOPICS IN PSYCHOLOGY 3 UNITS

Selected topics, issues and controversies in contemporary psychology. Study of behavior as a personal, social, and biological phenomenon. Examination of information and theory for practical application. (May be taken 4 times). 3 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PSYC 20 DRUGS AND THE BRAIN 3 UNITS

Overview of the physiological and psychological effects of recreational and medicinal psychoactive substances, including opiates, sedative-hypnotics, anxiolytics, antidepressants, antipsychotics, stimulants, marijuana, hallucinogens, and dissociative anesthetics. The course will examine the theories and evidence concerning dependence, substance abuse, tolerance, and withdrawal for the major drug classes. Prerequisite: Psychology 1. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I Degree Applicable, Credit Grading Option: GR

PSYC 24 SPORTS PSYCHOLOGY 3 UNITS

A formal introduction to the study of sport psychology focusing upon both the psychological factors that influence participation in sport and exercise and the psychological effects derived from that participation. Emphasis on understanding the psychological processes involved in human performance, models of intervention that can enhance and improve learning and performance conditions, and the strategies which can elicit and influence favorable psychological perceptions and outcomes. Students who have completed or are enrolled in Kinesiology 24 may not receive credit. 3 hours. Transfer: CSU; CSU GE: E Degree Applicable, Credit Grading Option: OP

PSYCHOLOGY-COUNSELING

CERTIFICATE

About the Program

Psychology-Counseling courses were developed to help educate students about the programs and resources of Las Positas College. These courses enable students to explore and develop a personal career plan, and improve and enhance study skills for success in college. These courses are also offered to increase students' knowledge in multiculturalism. Additionally, they provide students with a means to learn theoretical knowledge, gain hands-on experience, and explore career opportunities in the field of Health and Human Services.

Degrees/Certificates

- Certificate of Achievement
 - Health and Human Services

Certificate of Achievement

Health and Human Services

PSCN 5 (Introduction to Human Services).....	3
PSCN 3 (Theories and Concepts of Counseling: An Introduction) 3	
PSCN 6 (Introduction to Counseling Case Management for Human Services).....	3
PSCN 8 (Theories and Concepts of Group Process)	3
PSCN 13 (Multicultural Issues in Contemporary America or SOC 3 (Cultural and Racial Minorities)	3
INTN 1 (Internship Seminar).....	1
INTN 2 (Internship Field Placement)	1
Electives*	2-3
Total units required.....	19-20

***Electives**

Select from the following for a minimum of 2 units:

- ANTR 3 (Social and Cultural Anthropology)
- ECD 62 (Child, Family and Community)
- HSCI 55 (Orientation to Health Care)
- INTN 2 (Internship Field Placement)
- PSYC 1 (General Psychology)
- PSYC 6 (Abnormal Psychology)
- PSYC 12 (Lifespan Psychology)
- PSCN 7 (Contemporary Issues)
- PSCN 10 (Career and Educational Planning)
- PSCN 11 (Interpersonal Relationships)
- PSCN 19 (A Case Management Approach to Addiction, Recovery and Prevention)
- SOC 4 (Marriage and Family Problems)
- SOC 6 (Social Problems)

Psychology – Counseling (PSCN)

PSCN 3 THEORIES AND CONCEPTS OF COUNSELING: AN INTRODUCTION 3 UNITS

This is an introductory course to the theories and concepts, as well as the historical foundations of counseling with an emphasis on fundamental principles of the therapeutic process. There will be a major focus on multicultural principles and major diagnostic categories, problems, and solutions relating to recovery in counseling. Ethics in counseling, as well as legal implications will also be introduced and examined. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: D7 or D9 Degree Applicable, Credit Grading Option: OP

PSCN 5 INTRODUCTION TO HUMAN SERVICES 3 UNITS

Course examines the history, theory, ethics, values and principles at work in the Human Services field. Emphasis is placed on modern theory, methods, and critical skills that lead to effective human service work. Students will examine theoretical systems, agency and community resources, a multicultural approach to diverse populations, personal motivation and professional characteristics needed to succeed in Human Services. 3 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PSCN 6 INTRODUCTION TO COUNSELING CASE MANAGEMENT FOR HUMAN SERVICES 3 UNITS

Introduction to case management theory, models and techniques, multicultural issues affecting case management theory. Emphasis placed on case management philosophy, ethical issues, concepts and practices. Analysis of needs, documentation and confidentiality, and individualized consumer plan development. Strongly recommended: Psychology-Counseling 5. 3 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PSCN 7 CONTEMPORARY ISSUES 1-3 UNITS

Contemporary life issues related to social effectiveness, and educational and career development. Explores issues through an examination of current counseling related research findings and resource materials. Limit of 6 units. 1-3 hours. Transfer: CSU; CSU GE: E Degree Applicable, Credit Grading Option: OP

PSCN 8 THEORIES AND CONCEPTS OF GROUP PROCESS 3 UNITS

Concepts and theories of group process for effective functioning in interpersonal and group settings, including mindful listening, interviewing, group interaction and facilitation, decision-making, and conflict resolution. Comparative and integrative approaches to five ethnic groups will be emphasized: African-Americans, Asian-Americans, European-Americans, Latino-Americans, and Native Americans. Focus on improving the individual's understanding of group dynamics in human services settings, relating across differences of race, gender, ethnicity, sexual orientation, and social class. 3 hours lecture. AA/AS GE. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PSCN 10 CAREER AND EDUCATIONAL PLANNING 2 UNITS

Exploration of the concept of educational/career planning focusing on personal career development through self-assessment, psychological testing, and individual counseling. Emphasis on clarification of individual interests, values, needs, and abilities and investigation of occupational opportunities in the world of work. Designed for those undecided or uncertain about their career and educational plans. May not receive credit if Psychology-Counseling 10A or 10B have been completed. 2 hours. Transfer: CSU; CSU GE: E. Degree Applicable, Credit Grading Option: OP

PSCN 11 INTERPERSONAL RELATIONSHIPS 2 UNITS

Exploration of behavior in interactions with others. Designed to improve interpersonal relationships for the benefit of academic, career, and personal development. 2 hours. Transfer: CSU; CSU GE: E Degree Applicable, Credit Grading Option: C/N

PSCN 13 MULTICULTURAL ISSUES IN CONTEMPORARY AMERICA 3 UNITS

Exploration of issues relating to the multicultural community in which we live today. Interpersonal relations and communication. Focus on improving the individual's understanding of other cultures and how those cultures impact the American lifestyle. Includes exploration of myths and misunderstandings. Discussion of four specific cultures or sub-cultures from the following groups: (1) African-American, (2) Asian-American, (3) Hispanic American, (4) Native-American, (5) Middle Eastern-American, (6) European-American, (7) Gay/Lesbian American and (8) Disabled American. 3

hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 or D7; IGETC: 4C or 4G

Degree Applicable, Credit

Grading Option: OP

PSCN 15 COLLEGE STUDY SKILLS 2 UNITS

Review of study skill techniques for success in college. Emphasis on time management, personal learning style, active listening, note-taking and test-taking strategies. Includes modeling, practice, and evaluation of study skill techniques. 2 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PSCN 18 UNIVERSITY TRANSFER PLANNING .5-1 UNITS

Introduction to the resources and planning process needed to ease transition from community college to a four-year college or university. Development of a transfer action plan. Preparation for major and general education requirements. Application cycles and important deadlines. Recommended for those transferring to four-year colleges or universities. 0.5-1 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

PSCN 19 A CASE MANAGEMENT APPROACH TO ADDICTION, RECOVERY AND PREVENTION 3 UNITS

Introductory course in case management specific to addiction, recovery and prevention processes used in various occupational field placements, e.g., county mental health clinics, hospitals, drug and alcohol treatment facilities, nonprofit health and human services agencies. Basic terminology used in alcohol, psychoactive drugs and other related addiction terms will be covered. Self-help groups such as Alcoholics Anonymous (AA), Overeaters Anonymous (OA), Adult Children of Alcoholics (ACA), Co-dependents Anonymous (CoDA), Gamblers Anonymous (GA), and Narcotics Anonymous (NA) will be discussed. Current models of prevention, treatment planning, client monitoring and documentation in collaboration with other staff, e.g., physicians, social workers, counselors, will be emphasized. Hands-on approach in learning how to formulate measurable goals and objectives to client recovery. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

PSCN 25 TRANSITION TO COLLEGE .5 UNITS

A survey of practical strategies for academic success focusing on the new student. Examines goal setting, college policies, graduation requirements, campus resources, student rights and responsibilities, and student educational planning. Designed for first time college students in order to enhance their transition into college and maximize their academic/vocational potential. 0.5 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: P/N

PSCN 28 ORIENTATION FOR INTERNATIONAL STUDENTS 1 UNIT

Exploration of practical strategies for academic success and to experience a positive transition into the American educational system and culture focusing on the new international student. Examines goal setting, cultural adjustment, college policies, graduation requirements, campus resources, programs and services, student rights and responsibilities, introduction to the California systems of higher education, student educational planning and other topics as needs are identified. Designed for first-time international college students in order to enhance their transition into American

society and maximize successful matriculation through college toward their academic goals. Required for all foreign-visa students. 1 hour lecture.

Degree Applicable, Credit

Grading Option: OP

PSCN 40 LIFE SKILLS: PERSONAL FINANCE 1 UNIT

Promoting financial responsibility and the application of math skills to everyday money matters. Emphasis on learning and understanding basic banking skills, including balancing a checkbook, credit card use, and the difference between needs versus wants, which will contribute to financial stability for individuals and the communities they live in. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

PSCN 100 BRIDGE TO COLLEGE AND CAREERS 1 UNIT

Examine self-efficacy issues and begin to develop strong self-efficacy behaviors. Develop behaviors that lead to academic and career success, such as understanding individual learning styles, building and working in diverse learning style teams, effective and appropriate methods of communication, effective and appropriate behaviors in the classroom and the workplace. Course is based on curriculum used to train executives in large companies to develop professional behaviors. 3 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

RADIATION SAFETY

About the Program

The Radiation Safety sequence is a modularized series of courses designed to provide basic radiation safety instruction. Knowledge gained from taking the sequence of classes includes identification of the sources of radiation and radioactive materials, the nature of ionization radiation, biological effects, risk assessment, protection strategies, environmental impacts, and waste handling.

Career Opportunities

The Radiation Safety sequence of classes could be taken by students seeking careers in radiology, radiation safety, occupational safety and health, industrial hygiene, certified safety professional, emergency response, and hazardous materials control.

Transferability

Course credits are transferable to the California State University System.

Radiation Safety Courses (RADS)

RADS 40ABC RADIATION SAFETY 2-4 UNITS

A modularized course designed to provide basic radiation safety instruction. Includes identification of the sources of radiation and radioactive materials, the nature of ionization radiation, biological effects, risk assessment, protection strategies, environmental impacts, and waste handling. RADS 40A, Radiation Safety Basics, 2 units. Strongly recommended: Mathematics 65, 71, or appropriate skill level demonstrated through the Mathematics assessment process. RADS 40B, Emergency Response and Monitoring. 1 unit. Prerequisite: Radiation Safety 40A (completed with a grade of "C" or

higher). RADS 40C, Safety Controls and Regulation, 1 unit.

Prerequisite: Radiation Safety 40B (completed with a grade of "C" or higher). 18 total hours per unit. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

RECREATION AND LEISURE SERVICES

See also: Kinesiology

Recreation and Leisure Services Courses (RECL)

RECL 71L FUNDAMENTALS OF BACKPACKING 2 UNITS

Introduction to concepts and techniques associated with backpacking. Skills emphasized in this course are designed to increase recreation leadership potential in outdoor recreation and education careers. 1.5 hours lecture, 2 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

RELIGIOUS STUDIES

See also: Humanities, Philosophy

Religious Studies Courses (RELS)

RELS 1 RELIGIONS OF THE WORLD 3 UNITS

Introduction to religion by examining several religions; basic principles of each shown by fundamental scriptures and works in the visual and musical arts. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit

Grading Option: GR

RELS 2 THE BIBLE: HISTORY AND LITERATURE 3 UNITS

Study of the historical context and literary forms of the Hebrew Bible and New Testament. Emphasis on social, political and economic origins of the works, their literary motifs, and how their creation reflected ongoing cultural values. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit

Grading Option: GR

RELS 3 AN INTRODUCTION TO WOMEN'S SPIRITUALITY 3 UNITS

An interdisciplinary and cross-cultural examination of women's spirituality with particular reference to women's contributions and influence in redefining feminine aspects of the divine. Examines the use of feminine experience as a primary construct for understanding the connection between women's spirituality and the sacred. This course will also explore how issues of gender, culture, and identity influence women's religious experiences. Explores religious texts, rituals, music, poetry and film. 3 hours lecture AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit

Grading Option: GR

RELS 11 THE NATURE OF ISLAM

3 UNITS

Introduction to the nature of Islam as a religion or system for life, its culture and its impact on Muslim individuals and groups. Includes a brief history of Islam and Muslims in relation to the basic sources of Islam. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B

Degree Applicable, Credit

Grading Option: OP

SOCIAL SCIENCE

DEGREE

About the Program

Social Science is designed to provide a broad interdisciplinary foundation for further study. This is a general field that includes courses in Anthropology, Economics, Cultural Geography, History, Political Science, Psychology and Sociology.

It can also serve as a foundation from which students continue study in specialized fields.

- Degrees/Certificates
 - AA – Social Science

Transferability

Students may complete lower-division requirements for transfer in general in individual social science disciplines. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential that students refer to the catalog of the prospective transfer institution and consult a counselor. General Education courses should be carefully selected to meet the requirements of the intended transfer institution; some transfer institutions require more General Education units than required by this AA degree.

AA - Social Science (General)

FRESHMAN YEAR

ANTR 1 (Physical Anthropology)	3
GEOG 2 (Cultural Geography)	3
<i>Complete 1 of the following combinations for a total of 6 units:</i>	
HIST 1 (History of Western Civilization to 1600) and HIST 2 (History of Western Civilization since 1600) or HIST 7 (U.S. History through Reconstruction) and HIST 8 (U.S. History Since Reconstruction)	6
Electives*	0-9
General Education Courses	

SOPHOMORE YEAR

ECON 1 (Principles of Microeconomics) or ECON 2 (Principles of Macroeconomics)	3
POLI 7 (Introduction to American Government)	4
PSYC 1 (General Psychology)	3
SOC 1 (Principles of Sociology)	3
Electives*	0-9
General Education Courses	
Total units required	60

***Electives**

Select 3 courses from the following for a minimum of 9 units.

- ANTR 2 (Introduction to Archaeology: Prehistory and Culture Growth)
- ANTR 3 (Social and Cultural Anthropology)
- ANTR 5 (Cultures of the U.S. in Global Perspective)
- GEOG 5 (World Regional Geography)
- HIST 14 (History and American Cultures of California)
- HIST 25 (American Indian History and Culture)
- HIST 28 (History of American West)
- POLI 20 (Comparative Government)
- POLI 30 (International Relations)
- PSYC 3 (Problems and Methods in Individual and Social Psychology)
- PSYC 4 (Brain, Mind, and Behavior)
- PSYC 6 (Abnormal Psychology)
- PSYC 10 (Human Sexuality)
- PSYC 24 (Sports Psychology)
- SOC 3 (Cultural and Racial Minorities)
- SOC 4 (Marriage and Family Relations)
- SOC 6 (Social Problems)
- SOC 7 (Sociology of Sexuality)
- SOC 11 (Sociology of Gender)

SOCIOLOGY

About the Program

Courses in Sociology are designed to prepare students for further study in Sociology leading to the BA, MA, MSW, and/or PhD degrees.

Degrees/Certificates

- Degree:
 - AA-T in Sociology (Transfer Preparation)

In addition to core degree requirements in Sociology, students are required complete either CSU GE or IGETC patterns under the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), which guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college.

Career Opportunities

Sociologists with graduate degrees may teach at the high school, college, or graduate levels. They may also become Research Sociologists in both the public and private sectors and work in areas of public policy, the law, and international studies. Applied Sociologists may work with social service agencies and community programs on behalf of others—often underrepresented or neglected groups.

Transferability

This program fulfills typical lower-division requirements at four-year transfer institutions. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential

that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

AA-T in Sociology (Transfer Preparation)

FRESHMAN YEAR

SOC 1 (Principles of Sociology)	3
List B Options (see list below)	6
General Education	

SOPHOMORE YEAR

List A Options (see list below)	7-9 units
List C Options (see list below)	3
General Education	
Total Units for Major	29-21
Total Units for CSU GE or IGETC	37-39
Total Units for Degree	60

LIST A OPTIONS

Select two from the following for a minimum of 7 units

SOC 6 (Social Problems)	3
MATH 44 (Statistics and Probability)	5
SOC 13 (Introduction to Research Methods)	4

LIST B OPTIONS

Select two from the following for a minimum of 6 units

SOC 6 (Social Problems) if not selected for List A Options	3
MATH 44 (Statistics and Probability) if not selected for List A Options	5
SOC 13 (Introduction to Research Methods) if not selected for List A Options	4
SOC 3 (Cultural and Racial Minorities)	3
SOC 4 (Marriage and Family Relations)	3
SOC 7 (Sociology of Sexuality)	3
SOC 11 (Sociology of Gender)	3

LIST C OPTIONS

Select one from the following for a minimum of 3 units

SOC 6 (Social Problems) if not selected for List A or B Options	3
MATH 44 (Statistics and Probability) if not selected for List A or B Options	5
SOC 13 (Introduction to Research Methods) if not selected for List A or B Options	4
SOC 3 (Cultural and Racial Minorities) if not selected for List B Options	3
SOC 4 (Marriage and Family Relations) if not selected for List B Options	3
SOC 7 (Sociology of Sexuality) if not selected for List B Options ..	3
SOC 11 (Sociology of Gender) if not selected for List B options ...	3
SOC 5 (Global Change) recommended for UC transfer	3
SOC 12 (Popular Culture) recommended for UC transfer	3
ANTR 3 (Social and Cultural Anthropology)	3
PSYC 1 (General Psychology)	3

Sociology Courses (SOC)

SOC 1 PRINCIPLES OF SOCIOLOGY 3 UNITS

The sociological perspective: scientific study of human interaction and society as a whole with emphasis on impact of groups on social

behavior; systematic examination of culture and social organization, and methodology. 3 hours. AA/AS GE. Transfer: CSU; UC; CSU GE: DO; IGETC: 4J

Degree Applicable, Credit

Grading Option: OP

SOC 3 CULTURAL AND RACIAL MINORITIES 3 UNITS

Analysis of racial and ethnic relations in the United States. Includes race, ethnicity, prejudice, discrimination and stereotyping, as well as theories and patterns of intergroup relations. Focus on contemporary minorities; African Americans, Chicano/Latinos, Asian Americans, and Native Americans. Strongly recommended: Sociology 1 or Anthropology 3 or Psychology 1. 3 hours. AA/AS GE. Transfer: CSU; UC; CSU GE: DO or D3; IGETC: 4J

Degree Applicable, Credit

Grading Option: OP

SOC 4 MARRIAGE AND FAMILY RELATIONS 3 UNITS

Sociological perspective of the family, including mate selection, marital roles, marital adjustment, sexual adjustment, reproduction, child rearing, marital dissolution, and problems associated with the family in modern industrial society. Emphasis on methodology of family investigation. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: DO and E; IGETC: 4J

Degree Applicable, Credit

Grading Option: OP

SOC 5 GLOBAL CHANGE 3 UNITS

This course looks at the economic and political forces that have led to rapid changes in global interaction and culture over the past century, with special emphasis on the last twenty years. It explores the issues of nationalism, global citizenry, state violence, terrorism, the global economy, migration, the threatened environment, technology, and the role of multinational media industries on culture. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D7; IGETC: 4G

Degree Applicable, Credit

Grading Option: OP

SOC 6 SOCIAL PROBLEMS 3 UNITS

This course takes an in-depth look at selected social problems from a sociological perspective. Topics will vary from semester to semester. Each class will cover at least one of each of the following: a social problem dealing with social inequality, a social problem of national concern, and a social problem of global concern. Current topics include: the current trend of "wilding" behavior by individuals and institutions, the growth of inner cities, the social consequences of the globalization of labor, and terrorism. 3 hours. Transfer: CSU, UC; CSU GE: DO; IGETC: 4J

Degree Applicable, Credit

Grading Option: OP

SOC 7 SOCIOLOGY OF SEXUALITY 3 UNITS

This course looks at the social forces that influence, and are influenced by, our construction of sexuality. Topics covered include: the social construction of the erotic, the creation of sexual identities, gender and sexuality, religion and sexuality, sexual commerce, and global issues such as birth control and STDs. 3 hours. Transfer: CSU, UC; CSU GE: E

Degree Applicable, Credit

Grading Option: OP

SOC 11 SOCIOLOGY OF GENDER 3 UNITS

This course examines the social construction of masculinity and femininity historically and cross-culturally. It analyzes the impact of economic and political change on gender expectations and

that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

AA – Speech

FRESHMAN YEAR

SPCH 1 (Fundamentals of Speech Communication)3
 SPCH 48** (Activities in Forensics)..... 2-8
 SPCH 2A (Oral Interpretation of Literature I).....3
 SPCH 10 (Interpersonal Communication)3
 Electives
 General Education Courses

SOPHOMORE YEAR

SPCH 46 (Argumentation and Debate)3
 SPCH 48** (Activities in Forensics)..... 2-8
 Option (Speech/Related Discipline)*3
 Electives
 General Education Courses

Total units required60

*Option

Select from the following for a minimum of 3 units:

SPCH 2B (Interpretation of Literature II)
 SPCH 3 (Group Communication)
 SPCH 5 (Readers Theater)
 THEA 25 (Fundamentals of Stage Speech)

***Speech 48 should be taken for a minimum of 4 units and a maximum of 16 units*

Speech Courses (SPCH)

SPCH 1 FUNDAMENTALS OF SPEECH COMMUNICATION 3 UNITS

Fundamentals of speech communication; emphasis on developing, stating, organizing, and researching ideas, and presenting to an audience; includes developing the faculties of critical listening and problem-solving. Strongly recommended: Eligibility for English 1A. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: A1; IGETC: 1C
 Degree Applicable, Credit Grading Option: OP

SPCH 2A ORAL INTERPRETATION OF LITERATURE I 3 UNITS

Development of skill in reading quality literature aloud; practice in writing scholarly criticism of the literature presented orally. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2
 Degree Applicable, Credit Grading Option: OP

SPCH 2B ORAL INTERPRETATION OF LITERATURE II 3 UNITS

Further development of skills and knowledge of individual oral interpretation from more difficult and specialized literary sources. Explores other forms of performance such as duet reading and chamber theater. Development of dialect and further vocal characterization. Prerequisite: Speech 2A (completed with a grade of "C" or higher). 3 hours. AA/AS GE. Transfer: CSU, UC.
 Degree Applicable, Credit Grading Option: OP

SPCH 3 GROUP COMMUNICATION 3 UNITS

Communication in small group situations. Role of communication in various group processes, including norms, roles, leadership and decision-making, with application to modern concepts of organizational communication. Includes participation in simulation exercises and group activities. 3 hours. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

SPCH 5 READERS THEATER 3 UNITS

Introduction to various media and techniques used in readers theater and the arrangement and programming of literature. Performance and/or arrangement of programs for specific audiences; children, young adults, and adults by using live theater presentation, television, and/or radio. 3 hours. AA/AS GE. Transfer: CSU, UC.
 Degree Applicable, Credit Grading Option: OP

SPCH 10 INTERPERSONAL COMMUNICATION 3 UNITS

Exploration, discussion, and evaluation of the components of the verbal and non-verbal communication process. Strongly recommended: eligibility for English 1A. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: E
 Degree Applicable, Credit Grading Option: OP

SPCH 11 INTERCULTURAL COMMUNICATION 3 UNITS

Intercultural communication with a focus on the analysis and comparisons of message perception and transmission in interactions between people from different cultures. Emphasis on practical application of skills for effective communication between people of different domestic and international cultures. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 and D7.
 Degree Applicable, Credit Grading Option: GR

SPCH 43 PROFESSIONAL COMMUNICATIONS 4 UNITS

This course is designed to help students develop and refine the written and oral communication skills necessary to communicate effectively in a business environment. This will be accomplished through the planning, composing, and evaluating of written communication; report writing; and oral presentations. Additional focus will be placed on developing interpersonal skills, team participation skills, and professionalism. Students who have completed or are enrolled in Business 43, Computer Networking Technology 43, Computer Information Systems 43, Computer Science 43, or English 43 may not receive credit. Strongly recommended: Eligibility for English 1A. 4 hours. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

SPCH 46 ARGUMENTATION AND DEBATE 3 UNITS

Analysis of contemporary questions through written and spoken discourse. Analysis, criticism, and synthesis of contemporary moral, political, economic and philosophical issues of a diverse, multicultural society, using traditional and modern models of argumentation. Strongly recommended: English 1A. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: A1 or A3; IGETC: 1C
 Degree Applicable, Credit Grading Option: OP

SPCH 48 ACTIVITIES IN FORENSICS 1-4 UNITS

Intercollegiate competition in the areas of public speaking and oral interpretation. Other activities include performance in workshops,

Theater Arts Electives

Select from the following for a minimum of 3 units:

- THEA 3 (Theater Improvisation)
- THEA 11 (Stage to Screen)
- THEA 12 (Film as Art and Communication)
- THEA 14 (Bay Area Theater)
- THEA 25 (Fundamentals of Stage Speech)
- THEA 39 (Musical Theater Workshop)
- THEA 40L (Theater Lighting)

****Related Discipline Electives**

Select from any of the following 4 disciplines for a minimum of 3 units:

DANCE

- DANC 1 (Dance Technique)
- DANC 5 Dance Workshop)
- DANC 6 (Dance Production)

MASS COMMUNICATIONS

- MSCM 33A (Introduction to Television Studio Operations)
- MSCM 33B (Intermediate Television Studio Operations)

Music

- MUS 6 (Basic Music Skills)
- MUS 23A (Elementary Voice I)
- MUS 23B (Elementary Voice II)
- MUS 33 (Study of Voice)
- MUS 39 (Musical Theater Workshop)
- MUS 42 (Vocal Repertoire)
- MUS 43 (Vocal Ensemble)
- MUS 44 (Concert Choir)
- MUS 45 (Chamber Choir)
- MUS 46 (Jazz Choir)

SPEECH

- SPCH 2A (Oral Interpretation of Literature I)
- SPCH 5 (Reader's Theater)

Theater Arts Courses (THEA)

THEA 1A THEORY/PRACTICE OF ACTING I 3 UNITS

Introduction to the techniques and theories of acting, explored through improvisation, exercises and scene study. Development of the physical and psychological resources for acting, including relaxation, concentration, creativity, believability, and commitment. Strongly recommended: Eligibility for English 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1. Degree Applicable, Credit Grading Option: GR

THEA 1B THEORY AND PRACTICE OF ACTING II 3 UNITS

Continued exploration of the theory and practice of acting, focusing on more complex characterization and character analysis. Introduction to theatrical styles and period acting using monologues and scenes. Prerequisite: Theater Arts 1A (or equivalent). 3 hours lecture. AA/AS GE. Transfer: CSU, UC. Degree Applicable, Credit Grading Option: GR

THEA 3 THEATER IMPROVISATION 3 UNITS

Introduction to Improvisation. Workshop exercises in theater experience through the operational structure of the game. Mimes, characterizations, scene setting, mood and material for extended

ensemble improvisation. Recommended for non-theater as well as theater majors. 3 hours lecture. Transfer: CSU, UC. Degree Applicable, Credit Grading Option: GR

THEA 4 AMERICAN CULTURES IN THEATER 3 UNITS

The history, representation and contributions of various ethnic groups in American theater and the study of theater as an instrument for expressing and understanding cultural identity. The focus will be on: African American, Asian American, and Latino theater. Strongly recommended: Eligibility for English 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A Degree Applicable, Credit Grading Option: GR

THEA 5 CHILDREN'S THEATER 1-3 UNITS

Introduction to the techniques of formal children's theater. Creation and performance of a theatrical production designed for children. Casting subject to audition. 1-3 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

THEA 10 INTRODUCTION TO DRAMATIC ARTS 3 UNITS

The dramatic arts, including the history, values, and theatrical techniques that have shaped them. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A Degree Applicable, Credit Grading Option: GR

THEA 11 STAGE TO SCREEN 3 UNITS

Major plays which subsequently have been made into films. Analysis of each playscript augmented by a viewing and analysis of the film adaptation. Major areas of concentration may vary from semester to semester. 2.5 hours lecture. 1.5 hours laboratory. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A Degree Applicable, Credit Grading Option: GR

THEA 12 FILM AS ART AND COMMUNICATION 4 UNITS

Introduction to film as an art form and means of communication. Film history, elements of the film making process, major film traditions and genres. 4 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A Degree Applicable, Credit Grading Option: GR

THEA 14 BAY AREA THEATER 1-3 UNITS

Appreciation of theatrical performances through reading, evaluating and attending live productions. Specific content is determined by currently available theatrical productions. 2.5 hours lecture. 1.5 hours laboratory. Transfer: CSU, UC; IGETC: Area 3A Degree Applicable, Credit Grading Option: GR

THEA 25 FUNDAMENTALS OF STAGE SPEECH 3 UNITS

Theory and practice of speech improvement for acting with emphasis on development of the voice, articulation, and pronunciation for theater production. 3 hours lecture. Transfer: CSU, UC; CSU GE: C1 Degree Applicable, Credit Grading Option: GR

THEA 30 DRAMA WORKSHOP 1-3 UNITS

Participation in experimental workshop plays, original student scripts, and other projects, possibly leading to scheduled performances. Casting subject to audition. 3-9 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: GR

THEA 39 MUSICAL THEATER WORKSHOP 3 UNITS
Training in performance skills for the musical theater, with emphasis on acting and stage movement. Corequisite: Music 39. 3 hours lecture Transfer: CSU, UC
Degree Applicable, Credit Grading Option: GR

THEA 40 INTRODUCTION TO TECHNICAL THEATER 2 UNITS
Introduction to the technical aspects of theatrical production, including theater architecture and scenic design, set construction and painting, drafting and rendering, production organization, lighting and sound design. 1 hour lecture, 3 hours laboratory. Transfer: CSU, UC; CSU GE: C1
Degree Applicable, Credit Grading Option: GR

THEA 40L THEATER LIGHTING 2 UNITS
Introduction to stage lighting design. Physics of light, color, electricity; components of basic lighting technology; comprehensive overview of the art of theater lighting design. Strongly Recommended: Theater 40. Transfer: CSU, UC
Grading Option: OP

THEA 41 PASSPORT TO THEATER 1-6 UNITS
Supervised participation in scheduled performances of the theater department as an actor or backstage worker. Hour value to be determined by the instructor, after audition, based upon the scope of the performance of technical assignment. Enrollment is for the duration of the rehearsals and performances. 3-18 hours. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

THEA 46 COLLEGE THEATER MANAGEMENT 2 UNITS
Participation in the business operation of scheduled productions in theater. Enrollment is for the duration of the production. 3-6 hours laboratory each. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

THEA 47 COLLEGE THEATER ACTING 3 UNITS
Participation in cast of scheduled major production. Enrollment is for the duration of the production. Enrollment by audition only. 3-18 hours laboratory. AA/AS GE Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

THEA 48 COLLEGE THEATER TECHNICAL 3 UNITS
Participation in scheduled productions as crew members and/or constructing its technical elements. Enrollment is for the duration of the production. 3-18 hours laboratory. AA/AS GE Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

TUTORING

About the Program

The Las Positas College Tutorial program offers all students free tutoring in many classes and is dedicated to students' educational success. All tutors must take a training class at the beginning of their tutorial experience in order to know how to manage tutorial sessions, understand the ethics of tutoring, enhance communication

and listening skills, work with each learning style and avoid common mistakes in tutoring. Tutor training is conducted through a variety of educational means to best meet the schedules and learning needs of the tutors. Advanced levels of training are available for those wishing to learn more about learning disabilities, leadership and innovative techniques. The training is designed to fulfill the College Reading and Learning Association's (CRLA) certification requirements. Students who pass classes with an "A" or "B" grade and enjoy working with people are encouraged to be tutors. Tutoring may be done for pay or college credit.

Tutoring Courses (TUTR)

TUTR 15 TRAINING FOR TUTORS 2 UNITS
Training for college tutors to acquire specific skills and techniques for tutoring in academic and vocational subject matter areas and basic skills. Required course for tutors participating in the College's Tutorials Instructional Program. 2 hours.
Degree Applicable, Credit Grading Option: P/N

TUTR 17 TUTOR TRAINING .5 UNITS
An introduction to tutoring and tutoring skills. The course will provide a conceptual frame work of tutoring to guide student's work in leading effective tutoring sessions. Total of 3 lecture hours and 25 laboratory hours per semester. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

TUTR 29 INDEPENDENT STUDY-TUTORING .5-2 UNITS
A practical experience to help other students learn and succeed in school-related activities. Provides opportunities to gain experience in the field of education in preparation for making career choices. For .5 unit, .5 lecture hour, 1 hour tutoring; for 1 unit, 1 hour lecture, 2 hours tutoring; for 2 units, 1 hour lecture, 4 hours tutoring. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

TUTR 200 SUPERVISED TUTORING 0 UNITS
Individualized student tutoring (supplemental learning assistance) provided to students requesting assistance or referred by a counselor or an instructor. Trained tutors and instructors will provide tutoring in basic skills, academic and vocational subject matter areas. Hours variable. (No Limit)
Non-degree Applicable, Non-credit Grading Option: P/N

UNIVERSITY TRANSFER

CERTIFICATE

For more information, see a counselor.

University Transfer - IGETC

(Intersegmental General Education Transfer Curriculum)

Students transferring to University of California or California State University have the opportunity to complete their lower division general education requirements at Las Positas College. This pattern of general education requires a minimum of 34 semester units to be

completed. The Certificate of Achievement in University Transfer - IGETC will officially acknowledge a significant educational achievement the student has completed at Las Positas College. The list of approved courses may be found in the "Intersegmental General Education Transfer Curriculum (IGETC)" chart in this Catalog. Counselor assistance is advised.

IGETC Areas..... Semester Units (minimum)

Area 1
English Communication (2-3 courses)6 (UC) or 9 (CSU)

Area 2
Mathematical Concepts and Quantitative Reasoning (1 course) .3

Area 3
Arts and Humanities (3 courses).....9

Area 4
Social and Behavioral Sciences (3 courses).....9

Area 5
Physical Science and Biological Science (2 courses)7

Area 6
Language Other Than English (UC only) 0-1 course)..... 0-5

CSU Graduation Requirement
U.S. History, Constitution and American Ideals (0-2 courses)* 0-7
**Courses may be also applied to Area 4*
Total Units (minimum).....34

Earning this Certificate of Achievement will not replace the "IGETC Certification" document. The "Certification of IGETC" is a separate process. The student must request IGETC Certification in the Counseling Office after admission to the transfer institution.

CERTIFICATE

For more information, see a counselor.

**University Transfer -
CSU General Education Breadth**

Students transferring to the California State University have the opportunity to complete their lower division general education requirements at Las Positas College. This pattern of general education requires a minimum of 39 semester units to be completed. The Certificate of Achievement in University Transfer - CSU General Education Breadth will officially acknowledge a significant educational achievement the student has completed at Las Positas College. The list of approved courses may be found in the "California State University General Education (GE) Breadth Requirements" chart in this Catalog. Counselor assistance is advised.

CSU - General Education AreasSemester Units (minimum)

Area A
English Language Communication and Critical Thinking
(3 courses)9

Area B
Scientific Inquiry and Quantitative Reasoning (3 courses)9

Area C

Arts and Humanities (3 courses)9

Area D
Social Sciences (3 courses)9

Area E
Lifelong Learning and Self Development (1-2 courses)3

CSU Graduation Requirement
US History, Constitution and American Ideals (0-2 courses)* ...0-7
**Courses may also be applied to Area D*
Total Units (minimum) 39

Earning this Certificate of Achievement will not replace the "CSU GE Certification" document. The "Certification of CSU General Education Breadth" is a separate process. The student must request CSU GE Certification in the Counseling Office after admission to the transfer institution.

VISUAL COMMUNICATIONS

DEGREE **CERTIFICATE**

About the Program

The Visual Communications (VCOM) program encompasses all the visual arts—drawing, painting, photography—but instead of traditional tools and media, students use computers and industry standard software. All areas of design and composition, typography, photographic specification and manipulation, drawing, print and web page layout, and an array of technical skills using the newest versions of Illustrator, Photoshop, InDesign, Acrobat, Dreamweaver and Flash are taught through project-based work. Starting at the intermediate level, students gain direct experience creating client-based work for print, web or screen, contracted through VCOM's business, the Design Shop. In terms of vocation, VCOM students develop a broad base of creative, technical, aesthetic and practical business skills while building a professional-level portfolio. Certificate graduates are ready to enter the field of visual communications design; degree graduates often transfer to a four-year college. Please visit our websites for more information about the program: <http://lpcdesignshop.com/vcom/> and the Design Shop, <http://lpcdesignshop.com/>.

Skills development courses, mainly designed for professionals who wish to learn new technical skills, or ramp up skills in the latest versions of our software, and those wishing to explore the field, should refer to courses denoted "100" and above. These courses have identical content to, and are scheduled simultaneously with, corresponding degree and certificate courses. Most prerequisites have been relaxed to allow ease of access. Refer to specific course descriptions for details of skills necessary for success.

See also: Art, Photography

Degrees/Certificates

- Degree:
 - AA – Visual Communications
- Certificates of Achievement:
 - Visual Communications, Emphasis in Print
 - Visual Communications, Emphasis in Web

AA – Visual Communications

FRESHMAN YEAR

VCOM 48 (Introduction to a Design Studio)	0.3
VCOM 50 (Visual Communications and the Process of Design)....	2
VCOM 51 (Color for Design)	2
VCOM 52 (Introduction to Typography)	3
VCOM 53 (Photoshop I for Design).....	2
VCOM 54 (Illustrator I for Design)	2
VCOM 55 (Web Design I)	3
VCOM 56 (Design Concepts I)	3
General Education Courses	

SOPHOMORE YEAR

VCOM 57 (Design Concepts II)	3
VCOM 58 (Photoshop II for Design) or	
VCOM 59 (Illustrator II for Design)	3
VCOM 60 (Creative Portfolio and Self-Promotion)	3
VCOM 64 (InDesign I and Layout Techniques)	3
General Education Courses	

Total units required60

Certificate of Achievement Visual Communications

VCOM 48 (Introduction to a Design Studio)	0.3
VCOM 50 (Visual Communications and the Process of Design) ...	2
VCOM 51 (Color for Design)	2
VCOM 52 (Introduction to Typography)	3
VCOM 53 (Photoshop I for Design)	2
VCOM 54 (Illustrator I for Design)	2
VCOM 55 (Web Design I)	3
VCOM 56 (Design Concepts I)	3
VCOM 57 (Design Concepts II)	3
VCOM 58 (Photoshop II for Design) or	
VCOM 59 (Illustrator II for Design)	3
VCOM 60 (Creative Portfolio and Self-Promotion).....	3
Options*	8-16

Total Units Required 34.3-42.3

**To receive a Certificate Emphasis in Print or Web, complete 1 of the 2 Visual Communications Options for a minimum of 8 units.*

Option 1 - Emphasis in Web

- VCOM 62** (Web Design II)
- VCOM 63** (Web Site and Multimedia Production)
- VCOM 63IN** (Internship in Web Site and Multimedia Production)

Option 2 - Emphasis in Print

- VCOM 64** (InDesign I and Layout Techniques)
- VCOM 65** (Electronic Pre-Press and Print Production)
- VCOM 65IN** (Internship in Electronic Pre-Press and Print Production)

***Students may receive an additional Certificate if they complete both options: Emphasis in Multimedia, VCOM 63 and 63 IN and Emphasis in Print, VCOM 65 and 65IN*

Visual Communications Courses (VCOM)

VCOM 40 DESIGN SHOP: THE BUSINESS OF DESIGN 3 UNITS

The Design Shop business of the Visual Communications program creates work for clients on the Las Positas College campus and in the Tri-Valley community at large. This course is designed for students who are ready to produce client-based work in print and/or for the web prior to seeking employment and/or applying for transfer to a 4-year institution. Students work one-on-one or in a team with the client while refining leadership skills and the full range of visual, oral and written techniques needed to produce industry standard client-based work. Students develop creative print and/or web solutions that meet the full scope of the client's needs and that are of a quality that demonstrates the individual or team's work at industry-standard level. Strongly recommended: Visual Communications 57, 58, 59, 62, and 64. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

VCOM 48 INTRODUCTION TO A DESIGN STUDIO .3 UNITS

A self-paced basic skills tutorial course introducing software, hardware and peripheral equipment available in a design studio. Emphasis is placed on navigating the desktop, server and back-up media cross-platform, (Apple and PC operating systems); using and saving documents and folders to industry standards; downloading and saving images from a camera or reader; and accessing fonts and "Help" if unassisted. 12 total studio hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

VCOM 50 VISUAL COMMUNICATIONS AND THE PROCESS OF DESIGN 2 UNITS

Introduction to the vocation of visual communication and the creative processes, methods and tools used in developing concepts and final designs for print or web. Emphasis is placed on exploring the conceptual design process, learning the language of design, and basic level technical skills and techniques used across industry standard software, cross-platform operating systems, and hardware. Strongly recommended: Visual Communications 48. 16 hours lecture, 64 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

VCOM 51 COLOR FOR DESIGN 2 UNITS

A basic-level course highlighting color as an element for communication and expression in all visual fields. Covers key color systems and their relevance to graphic and other visual arts, creative and technical aspects of color available in the Adobe Creative Suite applications including color expression, color theory, color interaction, color psychology, color perception, using color for an ethnically diverse, international audience, color theories, color trends, color reproduction, pre-press and screen view

access. Please refer to specific course descriptions for details of skills necessary for success.

Degree Applicable, Credit

Grading Option: P/N

VITICULTURE

DEGREE CERTIFICATE

About the Program

The program options in the Viticulture and Winery Technology Program are designed to prepare students for careers in the wine industry. VWT students may enter the program at the level most suited to their needs and take as few or as many courses as they need to meet their objectives.

There are both Certificates and Associate in Science Degrees available to provide students with the knowledge and skills essential for success. Students are also able to pursue their studies in either of two tracks: Viticulture (grape growing) or Enology (wine making) by taking a series of production-oriented courses. Students may also elect to complete an Associate in Science degree in either Viticulture or Enology.

Degrees/Certificates

- Degrees:
 - AS – Enology
 - AS – Viticulture
- Certificates of Achievement:
 - Enology
 - Viticulture

Career Opportunities

The program emphasizes the application of viticulture and winemaking theory for decision-making in actual production situations. The Viticulture and Winery Technology Program prepares students for direct entry in the wine industry upon completion of their course of study at Las Positas College. Also, students currently employed in the wine industry may upgrade and update their skills and knowledge, and those with a general interest in wines, pairing wine and food, and viticulture and grapevines may take classes for enjoyment and further knowledge.

Transferability

In addition, a track is available for students interested in transferring to a four-year institution.

See also: Horticulture

AS – Viticulture

FRESHMAN YEAR

VWT 10 (Introduction to Viticulture) or	
HORT 70 (Introduction to Viticulture)	3
VWT 12 (Vineyard Soils, Fertilizers and Irrigation)	3
VWT 14 (Applied Viticultural Practices)	3

VWT 33 (Summer Viticulture Operations).....	3
BIOL 10** (Introduction to the Science of Biology) or	
BIOL 31** (Introduction to College Biology) or	
BOTN 1**§ (General Botany)	4-5
CHEM** (Introduction and Applied Chemistry) or	
GEOG 1** (Introduction to Physical Geography) and	
GEOG 1L** (Introduction to Physical Geography Lab) or	
GEOG 15** (Intro to Geographic Information Systems)	3-4
General Education Courses §	

§Program-based General Education requirement:
BOTN 1 (General Botany)

SOPHOMORE YEAR

VWT 20 (Introduction to Enology).....	3
VWT 31 (Fall Vineyard Operations)	3
VWT 32 (Spring Vineyard Operations).....	3
VWT 35 (Vineyard Pest and Disease Management)	3
VWT 29 (Independent Study) or	
WRKX 95 (Occupational Work Experience Education) and	
WRKX 96 (Work Experience Seminar)	2-4
Electives*	2-3
General Education Courses §	
Total Units Required.....	60

*Electives

Select from the following for a minimum of 2 units:

VWT 38 (Vineyard Management)
VWT 47 (Wine Regions and Wines of California)
VWT 48 (Winery Management)
VWT 50 (Wine Marketing and Sales)

**Meets General Education Requirements

Certificate of Achievement Viticulture

VWT 10 (Introduction to Viticulture) or	
HORT 70 (Introduction to Viticulture)	3
VWT 12 (Vineyard Soils, Fertilizers and Irrigation)	3
VWT 14 (Applied Viticultural Practices)	3
VWT 20 (Introduction to Enology).....	3
VWT 31 (Fall Vineyard Operations)	3
VWT 32 (Spring Vineyard Operations).....	3
VWT 33 (Summer Vineyard Operations)	3
VWT 35 (Vineyard Pest and Disease Management)	3
BIOL 10 (Introduction to the Science of Biology) or	
BIOL 31 (Introduction to College Biology) or	
BOTN 1 (General Botany)	4-5
CHEM 30A (Introductory and Applied Chemistry) or	
GEOG 1 (Introduction to Physical Geography) and	
GEOG 1L (Introduction to Physical Geography Lab) or	
GEOG 15 ((Intro to Geographic Information Systems)	3-4
VWT 29 (Independent Study) or	
WRKX 95 (Occupational Work Experience Education) and	
WRKX 96 (Work Experience Seminar)	2-4
Electives*	2-3
Total Units Required.....	34-39 Units

*Electives

Select from the following for a minimum of 2 units:

- VWT 38 (Vineyard Management)
- VWT 47 (Wine Regions and Wines of California)
- VWT 48 (Winery Management)
- VWT 50 (Wine Marketing and Sales)

AS – Enology

FRESHMAN YEAR

- VWT 20 (Introduction to Enology)3
- VWT 25 (Sensory Analysis of Wine)3
- CHEM 30A** (Introductory and Applied Chemistry I)4
- CHEM 30B (Introductory and Applied Chemistry II)4
- BIOL 10** (Introduction to the Science of Biology)or
- BIOL 31** (Introductory to College Biology)4
- Electives* 0-2
- General Education Courses§

SOPHOMORE YEAR

- VWT 10 (Introduction to Viticulture) or
- HORT 70 (Introduction to Viticulture)3
- VWT 41 (Winery Operations I).....3
- VWT 42 (Winery Operations II).....3
- VWT 44 (World Viticulture and Wines)3
- VWT 45 (Food and Wine Pairing).....2
- VWT 29 (Independent Study) or
- WKX 95 (Occupational Work Experience Education) and
- WRKX 96 (Work Experience Seminar) 2-4
- Electives* 0-2
- General Education Courses§

Total Units Required60

§Program-based General Education 3 unit requirement. See a counselor.

*Electives

Select from the following for a minimum of 2 units:

- VWT 38 (Vineyard Management)
- VWT 47 (Wine Regions and Wines of California)
- VWT 48 (Winery Management)
- VWT 50 (Wine Marketing and Sales)

**Meets General Education Requirements

Certificate of Achievement

Enology

- VWT 10 (Introduction to Viticulture) or
- HORT 70 (Introduction to Viticulture)3
- VWT 20 (Introduction to Enology)3
- VWT 25 (Sensory Analysis of Wine)3
- VWT 41 (Winery Operations I).....3
- VWT 42 (Winery Operations II).....3
- VWT 44 (World Viticulture and Wines)3
- VWT 45 (Food and Wine Pairing).....2
- BIOL 10 (Introduction to the Science of Biology) or
- BIOL 31(Introduction to College Biology)4
- CHEM 30A (Introductory and Applied Chemistry I)4
- CHEM 30B (Introductory and Applied Chemistry II)4

- VWT 29 (Independent Study) or
- WRKX 95 (Occupational Work Experience Education) and
- WRKX 96 (Work Experience Seminar)2-4
- Electives*2-3

Total Units Required..... 35-38 Units

*Electives

Select from the following for a minimum of 2 units:

- VWT 38 (Vineyard Management)
- VWT 47 (Wine Regions and Wines of California)
- VWT 48 (Winery Management)
- VWT 50 (Wine Marketing and Sales)

Viticulture and Enology Preparation for Students Transferring to UC Davis

FIRST YEAR

- CHEM 1A (General College Chemistry I)5
- CHEM 1B (General College Chemistry II)5
- VWT 10 (Introduction to Viticulture).....3
- VWT 20 (Introduction to Enology).....3
- ENG 1A (Critical Reading and Composition)3
- MATH 1 (Calculus I)5
- MATH 2 (Calculus II)5
- General Education Requirements*

SECOND YEAR

- PHYS 2A (Introduction to Physics I)4
- PHYS 2B (Introduction to Physics II)4
- BIOL 1 (Introduction to Cell Biology)5
- BOTN 1 (General Botany)5
- CHEM 12A (Organic Chemistry I).....5
- CHEM 12B (Organic Chemistry II)5
- SPCH 1 (Fundamentals of Speech Communication)3
- General Education Requirements*

*Students are advised to consult with a counselor for advice about the appropriate General Education pattern of courses.

Viticulture and Enology Preparation for Students Transferring to CSU Fresno

FIRST YEAR

- CHEM 1A** (General College Chemistry I)5
- CHEM 1B (General College Chemistry II)5
- VWT 10 (Introduction to Viticulture).....3
- VWT 20 (Introduction to Enology).....3
- ENG 1A (Critical Reading and Composition)3
- BIOL 31** (Introduction to College Biology)4
- MATH 45 (College Algebra) or
- MATH 40 (Introduction to Probability and Statistics)**3
- General Education Requirements*

SECOND YEAR

- PHYS 10 (Descriptive Physics).....3
- PHYS 10L (Descriptive Physics Laboratory).....1

BOTN 1 (General Botany)5
 CHEM 12A (Organic Chemistry I)5
 CHEM 12B (Organic Chemistry II)5
 SPCH 1 (Fundamentals of Speech Communication)3
 General Education Requirements*

**Students are advised to consult with a counselor for advice about the appropriate General Education pattern of courses.*

Viticulture and Winery Technology Courses (VWT)

VWT 10 INTRODUCTION TO VITICULTURE 3 UNITS
 An introduction to viticulture; growing grapes, including historical aspects of grape cultivation wine grapes, grape species and varieties; botany, anatomy, propagation, climate, cultivation, vineyard management, plant-soil-water relations, irrigation, fertilization, pruning, weed, insect pest and disease control; establishment, training and pruning grape vines, harvest and post harvest operations. Brief overview of wine making. 3 hours lecture, 1 hour laboratory. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: GR

VWT 12 VINEYARD SOILS, FERTILIZERS AND IRRIGATION 3 UNITS
 Introduction to the basic principles of soil science, mineral nutrition, components installation, and plant/water relationships for grape production. Planning, design and maintenance of sprinklers and drip irrigation systems for winery vineyards. 3 hours lecture. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

VWT 14 APPLIED VITICULTURAL PRACTICES: GRAPEVINE CULTIVARS, CLONES, AND ROOTSTOCKS, GRAPEVINE PROPAGATION, PRUNING, AND TRELLISING AND CANOPY MANAGEMENT 3 UNITS
 Introduction and evaluation of vitis vinifera cultivars and clones, and the rootstocks suitable to this area. Introduction to the theory and practices of grapevine propagation, including field budding, T-budding, side-whip grafting, root cutting, and cuttings to change varieties. Introduction to trellising options for vinegrape production including principles and practices of canopy management which focus on the improvement of winegrape quality. Introduction to the theory and practice of pruning grapevines. 2.5 hours lecture, 1 hour laboratory. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

VWT 20 INTRODUCTION TO ENOLOGY 3 UNITS
 Introduction to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; legal compliance. Students must be 21 years of age or older to participate in wine tasting. 3 hours lecture. Transfer: CSU, UC
 Degree Applicable, Credit Grading Option: OP

VWT 25 SENSORY ANALYSIS OF WINES 3 UNITS
 A sensory course designed for individuals to learn organoleptic tasting techniques, characteristics and styles of wine varieties, wine sensory evaluation methods including statistical analysis of trials,

philosophy of wine styles, and the common evaluation methods used in sensory testing. Students must be 21 years of age or older, and this class has a materials fee above regular enrollment fee. 3 hours Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

VWT 31 FALL VINEYARD OPERATIONS 3 UNITS
 Vineyard practices for the fall session. This class operates the Las Positas College Campus Hill vineyard, with an emphasis on the practical applications of viticulture. Specific viticulture practices for the fall and winter seasons will include harvesting, pruning, varietal selection, erosion control, fertilization, weed control, propagation, and vineyard development. There is a strong emphasis on practical applications of viticulture. 2 hours lecture, 3 hours laboratory. VWT 10 Introduction to Viticulture is a required prerequisite to enroll in this class. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

VWT 32 SPRING VINEYARD OPERATIONS 3 UNITS
 Vineyard practices for the spring session. This class operates the Las Positas College Campus Hill vineyard, with an emphasis on the practical applications of viticulture. Specific viticulture practices for the spring season will include weed control, bud break, training and trellising, canopy management, nutrition, irrigation systems, disease control, quality control methods, vineyard equipment use and vineyard development. There is a strong emphasis on practical applications of viticulture. 2 hours lecture, 3 hours laboratory. VWT 10 Introduction to Viticulture is a required prerequisite to enroll in this class. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

VWT 33 SUMMER VINEYARD OPERATIONS 3 UNITS
 Vineyard practices for the summer session. Class operates the Las Positas College Campus Hill vineyard, with an emphasis on the practical applications of viticulture theory including vine training, canopy management, assessment of insect and disease problems specific to the appellation, irrigation applications relating to soil and leaf moisture, crop estimation and harvest preparations. There is a strong emphasis on practical applications of viticulture. 2 hours lecture, 3 hours laboratory. VWT 10 Introduction to Viticulture is a prerequisite to enroll in this class. Transfer: CSU
 Degree Applicable, Credit Grading Option: GR

VWT 35 VINEYARD PEST AND DISEASE MANAGEMENT 3 UNITS
 A study of the identification and the biology of common vineyard pests and diseases. Techniques and strategies for sampling and monitoring and effective control measures. Pest management strategies for insects, weeds and diseases, including bio-control and sustainable agriculture practices in addition to pesticide use, safety and compliance. 3 hours lecture. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

VWT 38 VINEYARD MANAGEMENT 3 UNITS
 Responsibilities of vineyard management including: diagnosis and correction of problems, vineyard development, financial projections, and budgeting, labor contracting and supervision, and crop sale contracts. 3 hours lecture. Transfer: CSU
 Degree Applicable, Credit Grading Option: OP

VWT 41 WINERY OPERATIONS I

3 UNITS

Winery operations for the summer and fall seasons, including grape maturity monitoring; grape harvesting; fermentation, handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Student must be 21 years of age or older to participate in wine tasting. 2 hours lecture, 3 hours laboratory.

Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

VWT 42 WINERY OPERATIONS II

3 UNITS

Winery operations for the winter and spring seasons, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Student must be 21 years of age or older to participate in wine tasting. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

VWT 44 WORLD VITICULTURE AND WINES

3 UNITS

A survey of world viticulture wine industries, and wine producing regions and their wines. History of viticulture, worldwide grape growing and wine production and consumption, and world wine regions and wine styles, includes sensory evaluation of representative wines. Student must be 21 years of age or older. There is a materials fee associated with this class. 3 hours lecture.

Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

VWT 45 FOOD AND WINE PAIRING

2 UNITS

An introduction to the concepts involved in food and wine pairing through formal tasting, cooking, and lectures. Introduction to the use of sensory abilities to identify those ingredients in both food and wine that complement each other. Participation in palate exercise in which foods and wines are paired. Students must be 21 years or older. 1 hour lecture, 1 hour laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

VWT 47 WINE REGIONS AND WINES OF CALIFORNIA

2 UNITS

Introduction to wines produced in California by region, including history, viticultural practices and wine making styles. Sensory evaluation of representative California wines. Laboratory Fee. Students must be 21 years of age or older. 2 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

VWT 48 WINERY MANAGEMENT

3 UNITS

An introductory level course on winery management, including annual plans and budgets, labor management and supervision, legal compliance, and record keeping. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

VWT 50 WINE MARKETING AND SALES

3 UNITS

An introductory overview of the wine industry: production, planning, marketing channels, advertising, promotion, packaging, pricing, retail/wholesale distribution and public relations. 3 hours lecture.

Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WELDING TECHNOLOGY

DEGREE CERTIFICATE

About the Program

Welding touches every aspect of our modern life from the shoes we wear to the food we eat. The Welder or Welding Technician is concerned with all of the activities related to the manufacturing, production, performance, and maintenance of welded products. Interest is primarily in the manufactured or fabricated product, including process selection, power sources, base and filler materials, manufacturing methods, hands-on skills training, inspection, quality control, performance evaluation, and equipment service. The broad range of welded products with which welders and welding technicians deal includes structures, such as bridges, buildings, utility equipment, wind turbines, and communication towers; pressure vessels and heat exchangers, such as nuclear systems, boilers, solar thermal systems, oil and natural gas exploration, chemical processing equipment, storage vessels, and transmission and distribution piping; transportation vehicles for water, land, air, and space travel; and production and processing machines of all types.

Completion of the certificate/AS degree requirements prepares students to take certification tests in a workplace environment. Students may begin this program any semester and enter with either Welding Technology 61 or Welding Technology 62 as the starting series, or may choose Welding Technology 70 or Welding Technology 71 as a means to explore the topic on a more superficial approach. This program is designed to teach theoretical concepts in one course and hands-on skills in a companion course. These companion courses must be taken concurrently. While units in the program are transferable to many institutions, students should consult a counselor for specific information.

Degrees/Certificates

- Degree:
 - AS – Welding Technology
- Certificate of Achievement:
 - Welding Technology

Career Opportunities

Students will find many career opportunities open to them, such as Welder, Welding Technician, Fabricator, Certified Welding Inspector, Pipewelder, Ironworker, Boilermaker, Steamfitter, Sheet Metal, as well as Maintenance and Repair occupations.

Transferability

A majority of the Welding Technology courses transfer to four-year universities as elective units. The course content will prepare students for further study in such majors as General Engineering, Welding Engineering, and Materials Science. Variation in requirements may exist at particular four-year universities; therefore, it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor.

AS – Welding Technology

FRESHMAN YEAR

WLDT 61A (Beginning Arc, Flux-Core Welding, and Blueprint Reading Theory).....	1
WLDT 61AL (Beginning Arc and Flux-Core Welding Skills)	2
WLDT 61B (Advanced Stick, Flux-Core Welding, and Blueprint Reading Theory).....	1
WLDT 61BL (Advanced Stick, Flux-Core and Blueprint Reading Skills)	2
WLDT 62A (Beginning TIG, MIG Welding and Blueprint Reading Theory).....	1
WLDT 62AL (Beginning TIG, MIG Welding and Blueprint Reading Skills)	2
WLDT 62B (Advanced TIG, MIG Welding and Blueprint Reading Theory).....	1
WLDT 62BL (Advanced TIG, MIG Welding and Blueprint Reading Skills)	2
WLDT 63 (Welding Layout and Fitting)	2
WLDT 67A (Welding Skills Laboratory)	2
WLDT 67B (Advanced Welding Skills Laboratory).....	2
DNST 55 (Blueprint Reading and Sketching)	2
INDT 61 (Manufacturing Processes)	2
INDT 74 (Measurements and Calculations) or MATH 71 (Applied Mathematics for Technicians)	3
General Education Courses§	

Sophomore Year

WLDT 66** (Welding Inspection and Testing).....	3
WLDT 69A** (Fabrication and Installing Piping Systems).....	3
WLDT 69B** (Advanced Pipe Welding)	3
General Education Courses§	
Total units required	60

§Program-based General Education 3 unit requirement: See a counselor.

** Offered alternating years

Certificate of Achievement Welding Technology

WLDT 61A (Beginning Arc, Flux-Core Welding, and Blueprint Theory).....	1
WLDT 61AL (Beginning Arc and Flux-Core Welding Skills)	2
WLDT 61B (Advanced Stick, Flux-Core Welding, and Blueprint Reading Theory).....	1
WLDT 61BL (Advanced Stick, Flux-Core and Blueprint Reading Skills)	2
WLDT 62A (Beginning TIG, MIG Welding and Blueprint Reading Theory).....	1
WLDT 62AL (Beginning TIG, MIG Welding and Blueprint Reading Skills)	2
WLDT 62B (Advanced TIG, MIG Welding and Blueprint Reading Theory).....	1
WLDT 62BL (Advanced TIG, MIG Welding and Blueprint Reading Skills)	2
WLDT 63 (Welding Layout and Fitting)	2
WLDT 67A (Welding Skills Laboratory)	2
WLDT 67B (Advanced Welding Skills Laboratory).....	2
DNST 55 (Blueprint Reading and Sketching)	2

INDT 74 (Measurements and Calculations) or
MATH 71 (Applied Mathematics for Technicians)..... 3

Total units required..... 23

Welding Technology Courses (WLDT)

WLDT 61A BEGINNING ARC, FLUX-CORE WELDING, 1 UNIT AND BLUEPRINT READING THEORY

Theory and safety of Shielded Metal Arc (SMAW) and Flux-core Arc (FCAW) welding of steel, flame cutting, plasma and carbon arc cutting. American Welding Society nomenclature, electrode and wire selection, job opportunities. Blueprint reading, welding symbols for welders and hazardous material regulation. Corequisite: Welding Technology 61AL or Welding Technology 61BL. 1 hour lecture.

Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 61AL BEGINNING ARC AND FLUX-CORE WELDING SKILLS 2 UNITS

Skills of Shielded Metal Arc (SMAW) and Flux-Core Arc (FCAW) welding in the flat, horizontal, and vertical positions to code specifications. Oxy-fuel flame, plasma, and carbon arc cutting. Corequisite: Welding Technology 61A or Welding Technology 61B. 6 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 61B ADVANCED STICK AND FLUX-CORE WELDING SKILLS 1 UNIT

Theory and safety of Stick (SMAW) and Flux-core Arc (FCAW) welding of steel, flame cutting, plasma and carbon arc cutting. American Welding Society nomenclature, electrode and wire selection, job opportunities. Blueprint reading, welding symbols for welders and hazardous material regulations. Prerequisite: Welding Technology 61A (completed with a grade of "C" or higher).

Corequisite: Welding Technology 61AL or Welding Technology 61BL. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 61BL ADVANCED STICK AND FLUX-CORE WELDING SKILLS 2 UNITS

Advanced skills in Stick (SMAW) and Flux-core (FCAW) welding of steel in the horizontal, vertical and overhead positions to A.W.S. codes. Safety and proper use of SMAW and FCAW equipment, oxy-fuel welding and cutting, plasma cutting. Blueprint usage in welding shop environment. Pipe and tubing fit-up and welding. Prerequisite: Welding Technology 61AL. Corequisite: Welding Technology 61A or Welding Technology 61B. 6 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 62A BEGINNING TIG, MIG WELDING, 1 UNIT AND BLUEPRINT READING THEORY

Theory of fuel and inert gas welding of steel and aluminum alloys, oxyacetylene brazing, flame cutting, and plasma cutting. TIG or Gas Tungsten Arc (GTAW) and MIG or Gas Metal Arc (GMAW) welding equipment and supplies. Nomenclature and metallurgy of steel and aluminum alloys. Introduction to blueprint reading. Hazardous material regulations and material safety data sheets. Corequisite: Welding Technology 62AL or Welding Technology 62BL. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 62AL BEGINNING TIG, MIG WELDING AND BLUEPRINT READING SKILLS 2 UNITS

Skills of TIG (GTAW) and MIG (GMAW) welding of ferrous and non-ferrous alloys in the flat, horizontal, and vertical positions to A.W.S. codes. Safety and proper use of TIG and MIG equipment, oxy-fuel welding and cutting, plasma cutting. Blueprint usage in welding shop environment. Corequisite: Welding Technology 62A or Welding Technology 62B. 6 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

WLDT 62B ADVANCED TIG, MIG WELDING AND BLUEPRINT READING THEORY 1 UNIT

Theory and safety of TIG (GTAW) and MIG (GMAW) welding of steel, flame cutting, plasma and carbon arc cutting. American Welding Society nomenclature, electrode and wire selection, job opportunities. Blueprint reading, welding symbols for welders and hazardous material regulations. Corequisite: Welding Technology 62AL or Welding Technology 62BL. 1 hour lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

WLDT 62BL ADVANCED TIG AND MIG WELDING SKILLS 2 UNITS

Advanced skills in TIG (GTAW) and MIG (GMAW) welding of ferrous and non-ferrous alloys in the horizontal, vertical and overhead positions to A.W. S. codes. Safety and proper use of TIG and MIG equipment, oxy-fuel welding and cutting, plasma cutting. Blueprint usage in welding shop environment. Pipe and tubing fit-up and welding. Prerequisite: Welding Technology 62AL (completed with a grade of "C" or higher). Corequisite: Welding Technology 62A or Welding Technology 62B. 6 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

WLDT 63 WELDING LAYOUT AND FITTING 2 UNITS

Interpretation of welding blueprints by making welding layouts and fitups. Current methods, practices, and recommended procedures. Use of jigs, fixtures, holding devices, and welding sequences. Methods of straightening and restoring dimensions to finished product. Laboratory includes Arc, MIG, TIG, and Flux-core welding, plasma and fuel cutting. Prerequisite: Welding Technology 62BL (completed with a grade of "C" or higher). 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

WLDT 66 WELDING INSPECTION AND TESTING 2 UNITS

Theory and skills in performing inspections and tests using destructive and nondestructive methods. Tensile and hardness testing; dye penetrant, magnetic particle, radiographic, ultrasonic, and metallographic inspection. Prerequisite: Welding Technology 62BL (completed with a grade of "C" or higher). 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

WLDT 67A WELDING SKILLS LABORATORY 2 UNITS

Development and improvement of skills in Arc (SMAW), Flux-core (FCAW), MIG (GMAW), and TIG (GTAW) welding. Prerequisite: Welding Technology 61AL (completed with a grade of "C" or higher). 6 hours laboratory.
Degree Applicable, Credit Grading Option: OP

WLDT 67B ADVANCED WELDING SKILLS LABORATORY 2 UNITS

Advanced development and improvement of skills in Arc (SMAW), Flux-core (FCAW), MIG (GMAW), and TIG (GTAW) welding. Prerequisite: Welding Technology 67A (completed with a grade of "C" or higher). 6 hours laboratory.
Degree Applicable, Credit Grading Option: OP

WLDT 68 CERTIFICATION PREPARATION 2 UNITS

Welding processes preparation for certification exams. Theory of American Welding Society D1.1, American Society of Mechanical Engineers Section IX, American Petroleum Institute 1.104. 6 hours laboratory.
Degree Applicable, Credit Grading Option: OP

WLDT 69A FABRICATION AND INSTALLING PIPING SYSTEMS 3 UNITS

Theory and practical application of: pipe joint preparation and design, API (American Petroleum Institute) and AWS (American Welding Society) welding codes specification for pipe and pipe fittings, analysis of joint configuration, plasma and flame cutting of pipes, wire and electrodes selections, beginning of pipe welding blue print and welding symbols, SMAW, GMAW, and GTAW of pipe joints, non-destructive and destructive test and qualitative concepts of evaluation. Prerequisite: Welding Technology 61BL or Welding Technology 62BL (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory.
Degree Applicable, Credit Grading Option: OP

WLDT 69B ADVANCED PIPE WELDING 3 UNITS

Theory and practical application of pipe joint preparation and design; API (American Petroleum Institute) and AWS (American Welding Society) welding codes specifications for pipe and pipe fittings; geometric curve design for branched join of piping systems; wire and electrodes selections; advanced welding blue print and pipe welding symbols, SMAW, GMAW, and GTAW of pipe joints; metallurgical transformation of WLD Heat Affected Area (HAA); welding discontinuities and defects; destructive and non-destructive testing; and methods of inspection and testing. Prerequisite: Welding Technology 69A (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory.
Degree Applicable, Credit Grading Option: OP

WLDT 70 INTRODUCTION TO WELDING 2 UNITS

Arc, TIG, MIG, Flux-core, gas and braze welding, plasma and fuel gas welding and cutting. Theory and care of welder's equipment with emphasis on safe practices. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

WLDT 71 WELDING FOR THE ARTS 3 UNITS

Provides basic welding, shop skills and instruction that artistically inclined individuals should know in order to be effective in the process of creating metal art and sculpture. Provides instruction on types of metals (aluminum, iron, steel, cast iron, bronze, stainless steel, etc.), mechanical fastenings, cutting and permanent joining together of metals and alloys through welding processes such as SMAW, GMAW, GTAW, FCAW, oxyacetylene and braze welding, plasma and fuel gas cutting. Instruction includes general shop safety, equipment use, finishing, welding electricity fundamentals, welding

consumable identification, and hazardous materials regulation. 1 hour lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU; CSU GE: C1

Degree Applicable, Credit

Grading Option: OP

WLDT 75 CONSTRUCTION SAFETY 1 UNIT

This course provides the safety knowledge required to operate safely in a construction workplace environment. This course will emphasize hazard identification, avoidance and control as means to proactively create a safe workplace environment. OSHA safety standards will be emphasized throughout to maintain consistency with workplace environment. This course meets/exceeds the 10 hour OSHA construction safety training requirements. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 79 MANUFACTURING PROCESSES 2 UNITS

This course examines the processes and equipment used in modern manufacturing. This course provides an excellent introduction to today's manufacturing processes, as well as an overview of the processes and equipment used in modern manufacturing. The course concentrates on the five major types of industrial materials; metals, plastics, ceramics, woods, and composites. It provides thorough coverage of the forming, separating, fabricating, conditioning, and finishing processes related to each material. The course also includes the materials and manufacturing processes used in packaging finished goods. The proper and safe use of hand tools, basic shop tools, manufacturing and welding equipment will be covered. Understanding the relationship between manufacturing processes, materials properties, materials processing and design. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 80 THE WELDING BUSINESS 2 UNITS

This course explores the combination of materials, labor and machines. This course examines the unique aspects associated with the operation of a successful welding business. This course provides a basic understanding of the flow of work through a welding operation from the initial customer contact through the completed component arriving at the customers receiving facility. A discussion of who the customer base is, how does the company locate work that fits their capability, the request for quotation, the processes of bidding on work, estimating, quotations, contract documents, codes, specifications, customer requirements, manufacturing travelers, quality control, manufacturing methods, labor, raw material sources, subcontractors, finishing, transportation, materials handling, packaging, and the process for getting paid for doing the work. Basic definitions of business concepts such as accounting, labor laws, compliance, taxes, cash flow, payroll accounts receivable, accounts payable, balance sheet, as well as profit and loss as they relate to a welding business. 2 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WORK EXPERIENCE

Work Experience Requirements

To participate in Work Experience Education programs, students must:

- Pursue a planned program of Work Experience that includes new or expanded responsibilities or learning opportunities beyond those experienced during periods of previous employment;
- Have paid or volunteer employment in any field;
- Have the approval of the instructor/coordinator.

Additionally, students must meet the requirements of either of the following plans.

I. Parallel Plan

- A. Be enrolled in a minimum of 7 units including Work Experience;
- B. Be currently enrolled in a course in their major or planned academic program which is related to the Work Experience.

Under the Parallel Plan, one unit of credit is granted for 5 hours of work each week to a maximum of 3 units for 15 or more hours each week. Students must also attend a one hour weekly seminar class.

II. Alternate Plan

- A. May not be enrolled in more than one additional course;
- B. May not transfer from the alternative plan to the parallel plan, or vice versa, without having completed 7 units in between plans.

Under the Alternate Plan, students may earn four to eight units of credit for working 20 to 40 hours each week. Regularly scheduled meetings with the instructor are required throughout the semester.

For either plan a cumulative total of 16 units may be earned (including the seminar units).

See also: **Business**

Computing

Early Childhood Development

Fire Service Technology

Horticulture

Viticulture and Winery Technology

Work Experience Courses (WRKX)

WRKX 95 WORK EXPERIENCE 1-3 UNITS

Earn college credit while working. College supervised on-the-job training for work in a business related occupation. Through the cooperation of the work supervisor, contract to accomplish new learning objectives or broaden experiences in work field. Corequisite: Concurrent enrollment in Work Experience 96. 5-15 hours of paid employment per week or 4-12 hours of volunteer work each week. Maximum units for all work experience course, combined (95, 96 and 98) total of 16 units. Refer to program requirements in this section. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WRKX 96 WORK EXPERIENCE SEMINAR 1 UNIT

Earn college credit while working. Focal point for the coordination of curriculum with college supervised part-time or full-time employment in the major field. Case studies, job related problems, student cases and presentations, and material related to employment, organizations, and management discussed; emphasis on building strong working relationships with supervisors, subordinates, and co-workers Corequisite: Work Experience 95. 1 hour lecture Maximum units for all work experience course, combined (95, 96 and 98) total of 16 units. Refer to program requirements in this section. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

**WRKX 98 OCCUPATIONAL WORK EXPERIENCE: 4-8 UNITS
ALTERNATE PLAN**

College supervised on-the-job training enabling students to attend college full time one semester and work full time the following semester. The on-the-job experience must be related to the students educational and occupational goals or college major. The training may be paid or volunteer. 20-40 hours of work experience each week are required. Maximum units for all work experience course, combined (95, 96 and 98) total of 16 units. Refer to program requirements in this section. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

ZOOLOGY

Zoology 1 is one of many courses offered by the Biology Department. It fulfills various degree, certificate, transfer, and/or career requirements. For more details about how Zoology 1 fits into different pathways, please see "Biology" in this Catalog.

Zoology Courses (ZOOL)

ZOOL 1 GENERAL ZOOLOGY 5 UNITS

Major groups of organisms from Protista and Animalia kingdoms with emphasis on the evolution of form and function and their relationship to behavior and ecology. Laboratory dissection and observation of anatomy with correlative studies in animal behavior in the laboratory and field. Designed for majors in biology, zoology, wildlife management and related fields. Prerequisite: Mathematics 55 or 55B or 55Y (may be taken concurrently) or an appropriate skill level demonstrated through the mathematics assessment process. Strongly recommended: Biology 31. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer, CSU, UC; CSU GE: B2, B3; IGETC: Area 5B & Lab
Degree Applicable, Credit Grading Option: GR

WOMEN'S STUDIES

Women's Studies Courses (WMST)

WMST 1 INTRODUCTION TO WOMEN'S STUDIES 3 UNITS

Examines the cultural, historical, social, political and economic experiences of women in the United States. Introduces feminist perspectives on a wide range of issues affecting women incorporating race, class, ethnicity, sexual orientation and the life cycle. Analysis of African American women, Asian American women, Chicanas, European American women and Middle Eastern American women. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D4, D7; IGETC: 4D, 4G
Degree Applicable, Credit Grading Option: OP

WMST 2 GLOBAL PERSPECTIVE OF WOMEN 3 UNITS

Examines the cultural, historical, political, and economic experiences of women globally. Introduces feminist perspectives on a wide range of issue affecting women including globalization, war, education, work, family, and religion in Asia, Africa, the Middle East, and Latin America. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D4, D7; IGETC: 4D, 4G
Degree Applicable, Credit Grading Option: OP

FACULTY

Lawrence F. Aguiar (1977)	BS, California State University, Hayward; MA, Stanford University; Physical Education	James L. Dobson (2001)	AA, College of DuPage, Illinois; BS, Northern Arizona University; MA, California State University, Chico; Speech
Angela L. Amaya (2008)	BA, College of St. Benedict; MLIS, San Jose State University; Librarian	Richard J. Dry (1999)	BA, University of California, Berkeley; MA, San Francisco State University; English
Kevin M. Ankoviak (2000)	BS, University of Michigan; MS, UCLA; PhD, UCLA; Physics	Catherine M. Eagan (2003)	BA, University of California, Berkeley; PhD, Boston College; English
Michael A. Ansell (2002)	BS, California State University, Chico; MS, University of Oregon; PhD, University of Oregon; Chemistry	David R. Everett (2005)	VWT Coordinator; Viticulture and Winery Technology
Robert H. August, Jr. (2001)	BS, Armstrong Atlantic State University; MS, Western Kentucky University; Mathematics	Lisa R. Everett (2000)	BS, University of California, San Diego; MS, San Francisco State University; Physical Education/Health
Carolyn Slutz Baranouskas (1990)	AA, Chabot College; BA, DePauw University; Design/Drafting Technology	Debbie J. Fields (1990)	AA, Penn State University; BS, Virginia Commonwealth University; MBA, Golden Gate University; Computer Information Systems
TeriAnn Bengiveno (2001)	BA, San Jose State University; MA, San Jose State University; PhD, University of Hawaii; History	Adeliza E. Flores (2006)	BS, University of California, Davis; MS, San Francisco State University; Chemistry
R. Toby Bielawski (1999)	BA, Smith College; MA, Mills College; English	Joel M. Gagnon (2011)	BA, University of California, Santa Barbara; MA, St. Mary's College of California; Counseling
Howard L. Blumenfeld (2008)	BA, University of California, San Diego; MA, San Diego State University; Mathematics	Justin C. Garoupa (2006)	BA, University of California, Davis; MFA, University of California, Davis; English
Jeremiah H. Bodnar (2007)	AA, Saddleback College; BA, University of California, Los Angeles; MA, University of Chicago; Philosophy	Heike Gecox (2011)	AA, Las Positas College; BA, California State University, Hayward; MS, California State University, Hayward; Counseling
Janet A. Brehe Johnson (1986)	BA, San Diego State University; MA, San Francisco State University; Speech Communication	James J. Gioia (2001)	AA, Miami Dade College; BS, University of California, Berkeley; MS, California State University, Hayward; PhD, California School of Professional Psychology; DSPS Counselor/Coordinator
Jonathan D. Brickman (2006)	BA, University of Wisconsin; MA, San Francisco State University; English as a Second Language	John S. Gonder (2002)	Cisco Certification; Computer Networking Technology
Jill E. Carbone (2006)	BA, University of California, Santa Cruz; MS, University of California, Davis; Biology	Michelle C. Gonzales (2005)	BA, Mills College; MFA, Mills College; English
Rajeev Chopra (2008)	BCOM, Guru Nanak Dev University, India; MCOM, Kurukshetra University, India; MS, California State University, Hayward; Business	Richard H. Grow (2006)	BS, California State University, Hayward; MS, California State University, San Francisco; PhD, University of California, Riverside; Chemistry
Elena C. Cole (1997)	AA, Ohlone College; BA, University of California, Berkeley; MA, San Francisco State University; English	Brian J. Hagopian (2005)	AS, Fresno City College; Automotive Technology; BA, Ashford University; Organizational Management
Anthony J. Costello (2005)	BA, San Jose State University; MA, US International University; MA, St. Mary's College; Physical Education/Basketball Coach	Ruth L. Hanna (1991)	AA, Hartnell Community College; BS, University of California, Davis; MS, University of California, Davis; Geology
Jason B. Craighead (2009)	AA, Santa Rosa Junior College; BS, UC Santa Barbara; MSS, United States Sports Academy; Physical Education/Swimming Coach	Eric W. Harpell (1988)	BA, University of California, San Diego; MS, University of California, Los Angeles; Physics
Moh Daoud (2002)	AS, College of San Mateo; BS, Ecole Nationale D'Electronique, Paris; Computer Information Systems	LaVaughn M. Hart (2000)	AA, Las Positas College; BA, California State University, Sacramento; Computer Information Systems
Gregory T. Daubenmire (2000)	AS, College of San Mateo; MS, San Jose State University; BA, San State University; MS, San Jose State University; Mathematics	Lauren W. Hasten (2004)	BA, Brooklyn College; MA, Columbia University; Anthropology
Robert L. D'Elena (2007)	BS, State University of New York, Albany; MS, State University of New York, Albany; Business		

Timothy D. Heisler (1995)	AA, Chabot College, Hayward; BA, California State University, Hayward; MA, California State University, Hayward; Speech	Stuart J. McElderry (2000)	BA, University of California, Berkeley; MA, San Francisco State University; PhD, University of Oregon; History
Teresa D. Henson (2000)	BA, University of Colorado; MS, University of Colorado; Mathematics	Ashley D. McHale (2008)	BS, Elon University; MS, Texas Tech University; Mathematics
Nan Ho (1995)	BS, Stanford University; MS, Stanford University; Biology	Scott A. Miner (2006)	AA, Chabot College-Valley Campus; BS, California Polytechnic State University; Materials Engineering
Elizabeth M. Hopkins (2008)	BA, Chapman University; MPH, University of California, Los Angeles; Health	Jason M. Morris (2001)	BA, University of Texas; MA, University of New Mexico; Mathematics
Deanna A. Horvath (2009)	BA, CSU East Bay; Photography	Barbara J. Morrissey (1991)	BS, University of Hawaii; MS, University of California, Davis; MS, California State University, Hayward; Counselor
Frances M. Hui (2000)	BA, San Diego State University; MLS, University of California, Los Angeles; Librarian	Martin J. Nash (2009)	BA, Kansas State University; MFA, California College of the Arts; English
Tina E. Inzerilla, Ph.D. (2007)	AA, Chabot College; BS, California State University, Hayward; MLIS, San Jose State University; PhD, Queensland University of Technology; Librarian	Steven J. Navarro (1995)	BA, Chapman University; MA, California State University, Long Beach; Physical Education
Ronald J. Johansen (2005)	AA, Chabot College; Fire Service Technology; AA, Chabot College; Recreation Leadership	Maureen P. O'Herin (2003)	BA, St. Mary's College; MA, San Francisco State University; English
Terry K. Johnson (1999)	Automotive Certification, College of Alameda; Automotive Technician Program, Chabot/Las Positas College; ASE Master Technician; Automotive Technology	Thomas M. Orf (2005)	BA, University of Northern Colorado; MS, University of Northern Colorado; PhD, University of Kentucky; Geography
Ernest D. Jones (1991)	AA, Contra Costa Community College; BA, San Francisco State University; MS, San Francisco State University; Psychology	Brian H. Owyong (1997)	BA, California State University, Hayward; MA, University of San Francisco; ThM, Dallas Theological Seminary; PsyD, California School of Professional Psychology; Counselor, Disabled Students Programs and Services
Cynthia M. Keune (2004)	BA, Cornell College; MS Iowa State University; MBA, San Diego State University; Mathematics	William Paskewitz, Jr. (1988)	BFA, Cooper Union; MFA, Queens College; Art
Candace L. Klaschus (2005)	AA, Columbia Junior College; BA, San Francisco State University; MA, San Francisco State University; PhD, University of New Mexico; Humanities	Cecelia A. Browne Rosefield (2006)	AA, Los Medanos College; BA, California State University, Hayward; MA, Washington State University; Music
Melissa A. Korber (1999)	BA, Montana State University; JD, University of Pacific McGeorge School of Law; MA, San Francisco State University; English (Creative Writing); English/Mass Communications	Zina L. Rosen-Simon (2001)	BS, Michigan State University; MAT, Oakland University; Early Childhood Development, Special Education
Craig A. Kutil (2006)	BA, Humboldt State University (Liberal Studies); BA, Humboldt State University (Mathematics); MS, Humboldt State University; Mathematics	Cynthia W. Ross (2001)	BS, Baylor University; MS, California State University, Hayward; Psychology
Christina H. Lee (2006)	BA, University of California, Berkeley; MS, San Francisco State University; Counselor	Robin E. Roy (2008)	BA, Connecticut College; MS, Old Dominion University; PhD, University of Vermont; Psychology
Keith B. Level (2007)	BS, Stanford University; MS, Stanford University; Engineering	John D. Ruys (2006)	BS, University of California, Davis; MS, University of California, Davis; PhD, University of California, Davis; Psychology
Marina M. Lira (2011)	AS, Santa Rosa Junior College; BA, Sonoma State University; MSW, University of California, Berkeley; Counseling	Michael R. Sato (2002)	BA, University of California, Santa Cruz; MA, California State University, Sacramento; English
Ruchira Majumdar (2008)	BS, University of Calcutta; MS, University of Calcutta; PhD, Iowa State University; Mathematics	Colin G. Schatz (2008)	BA, Swarthmore College; MS, Stanford University; Ph.D, Stanford University; Computer Science
Marilyn M. Marquis (1991)	AA, Peirce College; BA, California State University, Northridge; MA, California State University, Dominguez Hills; English/English as a Second Language	Paula M. Schoenecker (2008)	BA, California State University, Hayward; MS, California State University, Hayward; Learning Disabilities Specialist, Instructor, DSPS
Jane C. McCoy (1994)	BA, Loyola University, Chicago; MA, California State University, Hayward; History	Michael J. Schwarz (2006)	AA, Santa Rosa Junior College; AB, University of California, Davis; MA, University of San Diego; Counselor

Geoffrey C. Smyth (1990)	BA, University of the Pacific, Stockton; MA, University of the Pacific, Stockton; Physical Education	Marjorie R. O'Leary Executive Secretary	1971-1989
Karin S. Spirn (2005)	BA, University of California, Berkeley; MA, University of Michigan; PhD, University of Michigan; English	George Anna Tow Counselor/Instructor	1975-1989
Catherine A. Suárez (2006)	BA, University of the Pacific; ME, University of the Pacific; Foreign Languages	Gerald D. Friedel Instructor	1967-1999
Mark S. Tarte (2002)	BA, St. Mary's College; Administration of Justice	Irving Batz Dean of Student Services	1968-1991
Nadiyah Taylor (2009)	BA, Macalester College; MA, Pacific Oaks College; Early Childhood Development	Donald V. Nilsen Instructor	1974-1991
Randolph J. Taylor (1990)	BA, California State University, Sacramento; MS, California Polytechnic State University, San Luis Obispo; MS, California Polytechnic University; MS, University of California, Berkeley; Computer Science, Mathematics	Faye L. Gleason Secretary I	1980-1991
Sarah K. Thompson (1996)	BA, Hamilton College; MA, Rutgers University; Sociology	John T. Healey Instructor	1966-1992
Kimberly A. Tomlinson (2001)	BA, University of Minnesota; MA Luther Theological Seminary, St. Paul; CalWORKS, Religious Studies	Louie C. Abaitua Assistant Maintenance Supervisor	1972-1992
Paul S. Torres (2001)	AA, DeAnza College; BA, San Jose State University; MA, University of California, Riverside; Political Science	John R. Rodriguez Grounds Technician	1965-1993
Angella VenJohn (1999)	BS, University of Iowa; MA, California State University, Sacramento; Student Interventions Counselor	Joan M. Campanile Secretary to the President	1966-1993
Gilberto N. Victoria (1995)	AA, Chabot College; BA, University of California, Irvine; MS, California State University, Hayward; Counselor	Margaret C. Emery Instructor	1975-1993
Cheryl L. Warren (2004)	BA, Georgia Southern University; MSLS, University of North Carolina; Librarian	Elizabeth E. Inglis Instructional Assistant II	1976-1993
Lisa T. Weaver (2004)	BS, Minor State University, ND; MBA, Concordia University; PhD, Concordia University; Business/Economic Development	John William Rath Dean of Academic Services	1984-1993
Grazyna "Gina" Webster (2005)	BS, Agricultural University of Warsaw; MS, Agricultural University of Warsaw; MS, University of California, Berkeley; PhD, University of California, Berkeley; Economics	Mason C. Layman Counselor/Instructor	1975-1994
Kristine W. Woods (2003)	BS, Willamette University; MA, California State University, Hayward; Mathematics	William H. Cox Lead Custodian	1984-1994
Barbara C. Zingg (1997)	BS AKAD, Zurich; DVM, University of Berne; PhD, University of California, Davis; Biology	Juanita R. Focha Instructor	1967-1995
		Edward G. Cates Instructor	1970-1995
		Jerald T. Ball Instructor	1964-1996
		Robert E. Dahl Instructor	1967-1996
		Janice M. Albert Instructor	1962-1979
		Patricia J. Richmond Counselor Assistant I	1979-1997
		Joan H. Long Instructor	1989-1997
		Lola Bermudez Acting Dean, Academics Services	1981-1997
		Phillip "Babe" M. Castillo Assistant Custodial Supervisor	1962-1998
		Robert P. Dickinson, Jr. Instructor	1977-1998
		Joan D. Newsom Cashier/Buyer Bookstore	1981-1998
		Barry J. Deadder Security Supervisor	1982-1998
		Ruth S. Feldman Instructor	1969-1999
		David A. Wright Instructor	1965-1999
		Karen O. Albertson Instructional Computer Laboratory Specialist	1981-1999
		Linda L. Lucas Dean of Academic Services	1969-2000
Byford H. Scott Instructor	1962- 1979		
Stuart J. Inglis Instructor	1965-1984		
Georgia E. Owens Instructor	1964-1985		
Virginia I. Maccrossen Admissions and Records Clerk II	1973-1986		
Hal Lubin Instructor	1961-1988		

EMERITI

LaVere H. Adams Instructor	1980-2000	Eric Golanty Instructor	1993-2006
Esther S. Goldberg Instructor	1970-2001	Peggy C. Carter Librarian	1989-2007
Victor G. Willits Instructor	1986-2001	James A.R. Forcier Instructor	1976-2007
Janice E. Winegarner Student/Staff Liaison, Office Specialist/Secretary II	1990-2001	Lettie J. Camp Career/Transfer/Employment Coordinator	1979-2007
Arthur S. Deleray Instructor	1970-2002	Barbara W. Hardy Librarian	1988-2007
Robert J. Wood Instructor	1970-2002	Sharron L. Dupree International Admissions Specialist	1993-2007
Dee D. Roshong Dean of Student Services	1965-2003	Judith K. Hanson Academic Services Specialist II	1988-2007
Aileen T. Furuyama Librarian	1992-2003	Keith E. Jolly Instructor	1984-2008
Juliette A. Bryson Instructor	1971-2004	Robert F. Breuer Instructor	1990-2008
Anne M. Powell Instructor	1974-2004	Patrick L. Pohl Instructor	1971-2009
Carol E. Clough Instructor	1977-2004	Linda L. Peifer Administrative Assistant II	1975 -2009
Carol L. Abert Instructional Assistant II	1979-2004	Sophie C. Rheinheimer Instructor	1975-2009
Alene H. Hamilton Counselor/Instructor	1980-2004	Steven E. Bundy Counselor/Instructor	1976-2009
Jane E. Benham Instructional Assistant II	1989-2004	Karen B. Pihl Instructor	1976-2009
Walter T. Mara Instructor	1984-2004	David B. Vigil Laboratory Technician IV	1980-2009
Richard I. Solomon Instructor	1991-2004	James B. Heiner Instructor	1981-2009
Donald R. Milanese Vice President of Academic Services	1970-2005	Mary Straight Assessment Specialist	1984-2009
James H. Adams Science Education Technician	1979-2005	Lindell R. Bruce Instructor	1985-2009
Ronald E. Liljedahl Instructor	1980-2005	Theresa M. Costa Student Counseling Assistant I	1990-2009
Connie A. Bish Instructional Assistant II	1982-2005	Abigail McCann Instructor	1990-2009
James L. Landre Instructor	1982-2005	Ken Ross Instructor	1990-2009
Gary F. Svihula Instructor	1982-2005	Donna J. Impey Instructional Assistant II	1991-2009
Margaret E. Riley Instructor	1985-2005	Sharon R. Keick Custodial Supervisor	1992-2009
William R. Dunn Instructor	1987-2005	Alice M. Moyer Instructional Assistant II	1992-2009
Sharon A. Cadwalader Executive Assistant to the President	1986-2005	Martha L. Peterson Accompanist	1996-2009
Alice Y. Kwan Admissions and Records Assistant II	1988-2005	Gale "Jackie" Fitzgerald Instructor	1997-2009
William McCarthy Security Officer	1990-2005	Margaret Egan Counselor Assistant I	1999-2009
Denise Van Horn-Landre Articulation Officer	1995-2005	Ken Ross Instructor	1990-2009
Maria Elena Pellinen Instructor	1975-2006	Richard D. Butler Director of Safety & Security	1999-2010
Arthur S. Tenbrink Counselor/Instructor	1980-2006	Nancy Wright Counselor	2000-2010
Lucy A. Sponsler Instructor	1991-2006	Dale Boercker Instructor	1988-2011

Martha K. Konrad Executive Assistant	1991-2011
Robert S. Kratochvil Vice President of Administrative Services	2002-2012
Carolyn I. Smutny Staff Assistant	2002-2012
Mary E. Campbell Instructor	1990-2011
Judy Martinez Staff Assistant	1997-2011
Philip Manwell Dean of Academic Services	1997-2011
Connie Redding Staff Assistant	1995-2012
Lilia Camino Lopez Staff Assistant	1995-2012

Kathy J Harris	Instructional Assistant II
Donna S Hawkinson	Student Counseling Assistant II
Constance F Hildebrand	Counselor Assistant I
Jared N Howard	Assessment Specialist
Gregory S Johns	Instructional Computer Lab Specialist
Pamela J Johnson	Physical Ed/Athletics Assistant
Ann A Jones	Student Services Specialist II
Larysa V Karpylovych	Instructional Assistant II
Diana N Kleinschmidt	Library Services Specialist
Natasha R Lang	College Admin Services Officer
Jeffrey T Lawes	Admissions & Records Assistant II
Jadin Lee-Forbes	Telephone Operator/Receptionist
Sherman Lindsey	Instructional Systems Specialist
Jodi L Mascaro	Early Childhood Specialist
Carmen L Mc Cauley	Administrative Assistant II
Andrea M Migliaccio	Curriculum & Scheduling Specialist II
Kristina L Moniz	Instructional Assistant II
Sheri L Moore	Staff Assistant
Jeffrey G Nelson	Security Officer
Ernesto Nery	Student Services Specialist II
Renee L Pegues	Executive Assistant, Vice President Administrative Services

CLASSIFIED STAFF

Las Positas College

Cynthia A Ahre	Instructional Assistant III
John M Armstrong	Student Records Evaluator-Outreach Specialist
Saundra L Ashburn	Telephone Operator/Receptionist
Cynthia J Balero	Program Coordinator-International Students
Valerie Ball	Administrative Assistant II
Lesley A Barron	Learning Resources Assistant III
Haywood Beaird	Computer Network Support Specialist II
Donna G Best	Student Records Evaluator
Cindy S Black	Laboratory Technician II-Microbiology
Jeff W Burns	Security Officer
Brandon K Butler	Laboratory Technician II
Janice A Cantua	Admissions & Records Assistant III
Peter R Cardin	Library Technician I
Neil P Carey	Instructional Assistant II
Ethan L Castor	Computer Network Support Spec II
Frankie L Danner	Security Communications Dispatch
Sharon A Davidson	College Administrative Assistant
Sean P Day	International Admissions Specialist
Joseph A Dazhan	Security Officer
Andres M De La Cruz	Computer Network Support Specialist II
Frances M Denisco	Program Coordinator Community Ed
Thomas M Dodge	Laboratory Tech II-Science
Theresa A Dubord	Security Officer
Dianne M Duffy	Instructional Assistant II
Deborah G Earney	Admissions & Records Assistant II
William S Eddy	Physical Ed/Athletics Assistant
Carol J Edson	Laboratory Technician II
Virginia F Edwards	Learning Resources Assistant III
Jennifer L Farber	Instructional Assistant II
Michael T Furuyama	Instructional Systems Technician
Sharon V Gach	Administrative Assistant II - Confidential
Gerry L Gire	Science Education Technician
Stephen J Gunderson	Senior Instructional Network Systems Specialist
Mary E Hargiss	Administrative Assistant II

Maria E Pena-Bradford	Admissions & Records Assistant I
Sean I Prather	Security Supervisor
Teresita C Rabon	Telephone Operator/Receptionist
Dana S Richards	Administrative Assistant II
Mike J Rinaldi	Technical Theater-Performing Arts Instructional Specialist
Virginia P Ripplinger	Administrative Assistant II
Karin J Rose	Administrative Assistant II
Cheryl A Rothman	Administrative Assistant II
Celestine L Rowe-Smith	Counselor Assistant I
Jocelyn M Santos	Admissions & Records Assistant II
Hermina Sarkiskelly	Instructional Assistant II
Andra P Schreiberman	Financial Aid Officer
Carolyn Y Scott	Executive Assistant, Vice President Academic Services
Jeffrey B Sperry	Instructional Tech Support Specialist
Todd A Steffan	Veterans Program Coordinator
Meghan C Swanson-Garoupa	Instructional Assistant II
Terrance M Thompson	Workability III Employment Dev
Marcus W Thompson	Instructional Assistant II
Julie C Thornburg	Executive Assistant, Vice President Student Services
Virginia M Tsubamoto	Early Childhood Specialist
Heidi Ulrech-Bedker	Telecommunications Coordinator
Daisy A Valle	Student Services Specialist II
Scott A Vigallon	Instructional Technology/Open Learning Coordinator
Jeanne M Virgilio	Early Childhood Development Professional Development Coordinator
James D Weston	Laboratory Technician IV
Gary D Wilkes	Laboratory Technician II
Karen M Zeigler	Alternative Media Tech Specialist

Chabot-Las Positas Community College District

Allan K Ambrecht	Maintenance Supervisor
Rodolfo V Apostol	Custodian I
Benito N Aquino	Lead Custodian
Charles F Bender	Maintenance Supervisor
Pamela J Bracy	Custodian I
Robert C Brusstar	Custodian II
Rita G Carson	Administrative Assistant I
Gregory L Correa	Maintenance Technician
Richard E Davenport	Custodian I
Richard R Duchscherer	Custodial Manager
Ed Antonio F Erestain	Custodian I
Stacey L Followill	Senior Programmer Analyst II
Catherine A Gould	Senior Programmer Analyst II
Michael J Halleck	Custodian II
Theresa A Hirstein	Computer Operations Supervisor
Liem T Huynh	Programmer Analyst II
Marietta Laurella	Custodian I
David C Ozment	Grounds Supervisor
Karen G Pena	Admin Systems Analyst II
Joseph Pimental	Custodian I
Amanda M Pisani	Admin Systems Analyst I
Pongpant Pungchai	Programmer Analyst II
Walter A Rexroad	Grounds Worker I
Rodney L Ribali	Grounds Worker II
Sonia A Rios	Custodian II
Elizabeth Salas	Custodian I
Raymond G Salas	Lead Warehouse Worker
Mark C Smythe	Network Systems Specialist II
James B Soles	Maintenance Manager
Revoyda Starling	Network Systems Specialist
Eric V Stricklen	Senior Programmer Analyst III
Katherine L Tollefsen	User Support Specialist
Danita A Troche	Senior Programmer Analyst II
Rachel A Ugale	Admin Systems Analyst II
Carl K Yamasaki	Lead Grounds Worker

Las Positas College Bookstore

Nolan Howe	Manager
Jessica Halatsis	Course Materials Manager

Las Positas College Health Center

Dayna Barbero	Nurse Practitioner, ValleyCare
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ADVISORY BOARDS

Administration of Justice

Julie Duncan	Tri-Valley ROP
Dr. Lisa Everett	Las Positas College
Chief Michael Fraser	Las Positas College
Shay Galletti	Tri-Valley ROP
Officer Floyd Gill (Ret.)	Dublin Police Services, Tri-Valley ROP

Captain Howard Jacobson	ACSO Regional Training Center
Officer Dave Lang	Tri-Valley ROP
Sgt. Paul Liskey	ACSO Regional Training Center
Sgt. Michael Mayberry	Livermore Police Department
Eileen McAndrew	Alameda County District Attorney's Office
Comm. Tom McCarthy	Dublin Police Services
Chief Mike McQuiston	Albany Police Department, Las Positas College
Michelle Miller	Granada High School
Timothy Rien	Attorney
Lt. Tara Russell	ACSO Regional Training Center
Kathy Ryals	Alameda County Public Defender's Office
Randy Sonnenberg	Livermore Police Department
Chief David Spiller	Pleasanton Police Department
Gena Steward	Las Positas College
Mark Tarte	Las Positas College

Automotive Technology

Patrick Chad	Region II Manager, BAR
Don Danner	Tri-Valley ROP
Chuck Depew	Monument Car Parts
Jon Fowkes	Automotive Industry Apprenticeship
Manuel Franko	Las Positas College
Bob Furton	Snap-On Tools
Shay Galletti	Tri-Valley ROP
Mike Gannon	Les Schwab Tires
Jeff Gill	Gil's Body Works
Brian Hagopian	Las Positas College
Greg Harrison	Golden Gate Transmission
Sandy Harrison	Golden Gate Transmission
Dean Johnson	D and M Auto Parts
Terry Johnson	Las Positas College
Mike Langhoff	America's Tire Company
Ken Limtiaco	Ken's Tires
Bruce Luther	Rock and Roll Auto Recycling
Carmen L. McCauley	Las Positas College
Terry McCune	Big O Tires
Tim Nilson	AAA
Don Nilson	Las Positas College, Retired
Dr. Janice Noble	Las Positas College
Jeff Pawlowski	Allen's Automotive & Towing
George Romero	Tri-Valley Auto Body
Dave VanBrasch	Las Positas College
Howard Veach	Accurate Auto Care
Ed Woodworth	Tri-Valley ROP

Business and Marketing

Kirsten Erath Barranti	Barranti Law Group
William Bateson	Las Positas College
Rajeev Chopra	Las Positas College
Bob D'Elena	Las Positas College
Bill Denyer	Las Positas College
Julie Duncan	Tri-Valley ROP
Michael Fanselau	San Ramon Regional Medical Center
Leslie Gravino	Las Positas College
Kayla Hanson	Buckle
Jenna Heath	Northwestern Mutual

Joyce Hoshi	Safeway Corporation
Linda Jarrell	Las Positas College
Steve Kau	Certified Public Accountant
Jessica Kelley	Safeway Corporation
Mary Lauffer	Las Positas College
Raymond D. Lederer	Merrill Lynch
Pat Mayfield	Marketing Consultant
Carmen L. McCauley	Las Positas College
Tina Medeiros	Chase Bank
Heather Mertes	Safeway, Northern CA Division
Rachel Mills	Lawrence Livermore National Laboratory
Ian Myles	Consultant
Dr. Janice Noble	Las Positas College
Julie Stein	Las Positas College
Lisa Weaver	Las Positas College

Gina Gourley	Pleasanton Unified School District
Leslie Gravino	Las Positas College
Kathy Green	
Brian Owyong	Las Positas College

Early Childhood Development

Sheryl Azelton	PUSD – Horizon School Aged Parents
Neva Bandelow	Alameda Child Care Planning Council
Nancy Blair	Livermore Area Recreation & Park District
Ana Del Aguila	Las Positas College & Chabot College
Judy Del Tredici	Tri-Valley ROP, Retired
Becky Egler	Livermore Area Recreation & Park District
Jackie Fitzgerald	Las Positas College
Shay Galletti	Foothill High School/Tri-Valley ROP
Regina Garcia	CAPE, Inc
Linda Guthrie	Las Positas College
Kathie Hammer	John Knox Co-op Preschool
Debbie Harvey	Amador High School
Becky Hopkins	Gingerbread Preschool
Janice Inman	Livermore High School
Anne Loyola	Las Positas College
Marge Maloney	Las Positas College, Retired
Diana McGregor	Chabot College
Dyan Miller	Las Positas College
Jennifer Montgomery	Holy Cross Preschool
Traci Peterson	Pleasanton Unified School District
Laura Reno	LLESA Children’s Center
Zina Rosen-Simon	Las Positas College
Jennifer Rusinko	LLESA Children’s Centers
Dawn Scanlon	Livermore ROP
Jamie Smith	Amador High School
Penna Steele	Sonshine Enrichment Center Preschool
Nadiya Taylor	Las Positas College
Christie Verarde	Chabot College
Jeanne Virgilio	Las Positas College
Dr. Beth Walters	Pleasanton Unified School District
Catherine Wolfe	Granada High School

CIS/Computer Networking Technology

Victoria Austin	Las Positas College
Richard Bliss	Consultant
Diane Centoni	Tri-Valley ROP
Robert Cooley	Diablo Valley College
David Coursey	David Coursey Associates
Moh Daoud	Las Positas College
Teresa Donat	Las Positas College
Diane Dorr	Las Positas College
Randy Fewel	Tri-Valley ROP
Debbie Fields	Las Positas College
Sean Fitzgerald	Visual Numerics, Inc.
Garth Gelster	CSU Eastbay
Shay Gialletti	Tri-Valley ROP
John Gonder	Las Positas College
Leslie Gravino	Las Positas College
LaVaughn Hart	Las Positas College
Jenna Heath	Northwestern Mutual
Don Hester	Maze & Associates
Jorja Ivie	Tri-Valley ROP
Michelle Kahn	Sandia National Laboratories
Pavan Manocha	Cympliciti, Inc.
Carmen L. McCauley	Las Positas College
Dr. Janice Noble	Las Positas College
Warren Otte	IT Consultant
Diana Pereia	Sandia National Laboratories
Wayne Phillips	Chabot College
Elena Ravnik	Teradata Corporation
Fred Rutledge	Santa Rita Jail
Colin Schatz	Las Positas College
David Seals	Velosel
Patrick Steven	Lawrence Livermore Laboratory
Skiff Sumner	Consultant
Adam Vasquez	Kaiser Permanente

Disabled Students Programs and Services

John Carter	Granada High School
Leyda Cedeño	
Sandy Cline	California High School
James Gioia	Las Positas College

Engineering

Carolyn Baranouskas	Las Positas College
Anita Behnke	National Security Technologies
Tim Briggs	Sandia National Laboratories
Dr. Neal Ely	Las Positas College
Keith Level	Las Positas College
Dr. Gary R. Martin	University of the Pacific
Dr. Saeid Motavalli	California State University, East Bay
Dan Walsh	California Polytechnic State University
Alec Willis	Sandia National Laboratories, Retired

Environment/Safety and Health Advisory Board

Jon Anacker	ABM Janitorial Services
Patrick Barry	Lawrence Livermore National Laboratory, Retired
Phillip Broughton	University of California, Berkeley Las Positas College

Dr. Neal Ely	Las Positas College
Arlynn R. Grimm	Kaiser Permanente, Retired
Robert Jasinski	LiftSafe Inc.
Dr. James S. Johnson	JSJ and Associates, Las Positas College
Gregory Jones	Lawrence Livermore National Laboratory, Las Positas College
Tan Matosian	State of CA, Cal/OSHA, Las Positas College
Steve McConnell	Lawrence Livermore National Laboratory, Las Positas College
Stephen Motzko	Simpson Strong-Tie
Alvin Oey	Guittard Chocolate Co.
Dr. Sarah Palmer	Tri-Valley ROP
Kathleen Shingleton	Lawrence Livermore National Laboratory

Extended Opportunities Programs and Services

Alexandra David	Supportive Housing Services Director, Abode Services
Lorraine Dietrich	Member, Livermore City Council
Ann Jones	Las Positas College
Louise Martinez	Enrollment Counselor, CSU East Bay
Leslie D. May	Consultant/Counselor
Diana Rodriguez	Las Positas College
Michael Schwarz	Las Positas College
Bob See	Director of Student Services and Special Education, LVJUSD
Christina Tinsley	Transfer Alliance Project Coordinator
Kimberly Tomlinson	Las Positas College

Fire Service Technology/EMS

Lori Jean Adkins	Las Positas College
Asst. Chief Dan Benfield	Alameda County Fire Department
Dr. Evan Bloom	Falck – Medical Director
Mary Kay Dunn	ValleyCare Health System
Dr. Neal Ely	Las Positas College
Lt. George Freelen III	Oakland Fire Department, Las Positas College
Sheldon Gilbert (Ret.)	Alameda County Fire Department
Julie Haslam	Paramedics Plus
Zel Helstrom	Las Positas College
Dr. Gene Hern	ACMC - Highland
Capt. Terrance Hogue	San Francisco Fire Department, Las Positas College
Ronald Johansen	Las Positas College, San Francisco Fire Department, East Contra Costa Fire District
Donna Koon	ValleyCare Emergency Department
Tim Kordes	Livermore-Pleasanton Fire Department (Ret.), Las Positas College
Deputy Chief Derek Krause	San Ramon Valley Fire Protection District, Las Positas College
Jim Linhart	Las Positas College
Battalion Chief Mike Martin	CAL Fire
John McPartland	BART/Oakland Fire Department, (Ret.), Chabot College
Fire Chief James Miguel	Livermore-Pleasanton Fire Department, Las Postias College
Jane Moorhead	Livermore-Pleasanton Fire Department, Las Positas College

Deputy Chief David Rocha	Alameda County Fire Department (Ret.), Las Positas College
Deputy Chief Joe Rodondi	Livermore-Pleasanton Fire Department
Fire Chief Demetrious Shaffer	Alameda County Fire Department (Ret.)
Vicki Shipman	CTE Project Manager, Las Positas College
Capt. John Torres	Alameda County Fire Department, Las Positas College
Chief John Walsh	Alameda County Fire Department, Las Positas College
Capt. Sebastian Wong	San Francisco Fire Department, Las Positas College
Robert Young	Alameda County Public Health Department, Berkeley Fire Department (Ret.), Las Positas College
Chief Jeff Zolfarelli	Livermore-Pleasanton Fire Department, Las Positas College

Health Sciences

Joe Carlucci	ValleyCare Health System
Dave Curtis	Palo Alto Medical Foundation
Bryce Custodio	Dublin High School
Edine Davis	Kaiser Permanente
Julie Duncan	Pleasanton School District
Laurie Erceg	Tri-Valley ROP
Melanie Firpo	ValleyCare Health System
Randy Geddings	California Medical Assistants Association
Shay Galletti	Tri-Valley ROP
Jeff Hughes	Palo Alto Medical Foundation
Jorja Ivie	Tri-Valley ROP
Susan Komanetsky	Las Positas College
Karen Lounsbury	ValleyCare Health System
Carmen McCauley	Las Positas College
Barbara Morrissey	Las Positas College
Dr. Janice Noble	Las Positas College
Matthew Reed	ValleyCare Health System
Susanne Scott	Dept. of Veteran's Affairs

Horticulture/Viticulture and Winery Technology

Dr. Earl Ault	Cedar Mountain Winery
Dr. Linda Ault	Cedar Mountain Winery
Chris Chandler	Livermore Valley Winegrowers Association
Dr. Neal Ely	Las Positas College
David Everett	Las Positas College
Tom Fuller	Las Positas College
Mike Gatzman	Gatzman Consulting Services
John Kinney	Occasio Winery
Dyan Miller	Las Positas College
Splend A. Sblendorio	Sblendorio Estate & Vineyard
John Silva	Caltrans, Retired
Jacquie Williams-Courtright	Alden Lane Nursery

Interior Design

Gail Callahan	AllNatural Stone
Susan Cooke	Susan Cooke Interior Design Group
Barbara Daher	Chabot College Instructor

Veronica Fenchel	The Design Place; Las Positas College
Melanie Hannigan	Shea Design Studio
Jo Ann Hirsch	Kaleidoscope Interior Design
Jill Hornbeck	Las Positas College
Karin King	King Designs & King Brothers Real Estate; Las Positas College
Rita Lezama	Altera Design & Remodeling
Lydia Lopez-Astrov	Lopez Fashion Design
Denise Owen	Ohlone College Instructor
Charlene Walker	Livermore High School Instructor
Nancy Wallrath	Wallrath Design
Michelle Webber	Livermore High School Instructor
Catherine Wolfe	Granada High School Instructor

Mass Communications/Journalism

Ted Asregadoo	KKIQ Radio Marketing Director
Trish Bell	Internet Radio-KABL960.com
Jeff Bennett	Photographer, Oakland A's
Gina Channel-Allen	Embarcadero Publishing Co.
Mitch Eason	Tri-Valley ROP/Dublin High School Instructor
Shay Galletti	Coordinator, Tri-Valley ROP
Jim Hampton	KKIQ Radio, Program Director
Melissa Korber	Las Positas College
John Levitt	KKIQ Radio, General Manager
Les Mahler	Freelance, Journalist, PR Manager
Melissa Tench-Stevens	Executive Director of TV 30 (Tri-Valley TV)
Marcus Thompson	Contra Costa Times, Sports Writer, Las Positas College
Jin Tsubota	Las Positas College

Pharmacy Technology

Priti Chatwani	The Medicine Shoppe
Barry Fong	Stoneridge Pharmacy
Leslie Gravino	Las Positas College
Carey Kopay	Las Positas College
Maryam Maghsoodria	Curascript
Carmen McCauley	Las Positas College
Dr. Janice Noble	Las Positas College
Dr. Dennis Ong	ValleyCare Health System
Vicki Shipman	Las Positas College

Photography

Jason Anaya	Las Positas College, Anaya Photography
Teresa Gilman	Author, Producer
Steve Babuljak	Babuljak Photography
Deb Bailey	Granada High School Instructor
Jeff Bennett	Photographer
Lia Cecaci	Las Positas College; Photographer
Deanna Horvath	Las Positas college
Jonathon Miller	Photographer
Stephanie Secrest	Photographer; Photo Journalist
Heather Sumpter	Heather Elizabeth Photography
Stephanie Taylor	Photographer

Surgical Technology

Cindy Bolin	Las Positas College
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Mary Kay Dunn	ValleyCare Health System
Lisa Everett	Las Positas College
Audrey Gabel	Las Positas College
Karen Hendricks	Las Positas College
George Johnson	ValleyCare Health System
Dr. Yen-Chung A Lee	ValleyCare Health System
Joe Snelling	Las Positas College
Teresa Wagner	ValleyCare Health System
Carryl Walker	Community Member
Dr. Barbara Zingg	Las Positas College

Transfer

Jill Carbone	Las Positas College
Dr. James Gioia	Las Positas College
Louise Martinez	California State University, East Bay
Angelica Moore	St. Mary's College
Diana Z. Rodriguez	VPSS, Las Positas College
Cindy Rosefield	Las Positas College
Michael Schwarz	Las Positas College
Brenda Weak	Las Positas College

Visual Communications

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Chris Cusimano	Independent Producer, Miner Productions
Shay Galletti	Coordinator, Tri-Valley ROP
Tito Hamze	Guy-3 Hooligan Productions
Jorja Ivie	Tri-Valley ROP, Director, Student Support
Nick Mahar	TV 30 Director/Editor
Travis Musser	LPC Visual Communications Instructor
Sandra Myers	Centaurus Entertainment
Kyle Ogden	Ogden Costa Creative
John Ruys	Las Positas College
Jason Ryder	U.C. Merced Video Producer
Brett Shapiro	ROP/Dublin High School Instructor
Macartney Stevens	TV 30 Director/Camera Operator
Rob Stiles	Goon Squad Pictures, Inc.

Welding Technology

Gil Badilla	Pleasanton Steel & Supply
Dale Bilyeu	Boilermakers Union
Javier Campos	Sheetmetal Workers Union
Brian Colombo	Ironworkers Union
Reno Dellacqua	Lawrence Livermore National Laboratory
William Doyle	Ryerson Metals
Balbir Gakhal	Las Positas College
Johnny Gallon	Boilermakres Union
Dan Geissbuhler	Miller Electric
Robert Giddens	Cal Weld
Mike Grabowski	Pacific Coast District Metal Trades Council
Robert Grenier	Heath Welding Supplies
Mark Harris	Alliance Welding Supply
Bill Hausburg	Ryerson Metals
Tom Johansing	Johansing Iron Works
Allen Lindgren	Smith Equipment
Tom Lipton	Lawrence Berkeley National Laboratory
Dan McKenzie	Pro-Tek Manufacturing

Lonnie Mecham	Peterson Tractor
Mark Miller	Airgas
Scott Miner	Las Positas College
Del Munns	DV Manufacturing
Robert Nickerson	Therma Flite
Rich Olazaba	Cal Weld
Mike Potter	Therma Flite
Randy Potter	Unico Services
Jack Ravazza	Peterson Tractor
John Rettie	Retired CWI
Brian Rogers	Therma Flite
Phil Segundo	Advantage Metal Products
Kerry Shatell	PG&E
Mark Sloan	Boilermakers Union
John Smugersek	Sandia National Laboratory (Ret.)
Todd Stinn	Las Positas College
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Willie Subblefield	Hobart
Dave Vandegriff	DeSilva-Gates
Rob Warren	Construction Electrical Products

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Campus Map

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551
925 . 424 . 1000

Key to Buildings

- 100 Administration
- 100B Academic Services/Institutional Research & Planning
- 200 Classrooms
- 300 Photography Studio
Visual Communications
Classrooms
- 400 English Classrooms and Labs
- 500 Fine Arts
- 600 Classrooms
Integrated Learning Center (ILC)
- 700 Admissions & Records
Counseling Center
- 711 Assessment Center
- 712 DSPS High Tech Center
- 800 Lecture Hall
Computer Labs
Automotive and Welding Labs
Smog Referee Center
Horticulture, Viticulture, and Garden
Classrooms, Greenhouse
- 900 Career/Transfer Center, CalWORKs, CARE,
Extended Opportunity Programs
& Services (EOPS)
- 1000 Veterans Program
- 1100 Central Utility Plant
- 1300 Bookstore
- A VP of Student Services
- B Disabled Student Programs & Services
- C Student Government (ASLPC)
- D Staff Lounge
- 1310 International Student Program
Community Education
- 1320 Financial Aid
- 1700 Cafeteria
Campus Safety, Lost and Found
Student Health Center
- 1800 Science Technology Center
Classrooms and Labs
Faculty Offices
- 1900 Information Technology Building
- 2000 Library (Learning Resource Center)
- 2100 Faculty Offices
- 2200 Classrooms
- 2300 Child Development Center
- 2400 Multi-Disciplinary Education Building
Mass Communications
Tutorial Center/Study Room, Writing Center
Teaching & Learning Center
Classrooms, Computer Labs,
Lecture Hall, Faculty Offices
- 2500 Physical Education Complex
Gymnasium, Classrooms, Faculty Offices
Aquatics Center (Pool 1&2)
Multi-Use Playing Field
- 3000 Maintenance & Operations Building
- 3100 Maintenance & Operations Offices
- 4000 College Center for the Arts
Main Theater, Black Box Theater
Classrooms, Faculty Offices



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