

# LAS POSITAS COLLEGE

## ACADEMIC CATALOG

2016-2017



Connect...

Learn...

Grow...







Dear Students,

I want to welcome you to Las Positas College and share with you my commitment that the College will focus its attention on your success. Whether your goal is to achieve a degree, develop basic tools of student success, establish new skills for employment, or simply engage with the Las Positas College learning community, the faculty, staff and administrators are prepared and committed to your success.

Las Positas College has a faculty that was selected because of their teaching and discipline expertise. In addition, they keep up-to-date with current technological and social innovations in order to deliver a curriculum that meets the needs of the local community and its employers. The counseling faculty and staff work hard to provide the best support for transfer to local and regional universities, as well as assist students with career exploration.

As we look forward to better budget times, the College is focusing on building a schedule that directly responds to the needs of the students and the community. A new priority registration process will ensure that students start college prepared and informed. Classes are also being added in key areas, with the goal of reducing bottlenecks and increasing the ability of students to complete programs in a timely manner.

Arriving on the Las Positas Campus, you will find an excellent faculty, a well-trained staff, and a well-groomed campus, complete with the latest technology. New buildings house some of our major programs in science, kinesiology, technology, performing arts, and child development. In addition, the college will be breaking ground very soon on a new classroom building. This will increase the capacity of the college to provide much-needed classes to facilitate degree completion, job placement, and university transfer.

Enjoy your time on campus and please contact one of the staff members if you have any questions. We Put Students First at Las Positas College. Your success is our goal!

A handwritten signature in black ink, reading "Barry A. Russell". The signature is written in a cursive, flowing style.

Barry A. Russell, Ph.D.  
President

## ACADEMIC CALENDAR

## FALL 2016 SEMESTER

<b>August 17</b>	<b>Regular Full-Term Instruction Begins</b>
<b>August 20</b>	<b>Instruction Begins for Saturday Classes</b>
<b>September 3</b>	<b>Labor Day Weekend-No Saturday Classes</b>
<b>September 5*</b>	<b>Holiday - Labor Day- no instruction</b>
<b>November 11*</b>	<b>Veterans Day-no instruction</b>
<b>November 12</b>	<b>Saturday Classes meet</b>
<b>November 23-25*</b>	<b>Thanksgiving Recess-no Instruction</b>
<b>November 26</b>	<b>No Saturday Classes</b>
<b>December 10</b>	<b>Last Day of Saturday Classes</b>
<b>December 13</b>	<b>Last Day of Instruction</b>
<b>December 17</b>	<b>Finals (Saturday Classes only)</b>
<b>December 14-20</b>	<b>Final Examination Period</b>
<b>Dec 21 -Jan 1, 2017</b>	<b>Winter Recess</b>
<b>January 2, 2017</b>	<b>Grades Due</b>

## SPRING 2017 SEMESTER

<b>January 16*</b>	<b>Holiday -Martin Luther King, Jr.</b>
<b>January 17</b>	<b>Regular Full-Term Instruction Begins</b>
<b>January 21</b>	<b>Instruction Begins for Saturday Classes</b>
<b>February 17-20*</b>	<b>Presidents' Weekend-no instruction</b>
<b>March 18</b>	<b>Saturday classes meet</b>
<b>March 20-March 25</b>	<b>Spring Break-no instruction/no Saturday classes</b>
<b>May 13</b>	<b>Last day of instruction for Saturday classes</b>
<b>May 19</b>	<b>Last Day of Instruction</b>
<b>May 22 - 26</b>	<b>Final Examination Period</b>
<b>May 20</b>	<b>Final (Saturday Classes only)</b>
<b>May 29*</b>	<b>Memorial Day-no instruction/no final exams</b>
<b>May 26</b>	<b>Commencement</b>
<b>June 2</b>	<b>Grades Due</b>

## FALL 2017 SEMESTER

<b>August 16</b>	<b>Regular Full-Term Instruction Begins</b>
<b>August 19</b>	<b>Instruction Begins for Saturday Classes</b>
<b>September 2</b>	<b>Labor Day Weekend-No Saturday Classes</b>
<b>September 4*</b>	<b>Holiday - Labor Day- no instruction</b>
<b>November 10*</b>	<b>Veterans Day-no instruction</b>
<b>November 11</b>	<b>Saturday Classes meet</b>
<b>November 22-24*</b>	<b>Thanksgiving Recess-no Instruction</b>
<b>November 25</b>	<b>No Saturday Classes</b>
<b>December 9</b>	<b>Last Day of Saturday Classes</b>
<b>December 12</b>	<b>Last Day of Instruction</b>
<b>December 16</b>	<b>Finals (Saturday Classes only)</b>
<b>December 13-19</b>	<b>Final Examination Period</b>
<b>Dec 20-Jan 1, 2018</b>	<b>Winter Recess</b>
<b>January 2, 2018</b>	<b>Grades Due</b>

## SPRING 2018 SEMESTER

<b>January 15*</b>	<b>Holiday -Martin Luther King, Jr.</b>
<b>January 16</b>	<b>Regular Full-Term Instruction Begins</b>
<b>January 20</b>	<b>Instruction Begins for Saturday Classes</b>
<b>February 16-19*</b>	<b>Presidents' Weekend-no instruction</b>
<b>March 24</b>	<b>Saturday classes meet</b>
<b>March 26-March 31</b>	<b>Spring Break-no instruction/no Saturday classes</b>
<b>May 12</b>	<b>Last day of instruction for Saturday classes</b>
<b>May 18</b>	<b>Last Day of Instruction</b>
<b>May 21-25</b>	<b>Final Examination Period</b>
<b>May 19</b>	<b>Final (Saturday Classes only)</b>
<b>May 28*</b>	<b>Memorial Day (no instruction/no final exams)</b>
<b>May 26</b>	<b>Commencement</b>
<b>May 31</b>	<b>Grades Due</b>

\* 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 short-term or late-start classes and for "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.

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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 .....	925.424.1510
FAX (NO CHARGE) .....	925.443.0742	VETERANS PROGRAM .....	925.424.1571

# 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.	Area 3: Union City, South Hayward	1985
Marshall Mitzman, Ph.D.	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. Secretary	Area 6: Hayward, San Lorenzo	2005
William L. "Will" Macedo	Area 7: Livermore, portions of Pleasanton	2015
Carlo Vecchiarelli, President	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
Barbara F. Mertes, Ph.D.....	2000-2015
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

**Jannett N. Jackson, Ph.D.**  
Chancellor

**Wyman M. Fong**  
Vice Chancellor, Human Resources

**Krista R. Johns**  
Vice Chancellor Educational Services & Student Success

**Lorenzo Legaspi**  
Vice Chancellor, Business Services

### Las Positas College

**Barry A. Russell, Ph.D.**  
President

**Roanna V. Bennie**  
Vice President of Academic Services

**Diana Z. Rodriguez**  
Vice President of Student Services

**Diane M. Brady**  
Vice President of Administrative Services

**Vacant**  
Dean of Academic Services

**Don D. Miller, Ph.D.**  
Dean of Academic Services

**Dyan R. Miller**  
Dean of Academic Services

**Vacant**  
Dean of Academic Services

**Barbara Morrissey**  
Dean of Student Services

**Sylvia Rodriguez Wodyka**  
Dean of Enrollment Services

**Rajinder Samra**  
Director of Institutional Research and Planning

**Kenneth G. Cooper**  
Executive Director, LPC Foundation

**Vicki Shipman**  
Project Manager, Career-Technical Education

**Corinna Calica**  
Program Director, Children Center

### Chabot College

**Susan Sperling, Ph.D.**

*President*

## **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.

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.

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 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.

Las Positas College currently enrolls approximately 9,000 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 16 Associate Degrees for Transfer (ADTs), 48 Associate Degrees, and 47 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

Las Positas College developed an Educational Master Plan (EMP) that articulates the institution's goal and strategies for advancing the college's mission from 2015 to 2020. The plan guides the college in strengthening student achievement, planning for current and future needs, transforming infrastructure, and informing the resource allocation process and staffing priorities. The goal and strategies established in the EMP are based on a year-long process conducted from October 2014 to October 2015.

The plan's goals are derived from the robust input from faculty, students, staff, and community members and data received from Las Positas College's Office of Institutional Research and Planning. The EMP will help the college accommodate the educational needs of approximately 197,000 service-area residents, and address the major demographic, economic and educational trends, opportunities, and challenges the college will face in the upcoming years.

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.

## Las Positas College 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 DSPS, 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, reading and writing center, counseling, office hours, Integrated Learning Center, Admissions and Records, advisory boards, 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 Goals

1. **Educational Excellence** : Ensure excellence in student learning by providing quality teaching, learning support, and student support services.
2. **Community Collaboration**: Ensure excellence in student learning by collaborating with community partners to provide educational opportunities that best serve the needs of our student and community.
3. **Supportive Organizational Resources**: Ensure excellence in student learning by strengthening fiscal

stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.

4. **Organizational Effectiveness:** Ensure excellence in student learning by improving organizational processes and fostering professional development.

## Academic Freedom

Academic freedom protects teaching and learning by encouraging the free flow of ideas.

Academic Freedom exists to promote freedom to

- inquire
- teach and express ideas or facts without constraint
- engage in intellectual debate
- develop, nurture, and exchange ideas and opinions
- encourage creativity in academic endeavors

Academic Freedom ensures freedom from

- imposition of political, religious, or philosophical beliefs of others
- reprisal
- censorship

Academic Freedom carries the responsibilities implicit in all freedoms: truth, honesty, integrity, and respect.

The complete scope of Academic Freedom rights for faculty is set forth in Article 23 of the CLPCCD-CLPFA collective bargaining agreement and the "Academic Freedom Statement" Appendix to the CBA. CLPCCD Board Policy 4030, "Academic Freedom," further details the District's commitment to Academic Freedom.

## Las Positas College General Education

General education is a significant part of the program of studies in American colleges and universities. The term general education refers to a program of studies intended to broaden students' minds and enrich their personal, social, and cultural understanding through exposure to a breadth of academic disciplines. Students develop skills and aptitudes that prepare them to contribute to and participate in society and the democratic process.

### 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.
- 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.

## Student Learning Outcomes

Student Learning Outcomes (SLO) are the knowledge, skills, and attitudes that students are expected to achieve subsequent to a learning experience. SLOs encompass students' ability to synthesize discrete skills using higher level thinking skills and produce something that applies what they have learned; this is exemplified through a gathering of smaller objectives and applies analysis, evaluation, and synthesis in more sophisticated ways. SLOs are assessed at the course level, the program level, and the institutional level in regular cycles to encourage collegial dialogue about student learning and student success. SLOs for each course can be found in the course syllabus. SLOs for each degree and certificate can be found in the college catalog. There are five board Institutional level SLOs (or Core Competencies).

## College Core Competencies

College Core Competencies represent the major areas of knowledge that students will gain when completing the general education sequence of courses (often as part of a degree). When our students have met the AA, AA-T, AS, or AS-T degree requirements or have completed the general education sequence, they will be proficient in:

**Communication:** Read, Write, Dialogue

**Critical Thinking:** Recognize and Define, Gather and Evaluate Information, Reason, Solve Problems, Make Decisions

**Creativity and Aesthetics:** Analyze, Synthesize, Evaluate, and Conceptualize Creative and Artistic Expression across contexts and cultures

**Respect and Responsibility:** Respects Self and Others, Practices Professionalism, Connects to Communities (local to global), and Respects Diversity

**Technology:** Determine, Use, and Apply appropriate Technology, Use critical thinking skills to approach and utilize technology

## 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;
- 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](mailto: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](mailto:wfong@clpccd.org)

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

Diana Z. Rodriguez  
Vice President of Student Services  
925.424.1405  
email: [drosdriguez@laspositascollege.edu](mailto:drosdriguez@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](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](http://www.laspositascollege.edu)

# ADMISSIONS AND RECORDS

## Admission Policies and Procedures

### 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 Application Procedures

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

- Completing an application online at [www.laspositascollege.edu](http://www.laspositascollege.edu)
- Submitting a completed paper application at the Office of Admissions and Records, Building 1600
- Mailing a completed paper application to  
Las Positas College, Office of Admissions and Records  
3000 Campus Hill Drive  
Livermore, CA 94551-7623

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.

### 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 Student Services and the Student Interventions Developer must approve readmission. Petition forms are available at the Counseling Department.

### 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](http://www.laspositascollege.edu/admissions/high_school.php).

Students must complete the required concurrent enrollment materials each semester.

## Early Admission Program

The Early Admission Program is designed for local high school seniors. This program allows high school seniors to register for classes earlier than regular new Las Positas College students. Las Positas College counselors visit local high schools to present admissions, assessment, program, and registration information. For additional information, students who are interested in participating in the Early Admission Program should visit the Early Admission website at: [www.laspositascollege.edu/earlyadmission/index.php](http://www.laspositascollege.edu/earlyadmission/index.php)

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

*\*Information on specific language proficiency requirements and amount of adequate financial support may be found at [www.laspositascollege.edu/international/index.php](http://www.laspositascollege.edu/international/index.php)*

The completed application may then be mailed, faxed, or scanned 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 in the Fall and Spring semesters 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 U.S. Citizenship and Immigration Services (USCIS). Visa holders should consult the Office of Admissions and Records for further information.

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

Students who do not meet the California residency requirements as previously outlined, please refer to the "Fees and Refunds" section in this Catalog.

### Exemptions from Nonresident Tuition

AB540, effective January 2, 2002, does not grant residency, but it does require that certain nonresident students who attended three years of high school in California AND received a high school diploma or its equivalent be exempted from paying nonresident tuition. Students exempted from paying nonresident tuition pursuant to §68130.5 do not become residents for eligibility purposes for any state-funded program. This benefit is available to all U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), who meet all other eligibility criteria.

## 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.

### Cross Enrollment with University of California, Berkeley

Students who have completed one semester at Las Positas College or Chabot College with a 2.0 cumulative GPA may be eligible to cross-enroll with University of California, Berkeley while completing coursework at Las Positas College. Eligible students may enroll in one lower-division course (numbered 1-99 at UC Berkeley). Additional requirements apply. For further information contact the Counseling Department.

### 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 Admissions and Records Office or the Counseling Office.

## 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

- Non-matriculated students;
- Students who have earned a previous college degree;
- Students enrolling in only one performance course (i.e., acting, drawing) or activity course (i.e., physical education);
- 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](http://www.laspositascollege.edu).
- In person at the Office of Admissions and Records or at the Online Service Center, located in Bldg. 1600.

For detailed information on registration procedures refer to the current Class Schedule or visit the Admissions & Records website at [www.laspositascollege.edu/admissions](http://www.laspositascollege.edu/admissions). Special registration assistance is available to students with disabilities through the Disabilities Resource Center.

## 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:

- Complete and submit an "Application for Admission" online at [www.laspositascollege.edu](http://www.laspositascollege.edu), or in person at the Office of Admissions and Records, Bldg. 1600.
- Complete an online orientation session.
- Complete the assessment process; students will be scheduled for a Program Planning session upon completion of assessment.
- Attend a Program Planning session. Counseling services will be provided at each session to assist students with education planning, program planning, and course selection.
- New students will not receive an individual registration appointment date. Registration date is based on the date of application and completion of the 3 Core Services: Online Orientation, Assessment, and Student Education Plan under Student Success and Support Program (SSSP).

### 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:

- Complete and submit a new "Application for Admission" online at [www.laspositascollege.edu](http://www.laspositascollege.edu), or in person at the Office of Admissions and Records, Bldg. 1600.
- Returning students on probation or dismissed status must obtain counselor advisement and approval before proceeding with registration.
- 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.
- Returning students will not receive an individual registration appointment date. Registration date is based on the date of application and completion of the 3

Core Services: Online Orientation, Assessment, and Student Education Plan under Student Success and Support Program (SSSP).

### 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. A registration appointment date with (SSSP) Core Services Completion will be e-mailed to the student's ZONEmail account 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.

### 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.

### 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. Payment in person to the Office of Admissions and Records, Bldg. 1600; or
4. NelNet Payment Plan

Students who may be eligible for financial aid and/or an enrollment fee waiver should contact the Financial Aid Office, Building 1600, 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 Online Service Center, Building 1600, and should be carried at all times. The first card is free. A replacement fee of \$2.00 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 by 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.

### Student Success and Support Services (SSSP) - Priority Enrollment Regulations

The California Community Colleges Board of Governors approved changes that established 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.

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 Level 1 registration priority for courses. Students in the Extended

Opportunity Programs and Services (EOPS and CARE), CalWORKs, and Disabled Students Programs and Services will also have priority.

## 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](http://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.

## 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". 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.

## 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, NP, W 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 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) and:
  - a. There is an established recency prerequisite established by the course curriculum; or,
  - b. There is an established recency requirement as established by a transfer institution
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 and signed 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 and signed 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 AND REFUNDS

## Fees and Tuition

### 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](http://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 (F1 and M1 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.

## 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.

## 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.

## Health Services Fee

Las Positas College provides health services for students through a Student Health Center. All enrolled students are charged a mandatory Health Service Fee of \$17 per semester and \$14.00 in Summer Session. In accordance with State Assembly Bill 982 and Section 76355 of the State Education Code, exemptions from this fee are only granted as follows:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or religion
- Students who are attending Las Positas College under an approved apprenticeship training program
- Students taking classes held only on Saturday, at an off-campus site, or exclusively online

To qualify for exemption, students must provide written documentation to the Dean of Enrollment Services in the Admissions and Records Office, Bldg. 1600.

## 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 mandatory 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 Permit Fees

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 in the library and Computer Lab, room 803. Discounted print cards can be purchased in the Bookstore.

## REFUNDS

### Enrollment Fee Refund

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, students must 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

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](http://www.irs.gov), Publication 970

[www.studentaid.ed.gov/types/tax-benefits](http://www.studentaid.ed.gov/types/tax-benefits)

[www.irs.gov/uac/](http://www.irs.gov/uac/)

Tax-Benefits-for-Education:-Information-Center

Interested parties with questions are directed to contact the IRS Office at 1.800.829.1040.

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

# 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: [lpcfi-aid@laspositascollege.edu](mailto:lpcfi-aid@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 Work Study 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; must 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.

Fall: July 10

Spring: December 18

## How to Apply for Financial Aid

To apply for all federal and state sources of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Students must apply online at [www.fafsa.ed.gov](http://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 emailed (at their Zone email address) an "Award Notification letter." Award information is available on the Zone and on Class Web, where the Cost of Attendance, the type and amount of aid offered, and expected payment dates are indicated. 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, federal workstudy, and subsidized 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. Senate Bill 1456 requires that a student qualifying for a BOGW fee waiver meet minimum academic and progress standards to retain eligibility for a fee waiver. Beginning Fall, 2016, in accordance with SB 1456, section 58621, students who have not met the College's minimum academic and progress standards (demonstration of a minimum 50% overall completion rate and 2.0 cumulative GPA) in the previous two primary terms of attendance will lose eligibility for a fee waiver until their standards again meet the required minimum.

## 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 \$626-\$5775/year (subject to change each 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](http://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](http://www.csac.ca.gov)) be sent to the California Student Aid Commission. All students who have completed 16 units (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](http://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](http://www.csac.ca.gov) OR by submitting a BOG-W Fee Waiver paper application to the Financial Aid Office.

Undocumented AB540 students without a valid social security number who are recent high school graduates may apply for a BOGW Fee Waiver and an Entitlement Cal Grant by completing a California Dream Application at [www.csa.ca.gov](http://www.csa.ca.gov). To qualify for an Entitlement Cal Grant, the student must submit a Non-SSN Cal Grant GPA Verification Form completed by their high school by March 2nd each year. They may also apply for a Chafee Grant at [www.chafee.csac.ca.gov](http://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 Transfer 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 reasons such as lack of progress toward completion of an academic objective, or excessive loan borrowing. Effective July 1, 2013, per federal regulations, students who are new borrowers or students with no outstanding loan balance who borrow again, are limited to receiving a subsidized loan for a maximum of 150% of the length of their academic program, regardless of the amount borrowed. This is the equivalent of 3 years for a student who is pursuing an AA/AS or transfer goal. 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 2.0 minimum semester and cumulative grade point average (GPA) and 2) a 67% minimum semester and overall completion rate.

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. AA/AS and transfer programs have a 90 attempted unit limit; certificate programs are substantially less, depending on the units required for completion. For example: if pursuing a 30-unit certificate, a student may receive aid until they reach 45 attempted units, which is 150% of the program length. Earned units from previous colleges that may be accepted for credit are added to the total units attempted at Chabot/Las Positas to determine the combined total units toward maximum time frame.

In addition, consequences of not meeting the minimum requirements, disqualification, appeal procedures, and reinstatement of financial aid eligibility are addressed in this policy. This policy is different from the college's general standards and is based on federal Title IV regulations.

The link to the full policy is 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.

## Complete Withdrawal from Classes or Earning No Credit 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 earn '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' may 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 may be referred to the Federal Government for collection.

The amount of institutional funds the College is required to pay 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 at the beginning of each Spring term each year with a deadline near the end of February. Students may begin to apply for a variety of awards available only to LPC students. Apply for scholarships through the link on the LPC Financial Aid home page at [www.laspositascollege.edu/financialaid](http://www.laspositascollege.edu/financialaid). 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](http://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.

## Financial Aid Office

Building 1600

Phone 925.424.1580

Email: [lpcfinaid@laspositascollege.edu](mailto:lpcfinaid@laspositascollege.edu)

Website: [www.laspositascollege.edu/financialaid](http://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](http://800.4.FEDAID) (800.433.3243)

### U.S. DEPARTMENT OF EDUCATION HOME PAGE

Federal financial aid information:

[www.ed.gov/finaid.html](http://www.ed.gov/finaid.html)

[www.studentaid.ed.gov](http://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](http://www.fafsa.ed.gov).

### CALIFORNIA DREAM ACT

For information about the Dream Act and to file a Dream Act application (for undocumented AB540 students only) to qualify for a BOG-W registration fee waiver or Entitlement Cal Grant: [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

### 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](http://www.csac.ca.gov)

[www.calgrants.org](http://www.calgrants.org)

### NATIONAL STUDENT LOAN DATA SYSTEM

For information regarding a student's detailed loan history and Pell Grant Lifetime Eligibility Used: [www.nsls.ed.gov](http://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](http://www.finaid.org)

#### **FASTWEB**

A free online scholarship research service

[www.fastweb.com](http://www.fastweb.com)

#### **SCHOLARSHIP SCAMS**

Identify common financial aid and scholarship rip-offs and scams

[www.finaid.org/scholarships/scams](http://www.finaid.org/scholarships/scams)

#### **SELECTIVE SERVICE REGISTRATION INFORMATION**

Check your registration status or register directly online

[www.sss.gov/regist](http://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](http://www.irs.ustreas.gov/prod/forms_pubs/forms)

#### **VETERANS EDUCATIONAL BENEFITS**

Toll free: 888.442.4551

[www.gbill.va.gov](http://www.gbill.va.gov)

## VETERANS EDUCATIONAL BENEFITS

## VETERANS FIRST PROGRAM

The mission of the Veterans First Program at Las Positas College is to facilitate the transition of servicemen and women from military to college life, and to assist them with educational, financial and other forms of support. The program's foundation is built on a basic principle of service.

Since the establishment of the Veterans First Program in 2007, Las Positas College has continued to expand its services to support the student success of the increasing

number of veterans enrolling at the College. The primary program goal is to provide comprehensive services that recognize the unique experiences and needs of our veterans as they pursue their educational and career objectives. The Veterans First Program also provides services and programs for active duty members, reservists, and spouses and/or dependents of Veterans.

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:

- Comprehensive 2000 square foot Veterans Resource Center – with a study room, computer room, lounge, reception area and offices
- Student Veterans Organization
- VA Educational benefits application, process, and certification
- Veterans First Program Coordinator
- Veteran Emergency Book Loan / Text Book Borrowing Program
- Vet Center Readjustment Counselor on campus
- Priority Registration for Veterans, Active Duty, Reserves, and National Guard
- Scholarships for Veterans
- Veterans Affairs Work Study program
- Operation Gateway – Transition program for returning Veterans – 2-day orientation geared to support Veterans' transition to success
- Health care services on campus provided by nationally recognized Palo Alto VA Health Care Representatives
- California State Fee Waiver program for spouse and dependents of Veterans
- On campus workshops and events - VA Educational Benefit Programs, Honoring Veterans Day on campus, Honoring Women Veterans, Resume Writing for Veterans, Internships, Scholarships, etc.
- Individualized and group academic subject support
- Employment Development Department representative on campus
- Financial Planning workshops and appointments with a financial planner

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.

## **Veterans Access, Choice and Accountability Act (VACA ACT)**

The VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents (“covered individuals”) tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A “covered individual” is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member’s death in the line of duty following a period of active duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees.

For more information, please contact Todd Steffan, Veterans First Coordinator, at (925) 424-1571, or email: [tsteffan@laspositascollege.edu](mailto:tsteffan@laspositascollege.edu)

## **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.

Veteran Evaluations can be approved for multiple degrees on one Evaluation of Course Requirements, but cannot be approved for more than two majors on a single Veteran Evaluation. Dual majors pursued under an academic policy that defines the dual major’s requirements can be certified if both majors are approved. Only courses required to complete the dual major can be certified. During VA site visits, or during compliance surveys, if VA reviews a case for a student who is pursuing dual majors, the Veterans Office must ensure the student is not enrolled in courses outside either major and that the courses are approved. A student may want to pursue a dual objective. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate. A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level.

## **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 for Programs

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.

## Directory of Resources for Veterans

### Las Positas College Veterans Office

Phone 925.424.1571/1572

Email: [lpcveterans@laspositascollege.edu](mailto:lpcveterans@laspositascollege.edu)

Website: [www.laspositascollege/veterans](http://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/](http://www.cdva.ca.gov/)

## Additional Resources

### COMBAT VETERANS INFORMATION

[www.va.gov/Environagents/page.cfm?pg=16](http://www.va.gov/Environagents/page.cfm?pg=16)

### EDUCATIONAL BENEFIT INQUIRIES

1.888.442.4551

### DEBT MANAGEMENT CENTER

1.800.827.0648

### DEPARTMENT OF VETERANS AFFAIRS

CA Palo Alto Health Care System

3801 Miranda Ave., Bldg. 5, Room C-384

Palo Alto, CA 94304-1290

Phone: 650.493.5000 Ext. 66975

### GI BILL

[www.gibill.va.gov/](http://www.gibill.va.gov/)

### LAS POSITAS COLLEGE STUDENT VETERANS ORGANIZATION

E-Mail: [lpcveterans@laspositascollege.edu](mailto:lpcveterans@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](http://www.ncptsd.org/topics/war.html)

### SURVIVORS BENEFITS

[www.vba.va.gov/survivors/index.htm](http://www.vba.va.gov/survivors/index.htm)

### STUDENT VETERANS OF AMERICA

[www.studentveterans.org/](http://www.studentveterans.org/)

### TRANSITION ASSISTANCE PROGRAM

[www.va.gov/opa/fact/transasst.asp](http://www.va.gov/opa/fact/transasst.asp)

### VETERANS AFFAIRS SUICIDE PREVENTION

1.800.273.8255 (Press 1 for Veterans)

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

### 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/](http://www.vba.va.gov/bln/21/Topics/Women/)

## STUDENT PROGRAMS & 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.

### Mathematics Course Modes

Mathematics courses can be taken in a variety of modes including "traditional" lecture, hybrids of on-campus and online, and Math X.

## Math X

The Math X program consists of courses which are offered in a self accelerated mode. These courses work well for students with the following characteristics:

1. I am a self-motivated, dedicated, and organized student.
2. I like to work alone.
3. I need a quick brush up on my algebra skills.

Students may complete any of the following courses in the Math X program:

Math X	Equivalent Course
107A and 107B	107
65A and 65B	65
55A and 55B	55
71A and 71B	71

In Math X, a Math instructor and an instructional assistant are available to answer questions. Students attend at a specified time, but there is no lecture. Homework and lab assignments are completed by each student working independently. These courses are designated in the schedule by an X followed by the section number (e.g., X01 indicates section one in Math X).

## Reading and Writing (RAW) Center

The RAW Center offers free, one-on-one tutoring from an English or ESL instructor. Instructors are available to help students with any reading and/or writing assignment from any class, as well as transfer and scholarship statements. The RAW Center also offers email tutoring, workshops, and online reading and writing lessons. For more information, including hours of operation and email guidelines, please visit the RAW website at:

[www.laspositascollege.edu/RAW/](http://www.laspositascollege.edu/RAW/)

## 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

## Open Math Lab

The Open Math Lab, located in the Integrated Learning Center (ILC), Building 600, offers FREE drop-in math help to students enrolled in LPC mathematics classes. Students enrolled in a math course with a TBA lab hour satisfy their

lab requirement in the Open Math Lab. The Open Math Lab is staffed by full- and part-time mathematics instructors at LPC.

## Computer Center

The Computer Center in room 803 is a quiet OPEN COMPUTER LAB equipped with PC and Macintosh computers, printers, and helpful staff. Computers are available for currently enrolled students on a “first come, first served” basis. Printing from campus computers requires a PRINT FEE CARD which can be purchased from the Bookstore, the card dispensers in the Library, or the card dispensers in the room 803 Computer Center.

## 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. The classes are designed to be equivalent and comparable to their counterpart on-campus courses in quality, learning outcomes, special requirements, course fees, and credit.

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. Students can enroll in these classes through the regular college registration process. Las Positas College strives to offer equivalent services to online students as it does to on-campus students.

Links for the above websites can be accessed from the College’s home page at [www.laspositascollege.edu](http://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 is designed to provide highly-motivated students with academic challenges that encourage independent thinking and creative learning. Members of the Honors Transfer Program (HTP) have the option to participate in honors academic activities, including honors courses and individual honors contracts. Honors

courses are designated with an “H” (for Honors) on the student's transcript. Students who complete the program and graduate from Las Positas receive special recognition and an honors seal affixed to their diploma.

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

For freshmen entering from high school:

- A 3.75 cumulative GPA. A copy of the high school transcript is required for verification.

For continuing students:

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

For additional information, go to the Honors Transfer Program Website at:

[www.laspositascollege.edu/honors](http://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.

## 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 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 925.424-1467.

## 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 925.249.9372.

## Career Technical Program

There is 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.

## High School/ROP/Adult School Articulation

High Schools/ROP/Adult School articulation provides a legal process to align curriculum and instruction providing a seamless career pathway transition between courses, grades and schools at the high school, community college and college/university levels. These articulation agreements create sequences of progressive, non-duplicated education leading to technical skill proficiency, a credential, a certificate, and/or a degree in a wide range of fields and careers. Such agreements include "credit by exam" to receive college credit for rigorous coursework taken at the high school level (separate from AP classes). Through the credit by examination process, high school students may receive credit at the college level for articulated courses. For more information about articulation, visit the website at: <http://laspositascollege.edu/HSROParticulation/>

## 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.

### **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](http://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 the EUREKA software program, available in the LPC Career Center. Psychology-Counseling 10, Career and Educational Planning, provides career assessments, in-depth career exploration, and guidance in educational planning for transfer. A list of available off-campus employment opportunities is available on the LPC Employment Center web page at:

[www.laspositascollege.edu/employmentcenter/](http://www.laspositascollege.edu/employmentcenter/)

The college also partners with the Tri-Valley One Stop Career Center that provides career and employment services to our community members.

### **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. 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 to attend a scheduled planning 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 session,

counselors give new students vital information for making informed decisions about their college career, and help them select their first semester courses.

## Counseling E-mail

Students and prospective students can contact the Counseling area to receive answers electronically from Counseling representatives at [counseling@laspositascollege.edu](mailto: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. Scheduled and drop-in tutoring in specific content areas and study skills assistance, asynchronous online tutoring, reading and writing help, and a quiet place to study are provided free of charge. Student tutors are recommended by faculty members for their positions and will receive course credit for tutor training. Positions as paid tutors may be available. Students are invited to request tutoring, seek positions as tutors, or use the study facilities at any time during the semester. For more information and current hours, see the Tutorial Center website at:

[www.laspositascollege.edu/tutorialcenter/](http://www.laspositascollege.edu/tutorialcenter/)

## 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 925.424.1513; the DSPS Coordinator can be reached at 925.424.1508 and the TTY number is 925.424.1510.

## 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 support services for low-income and educationally disadvantaged students to help them succeed in college level coursework. 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. Services can include: 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 educational disadvantage 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, room 1668, 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 may receive additional services such as 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 a current Extended Opportunity Programs and Services (EOPS) student, be attending

college full-time, be receiving (or have a child who is receiving) Temporary Assistance to Needy Families (TANF), and have a child who is under fourteen years of age. For additional information, visit the EOPS/CARE office, room 1668, or call 925.424.1598.

### CalWORKs Program

The CalWORKs (California Work Opportunities and Responsibility to Kids) Program at Las Positas College serves CalWORKs students who are attending school as part of their Welfare-to-Work plan with the county. In order to be eligible for the LPC CalWORKs Program, students must be currently receiving CalWORKs cash aid for themselves. The LPC CalWORKs Program offers a variety of supportive services that are intended to help students define and make progress in their educational and career goals in order to find meaningful employment and successfully transition into the workforce. Some of the supportive services that we offer are personal, academic, and career counseling; coordination and advocacy with the Department of Social Services; assistance with Welfare-to-Work plans; transitional child-care funding; transportation resources; job development and work-study employment; and special workshops, classes and support groups to aid in student success. Las Positas College CalWORKs students are also eligible for priority registration and an annual CalWORKs scholarship. In addition, eligible students may apply for the Tri-Valley Housing Scholarship through the LPC CalWORKs Program. For more information or to schedule an appointment for intake, contact the CalWORKs Office in room 1628 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.

### 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](http://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](http://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](http://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 building 1700. 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 and Wellness Center at 925.424.1830.

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 and Wellness Center.

### First Aid

First aid stations are located in the Security Office and the Student Health Center located in building 1700.

### 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 and Wellness Center, located in the Student Center can accommodate students with minor injuries and illnesses.

### Campus Safety and Security

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 and Security Office or call 925.424.1690.

### Lost and Found

Lost and Found is located in the Campus Safety and Security 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](http://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](http://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 award-winning Express college newspaper is produced by students in Mass Communications and published weekly. Students practice and refine journalism skills, including recognizing, acquiring, producing, and distributing content for the print and online editions of the student newspaper, the Express. Students are introduced to concepts related to photojournalism, business management, graphic arts, design, social media, leadership, and editing skills. The courses include ethical, practical, and legal issues in journalism. To join the team, come to Room 2409, Building 2400, call 925.424.1240, or e-mail [mkorber@laspositascollege.edu](mailto:mkorber@laspositascollege.edu).

## Radio LPC

Radio LPC broadcasts over the internet on [www.radiolaspositas.com](http://www.radiolaspositas.com). Radio LPC provides an opportunity for students to learn about operations procedures and practices in a modern radio broadcast studio. Extended study of various aspects of radio production, including editing and announcing, producing studio-recordings, producing a news or feature interview story, producing pre-recorded newscasts, supporting station operations, preparing content for radio programming, publishing content online, selling ads, establishing a brand identity, producing news, collaborating with other media, creating and maintaining audio streams, podcasts, and direct feed, creating content for a multimedia website, and producing ad spots and promotional posts. The courses include history, law, ethics, theory, and practical use of radio technology. For more information, contact [mkorber@laspositascollege.edu](mailto:mkorber@laspositascollege.edu). Students can listen to Radio LPC at [www.radiolaspositas.com](http://www.radiolaspositas.com).

## Naked Magazine

Naked Magazine, Las Positas College's award-winning student magazine launched in Fall 2008. Working on Naked magazine allows students to create 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. This class is offered in the Fall Semester. To join the team, come to Room 2409, Building 2400, call 925.424-1240, or e-mail [mkorber@laspositascollege.edu](mailto:mkorber@laspositascollege.edu).

## 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.

## Performing Arts

A wide range of opportunities is available to Las Positas College students in the performing arts. The theater program presents a fall semester play, spring semester musical, summer productions or courses, a 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](http://www.laspositascollege.edu/athletics).

## STUDENT RIGHTS & RESPONSIBILITIES

### *Student Grievance Information*

#### 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.laspositas-college.edu](http://www.laspositas-college.edu).

#### Student Grievance Procedures

A student may file a grievance when s/he feels that there has been a violation of College/District policies and procedures. A grievance may be initiated against another

student, an instructor, an administrator, or a member of the classified staff, pursuant to the procedures and grounds specified in Board Policy 5513.

The following actions are grounds for a student grievance:

1. Prejudiced or capricious decision in the academic evaluation of a student's performance, such as mistake, fraud, bad faith, or incompetence in the grading process (see Grievances Pertaining to Grades in the next section).
2. Prejudiced or capricious decision in orientation, counseling, assessment or any other Matriculation procedure.
3. Act or threat of intimidation or harassment.
4. Act or threat of physical aggression.
5. Arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.
6. Violation of student rights which are described in the college rules and regulations. However, grievances of harassment of students, including sexual harassment, shall be processed in compliance with the provisions of Board Policy 5530 and any regulations adopted pursuant to that policy.

#### Processing the Grievance

When a student feels that s/he has been subjected to an unjust action or denied his/her rights by a member of the academic community, s/he may seek redress according to the following procedures.

##### Informal Procedures

Before filing a formal, written grievance, the student shall first attempt to resolve the issue in the following manner. An Information conference shall be conducted with:

- A. The person against whom the student has the grievance; or
  1. The appropriate Dean or discipline lead; or
  2. The Vice President of Academic Services for academic evaluation of a student's performance (grounds for student grievance number 1 above); or
  3. The Vice President of Student Services for all other student grievances (grounds for student grievance numbers 2 through 6 in the previous section).

##### Formal Procedures

If the student feels that the grievance has not been successfully resolved by any of the above conferences within five (5) working days following the informal conference, the student may submit a formal grievance by filing a completed grievance form with the Vice President of Student Services. The student grievance form shall be available from the Vice President of Student Services. Upon request, the Vice

President of Student Services shall advise the student of the process that will ensue and provide the grievant with a copy of the grievance procedure policy. The Vice President of Student Services may dismiss the grievance if, during the informal procedures, the grievance is shown to be capricious or malicious.

If the grievance involves prejudiced or capricious decisions in the academic evaluation of a student's performance, the Vice President of Student Services shall refer it to the Vice President of Academic Services who shall, in turn, refer the grievance to the Academic Fairness Committee. All other grievances shall be referred to the Student Grievance Committee for further investigation.

The process for submitting a formal grievance to the Vice President of Student Services is as follows:

Within five (5) working days after the receipt of the completed grievance complaint form, the appropriate dean shall refer the grievance to the appropriate committee chair who will convene the Committee.

## 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](http://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](mailto: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

## **Student Conduct Policies**

### **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

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Enrollment Services, a written request that identifies the record(s) they wish to inspect. The Dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean of Enrollment Services, they shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Enrollment Services or College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is defined as a person employed by Chabot-Las Positas Community College District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a

person or company with whom the College or District has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties and responsibilities.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. While the College does not provide general student directory services, it may release the following information about a student without consent: name, address, telephone number, date of birth, major field of study, photos, degree and awards received and date of attendance. Any student, who does not wish such information to be released about him/herself, shall notify Admissions and Records Office in writing, no later than 10 school days after the start of the term. Las Positas College does not release student information for individual use, private business or commercial firms for use in advertising and publicity.

If a student has a concern, they have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-4605 (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>).

For more information regarding FERPA, you may contact either the Vice President of Student Services at (925) 424-1405 or the Dean of Enrollment Services at (925) 424-1542, or visit: [www.laspositascollege/admissions/documents/FERPA-WEB.pdf](http://www.laspositascollege/admissions/documents/FERPA-WEB.pdf)

# 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:

<b>GRADE</b>	<b>MEANING</b>	<b>GRADE VALUE</b>
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 sub-standard 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 for Advanced Placement (AP) Examinations.

**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	Total CSU Units earned toward transfer	IGETC	Total UC Units earned toward transfer
Art: History	ARTS 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
Biology	Biology 30 4 semester units	Area B1 and B3 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*	N/A	N/A
Calculus BC***	Math 1 and 2 10 semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/5.3 semester units**
Calculus BC/AB Subscore	N/A	Area B4 3 semester units	3 semester units*	N/A	
Calculus AB/AB Subscore	N/A	N/A	N/A	Area 2A 3 semester units	
<b>AP CALCULUS EXAM LIMITATIONS:</b> *Maximum one Calculus exam toward transfer for CSU **Maximum credit 8 quarter/5.3 semester units for both Calculus exams for UC ***Students who take the Calculus BC exam and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB exam, even if they do not receive a score of 3 or higher on the BC exam for UC.					
Chemistry	Chemistry 1A 5 semester units	Areas B1 and B3 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 6A 3 semester units	8 quarter/5.3 semester units
Computer Science A	CS 1 4 semester units (score of 4 or 5)	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**
<b>AP CS EXAM LIMITATIONS</b> *Maximum credit: one Computer Science exam or Calculus exam for CSU **Maximum 4 quarter/2.7 semester units for both CS exams for UC					
Economics – Macroeconomics	ECON 2 3 semester units	Area D2 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Economics – Microeconomics	ECON 1 3 semester units	Area D2 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
English – Language & Composition	English 1A, 6 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units*
English – Literature & Composition	English 1A 6 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter/5.3 semester units*
<b>AP ENGLISH EXAM LIMITATIONS</b> *Maximum credit 8 quarter/5.3 semester units for both English exams for UC					
Environmental Science	N/A	Area B1 and B3 (F09) Area B1 or B2 & B3 (prior to F09) 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 (prior to F11)	6 semester units (prior to F11)	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
French Language & Culture	N/A	Area C2 3 semester units	6 semester units	N/A	
French Literature	N/A	Area C2 3 semester units (prior to F09)	6 semester units (prior to F09)	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units

EXAMINATION TITLE	LPC AA (Major and/or GE)	CSU GE	Total CSU Units earned toward transfer	IGETC	Total UC Units earned toward transfer
German Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Government & Politics – Comparative	POLI 20 3 semester units	Area D8 3 semester units	3 semester units	Area 4 and US-2* 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 and US-s 3 semester units	4 quarter/2.7 semester units
<b>AMERICAN INSTITUTIONS</b>					
*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 4 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 4 3 semester units	8 quarter/5.3 semester units
<b>AMERICAN INSTITUTIONS *Exam + POLI 7 fulfills American Institutions requirement</b>					
History - World	N/A	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4 3 semester units	8 quarter/5.3 semester units
Human Geography	GEOG 2 3 semester units	Area D5 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6A 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 6A 3 semester units	8 quarter/5.3 semester units
Latin - Vergil	N/A	Area C2 (prior to F12) 3 semester units	3 semester units (prior to F12)	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Latin	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Music Theory	MUS 8A (Score of 3 or 4) 4 semester units MUS 8A & 8B (Score of 5) 8 semester units	Area C1 3 semester units (prior to F09)	6 semester units (prior to F09)	N/A	8 quarter/5.3 semester units
<b>AP MUSIC THEORY EXAM LIMITATIONS</b>					
Students who earn only a subscore will not receive exam credit for UC.					
Physics 1	N/A	Area B1 and B3 4 semester units*	4 semester units*	N/A	
Physics 2	N/A	Area B1 and B3 4 semester units*	4 semester units*	N/A	
Physics B	Physics 2A 4 semester units	B1 and B3 4 semester units* (F09-S13)	6 semester units* (F09-S13)	Area 5A & 5C 4 semester units	8 quarter/5.3 semester units**
Physics C – Electricity & Magnetism	Physics 8B 5 semester units	Area B1 and B3 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 4 semester units*	4 semester units*	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units**
<b>AP PHYSICS EXAM LIMITATIONS</b>					
*Maximum credit: 4 semester units toward GE and 6 semester units toward transfer for all Physics exams passed for CSU					
**Maximum credit: 8 quarter/5.3 semester units for all Physics exams for UC					
Psychology	PSYC 1	Area D9 3 semester units	3 semester units	Area 4 3 semester units	4 quarter/2.7 semester units
Seminar	N/A	N/A	3 semester units	N/A	
Spanish Language	Spanish 1A and 1B 10 semester units	Area C2 3 semester units (prior to S14)	6 semester units (prior to S14)	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	
Spanish Literature	N/A	Area C2 3 semester units (prior to S13)	6 semester units (prior to S13)	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature & Culture	N/A	Area C2 3 semester units	6 semester units	N/A	
Statistics	Math 40 4 semester units	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	4 quarter/2.7 semester units

# ADVANCED PLACEMENT EXAMINATIONS

EXAMINATION TITLE	LPC AA (Major and/or GE)	CSU GE	Total CSU Units earned toward transfer	IGETC	Total UC Units earned toward transfer
Studio Art – 2D	Credit for the major may be granted upon petition to the Art Dept. and portfolio review: ARTS 2A, 3-6 semester units.	N/A	3 semester units	N/A	8 quarter/5.3 semester units
Studio Art – 3D		N/A	3 semester units	N/A	8 quarter/5.3 semester units
Studio Art – Drawing		N/A	3 semester units	N/A	8 quarter/5.3 semester units
<b>AP STUDIO ART EXAM LIMITATIONS:</b> Maximum 8 quarter/5.3 semester units for all Studio Art 2D, 3D, and Drawing exams.					

### 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 (without lab) Score = 5	6	5B (without lab)	5.3
IB Chemistry HL	B1 (without lab) Score = 5	6	5A (without lab)	5.3
IB Economics HL	D2 Score = 5	6	4	5.3
IB Geography HL	D5 Score = 5	6	4	5.3
IB History (any region) HL	C2 or D6 Score = 5	6	3B or 4	5.3
IB Language A: Literature (any language) HL	C2 3 semester units Score = 4	6	3B	
IB Language A: Language and Literature (any language) HL	C2 3 semester units Score = 4	6	3B	
IB Language A1 (any language) HL	C2 Score = 4 (prior to F13)	6 (prior to F13)	3B and 6A (any language except English)	5.3
IB Language A2 (any language) HL	C2 Score = 4 (prior to F13)	6 (prior to F13)	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 (without lab) Score = 5	6	5A (without lab)	5.3
IB Psychology HL	D9 Score = 5	3	4	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.

LAS POSITAS COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE IN ARTS DEGREE 2015 – 2016 (Effective Fall 2015) Please check in with Counseling for the most recent GE pattern				N	IP	C
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED						
<b>LANGUAGE AND RATIONALITY</b>						
<b>ENGLISH COMPOSITION</b> Complete with a grade of 'C' or higher or 'P' <b>3 UNITS</b>						
English 1A						
<b>WRITING AND CRITICAL THINKING</b> Complete 1 course from below <b>3 UNITS</b>						
English 4 or 7						
<b>COMMUNICATION AND ANALYTICAL THINKING</b> Complete 1 course from below <b>3 UNITS</b>						
American Sign Language 1A, 1B Business 52, 55 Computer Information Sciences 50 Computer Science 1, 17 French 1A, 1B Industrial Technology 74	Italian 1A, 1B Mass Communications 1, 32A Mathematics 1, 2, 3, 7, 10, 20, 33, 34, 38, 40, 45, 47, 50, 55, 55A, 55B, 65, 65B, 71	Philosophy 6 Spanish 1A, 1B Speech 1, 2B, 10, 46 Theater Arts 3, 25				
<b>MATHEMATICS</b> Proficiency in Mathematics may be met in one of the ways specified below						
1. Demonstrate eligibility for <b>one level above intermediate algebra or higher</b> 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, 40, 45, 47, 50, 55, 55B or CS 17						
<b>NATURAL SCIENCES</b> Complete 1 course from below <b>3 UNITS</b> * Meets either the Natural Sciences or Social and Behavioral Sciences requirement ** Meets either Natural Sciences or Social & Behavioral Sciences requirement						
Anthropology 1, 13* Astronomy 1, 10, 20, 30 Biological Sciences 1A, 1B, 1C, 7A, 7B, 7C, 10, 20, 30, 40, 50, 60	Chemistry 1A, 30A, 31 Environmental Studies 5 Geography 1*, 1L, 8, 15*	Geology 1, 1L, 3, 3L, 5, 7, 12, 12L Physics 2A, 8A, 10, 10L Psychology 4**				
<b>HUMANITIES</b> Complete 1 course from below * Meets Humanities and/or American Cultures requirement <b>3 UNITS</b>						
American Sign Language 2A Art History 1, 4, 5 Arts 2A, 10, 23 English 11, 12A, 12B, 13, 20, 32, 35, 41, 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, 1H, 2, 2H, 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				
<b>SOCIAL AND BEHAVIORAL SCIENCES</b> Complete 1 course from below <b>3 UNITS</b> * Meets Social & Behavioral Sciences and/or American Cultures requirement ** Meets either Natural Sciences or Social & Behavioral Sciences requirement						
Administration of Justice 50, 60 Anthropology 1, 2, 3, 4, 5*, 12, 13** Business 18, 20, 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, 3, 4**, 6, 12, 13, 15, 25 Psychology-Counseling 3*, 8*, 13* Sociology 1, 3*, 4, 5, 6, 11, 12, 13 Women's Studies 1*, 2				
<b>WELLNESS</b> Complete 3 units from AREAS OF HEALTH and 1 unit from Kinesiology* <b>4 UNITS</b> *Exemption from the KIN requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office or for students who hold an AA/AS Degree or higher. The entire Wellness area is waived for Veterans with a DD214 - honorable discharge.						
<b>Areas of Health:</b> Health 1, 3, 55 (2 units); Nutrition 1; KIN 30; PSYC 10	<b>Kinesiology*:</b> 31-65; Dance 1, 2A/2B, 3, 5A/5B; any KIN activity course listed in the 2014-2016 Catalog or 2015-2016 Addendum					
<b>AMERICAN INSTITUTIONS (AI)</b> Complete 1 course from below; partially satisfies CSU USH & AI requirement <b>3 UNITS</b>						
History 7, 8, 25, 32	Political Science 7					
<b>AMERICAN CULTURES</b> Complete 1 course from below with a grade of 'C' or higher or 'P' Where appropriate, the course can simultaneously satisfy 1 other graduation or subject area requirement						
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			
<b>LAS POSITAS COLLEGE ASSOCIATE IN ARTS DEGREE GRADUATION REQUIREMENTS</b>						
1. Complete a 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. Complete all General Education (GE) Requirements for the Associate of Arts Degree listed above.						
3. Select a major listed under "ASSOCIATE OF ARTS (AA) DEGREES" on the back and complete all major requirements plus GE and electives to total 60 units.						
4. All courses required for the Major must be completed with a 'C' or 'P.'						

<b>LAS POSITAS COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE IN SCIENCE DEGREE 2015-2016 (Effective Fall 2015) Please check in with Counseling for the most recent GE pattern</b>				<b>N</b>	<b>IP</b>	<b>C</b>
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED						
<b>LANGUAGE AND RATIONALITY</b>						
<b>ENGLISH COMPOSITION</b> Complete with a grade of 'C' or higher or 'P' <span style="float: right;"><b>3 UNITS</b></span>						
English 1A						
<b>COMMUNICATION AND ANALYTICAL THINKING</b> Complete 1 course from below <span style="float: right;"><b>3 UNITS</b></span>						
American Sign Language 1A, 1B Business 52, 55 Computer Information Sciences 50 Computer Science 1, 17 French 1A, 1B Industrial Technology 74	Italian 1A, 1B Mass Communications 1, 32A Mathematics 1, 2, 3, 7, 10, 20, 33, 34, 38, 40, 45, 47, 50, 55, 55A, 55B, 65, 65B, 71	Philosophy 6 Spanish 1A, 1B Speech 1, 2B, 10, 46 Theater Arts 3, 25				
<b>MATHEMATICS</b> Proficiency in Mathematics may be met in one of the ways specified below						
<ol style="list-style-type: none"> <li>1. Demonstrate eligibility for <b>one level above intermediate algebra or higher</b> using multiple measures such as the LPC Placement Examination and previous course work; or</li> <li>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</li> <li>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, 40, 45, 47, 50, 55, 55B or CS 17</li> </ol>						
<b>NATURAL SCIENCES</b> Complete 1 course from below <span style="float: right;"><b>3 UNITS</b></span>						
* Meets either the Natural Sciences or Social and Behavioral Sciences requirement ** Meets either Natural Sciences or Social & Behavioral Sciences requirement						
Anthropology 1, 13* Astronomy 1, 10, 20, 30 Biological Sciences 1A, 1B, 1C, 7A, 7B, 7C, 10, 20, 30, 40, 50, 60	Chemistry 1A, 30A, 31 Environmental Studies 5 Geography 1*, 1L, 8, 15*	Geology 1, 1L, 3, 3L, 5, 7, 12, 12L Physics 2A, 8A, 10, 10L Psychology 4**				
<b>HUMANITIES</b> Complete 1 course from below <span style="float: right;"><b>3 UNITS</b></span>						
* Meets Humanities and/or American Cultures requirement						
American Sign Language 2A Art History 1, 4, 5 Arts 2A, 10, 23 English 11, 12A, 12B, 13, 20, 32, 35, 41, 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, 1H, 2, 2H, 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				
<b>SOCIAL AND BEHAVIORAL SCIENCES</b> Complete 1 course from below <span style="float: right;"><b>3 UNITS</b></span>						
* Meets Social & Behavioral Sciences and/or American Cultures requirement ** Meets either Natural Sciences or Social & Behavioral Sciences requirement						
Administration of Justice 50, 60 Anthropology 1, 2, 3, 4, 5*, 12, 13** Business 18, 20, 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, 3, 4**, 6, 12, 13, 15, 25 Psychology-Counseling 3*, 8*, 13* Sociology 1, 3*, 4, 5, 6, 11, 12, 13 Women's Studies 1*, 2				
<b>Kinesiology*</b> Complete 1 unit from below <span style="float: right;"><b>1 UNIT</b></span>						
Kinesiology 31-65; Dance 1, 2A/2B, 3, 5A/5B; any KIN activity course listed in 2014-2016 Catalog or 2015-2016 Addendum. *Exemption from the KIN requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office or for students who hold an AA/AS Degree or higher. The Kinesiology requirement for the AS is also waived for Veterans with a DD214 - honorable discharge.						
<b>PROGRAM-BASED GENERAL EDUCATION REQUIREMENT</b> <span style="float: right;"><b>3 UNITS</b></span>						
Course is specific to each A.S. Degree Major. See 2014-2016 Catalog, 2015-2016 Addendum or A.S. program coordinator.						
<b>AMERICAN CULTURES</b> Complete 1 course from below with a grade of 'C' or higher or 'P' Where appropriate, the course can simultaneously satisfy 1 other graduation or subject area requirement.						
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			
<b>LAS POSITAS COLLEGE ASSOCIATE IN SCIENCE DEGREE GRADUATION REQUIREMENTS</b>						
<ol style="list-style-type: none"> <li>1. Complete a minimum of 60 units with a cumulative grade point average of 2.0 or better (12 units must be completed at Las Positas College).</li> <li>2. Complete all General Education (GE) Requirements for the Associate of Arts Degree listed above.</li> <li>3. Select a major listed under "ASSOCIATE OF SCIENCE (AS) DEGREES" on the back and complete all major requirements plus GE and electives to total 60 units.</li> <li>4. All courses required for the Major must be completed with a 'C' or 'P.'</li> </ol>						

## 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.

## TRANSFER TO A BACCALAUREATE 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 baccalaureate 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 Transfer Center can provide the most up-to-date 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 or selective majors (those that are competitive for admission) may require all or most major preparatory courses to be complete before transfer. ASSIST\* ([www.assist.org](http://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 go to [www.assist.org](http://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](http://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](http://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.

## Associate Degree for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU system. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

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

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

## 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](http://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.

## Guaranteed Transfer Programs

Las Positas College participates in a number of programs that guarantee transfer. A Transfer Admission Guarantee (TAG) is a contract that guarantees admission to a participating campus of the University of California. Students must request a TAG during the month of September prior to applying for transfer for the following Fall term. For example, a student requesting guaranteed transfer for Fall 2017 must submit a UC TAG request during September 2016. Students must also apply for admission to the university during the following November. Campuses participating in the UC TAG program include: UC Davis, UC Merced, UC Santa Cruz, UC Riverside, UC Irvine, and UC Santa Barbara. Additional transfer guarantee programs are available with Saint Mary's College and the University of the Pacific. LPC students pursuing the Associate Degree for Transfer are guaranteed admission to a non-impacted similar major at California State University East Bay, San Francisco State University, and California State University Monterey Bay. For more information, consult with a counselor or visit the Transfer Center website at:

[www.laspositascollege.edu/transfercenter/](http://www.laspositascollege.edu/transfercenter/)

## 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](http://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](http://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](http://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. In addition, a Certificate of Achievement in University Transfer is available for posting to the LPC official transcript for students who complete

either transfer GE pattern. Additional information may be found under “University Transfer” in the academic programs section of this catalog.

## 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.

## Certificate of Achievement 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 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 (2-3 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 Admissions and Records Office after admission to the transfer institution.

**California State University General Education (GE) Breadth Requirements  
Las Positas College 2015 - 2016 (Effective Fall 2015)**

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS:      N= NEED   IP=IN PROGRESS   C=COMPLETED		N	IP	C	
<b>AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b>					
Select at least <b>1 course</b> from each Group below, total <b>9 units</b> required; must be completed with a grade of C or better.					
<b>A1: Oral Communication</b> Speech 1 or 46					
<b>A2: Written Communication</b> English 1A					
<b>A3: Critical Thinking</b> English 4 or 7 or Speech 46 or Philosophy 6					
<b>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b>					
Select at least <b>1 course</b> from each Group listed below, minimum <b>9 units</b> required					
<b>B1: Physical Science</b> 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	<b>B2: Life Science</b> Anthropology 1*, 1L, 13; Biological Sciences: 1A, 1B, 1C, 7A, 7B, 7C, 10, 20, 30, 40, 50, 60 Psychology 4*  <i>*Also listed in Area D but can only be used in one area.</i>	<b>B3: Laboratory Activity</b>  At least one of the courses selected from group B1 or B2 must include a lab.  Lab courses are indicated by an underline.  The chosen lab must be associated with a lecture component and/or connected as a co-requisite or prerequisite.	<b>B4: Mathematics/ Quantitative Reasoning</b> Select <b>1 course</b> ; must be completed with a grade of C or better.  Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 40, 45, 47  CS 17		
<b>AREA C: ARTS AND HUMANITIES</b>					
Select <b>3 courses</b> from below, <b>1 course from Arts, 1 course from Humanities &amp; 1 from either area</b> ; min <b>9 units</b>					
<b>C1: Arts</b> Select at least <b>1 course</b> 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, 51 Welding Technology 71		<b>C2: Humanities</b> Select at least <b>1 course</b> from below American Sign Language 2A, 2B English 11, 12A, 12B, 13, 20, 32, 35, 41, 44*, 45 French 2A, 2B History 1*, 2*; Humanities 3, 6, 10, 28, 44 Philosophy 1, 1H, 2, 2H, 3, 4, 5 Religious Studies 1, 2, 3, 11 Spanish 2A, 2B Speech 2A, 5 <i>*Also listed in Area D but can only be used in one area.</i>			
<b>AREA D: SOCIAL SCIENCES</b>					
Select <b>3 courses</b> from below, from at least <b>2 disciplinary perspectives</b> ; minimum of <b>9 units</b>					
<b>Administration of Justice</b> 50(F12), 60(F12)  <b>Anthropology and Archeology</b> 1*, 2, 3, 4, 5, 12 <i>*Also listed in Area B but can only be used in one area.</i>  <b>Business</b> 30  <b>Early Childhood Development</b> 15***, 52, 56**, 62, 79 ** Also listed in Area E but can only be used in 1 area *** ECD 15 + Psych 15, maximum credit 3 units  <b>Economics</b> 1, 2, 5, 10  <b>English</b> 44* <i>*Also listed in Area C but can only be used in one area.</i>  <b>Geography</b> 2, 5, 12, 15  <b>History</b> 1*, 2*, 7, 8, 14, 25, 28, 32 <i>*Also listed in Area C but can only be used in one area</i>		<b>Marketing</b> 50  <b>Mass Communications</b> 5, 31  <b>Political Science</b> 7, 12, 20, 25, 30  <b>Psychology</b> 1, 3, 4*, 6, 12**, 13, 15***, 25 *Also listed in Area B but can only be used in 1 area *** ECD 15 + Psych 15, maximum credit 3 units  <b>Psychology-Counseling</b> 3, 13  <b>Sociology</b> 1, 3, 4, 5, 6, 11, 12, 13  <b>Speech</b> 11  <b>Women's Studies</b> 1, 2			

**California State University General Education (GE) Breadth Requirements  
Las Positas College 2015 - 2016 (Effective Fall 2015)**

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.

Dance\* 2A/B, 3, 5A/B  
Early Childhood Development 54, 56\*\*  
Health 1, 3  
Health Science 55  
Kinesiology 24, 30  
Kinesiology Activity\* AAE, AAQE, AB, AIE, AFG, APA, AQA, AQJD, ASA, AWT, BC1, BC2, BC3, BD1, BD2, BD3, BK, BKL, BKP, BL, BRD, BSF1, BX, CL, CP, CSVB, CW, DBS, DE, DRJ1, DRJ2, DS, DT, DV1, FC, FD, FFL, FL1, FL2, FL3, FN1, FN2, FN3, FSC, FS1, FS2, FW1, FW2, FW3, GBW, GF1, HHA, ID, JW, LAX1, LDFI, LG, OF, PF, PL1, PL2, PM, PPA1, SC1, SC2, SD, SI, SS, SWA, SW1, SW2, SW3, SW4, SWF1, SWF2, SWF3, SWF4, TDE1, TK1, TK2, TK3, TN1, TT, TTT, UF1, UF2, UF3, UF4, VB1, VB2, VB3, WP1, WP2, WP3, WT1, WT2, WTW1, WTW2, XT1, YO ATH, YOF, YO1, YO2  
Numbered Activity Courses: 31-65

Nutrition 1  
Psychology 10, 12\*\*, 24  
Psychology-Counseling 7\*\*\*, 10, 11, 18(F13), 30  
Sociology 4, 7  
Speech 10

\*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.

**US History, Constitution, and American Ideals:** 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

or

**GROUP 2** – Political Science 7 & History 7 or 8 or 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 pattern during the academic year it is taken.
2. Completion of the CSU GE Breadth pattern is not an admission requirement. If appropriate for the major, students may complete the minimum eligibility requirements for admission to a 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 and/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.

<b>INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)</b>			
<b>LAS POSITAS COLLEGE 2015-2016 (EFFECTIVE FALL 2015)</b>			
<b>MAY BE USED FOR GENERAL EDUCATION CERTIFICATION FOR THE UNIVERSITY OF CALIFORNIA AND/OR THE CALIFORNIA STATE UNIVERSITY</b>			
<b>USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N = NEED IP = IN PROGRESS C = COMPLETED</b>			
	N	IP	C
<b>AREA 1: ENGLISH COMMUNICATION</b>			
CSU: Select <b>3 courses</b> , 1 from <b>Group 1A</b> and 1 from <b>Group 1B</b> , and 1 from <b>Group 1C</b> , total of <b>9 units</b> required			
UC: Select <b>2 courses</b> , 1 from <b>Group 1A</b> and 1 from <b>Group 1B</b> , total of <b>6 units</b> required			
<b>GROUP 1A: English Composition (3 units)</b>	English 1A		
<b>GROUP 1B: Critical Thinking/English Composition (3 units)</b>	English 4 or 7		
<b>GROUP 1C: Oral Communication - CSU only (3 units)</b>	Speech 1 or 46		
<b>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b>			
Select <b>1 course</b> from below; minimum <b>3 units</b> required			
Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 40, 45, 47 or CS 17			
<b>AREA 3: ARTS AND HUMANITIES</b>			
Select <b>3 courses</b> from below, at least <b>1 course</b> from <b>Arts</b> , <b>1 course</b> from <b>Humanities</b> & <b>1 from either area</b> ; minimum of <b>9 units</b>			
<b>3A: ARTS</b> Select at least <b>1 course</b> from below: Art History 1, 4, 5 Music 1, 4, 5, 8A, 8B Photography 67 Theater Arts 4, 10, 11, 12, 14* <i>*Course must be taken for 3 units for IGETC credit.</i>		<b>3B: HUMANITIES</b> Select at least <b>1 course</b> from below: American Sign Language 2A, 2B English 20, 32, 35, 41, 44, 45 French 2A, 2B Humanities 3, 6, 10, 28, 44 Philosophy 1, 1H, 2, 2H, 3, 4, 5 Religious Studies 1, 2, 3, 11 Spanish 2A, 2B	
<b>AREA 4: SOCIAL AND BEHAVIORAL SCIENCES</b>			
Select <b>3 courses</b> from below, from at least 2 different disciplinary perspectives, minimum of <b>9 units</b>			
<b>4A: Anthropology &amp; Archaeology</b> Anthropology 1*, 2, 3, 4, 5, 12		<b>4G: Interdisciplinary, Social &amp; Behavioral Sciences</b> Early Childhood Development 52, 56 Mass Communications 5, 31 Psychology-Counseling 13 Sociology 5 Women's Studies 1, 2	
<b>4B: Economics</b> Economics 1, 2, 5, 10		<b>4H: Political Science, Government &amp; Legal Institutions</b> Political Science 7, 12, 20, 25, 30	
<b>4C: Ethnic Studies</b> Psychology-Counseling 13		<b>4I: Psychology</b> Psychology 1, 3, 4*, 6, 12, 13, 25	
<b>4D: Gender Studies</b> History 32 Psychology 13 Women's Studies 1, 2		<b>4J: Sociology &amp; Criminology</b> Sociology 1, 3, 4, 6, 11, 12, 13	
<b>4E: Geography</b> Geography 2, 5, 12		<i>*Courses may be listed in more than one area but will NOT be certified more than once</i>	
<b>4F: History</b> History 1, 2, 7, 8, 14, 25, 28, 32			
<b>AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE</b>			
Select <b>1 Physical Science Course</b> and <b>1 Biological Science Course</b> from below; minimum <b>7 units</b> ;			
<b>1 course</b> must include a laboratory			
<i>*Courses may be listed in more than one area but will NOT be certified more than once</i>			
<b>5A: PHYSICAL SCIENCE</b> Astronomy 1, 10, 20, <u>30</u> Chemistry <u>1A</u> , <u>1B</u> , <u>12A</u> , <u>12B</u> , <u>30A</u> , <u>30B</u> , <u>31</u> Environmental Studies 5 Geography 1, <u>1L</u> , 8 Geology 1, <u>1L</u> , 3, <u>3L</u> , 5, 7, 12, <u>12L</u> Physics <u>2A</u> , <u>2B</u> , <u>8A</u> , <u>8B</u> , <u>8C</u> , <u>8D</u> , 10, <u>10L</u>		<b>5B: BIOLOGICAL SCIENCE</b> Anthropology 1*, <u>1L</u> , 13 Biological Sciences: <u>1A</u> , <u>1B</u> , <u>1C</u> , <u>7A</u> , <u>7B</u> , <u>7C</u> , <u>10</u> , <u>20</u> , <u>30</u> , <u>40</u> , <u>50</u> , <u>60</u> Psychology 4* <i>*Courses may be listed in more than one area but will NOT be certified more than once</i>	
<b>5C: Laboratory Science Requirement</b> At least one course selected from group 5A or 5B must include a lab. Lab courses are indicated by an underline. The chosen lab must be associated with the lecture course.			
<b>AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY</b>			
Proficiency in a language other than English may be met in one of the ways listed below			
1. Complete <b>1</b> of the following courses or a higher level: ASL 1A, French 1A, Italian 1A, Spanish 1A.			
2. Complete <b>2</b> years of high school study in the same language, completed with a grade of 'C-' or higher.			
3. Demonstrating equivalent proficiency prior to transfer may also satisfy this requirement.			
<b>AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY</b>			
Complete <b>1 group</b> from below. <i>These courses may also be applied to Area 4.</i>			
<b>GROUP 1:</b> History 7 and History 8			
<b>GROUP 2:</b> Political Science 7 and one of the following: History 7 or 8 or 25 or 32			
<b>PLEASE NOTE THIS IMPORTANT INFORMATION</b>			
1. For a course to meet an IGETC requirement, the course must be on the IGETC pattern during the academic year it is taken.			
2. All courses taken to meet IGETC requirements must be completed with a grade of 'C' or better.			
3. Students are encouraged to meet with a counselor to discuss the various requirements for transfer and to make a Student Education Plan (SEP).			



## 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 to complete 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 4, or 7)
  - 1 course in Mathematical Concepts and Quantitative Reasoning (IGETC Area 2)
  - 4 courses chosen from at least 2 of the following 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.

## 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](http://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 college level and generally transferable.
- Courses numbered 100-149 are basic skills courses and are not degree applicable, AS Degree or transfer credit.
  - 9 Colloquia
  - 29 Independent Study (Transfer)
  - 100-149 Basic Skills\*
  - 150-199 Continuing Education Studies
  - 200-299 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](http://www.assist.org) for the most current limitations on UC transfer credit. See also individual courses in this Catalog or consult a counselor

State University General Education (GE) Breadth Requirements" chart in this Catalog. Counselor assistance is advised.

Discipline	Program	AA	AS	AA-T	AS-T	CERT
<b>Administration of Justice</b>	Administration of Justice*	x			x	
<b>Anthropology</b>	Anthropology			x		
<b>Arts</b>	Art (Emphasis in Painting)	x				
	Studio Arts			x		
<b>Automotive Technology</b>	Automotive California Smog*					x§
	Automotive Electronics Technology*		x			
	Automotive Service Technician*					x
	Automotive Technician*					x
<b>Biology</b>	Biology	x				
	Biology: Emphasis in Allied Health	x				
<b>Business</b>	Accounting Technician*					x
	Administrative Assistant*	x				x
	Bookkeeping*					x§
	Business*		x			
	Business Administration	x			x	
	Business Entrepreneurship*	x				x
	Business Workforce Proficiency*					x§
	Retail Management*					x
Supervisory Management*					x	
<b>Chemistry</b>	Chemistry		x			
	Chemistry Education	x				
<b>Computer Information Systems</b>	Computer Applications Software (Microcomputers)*					x
	Computer Information Systems*	x				
	Computer Information Technologist*		x			
	Project Management					x§
	Web Development*					x§
<b>Computer Networking Technology</b>	Cisco Network Associate*					x
	Cisco Network Professional*					x
	Computer Desktop OS Security*					x§
	Computer Forensics Examiner*					x§
	Computer Network Administration (Microsoft)*					x§
	Computer Network Technician*					x§
	Emerging Technologies*					x§
	Network Security and Administration*		x			
	Network and Wireless Security*					x§
TCP/IP Network Analysis*					x§	
<b>Computer Science</b>	Computer Programming		x			x
	Computer Programming for the Web		x			x
	Computer Science		x			
<b>Early Childhood Development</b>	Associate Teacher*					x
	Development Basic Teacher*					x
	Early Childhood Development*	x				
	Early Childhood Education				x	
	Early Childhood Intervention*	x				
	Early Childhood Intervention Assistant*					x
Family Childcare*					x	
<b>Emergency Medical Services</b>	Emergency Medical Services- EMT-P*		x			x
<b>Engineering</b>	Engineering **					

Discipline	Program	AA	AS	AA-T	AS-T	CERT
Environmental Science	Environmental Science		X			
Environmental Studies	Environmental Studies	X				
Fire Science Technology	Fire Science Technology*		X			X
Geography	Geography			X		
Geology	Geology				X	
Health Sciences	Administrative Medical Assistant*					X
History	History			X		
Horticulture	Horticulture*		X			X
Humanities	Humanities (General)	X				
Interior Design	Interior design*		X			X
International Studies (Not a Discipline)	International Studies	X				
Kinesiology	Kinesiology			X		
Liberal Arts & Sciences- (Not a Discipline)	<b>Liberal Arts &amp; Sciences Degree- Areas of Emphasis:</b>					
	Business	X				
	Computer Studies	X				
	Humanities	X				
	Language Arts	X				
	Mathematics and Science	X				
	Social Science	X				
Marketing	Marketing*	X				
	Retailing*					X
Mass Communications	Mass Communications*	X				
	Mass Communications: Journalism*			X		X
	Mass Communications: Radio Communications					X§
Mathematics	Mathematics				X	
Music	Music	X				
	Teaching Beginning Piano*					X
	Teaching Intermediate Piano*					X
Occupational Safety and Health	Occupational Safety and Health*		X			X
Philosophy	Philosophy			X		
Photography	Photography					X§
Physics	Physics		X			
Psychology	Psychology			X		
Psychology-Counseling	Health and Human Services*					X
Social Science (Not a Discipline)	Social Science (General)	X				
Sociology	Sociology			X		
Speech	Speech	X				
Theater Arts	Theater Arts	X		X		
	Technical Theater*					X
University Transfer (Not a Discipline)	IGETC					X
	CSU, General Ed. Breadth					X
Visual Communications	Visual Communications*	X				X
Viticulture and Winery Technology	Enology*		X			X
	Viticulture*		X			X
Welding Technology	Welding Technology*		X			X

**KEY** (students should consult with a counselor for further information)

\* **Career Technical Education (CTE)** - occupational programs designed for job entry; some courses are transferable to 4-year institutions. **x§ Career Certificate** - are not transcribed; these courses provide industry based professional development.

# ADMINISTRATION OF JUSTICE

DEGREE

## About the Program

The Las Positas College Administration of Justice program offers courses that lead to an Associate in Arts degree and a Basic Peace Officer Academy for students seeking full-time employment in law enforcement. The degree program prepares students for transfer to a four-year college or university while the Basic Peace Officer Academy program prepares students for direct job entry with a California law enforcement agency. Students interested in Forensics are directed to the Computer Networking Technology Certificate in Computer Forensics Examiner.

## Degrees/Certificates

- Degree:
  - AS-T Administration of Justice
  - AA – Administration of Justice
  - A California Peace Officer’s Standards and Training Basic Academy Certificate is awarded upon successful completion of the Alameda County Sheriff’s POST Academy.

## Careers and Opportunities

Career opportunities in AJ include: Municipal or Special District Police Officer, County Deputy Sheriff, FBI Agent\*, DEA Agent\*, Game Warden, Highway Patrol Officer, State Narcotics Agent, Lawyer\*, Forensic Specialist\*, Probation Officer\*, Parole Agent\*, and a host of other careers and jobs. (\* Denotes a four-year degree requirement for that position).

## Transferability

The Administration of Justice degree includes the lower-division degree requirements typical of four-year institutions. While units in this program are transferable to many institutions, students should consult a counselor for transfer information. General education requirements should be selected carefully based on the intended transfer institution.

## AS-T – Administration of Justice

The Las Positas College Administration of Justice program offers courses that lead to an Associate in Arts in Administration of Justice for transfer degree. The Associates in Art in Administration of Justice for Transfer prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Administration of Justice or similar major. This new degree provides Administration of Justice students assurance that their undergraduate work

will prepare them for junior status within the CSU system. Completing this degree will provide a stronger foundation for further educational endeavors. After completing the required courses in this program students will graduate with a broad-based understanding of the field of administration of justice, its demands, required skill-sets, needed abilities, and career opportunities.

### REQUIRED CORE

AJ 50 (Introduction to Administration of Justice) .....	3
AJ 60 (Criminal Law) .....	3

### LIST A (SELECT TWO)

AJ 61 (Evidence) .....	3
AJ 63 (Criminal Investigations).....	3
AJ 70 (Community Relations).....	3
AJ 55 (Introduction to Correctional Science) .....	3
AJ 66 (Juvenile Procedures).....	3

### LIST B (SELECT TWO)

SOC 1 (Principles of Sociology) .....	3
MATH 40 (Statistics and Probability) .....	4
PSYC 1 (General Psychology) .....	3

## AA – Administration of Justice

### Program Outcomes

Upon completion of the AJ degree program, the student will be academically prepared for a California Peace Officer Standards and Training Commission basic training academy.

### FRESHMAN YEAR

AJ 50 (Introduction to Administration of Justice) .....	3
AJ 54 (Investigative Reporting).....	3
AJ 60 (Criminal Law) .....	3
AJ 61 (Evidence) .....	3
Electives*.....	0-6
General Education Courses	

### SOPHOMORE YEAR

AJ 63 (Criminal Investigations).....	3
AJ 68 (Police Ethics and Leadership).....	3
AJ 70 (Community Relations).....	3
EMS 61 (Emergency Medical Responder).....	3
Electives*.....	0-6
General Education Courses	
Total units required .....	60

### \*Electives

Select from the following for a minimum of 6 units:

AJ 55 (Introduction to Correctional Science)
AJ 56 (Fundamentals of Crime and Delinquency)
AJ 59 (Child Abuse in the Community)
AJ 62 (The Justice System)
AJ 64 (Patrol Procedures)
AJ 66 (Juvenile Procedures)
AJ 69 (Sex Crime Investigation)
AJ 71 (Narcotics and Drug Enforcement)
AJ 74 (Gangs and Drugs)
AJ 79 (Homicide Investigation)
AJ 89 (Family Violence)
ANTR 13 (Introduction to Forensic Anthropology)
CNT 68 (Introduction to Computer Forensics)
CNT 70 (Computer Forensics II)

PSYC 6 (Abnormal Psychology)  
PSYC 12 (Life-Span Psychology)  
SOC 1 (Principles of Sociology)  
SOC 6 (Social Problems)

## Administration of Justice Courses

### (AJ)

#### **AJ 50 INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS**

History and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. 3 hours lecture. Transfer: CSU, UC; CSU GE: D8. C-ID#: AJ110  
Degree Applicable, Credit Grading Option: OP

#### **AJ 54 INVESTIGATIVE REPORTING 3 UNITS**

Investigative reports with emphasis upon accuracy and details necessary. Includes arrest reports, incident reports, and miscellaneous field reports. Techniques and methods used to cover information; how to analyze and present information in a clear and concise report. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

#### **AJ 55 INTRODUCTION TO CORRECTIONAL SCIENCE 3 UNITS**

Aspects of modern correctional process as utilized in rehabilitation of adult and juvenile offenders. Emphasis on custody, rehabilitation, and treatment programs as recognized by modern penology. Exploration of career opportunities. 3 hours lecture. Transfer: CSU. C-ID# AJ 200.  
Degree Applicable, Credit Grading Option: OP

#### **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 and other code sections; case law, methodology, and concepts of law as a social force. 3 hours lecture. Transfer: CSU, UC; CSU GE: D8. C-ID#: AJ120  
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 66 JUVENILE PROCEDURES 3 UNITS**

Organization, functions and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 3 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**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Culture, Religion, and Law. 3 hours lecture. Transfer: CSU, UC. C-ID# AJ 160. 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 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 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 9997 LAW ENFORCEMENT ACADEMY 29 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). Strongly recommended: AJ 50, AJ 60, AJ 61, and AJ 70 (completed with a grade of "C" or higher) or employment as a peace officer. Degree Applicable, Credit Grading Option: P/N

NOTE: Interested students must contact the Alameda County Sheriff's Department, Regional Training Center, 6289 Madigan Road, Dublin, California 94568. by calling 925-551-6972.

**AJ 9964 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**

## AMERICAN SIGN LANGUAGE

### About the Courses

The Foreign Language program offers primarily first-year and second-year transfer-level courses in American Sign Language (ASL), French, Italian, and Spanish. The American Sign Language 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: ASL 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: ASL 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: ASL 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

## ANTHROPOLOGY

DEGREE

### 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.

### Degrees/Certificates

- Degree:
  - AA-T in Anthropology

### 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 transfer; all courses articulate to CSU/UC as lower-division units. Students earning the AA-T in Anthropology degree are guaranteed priority admission to CSU and can expect to complete their BA degrees within 60 semester or 90 quarter units. 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.

### AA-T in Anthropology

#### Program Outcomes

- Students will be able to contrast the fundamental ways in which cultures differ from one other.
- Students will be able to use anthropological research methods to gather data (including research in contemporary journals, field work, and the systematic analysis of findings).

#### REQUIRED CORE, 9 UNITS

ANTR 1 (Biological/Physical Anthropology) .....	3
ANTR 2 (Introduction to Archaeology) .....	3
ANTR 3 (Social and Cultural Anthropology) .....	3

#### LIST A

Select from the following for a minimum of 3 units:

ANTR 12 (Magic, Religion, Witchcraft, and Healing) .....	3
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#### LIST B

Select from the following for 3-4 units:

GEOL 1 (Physical Geology) and GEOL 1L (Physical Geology Laboratory) .....	4
PSYC 25 (Research Methods) .....	4
SOC 13 (Research Methods) .....	4
GEOG 15 (Introduction to GIS) .....	3

#### LIST C

Select from the following for a minimum of 3 units:

ANTR 4 (Language and Culture) .....	3
ANTR 5 (Cultures of the U.S. in Global Perspective) .....	3
ANTR 13 (Introduction to Forensic Anthropology) .....	3
HIST 14 (History and American Cultures in California) .....	3
HIST 25 (American Indian History and Culture) .....	3
PSCN 13 (Multicultural Issues in Contemporary America) .....	3



SOC 3 (Cultural and Racial Minorities)..... 3

UC; CSU GE: D1, D7; IGETC: 4A, 4G. C-ID# ANTH 120.

Degree Applicable, Credit

Grading Option: OP

## ***Anthropology Courses (ANTR)***

### **ANTR 1 BIOLOGICAL/PHYSICAL ANTHROPOLOGY 3 UNITS**

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. The course may include a lab component. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B2 or D1; IGETC 4A or 5B CID# ANTH 110.

Degree Applicable, Credit

Grading Option: OP

### **ANTR 1L BIOLOGICAL/PHYSICAL ANTHROPOLOGY LABORATORY 1 UNIT**

This laboratory course is offered as a supplement to Introduction to Biological Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record and other resources to investigate processes that affect human evolution. Prerequisite: ANTR 1 (may be taken concurrently). Strongly recommended: Eligibility for ENG 1A. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C

Degree Applicable, Credit

Grading Option: OP

### **ANTR 2 INTRODUCTION TO ARCHAEOLOGY: PREHISTORY AND CULTURE GROWTH 3 UNITS**

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D1; IGETC: 4A. CID# ANTH 150.

Degree Applicable, Credit

Grading Option: OP

### **ANTR 3 SOCIAL /CULTURAL ANTHROPOLOGY 3 UNITS**

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU,

### **ANTR 4 LANGUAGE AND CULTURE 3 UNITS**

This introductory course serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why and with whom we communicate. This course surveys three core areas in linguistic anthropology--structural linguistics: phonetics, phonology, morphology and syntax, as well as the biocultural basis of language; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture, and issues of language conservation and loss. Strongly recommended: ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D1; IGETC: 4A

Degree Applicable, Credit

Grading Option: OP

### **ANTR 5 CULTURES OF THE U.S. IN GLOBAL PERSPECTIVE 3 UNITS**

Issues relevant to understanding race, class, gender and ethnicity within the American setting. Historical, as well as contemporary, situation of the following groups: 1) African Americans; 2) Native Americans; 3) Hispanic Americans; 4) European Americans; and, 5) Asian Americans, among other groups. Emphasis on analyzing the way that public understandings of culture and biology are translated into social policy. Contemporary social issues such as race relations, multiculturalism, affirmative action, bilingual education, and the use and abuse of I.Q. testing. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D1; IGETC: 4A

Degree Applicable, Credit

Grading Option: OP

### **ANTR 12 MAGIC/ RELIGION/ WITCHCRAFT/ HEALING 3 UNITS**

Cross-cultural perspectives on spirituality, religious practice, myth, ancestor beliefs, witchcraft and the variety of religious rituals and practitioners found in the cultures of the world. Examination of the cosmologies of different cultures through the anthropological perspective. Emphasis is placed on how knowledge of the religious practices and beliefs of others can help us to understand the multicultural world in which we live. Comparison of the ways in which diverse cultures confront the large and fundamental questions of existence: those dealing with the meaning life, birth and death, and with the relationship of humans to each other and to their universe. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: D1; IGETC: 4A.

Degree Applicable, Credit

Grading Option: GR

### **ANTR 13 INTRODUCTION TO FORENSIC ANTHROPOLOGY 3 UNITS**

An introductory course in the application of physical anthropology to the medico-legal process with an emphasis on the identification of human skeletal remains. Includes basic human osteology and odontology, assessment of age at time of death, sex, ancestry, trauma analysis, pathology, and general physical characteristics including height and weight based upon minimal skeletal remains. Estimation of time since death, crime scene analysis, animal scavenging, and identification procedures. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CDU GE: B2.

Credit, Degree Applicable

Grading Option: OP

## ART

## ART HISTORY

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 in Art (Emphasis in Painting)
  - AA-T in 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-T in Studio Arts

This Associate in Arts in Studio Arts for Transfer (Studio Arts AA-T) degree is designed to prepare students for transfer to a CSU institution to continue their studies toward earning a B.A. in Art or Studio Arts. The students who earn a Studio Arts AA-T degree will have an understanding of art and design concepts, the ability to communicate using visual media, and will possess a portfolio of work reflecting their knowledge, techniques, and creativity gained during the course of study. Students must satisfy the following requirements in order to earn the Associate in Arts in Studio Arts for Transfer degree:

**REQUIRED CORE, 12 UNITS**

ARHS 5 (Art History: Renaissance to Modern) .....	3
ARTS 23 (2D Design) .....	3
ARTS 24 (3D Design) .....	3
ARTS 2A (Introduction to Drawing).....	3

**LIST A**

ARHS 4 (Art History: Ancient).....	3
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**LIST B, 9 UNITS**

ARTS 3A (Figure and Composition).....	3
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ARTS 2B (Drawing and Composition) .....	3
ARTS 7A (Introduction to Water Color Painting) .....	3
ARTS 12A (Oil/Acrylic Painting: Beginning I) .....	3
ARTS 13A (Acrylic Painting: Beginning I) .....	3
ARTS 26 (Color Theory) .....	3

**SECOND SEMESTER**

ARTS 3B (Figure and Composition I) .....	3
ARTS 12B (Oil/Acrylic Painting: Beginning II) .....	3
ARTS 13B (Acrylic Painting: Beginning II).....	3

## AA in Art: Emphasis in Painting

**Program Outcomes**

Students will demonstrate an understanding of art and design concepts and communicate using visual media.

**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**

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. 2 hours lecture, 4 hours studio. AA/AS GE. Transfer: CSU, UC; CSU GE: C1. CID# ARTS 110.

Degree Applicable, Credit

Grading Option: OP

**ARTS 2B DRAWING AND COMPOSITION 3 UNITS**

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical contemporary approaches to drawing. Prerequisite: ARTS 2A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC CID# ARTS 205.

Degree Applicable, Credit

Grading Option: OP

**ARTS 3A FIGURE AND COMPOSITION I 3 UNITS**

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course

will learn both descriptive and interpretive approaches to drawing the figure. Strongly recommended: ARTS 2A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. AA/AS GE. Transfer: CSU, UC; CSU GE: C1. CID# ARTS 200.  
Degree Applicable, Credit Grading Option: OP

**ARTS 3B FIGURE AND COMPOSITION II 3 UNITS**

Development of knowledge and skills introduced in Arts 3A, with an emphasis on composition, color, and drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Prerequisite: ARTS 3A (completed with a grade of "C" or higher). Strongly recommended: 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 3C FIGURE AND COMPOSITION III 3 UNITS**

Advanced application of knowledge and skills introduced in Arts 3B, with emphasis on composition, color, and drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will start to utilize personal approaches and media to drawing the figure. Prerequisite: ARTS 3B (completed with a grade of "C" or higher). Strongly recommended: 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 3D FIGURE AND COMPOSITION IV 3 UNITS**

Advanced application of knowledge and skills introduced in Arts 3C at a more personal level. Drawing the figure with charcoal, conté, graphite, ink, watercolor, pastels, and tempera with emphasis on composition and color and drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Prerequisite: ARTS 3C (completed with a grade of "C" or higher). Strongly recommended: 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 7A INTRODUCTION TO WATERCOLOR PAINTING I 3 UNIT**

Introduction to principles, elements, and practices of watercolor painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Strongly recommended: 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 7B WATERCOLOR PAINTING 3 UNITS**

Development of knowledge and skills introduced in ARTS 7A with an emphasis on experimenting with the watercolor medium, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Prerequisite: ARTS 7A (completed with a grade of "C" or higher). Strongly recommended: 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 7C ADVANCED WATERCOLOR: PAINTING I 3 UNITS**

Development of knowledge and skills introduced in ARTS 7B directed towards individual needs with an emphasis on individual expression. Prerequisite: ARTS 7B (completed with a grade of "C" or higher). Strongly recommended: 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 7D ADVANCED WATERCOLOR PAINTING II 3 UNITS**

Advanced projects in watercolor painting with emphasis on demonstrating functional competence and an intellectual understanding of personal ideas. Further development of knowledge and skills introduced in ARTS 7C directed towards individualized needs. Prerequisite: ARTS 7C (completed with a grade of "C" or higher). Strongly recommended: 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 10 DESIGN AND MATERIALS 3 UNITS**

Introduction to the basic elements of design: line, texture, value, shape, color, light, and spatial concepts. Experimentation with paper, cardboard, cloth, etc. Emphasis on two-dimensional design. 2 hours lecture, 4 hours studio.  
Degree Applicable, Credit Grading Option: OP

**ARTS 11 DESIGN, MATERIALS, AND COLOR 3 UNITS**

Introduction to principles, elements, and practices of painting. Color theory as it applies to two and three dimensional design. 2 hours lecture, 4 hours studio. 2 hours lecture, 4 hours studio.  
Degree Applicable, Credit Grading Option: OP

**ARTS 12A OIL/ACRYLIC PAINTING: BEGINNING I 3 UNITS**

Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Strongly recommended: 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 12B OIL/ACRYLIC PAINTING: BEGINNING II 3 UNITS**

Development of knowledge and skills introduced in ARTS 12A with emphasis on the principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Prerequisite: ARTS 12A (completed with a grade of "C" or higher). Strongly recommended: 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 12C OIL/ACRYLIC PAINTING: ADVANCED I 3 UNITS**

Advanced projects in oil or acrylic painting with an emphasis on individual creative work and development of personal ideas and style. Prerequisite: ARTS 12B (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC  
Degree Applicable, Credit Grading Option: OP

**ARTS 12D OIL/ACRYLIC PAINTING: ADVANCED II 3 UNITS**

Advanced projects in oil or acrylic painting with emphasis on

demonstrating functional competence and an intellectual understanding of advanced personal ideas. Prerequisite: ARTS 12C (completed with a grade of "C" or higher). Strongly recommended: 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 13A ACRYLIC PAINTING: BEGINNING I 3 UNITS**  
Introduction to principles, elements, and practices of acrylic painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. 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 13B ACRYLIC PAINTING: BEGINNING II 3 UNITS**  
Development of knowledge and skills introduced in Arts 13A with emphasis on the principles, elements, and practices of acrylic painting. Focus on exploration of acrylic painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Prerequisite: ARTS 13A (completed with a grade of "C" or higher). Strongly recommended: 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 13C ACRYLIC PAINTING: ADVANCED I 3 UNITS**  
Advanced projects in acrylic painting with emphasis on individual creative work and development of personal ideas and style. Prerequisite: ARTS 13B (completed with a grade of "C" or higher). Strongly recommended: ARTS 2A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU, UC  
Degree Applicable, Credit Grading Option: P/NP

**ARTS 13D ACRYLIC PAINTING: ADVANCED II 3 UNITS**  
Advanced projects in acrylic painting with emphasis on demonstrating functional competence and intellectual understanding of advanced personal ideas. Prerequisite: ARTS 13C (completed with a grade of "C" or higher). Strongly recommended: 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 23 2D DESIGN 3 UNITS**  
Introduction to the concepts, applications, and historical references related to 2-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. 2 hours lecture, 4 hours studio. Transfer: AA/AS, CSU, UC. CID# ARTS 100.  
Grading Option: OP

**ARTS 24 3D DESIGN 3 UNITS**  
Introduction to the concepts, applications, and historical references related to 3-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to 3-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for 3-dimensional studio projects. Transfer: CSU, UC. CID# ARTS 101.  
Grading Option: OP

**ARTS 26 COLOR THEORY 3 UNITS**  
This course is an introduction to the characteristics of color and its interaction. Major color theorists will be presented such as Itten and Albers. Assignments will include creative application of color theory in various media including computers. Development of a

visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. 2 hours lecture, 4 hours studio. Transfer: CSU, UC Grading Option: OP

## Art History Courses (ARHS)

**ARHS 1 INTRODUCTION TO ART 3 UNITS**  
Architecture, sculpture, painting, photography and design in relation to human inventiveness in providing for material and aesthetic needs. This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. Strongly recommended: Eligibility for ENG1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A  
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. Strongly recommended: Eligibility for ENG1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A. CID# ARHS 110.  
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. Strongly recommended: Eligibility for ENG1A. 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 Courses

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 10 INTRODUCTION TO ASTRONOMY: 3 UNITS** **THE SOLAR SYSTEM**

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, ASTR 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 ASTR 20 if taken after ASTR 1.

Degree Applicable, Credit

Grading Option: OP

### **ASTR 20 INTRODUCTION TO ASTRONOMY: 3 UNITS** **STARS AND THE UNIVERSE**

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 ASTR 20 if taken after ASTR 1.

Degree Applicable, Credit

Grading Option: OP

### **ASTR 30 INTRODUCTION TO ASTRONOMY 1 UNIT** **LABORATORY**

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: ASTR 1, or ASTR 10, or ASTR 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, KIA, and other manufacturers; Automotive Apprenticeship; Smog Certification; Alternative Fuels; State of California Bureau of Automotive Repair Smog Inspection Referee and Training Program. These additional programs provide our students with numerous opportunities for industry exposure. Career opportunities include Teaching, Automotive Technician, Automotive Parts Personnel, Automotive Management, Shop Owners, and Automotive Performance 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**

*(Program Under Review)*

**Program Outcomes**

- Student will be able to follow safety guidelines while employed in an automotive related job.
- Student should be able to use automotive knowledge to diagnose various automotive concerns.

**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**

*(Program Under Review)*

Please contact the department for updated course information.

**Program Outcomes**

- Student will be able to follow safety guidelines while employed in an automotive related job.
- Student should be able to use automotive knowledge to diagnose various automotive concerns.

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**

**Program Outcomes**

- Student will be able to follow safety guidelines while employed in an automotive related job.
- Student should be able to use automotive knowledge to diagnose various automotive concerns.

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 required .....	10.0 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.

**Automotive Technology (AUTO)**

**AUTO A1 ENGINE REPAIR 4 UNITS**

An in depth study of engines: mechanical, measurement, and assembly. A study of the above mentioned components including theory, teardown, evaluate, qualifying, and rebuilding. This class' emphasis is on engines. Students are encouraged to enroll in Automotive Lab concurrently. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**AUTO A2 AUTOMATIC TRANSMISSION/ TRANSAXLE 4 UNITS**

An in depth study of engine, transmission, transaxles: mechanical, measurement, and assembly. An in-depth study of the above mentioned components including theory, teardown, evaluate, qualifying, and rebuilding. Students are encouraged to enroll in Automotive Lab concurrently. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**AUTO A3 MANUAL DRIVE TRAIN AND AXLES 4 UNITS**

An in-depth study of rear axle, front axle, and transfer cases: mechanical, measurement, and assembly. Including theory, teardown, qualifying, and rebuilding. Students are encouraged to enroll in

Automotive Lab concurrently. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**AUTO A4 SUSPENSION AND STEERING 4 UNITS**

Diagnosis, evaluation, testing, adjustment, alignment and repair of steering and suspension systems. Including all common automotive steering and suspension systems both car and truck. Future systems will also be covered. Students are strongly recommended to enroll in Automotive Lab concurrently. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**AUTO A5 BRAKES 4 UNITS**

Diagnosis, evaluation, inspection, adjustment, and repair of braking, antilock braking systems, traction control 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 strongly recommended to enroll in Automotive Lab concurrently. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**AUTO A6 ELECTRICAL/ELECTRONIC SYSTEMS 4 UNITS**

Automotive electrical/electronic systems, including electrical circuits, ohms law, battery, starting, charging, ignition, fuel, accessories, brakes, chassis, suspension, steering, HVAC and wiring systems. Emphasis on diagnosis of electrical troubles, assembly, and repair of components and diagnostic equipment usage. Students are strongly recommended to enroll in Automotive Lab concurrently. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**AUTO L1 ADVANCED ENGINE PERFORMANCE 5 UNITS**

Continuation of Automotive Technology A6 and A8 with an emphasis on diagnosis of electronic problems including computer controlled circuits/systems using schematics, diagnostic procedures and equipment. Students are strongly recommended to enroll in Automotive Lab concurrently. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**AUTO L3 LIGHT DUTY HYBRID/ELECTRICAL 4 UNITS  
VEHICLES**

A study in the history, current and future of alternative fuels, hybrids and electric vehicles 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. Students are strongly recommended to enroll in Automotive Lab concurrently. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**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: AUTO 55 (may be taken concurrently). 6 hours laboratory.  
Degree Applicable, Credit Grading Option: OP

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

Continuation of AUTO 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 3 UNITS  
CONDITIONING, 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 69 AUTOMOTIVE TESTING AND 4 UNITS  
DIAGNOSIS**

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 hour 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 hour 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 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 educational opportunities to meet the needs of our community. Academic pathways are available for students seeking transfer to four-year institutions, an AA degree in Biology or AA in Biology with emphasis in Allied Health, pre-nursing and pre-dental hygiene program preparation, and pre-professional goals (e.g., medicine, radiology, optometry, paramedic, veterinary). Additionally, the program offers courses required for various AA/AS degrees and certificates (e.g., Horticulture, Kinesiology (Physical Education), Psychology, Viticulture/Enology), and to meet general education requirements.

The course work required for the AA in Biology, provides foundational knowledge and hands-on experiences across all levels of biology, from the molecular to the ecological.

The course work for the AA in Biology (Emphasis in Allied Health) provides students with the basic understanding of human anatomy and physiology, along with an overview of microbiology that impacts humans.

**Degrees/Certificates**

- Degrees:
  - AA – Biology



- o 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 in Biology (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 in 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.

## AA - Biology

### Program Outcomes

- Be able to explain and apply basic principles of biology at different levels, from the biochemical to the ecological.
- Be able to design, conduct, analyze, and/or report results of investigations and experiments in the laboratory and/or field.
- Be able to demonstrate proficiency in standard biology lab techniques and lab safety procedures.

The AA – Biology degree provides students with a strong biology and chemistry foundation to prepare students for entry-level opportunities in academia and industry for further pursuits in higher education and specialized careers. The AA-Biology degree is designed to prepare students for transfer by fulfilling typical lower-division requirements at four-year institutions. Some variation in degree requirements may exist at a particular four-year institution; therefore, it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor.

### FRESHMAN YEAR

BIO 1A (General Botany) .....	5
BIO 1B (General Zoology) .....	5
CHEM 1A (General College Chemistry I) .....	5
CHEM 1B (General College Chemistry II) .....	5
General Education Courses	

### SOPHOMORE YEAR

BIO 1C (Cell and Molecular Biology) .....	5
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PHYS 2A* (Introduction to Physics I) .....	4
PHYS 2B** (Introduction to Physics II) .....	4
General Education Courses	
Total units required .....	60

\*Fall only

\*\*Spring only

## AA – Biology (Emphasis in Allied Health)

### Program Outcomes

- Be able to explain and apply the basic principles and processes of biology at different levels, from the biochemical to the ecological.
- Be able to design, conduct, analyze, and report results of experiments.
- Be able to demonstrate proficiency in standard biology lab techniques and lab safety procedure..

The AA – Biology (Emphasis in Allied Health) degree provides courses that are required for students entering nursing school or other programs in Allied Health fields such as dental hygiene, radiology, surgical technician, kinesiology, physical therapy, occupational therapy, emergency medical technician, paramedic, medical assisting, and health information technology.

### FRESHMAN YEAR

BIO 7A (General Human Anatomy) .....	5
CHEM 30A (Introductory and Applied Chemistry I) .....	4
CHEM 30B (Introductory and Applied Chemistry II) .....	4
General Education Courses	

### SOPHOMORE YEAR

BIO 7B (Human Physiology) .....	5
BIO 7C (Microbiology) .....	5
General Education Courses	
Total units required .....	60

## Biology Courses (BIO)

### BIO 1A GENERAL BOTANY 5 UNITS

Formerly BOTN 1. Plant structure and function, with emphasis on anatomy, morphology, and physiology of higher (flowering) plants. Includes evolutionary sequence of plant forms and basic principles of ecology. Prerequisite: MATH 55 or MATH 55B or an appropriate skill level demonstrated through the mathematics assessment process. Strongly recommended: BIO 30. 3 hours lecture, 6 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UC; CSU GE: B2, B3; IGETC: 5B, 5C. CID#BIOL155  
Degree Applicable, Credit Grading Option: GR

### BIO 1B GENERAL ZOOLOGY 5 UNITS

Formerly ZOO1 1. Major groups of animal phyla and heterotrophic unicellular eukaryotes. Topics include comparative structure and function, development, ecology, taxonomy, phylogeny, evolution, and behavior. Designed for majors in biological sciences and related fields. Prerequisite: MATH 55 or MATH 55B or an appropriate skill level demonstrated through the mathematics assessment process. Strongly recommended: BIO 30. 3 hours lecture, 6 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, USC;

CSU GE: B2, B3; IGETC: 5B, 5C. CID#BIOL150

Degree Applicable, Credit

Grading Option: GR

**BIO 1C CELL AND MOLECULAR BIOLOGY 5 UNITS**

Principles of cell and molecular biology. Includes biochemistry, cell structure and function, cell homeostasis, cell metabolism, cell reproduction, cell communication, genetics, molecular biology, biotechnology, and evolution. Emphasis on scientific inquiry and experimental design. (Note: BIOL 1.) Prerequisite: BIO 1A or BIO 1B (completed with a grade of "C" or higher), MATH 55 or MATH 55B, and CHEM 1A, which may be taken concurrently with BIO 1C. Students must also be eligible for ENG 1A. 3 hours lecture, 6 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UC; CSU GE: B2, B3; IGETC: 5B, 5C. C-ID# BIOL 190.

Degree Applicable, Credit

Grading Option: GR

**BIO 7A HUMAN ANATOMY 5 UNITS**

Formerly ANAT 1. 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: BIO 30 (completed with a grade of "C" or higher). Strongly recommended: Eligibility for ENG 1A. 3 hours lecture, 6 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE: B2, B3; IGETC: 5B, 5C. \*Combined BIO 7A, BIO 7B and BIO 50, max credit 2 courses. C-ID# BIOL 110B.

Degree Applicable, Credit

Grading Option: GR

**BIO 7B HUMAN PHYSIOLOGY 5 UNITS**

Formerly PHSI 1. Function and regulation of the human body. This course examines general, cellular, and molecular interactions that integrate the organ systems to maintain homeostasis. Human responses and computer simulations are used to collect and analyze data. Designed for nursing, physical and occupational therapy, and other health sciences majors. Prerequisite: CHEM 30A, or CHEM 31, or CHEM 1A and BIO 7A (completed with a grade of "C" or higher). Strongly recommended: CHEM 30B and English 1A. 3 hours lecture, 6 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE: B2, B3; IGETC: 5B, 5C. \*BIO 7A, BIO 7B, and BIO 50

combined, max UC credit, 2 courses. C-ID# BIOL 120B

Degree Applicable, Credit

Grading Option: GR

**BIO 7C MICROBIOLOGY 5 UNITS**

Formerly MICR 1. 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. Prerequisites: BIO 30, CHEM 30A or CHEM 1A, and ENG 1A (completed with a minimum grade of "C" or higher). Strongly recommended: BIO 7A. 3 hours lecture, 6 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UCCSU GE: B2, B3; IGETC: 5B, 5C.

Degree Applicable, Credit

Grading Option: GR

**BIO 10 INTRODUCTION TO THE SCIENCE OF BIOLOGY 4 UNITS**

Formerly BIOL 10. Basic principles of biology dealing with the nature of living things, and the nature of scientific investigation and its bioethical impact in our modern world. Designed for non-majors in biology and biomedical sciences. 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC\*; CSU GE: B2, B3; IGETC: 5B & 5C. \*BIO 10 and BIO 30 combined: max UC credit, one course

Degree Applicable, Credit

Grading Option: OP

**BIO 20 CONTEMPORARY HUMAN BIOLOGY 3 UNITS**

Formerly BIOL 20. A study of the Human organism, beginning at the cellular level, emphasizing organ systems, and also including topics of genetics and biotechnology. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B2; IGETC 5B

Degree Applicable, Credit

Grading Option: OP

**BIO 30 INTRODUCTION TO COLLEGE BIOLOGY 4 UNITS**

Formerly BIOL 31. Basic principles of biology. Cell structure and function, cell division, cell metabolism, reproduction, genetics, taxonomy, origin of life, and evolution. Laboratory emphasis on developing various laboratory skills, using the metric system, collecting data, graphing, interpreting data, and preparing for and taking laboratory exams. Designed to prepare the necessary concepts and laboratory skills and experience that are needed to succeed in more advanced courses in biology. Strongly recommended: MATH 65 or MATH 65B and eligibility for ENG 1A. 3 hours lecture, 3 hours laboratory for 1 laboratory unit.

AA/AS GE. Transfer: CSU, \*UC; CSU GE: B2, B3; IGETC, 5B, 5C.

\*BIO 10 and BIO 30 combined, max UC credit, one course. Degree Applicable, Credit

Grading Option: GR

**BIO 40 HUMANS AND THE ENVIRONMENT 3 UNITS**

Formerly ECOL 10. Identification of problems created by humans' modification of their environment by focusing on ecological interactions involving the human species; investigating the life processes of organisms as they relate to specific environments. 3 hours lecture. AA/AS GE: Transfer: CSU, UC; CSU GE: B2; IGETC: 5B.

Degree Applicable, Credit

Grading Option: OP

**BIO 50 ANATOMY AND PHYSIOLOGY 4 UNITS**

Formerly BIOL 50. Transfer: CSU, UC\*; CSU GE: B2, B3; IGETC: 5B, 5C. \*BIO 7A, BIO 7B, and BIO 50 combined, max UC credit, 2 courses. No changes other than the rubrics.

Degree Applicable, Credit

Grading Option: GR

**BIO 60 MARINE BIOLOGY 4 UNITS**

Formerly BIOL 5. Ocean as a habitat, the organisms that inhabit marine waters, their ecology, adaptations and evolution, and the role of the ocean in the ecology of the biosphere. 3 hours lecture, 3 hours laboratory for 1 laboratory unit. AA/AE GE. Transfer: CSU, UC: CSR GE: B2, B3; IGETC: 5B, 5C.

Degree Applicable, Credit

Grading Option: OP

**BIO 70 FIELD BIOLOGY 3 UNITS**

Formerly BIOL 40. California ecosystems and living vertebrates, their behavior, evolution and ecology, and their interactions with humans. 3 hours lecture, 3 hours laboratory for 1 laboratory unit. AA/AE GE. Transfer: CSU: CSR GE: B2, B3.

Degree Applicable, Credit

Grading Option: GR

**BUSINESS**

DEGREE  CERTIFICATE

**About the Program**

The Business area of study is designed to prepare students for a wide range of careers and to assist students in upgrading existing work knowledge and skills. The areas of specialization available at Las Positas College reflect the

current and projected needs of the ever-changing, dynamic business environment. It is critical that students work closely with business faculty and counselors to determine what degrees or certificates are most consistent with their individual career and/or transfer goals. Students may pursue programs that:

- Upgrade skills
- Prepare them for work
- Continue their education with a transfer pattern of study

## Degrees/Certificates

- Degrees:
  - AS-T — Business Administration
  - AA — Administrative Assistant
  - AS — Business
  - AA — Business Administration (Transfer Preparation)
  - AA — Business Entrepreneurship
- Certificates:
  - Business Entrepreneurship
  - Accounting Technician
  - Business Workforce Proficiency
  - Retail Management
  - Supervisory Management
  - Administrative Assistant
  - Bookkeeping

## Career Opportunities

Career opportunities include, but are not limited to: entry, level-one analyst and assistant positions in marketing, human resources, distribution, logistics, human resources, product research, and finance; and entry-level supervisory positions in all business and non-profit entities.

## Transferability

A majority of the Business courses transfer to four-year universities and may fulfill typical lower division major requirements for business related majors. 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-T - Business Administration

### Program Outcomes

- Demonstrate knowledge of business operations, the business organization, business environments, and business procedures.

- Compare and contrast ethical standards and best practices of social responsibility to business situations.
- Explain the functions of all business operations and identify the resources needed in each area.

The Associates in Science in Business Administration for Transfer is based on the state-wide Transfer Model Curriculum for Business, developed as detailed by California State legislation SB1440. Upon successful completion of the program's requirements (with a GPA of 2.0 or better), students will receive priority admission with junior status to some campuses of the California State University System. The Associates in Science in Business Administration for Transfer prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. After completing the required courses in this program students will graduate with a broad-based understanding of the field of business, its demands, required skill-sets, needed abilities, and career opportunities.

### REQUIRED CORE (15 UNITS)

BUSN 1A (Financial Accounting) .....	4
BUSN 1B (Managerial Accounting) .....	4
ECON 1 (Principles of Microeconomics) .....	3
ECON 2 (Principles of Macroeconomics) .....	3
BUSN 18 (Business Law) .....	4

### LIST A (3 UNITS)

MATH 34 (Calculus for Business and Social Sciences) .....	5
MATH 40 (Statistics and Probability) .....	4

### LIST B (5-6 UNITS)

Any LIST A course not already used	
CIS 50 (Introduction to Computing and Information Tech) .....	3
BUSN 40 (Introduction to Business) .....	3

## AA - Administrative Assistant

### Program Outcomes

Complete business-related documents using the various functions—basic, intermediate, and advanced—of the software programs: Word, Excel, PowerPoint.

### FRESHMAN YEAR

CIS 50 (Intro to Computing and Information Technology) .....	3
CIS 73A (Ten-Key Skill Development) .....	1
CIS 75 (Office Technology/Communications) .....	1
CIS 88A (Introduction to Microsoft Word for Windows).....	1.5
CIS 88B (Advanced Microsoft Word for Windows) .....	1.5
BUSN 74 (Office Procedures) .....	3
CIS 43 (Professional Communications) or .....	4
BUSN 43 (Professional Communications) .....	4
BUSN 40 (Introduction to Business).....	3
BUSN 51A (General Accounting I) or .....	3
BUSN 1A (Financial Accounting) .....	4
Electives* .....	3
General Education Courses	

### SOPHOMORE YEAR

CIS 72A (Data Management) .....	1
CIS 55 (Integrating Office Applications).....	4
BUSN 48 (Human Relations in the Workplace) .....	3
CIS 54 (Excel: Introduction to Spreadsheets).....	4
CIS 89A (Desktop Presentation) .....	1
BUSN 95 (Business Work Experience) or .....	1-3
BUSN 96 (Business Work Experience Seminar) or .....	1
Electives* .....	0-3

General Education Courses  
Total units required .....60

**\*Electives**

Select from the following for a minimum of 6 units:

- CIS 57 (Access: Introduction to Databases)
- CIS 59A (Web Development: HTML/ XHTML)
- CIS 66 (Networking Fundamentals)
- 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**

**Program Outcomes**

- Demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Compare and contrast ethical standards and best practices of social responsibility to business situations.
- Explain the functions of all business operations and identify the resources needed in each area.

**FRESHMAN YEAR**

BUSN 48 (Human Relations in the Workplace) or	3
BUSN 52 (Business Communications)	3
BUSN 40 (Introduction to Business)	3
BUSN 55** (Business Mathematics)	3
BUSN 51A (General Accounting I) or	3
BUSN 1A (Financial Accounting)	4
CIS 50 (Intro to Computing and Information Technology)	3
ECON 10*** (General Economics) or	3
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	3
BUSN 20 (International Business)	3
CIS 88A (Introduction to Microsoft Word for Windows) and	1.5
CIS 88B (Advanced Microsoft Word for Windows)	1.5
CIS 55 (Integrating Office Applications)	4
BUSN 18 (Business Law)	4
BUSN 53 (Business Correspondence) or	3
BUSN 43 (Professional Communications)	4
BUSN 95 (Business Work Experience)	1-3
BUSN 96 (Business Work Experience Seminar)	1
Electives*	1-4
General Education Courses§	
Total units required	60

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

**\*Electives**

Select from the following for a minimum of 1 unit:

- 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)**

**Program Outcomes**

- Demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Compare and contrast ethical standards and best practices of social responsibility to business situations.
- Explain the functions of all business operations and identify the resources needed in each area.
- List and explain the factors of production, the external business environments and apply their influence in specific business problems.

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	3
MATH 34 (Calculus for Business and Social Sciences)	5
Select from the following for a minimum of 1 unit:	
CIS 71ABC (Computer Typing) or	1-4
LIBR 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 41 (Statistics for Business Majors) or	5
MATH 40 (Statistics and Probability)	4
BUSN 1B (Managerial Accounting)	4
General Education Courses	
Total units required	60

**AA – Business Entrepreneurship**

**Program Outcomes**

- Demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Describe the nature and characteristics of successful small businesses.

- Define “Competitive Advantage” and discuss actions a small business should use to achieve it.
- Construct a business plan, essential marketing plan, and the basic financial documents needed for a small business.

**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 .....	4
BUSN 53 (Business Correspondence).....	3
BUSN 51A (General Accounting I) or .....	4
BUSN 1A (Financial Accounting) .....	3
MKTG 50 (Introduction to Marketing).....	3
ECON 10*** (General Economics) or .....	3
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 .....	3
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)
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

**Program Outcomes**

Upon completion of this certificate, students will be able to perform variety of functions in an accounting department including: maintain and update financial records, prepare and analyze financial statements, review bookkeepers’ and clerks’ work for accuracy and completeness, prepare individual income tax returns containing schedule A, B, C, D and E, maintain cost records and prepare and analyze budgets.

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
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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 .....	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.

## Certificate of Achievement Administrative Assistant

**Program Outcomes**

Demonstrate the ability to successfully use basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.

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 .....	4
BUSN 43 (Professional Communications) .....	4
CIS 50 (Intro to Computing and Information Technology) .....	3
CIS 88A (Introduction to Microsoft Word for Windows) and .....	1.5
CIS 88B (Advanced Microsoft Word for Windows) .....	1.5
CIS 89A (Desktop Presentation) .....	1
BUSN 51A (General Accounting I) .....	3
CIS 55 (Integrating Office Applications for .....	4
Personal Computers) or .....	4
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

**Program Outcomes**

- Describe the nature and characteristics of successful small business persons.
- Summarize the responsibilities of small business owners in selecting, motivating, training, and supervising employees.
- Define and provide concrete examples of the “Competitive Advantage” concept that a small business must achieve in order to succeed.
- Compare and contrast the impact of the external business environments on small businesses.
- Construct a business plan, essential marketing plan, and basic financial documents for a small business.

- Detail key business procedures relevant to a specific problem using appropriate technology.

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 .....	3
BUSN 1A (Financial Accounting) .....	4
BUSN 58 (Small Business Management) or .....	3
MKTG 60 (Retail Store Management) .....	3
BUSN 56 (Introductions to Management) or .....	3
BUSN 48 (Human Relations in the Workplace) .....	3
Total units required .....	28-29

## Career Certificate Business Workforce Proficiency§

PSCN 15 (College Study Skills) .....	2
BUSN 48 (Human Relations in the Workplace) .....	3
CIS 43 (Professional Communications) or .....	4
BUSN 43 (Professional Communications) .....	4
BUSN 74 (Office Procedures).....	3
BUSN 40 (Introduction to Business).....	3
Elective Units* .....	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

### Program Outcomes

- Demonstrate the integration of basic management theories into supervisory and management functions.
- List current problems related to human behavior in organizations and detail management practices effective in managing those issues..
- Differentiate threshold issues involved in legal, ethical, and social responsibilities of management.

- Identify key business procedures relevant to a specific problem using appropriate technology.
- Integrate basic management theories into supervisor and management functions.
- Summarize measures that can be taken by individuals and organizations to correct organizational dysfunctions.
- Determine the demand for products and services offered by a firm and identify potential customers.
- List resources and strategies for monitoring trends which help identify the need for new products and services.

BUSN 55 (Business Mathematics).....	3
BUSN 52 (Business Communications) or .....	3
SPCH 10 (Interpersonal Communication) .....	3
CIS 50 (Intro to Computing and Information Technology) or .....	3
Three (3) units of Computer Application courses such as	
Word, Excel, etc .....	3
BUSN 53 (Business Correspondence) or .....	3
ENG 1A (Critical Reading and Composition) .....	3
BUSN 56 (Introduction to Management).....	3
BUSN 51A (General Accounting I) or .....	3
BUSN 1A (Financial Accounting) .....	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

### Program Outcomes

- List the primary responsibilities of a supervisor in business today.
- Identify appropriate information compilation, reporting, storage and retrieval systems for common business situations..
- Demonstrate effective strategies for team work, planning, organizing, leading, and controlling human resources.
- Analyze basic business documents to detect problems within an area of supervision.

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 .....	1-3
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. C-ID# ACCT 110.

Degree Applicable, Credit

Grading Option: GR

**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 as Principles of Accounting II) Prerequisite: BUSN 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 regulations impacting business transactions. Introduction to the legal process. Topics include sources of legal concepts and ethics, criminal law, torts, contracts, consumer financial transactions, environment, competition, agency, criminal law, business organizations, and judicial and administrative processes. Strongly recommended: ENG 1A and BUSN 40 (completed with a grade of "C" or higher). 4 hours lecture. AA/AS-GE. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: GR

**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 import and exporting. Strongly recommended: BUSN 40 and ENG 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**

A multidisciplinary examination and introduction to business operations within the U.S. and global society. 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. Demonstrates how culture, society, and external business environments impact a business' ability to achieve its organizational goals. Strongly recommended: ENG 1A. 3 hours lecture. Transfer: CSU, UC. CID# BUS 110

Degree Applicable, Credit

Grading Option: GR

**BUSN 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 CIS 43, CNT 43, CS 43, ENG 43, or SPCH 43 may not receive credit. Strongly recommended: ENG 1A. 4 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**BUSN 45 ENTREPRENEURSHIP 3 UNITS**

Explore the skills, aptitudes, and attitudes of individuals and teams engaged in entrepreneurial activities. Work with the various methods for recognizing business opportunities/ideas and develop selected portions of a business plan. Examine approaches to growing the business, and the mechanisms for operating a sound business. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**BUSN 47 SUPERVISORY MANAGEMENT FOR DIRECT SUPPORT SERVICES 3 UNITS**

Principles, functions, and responsibilities of effective supervisory management for direct support services organizations that serve disabled persons. Focus on the planning, organizing, staffing, leading, and controlling aspects within an organization, including current trends and developments, ethics, advocacy, diversity, legal issues, decision making, problem solving, communications, leadership, training, employee evaluation, and team building. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**BUSN 48 HUMAN RELATIONS IN THE WORKPLACE 3 UNITS**

An introduction to the interpersonal skills needed in today's workplace with a focus on decision making, cross cultural relations, resolving conflict, managing change, group dynamics, ethical behavior, becoming a leader, and personal career management. Students who have completed Supervision 81 may not receive credit. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**BUSN 51A GENERAL ACCOUNTING I 3 UNITS**

Bookkeeping practice; debit and credit practice; books of original entry; ledgers, working papers, adjusting and closing entries; income statement, balance sheet, and statement of owners equity, cash, payroll, special journals, merchandising firms. 3 hours lecture, 1 hour laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**BUSN 52 BUSINESS COMMUNICATIONS 3 UNITS**

Study of communication functions, choices, and roles for professionals that help remove barriers. Practice in using verbal, nonverbal and writing skills to communicate one-on-one, in groups and electronically. Cross-cultural communications, face-to-face and online meeting management, delegating work assignments, planning, problem solving, conferences, employee counseling and making oral presentations. Strongly recommended: Eligibility for English 1A. 3 hours lecture. AA/AS GE. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**BUSN 53 BUSINESS CORRESPONDENCE 3 UNITS**  
Development of skills in organizing and writing business letters, memoranda, e-mail, reports, resumes, and letters of application with an emphasis on rules for punctuation, spelling, and grammar which meet the needs of modern business. Strongly recommended: Eligibility for English 1A. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 55 BUSINESS MATHEMATICS 3 UNITS**  
Mathematics to solve typical business problems including simple interest, compound interest, installment sales, trade and cash discounts, mark on percents, pricing, discounting notes and drafts, depreciation, taxes, insurance, statistics, stocks and bonds, and distribution of ownership and profits. Strongly recommended: BUSN 105B. 3 hours lecture. AA/AS GE. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 56 INTRODUCTION TO MANAGEMENT 3 UNITS**  
Introduction to the application of tools, principles and concepts in business management. Emphasis will be on planning, organizing, leading, and controlling. Additional topics will include decision-making, employee motivation, team work, and current trends. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 58 SMALL BUSINESS MANAGEMENT 3 UNITS**  
Fundamentals of starting and operating a business. Emphasis on achieving optimum benefits from limited resources. Focus on management functions, financing options, e-commerce, marketing, and regulatory issues encountered by start-up businesses. Strongly recommended: BUSN 51 or BUSN 1A. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP Introduction to the use of QuickBooks accounting software to

**BUSN 61 INTRODUCTION TO QUICKBOOKS ACCOUNTING 1.5 UNITS**  
Introduction to the use of QuickBooks accounting software to process transactions related to a service company. Specific topics include using company files, sales and receivables, payables and purchases, end of period transactions and payroll. Transactions include journalizing, adjusting entries, closing entries, bank reconciliation and preparing financial statements. Strongly recommended: BUSN 1A or BUSN 51A or equivalent. 1 hour lecture, 1.5 hours Degree Applicable, Credit Grading Option: OP

**BUSN 63 PAYROLL ACCOUNTING I 2 UNITS**  
Learn about Payroll Accounting System based on state and federal payroll tax laws. Concepts covered include: Fair Labor Standards Act, employee and employer payroll tax deductions, payroll recordkeeping requirements, personnel records, unemployment tax acts, computing gross and net salaries, reading time cards, computing regular and overtime wage rates for hourly and salaried employees. Filing payroll tax returns and computing various payroll taxes including: Social Security tax, federal income tax, state income tax, federal unemployment tax, state unemployment tax and voluntary withholdings. 2 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 65 FEDERAL INCOME TAX ACCOUNTING 3 UNITS**  
A study and analysis of the principles of federal income tax applied to employees, self-employed individuals and rental income. Includes an overview of taxes related to partnerships, informational returns and corporate tax returns. Analysis of the Internal Revenue Code with examination of court rulings and regulations. Review of new legislation that alters existing tax law. Introduction to tax preparation software is included. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 74 OFFICE PROCEDURES 3 UNITS**  
Introduction to office principles and procedures including telephone skills, office equipment, working effectively in a team environment, records management, customer service, meeting/event planning, postal/shipping services, utilizing the internet for on-line services and resources, written and oral business communications, conflict resolution and office etiquette. Prepares administrative professionals to work in a diversified workforce with emerging technologies. Strongly recommended: CIS 8 and CIS 71C. 2 hours lecture and 3 hours laboratory. Degree Applicable, Credit Grading Option: OP

**BUSN 77 FINANCIAL AND INSURANCE PROCEDURES FOR MEDICAL OFFICES 3 UNITS**  
A comprehensive study of medical documentation, insurance claims, coding, billing and collection strategies. Procedures and paperwork involving various insurance providers including Tricare, Medicare, Medi-claim, Workman's Compensation, Disability Insurance, and private insurance carriers in inpatient and outpatient care. Privacy rules and regulations governed by HIPPA involving patient confidential information. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 84 WORKPLACE SAFETY, SECURITY AND HEALTH 3 UNITS**  
Management's responsibilities in workplace safety, security, health and accident prevention. Focus on managers' and supervisors' role; Cal-OSHA, California SB 198 and the American Disabilities Act in relation to a secure, safe and healthy work environment; identifying and containing different types of safety and security hazards; safety and security analysis; and incident investigation; health and safety training aids, stress reduction and management; ergonomics and future challenges in safety and security issues. Strongly recommended: BUSN 56. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 88 HUMAN RESOURCES MANAGEMENT 3 UNITS**  
Introduction to the management of human resources with an emphasis on understanding the impact and accountability to the organization in terms of human resource decisions and activities. Focus on best strategies and practices in recruitment and selection, performance management, compensation and benefits, employee relations, and workplace health, safety and security. Strongly recommended: BUSN 56. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**BUSN 95 BUSINESS WORK EXPERIENCE 1-3 UNITS**  
Earn college credit while working. College supervised part-time or full-time employment. Through the cooperation of the work supervisor, students contract to accomplish new learning objectives and broaden their experiences at work. Corequisite: Concurrent enrollment in Business 96. 5-15 hours of employment per week. Maximum units for all work experience courses, combined total of 4 units. Transfer: CSU Degree Applicable, Credit Grading Option: GR

**BUSN 96 BUSINESS WORK EXPERIENCE SEMINAR 1 UNIT**  
Earn college credit while working. Focal point for the coordination of college supervised part-time or full-time employment. With an emphasis on building strong working relationships with supervisors, subordinates and co-workers, seminar topics include: effective communication skills, career exploration, resume writing, job interviewing and case studies. Corequisite: Business Work Experience 95. Maximum units for all work experience courses, combined total of 4 units. Transfer: CSU



# 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)

#### Program Outcomes

- Students completing this degree should be able to demonstrate proficiency in solving complex problems in and conceptual understanding of General Chemistry as measured by the ACS Full-Year General Chemistry Exam.
- Students completing this degree should be able to demonstrate proficiency in solving complex problems in and conceptual understanding of Organic Chemistry as measured by the ACS Full-Year Organic Chemistry Exam.

#### FRESHMAN YEAR

CHEM 1A** (General College Chemistry I).....	5
CHEM 1B (General College Chemistry II).....	5
MATH 1* (Calculus I) .....	5
MATH 2 (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) <i>from one of the following courses:</i>	
ECOL 10 (Humans and the Environment) or	
BIO 30 (Introduction to College Biology) or	
CS 1 (Computing Fundamentals I)	
Total units required .....	60

#### \*Recommended Electives:

PHYS 8B (General Physics II) or  
PHYS 8C (General Physics III)¥  
PHYS 8D (General Physics IV)  
MATH 5 (Ordinary Differential Equations)  
MATH 7 (Elementary Linear Algebra)  
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

### Program Outcomes

- Students completing this degree should be able to demonstrate proficiency in solving complex problems in and conceptual understanding of General Chemistry as measured by the ACS Full-Year General Chemistry Exam.
- Students completing this degree should be able to demonstrate proficiency in solving complex problems in and conceptual understanding of Organic Chemistry as measured by the ACS Full-Year Organic Chemistry Exam.

### 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* (Calculus I) .....	5
MATH 2 (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 required .....	60

\*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. C-ID#: CHEM110, CHEM 120S.

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. C-ID#: CHEM120S.

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; CSU GE: B1, B3; IGETC: 5A & 5C. C-ID#: CHEM150, CHEM160S.

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; CSU GE: B1, B3; IGETC: 5A & 5C. C-ID#: CHEM160S.

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 55Y (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.\*No UC credit if taken after CHEM 1A or 30A  
Degree Applicable, Credit Grading Option: OP

# COMPUTER INFORMATION SYSTEMS

DEGREE  CERTIFICATE

## About the Program

Computer Information Systems (CIS) degree and certificate programs are for the business professional with an emphasis on a variety of computer subjects applicable to the "real business world." The types of jobs held by computer professionals fall into several general categories, including computer design and manufacturing, computer sales and service, system development and programming, and computer operations.

The Computer Information Systems (CIS) program is designed to:

- Introduce all students to basic computer literacy skills;
- Build a solid foundation of knowledge to transfer to a four-year institution;
- Enhance, improve, and upgrade current computer skills; and
- Provide classes necessary to acquire computer industry certifications.

## Degrees/Certificates

- Degree:
  - AA – Computer Information Systems
  - AA - Computer Information Technologist
- Certificate of Achievement:
  - Computer Applications Software (Microcomputers)
- Career Certificates:
  - Web Development
  - Project Management

## Career Opportunities

Include, but are not limited to: administrative assistant, office manager, customer service representative, project manager, event planner, database administrator, help desk specialist, receptionist, technical support specialist, and web site designer/webmaster.

## Transferability

A majority of the Computer Information Systems courses transfer to four-year universities and may fulfill some lower division major requirements. 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.

## AA - Computer Information Systems

### Program Outcomes

Students will be able to demonstrate basic computer literacy skills.

### FRESHMAN YEAR

CIS 50 (Intro to Computing and Information Technology) .....	3
CIS 65 (Introduction to Desktop Operating Systems) .....	2
CIS 55 (Integrating Office Applications).....	4
CIS 88A (Introduction to Microsoft Word for Windows).....	1.5
CIS Systems 88B (Advanced Microsoft Word for Windows) .....	1.5
CIS 54 (Excel: Introduction to Spreadsheets).....	4
General Education Courses	

### SOPHOMORE YEAR

CIS 43 (Professional Communications).....	4
CIS 66 (Networking Fundamentals) .....	3
CIS 57 (Access: Introduction to Databases) .....	4
Systems Analysis and Project Management Options*.....	5
Programming and Web Design Options * .....	6
General Education Courses	
Total Units .....	60

### \*System Analysis and Project Management Options

Select from the following for a minimum of 5 units

CIS 60 (Systems Analysis and Design)
CIS 62 (Project Management)
CIS 70 (Project Management Tools)

### \*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

**AS - Computer Information Technologist**

The Computer Information Technology program prepares students for a variety of career opportunities including database design and administration, software development, network and systems administration, computer system analysis, and computer help desk and system support. This program provides students with a core of general education and computer information systems courses coupled with a flexible set of elective requirements.

This Associates of Sciences degree program incorporates the latest emerging technologies and skills employers are seeking today. Elective courses beyond the core may be chosen to develop specialization in a selected area or to obtain a broader understanding of certain computer technologies and how they fit together.

**FRESHMAN YEAR**

CS 7 (Intro to Computer Programming Concepts)	3
CIS 65 (Introduction to Desktop Operating Systems)	2
OR	
CNT 50 (Introduction to Desktop Operating Systems)	2
CIS 66 (Networking Fundamentals)	3
OR	
CNT 52 (Networking Fundamentals)	3
CS 1 (Computing Fundamentals)	4
OR	
CS 31 (Java Programming)	4
CIS 43 (Professional Communications)	3

**SOPHOMORE YEAR**

CNT 69 Network Security Sec+	3
CIS 9002 ORACLE: Database Design and SQL Programming	3
CIS 60 Systems Analysis and Design	3
CS 41 INTRO TO LINUX/UNIX, LINUX+	4
OR	
CNT 7401 INTRO TO LINUX/UNIX, LINUX+	4
INTN 1 Internship Seminar	1
AND	
INTN 2 Internship Field Placement	2
OR	
WRKX 96 Work Experience Seminar	1
AND	
WRKX 95 Work Experience	2
OR	
CS 47 Capstone Project	3

**ELECTIVES**

(Select from the list below for a total of 10 units)

*Programming Electives*

CS 2 Computing Fundamentals	4
CS 20 Adv Prog w/data Structures/C++	4

*Networking/A+ Electives*

CNT 51 CompTIA's A+ Certification Computer Technician	4
CNT 55 Installing & Configuring Windows Server MCSA II	3
CNT 56 Administering Windows Server MCSA II	3

*Database/Project Management Electives*

CIS 62 Project Management	3
CIS 9001 Database Design Methodology	2

**PROGRAM BASED GE**

CIS 50 Intro to Computer Info Tech	3
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General Education Requirements

See Counselor for additional information

**Certificate of Achievement**

**Computer Applications Software (Microcomputers)**

**Program Outcomes**

Students will be able to demonstrate basic computer literacy skills.

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)	4
CIS 68 (Using Visual Basic for Microsoft Office Applications)	4
CIS 59A (Web Development: HTML/XHTML)	3
CIS 59B (Web Page Development: DHTML/HXTML, CSS, JavaScript)	3
CIS 69 (Web Development: Web Design Technologies and Tools)	3
CIS 46 (Game Programming: 2D and 3D)	3
CIS 57C (Web Development: JavaScript)	3
CIS 85A (Dreamweaver I)	3
CIS 85B (Dreamweaver II)	3

**\*\*Electives**

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

CIS 55B (Advanced MS Office Skills)	3
CIS 66 (Networking Fundamentals)	3
CNT 51A (A+ Hardware Fundamentals)	3
CNT 51B (A+ Operating System Fundamentals)	3
CIS 99 (Special Studies)	3

**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)	3
CIS 54 (Excel: Introduction to Spreadsheets)	3
CIS 57 (Access: Introduction to Databases)	3
BUSN 56 (Introduction to Management)	3
BUSN 52 (Business Communications)	3

§ 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/XHTML, CSS, JavaScript) ....	2
CIS 59C (Web Development: JavaScript) .....	2
CIS 85A (Web Development: Dreamweaver I) .....	4
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 business computing environment. 3 hours lecture, 1 hour laboratory. AA/AS GE. Transfer CSU, UC. C-ID# BUS 140

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 applications. Strongly recommended: CIS 55. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 55D OFFICE WEB APPS, COLLABORATION, CLOUD COMPUTING 2 UNITS**

Over the Internet; create browser-based Office documents (word documents, spreadsheets, presentations, forms), securely save and share Office documents, and collaborate online with colleagues. Explore Google Docs, Windows Web Apps, and other online collaboration tools. Strongly recommended: Computer Information System 55. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 57 ACCESS: INTRODUCTION TO DATABASES 4 UNITS**

Introduction to Database Management Systems, a computer program that is used to organize, store, and retrieve information. Understanding of data, file and database concepts using Microsoft Access with emphasis on business applications. Identify and evaluate client needs/requirements and translate those needs into a working database application model. Integrate Access data with other Microsoft applications, such as Word and Excel. Strongly recommended: CIS 50 and CIS 55. 3 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 59A WEB DEVELOPMENT: HTML/XHTML 2 UNITS**

Introduction to publishing on the World Wide Web (WWW). Topics include: creating Web pages with markup languages, including HTML/XHTML, file management for the Web, and uploading files via File Transfer Protocol (FTP) to a web server. This course includes coding with mark up languages, cascading style sheets, and introduction to scripting (JavaScript), the use of images and other media (audio, video) on the Web, and interactive tools like forms

and image maps. This course prepares apprentice Web designers and developers to identify the information needs of a client, design appropriate WWW solutions, and implement them. Strongly recommended: Computer Information System 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 59B WEB DEVELOPMENT: DHTML/XHTML, CSS, JAVASCRIPT 2 UNITS**

An expansion of HTML web authoring capabilities that includes Dynamic HTML/XHTML, cascading style sheets, and JavaScript. This course is designed to offer students a case-oriented, problem-solving approach to learning beyond the basics of HTML/XHTML. Students will quickly review all the most important topics of HTML/XHTML, from the basics of creating Web pages with graphics and links, using tables, and controlling page layout with frames, to study more advanced topics, including cascading style sheets, programming with JavaScript and JavaScript objects and events, creating a multimedia Web page, creating a Web page with forms, working with dynamic content and layout, controlling mouse and keyboard events, and creating new frames and windows. Strongly recommended: CIS 59A. 2 hours lecture, 1 hour laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 59C WEB PROGRAMMING - JAVASCRIPT AND AJAX 4 UNITS**

Develop client-side, interactive webpages using JavaScript and asynchronous JavaScript and XML (AJAX) scripting languages. Write JavaScript scripts that manipulate with the JavaScript Document Object Model (DOM), control program flow, validate forms, animate images, target frames, and create cookies. Implement AJAX techniques that use JavaScript-based objects to retrieve responses from a web server in a dynamic way, allowing for instant, on page updating, a key element in Web 2.0. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 60 SYSTEMS ANALYSIS AND DESIGN 3 UNITS**

Principles of systems analysis; techniques of analysis and design. This course will explore systems analysis and design from the early days of second generation systems development up to and including graphical user interface design and development (GUI). Exercises and case projects to develop knowledgeable use of the entire system development life cycle. Data gathering, problem solving, data flow diagrams, decision tables, pseudocode, database design and implementation, program coding and the use of Computer-Aided Software Engineering (CASE) tools. Strongly recommended: CIS 50. 3 hours lecture, 1 hour laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

#### **CIS 62 PROJECT MANAGEMENT 3 UNITS**

Using the Project Management Institute's (PMI) Guide to the Project Management Body of Knowledge (PMBOK), learn the basic characteristics of projects and project management, with emphasis on the five PMBOK project process groups of initiating, planning, executing, controlling, and closing. Explore the nine knowledge areas of project integration, scope, time, cost, quality, human resources, communication, and risk and procurement management. This introductory course covers the terminology you will need to know, how all the project management processes are linked together, the key areas of expertise you need to know to manage projects successfully. Review objectives of industry certifications including: Project+, CAPM, PMP. This course focuses on developing and applying management and business skills in typical technical and

business environments and provides an introduction to the field of project management. Strongly recommended: CIS 60. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 63 ADVANCED PROJECT MANAGEMENT 3 UNITS**

In-depth study of project management methodologies. Covers best practices for on-time, on-budget project completion, including technology tools that can be used to track and expedite projects, leadership skills, interpersonal skills, and effective communications. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 65 INTRODUCTION TO DESKTOP OPERATING SYSTEMS 2 UNITS**

By performing numerous hands-on labs, students in this class will gain an understanding of operating systems using command line and GUI interfaces. Students will use virtualization software to install and configure operating systems and user applications on a class room computer. Students will also experiment with remote computing and storage. Current operating systems for portable devices will be demonstrated. The role of hardware, application software and the operating system and how they interact with each other will be explored. Strongly recommended: CIS 50. 1 hour lecture, 3 hours laboratory for 1 laboratory unit. Students who have completed or are enrolled in Computer Networking Technology 50 may not receive credit.

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 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 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 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 Style Sheets without wading through reams of code. Students will learn to plan, build, organize, upload and manage Web pages as a Web site. Strongly recommended: CIS 85A. 2 hours lecture, 1 hour laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 88A INTRODUCTION TO MICROSOFT WORD 1.5 UNITS**

Develop the skills needed in the workplace to produce common business documents. Topics include document creation and editing; use of Microsoft Word features to apply character and paragraph formatting; creating and formatting tables, enhancing

visual appeal by incorporating graphics elements, and printing documents. Strongly recommended: CIS 71A. 1 lecture hour; 1.5 laboratory hours. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 88B ADVANCED MICROSOFT WORD FOR WINDOWS 1.5 UNITS**

Advanced word processing techniques used to produce complex business documents. Includes topics such integrating graphics and shapes into documents, formatting multiple page reports, creating tables of contents and indexes, inserting footnotes/endnotes and bibliographies, creating and using macros, and form templates, and integration with other programs such as Excel. Strongly recommended: CIS 88A. 1 hour lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 89A DESKTOP PRESENTATION 1 UNIT**

Desktop presentation design techniques and enhancements. Application using current desktop presentation software. Hands-on experience creating, saving, printing slide shows. .5 hour lecture. 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 89B DESKTOP PUBLISHING 1.5 UNITS**

Design professional and customized business cards, letterheads, envelopes, mailing labels, and brochures quickly and easily using Microsoft Publisher. 1 hour lecture. 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 90 TODAY'S TECHNOLOGY TOOLS 2 UNITS**

Technology is always changing; this fun, fast-paced, dynamic class is a hands-on exploration of today's hot new technologies. Students will identify today's new technology trends and understand how and why to appropriately incorporate these technology tools into school/workplace activities. Today, with student input, topics could include: new web tools (instant messaging, podcasting, blogs, wikis, social networking sites, virtual worlds), new websites, collaboration software, tech gadgets, and more. Tomorrow? to be determined 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 90.01 DATABASE MANAGEMENT [9001] SYSTEMS 2 UNITS**

This course provides students with a vendor-neutral introduction to and an overview of database systems including database design, Entity Relationship data modeling, the relational model, optimizing databases through normalization, data administration and SQL. Application of knowledge with hands-on experience with a database management system. 2 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 90.02 ORACLE: DATABASE DESIGN AND [9002] SQL PROGRAMMING 3 UNITS**

In Database Design, students learn to analyze business scenarios and create data models, a conceptual representation of an organization's information. In Database Programming with SQL, students implement their database design by creating a physical database using Oracle Structured Query Language (SQL) to create, query, manipulate, and control access to the data in a relational database. The SQL commands, functions, and operators supported by Oracle as extensions to standard SQL are emphasized. Students learn to create and maintain database objects such as tables, indexes, views, constraints, and sequences. Prepares students for the Oracle Certified Professional (OCP) exam. Strongly recommended: CIS 57.



2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 90.03 ORACLE: DATABASE 3 UNITS**  
**[9003] PROGRAMMING WITH PL/SQL**

This course introduces students to Procedural Language/Structured Query Language (PL/SQL) through a project-based approach. Learn procedural logic constructs such as variables, constants, conditional statements and iterative controls; then execute and manage PL\SQL stored program units such as procedures, functions, packages, and database triggers. Learn the basic functionality of how to debug functions and procedures using the SQL Developer Debugger. Manage PL/SQL subprograms, triggers, declaring identifiers and trapping exceptions. Strongly recommended: CIS 90.02. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 90.04 ORACLE: DATABASE 3 UNITS**  
**[9004] ADMINISTRATION**

This course is designed to give students a firm foundation in basic administration of Oracle's latest Database. In this class, students learn how to install and maintain Oracle Database; gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another; learn to create an operational database and properly manage the various structures in an effective and efficient manner, including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 90.10 WRITING SQL QUERIES USING 2 UNITS**  
**[9010] MICROSOFT SQL SERVER**

Introduction to how client/server architecture works, and examines the various database and business tasks that can be performed by using the components of Microsoft SQL Server. Learn SQL Server database concepts such as relational databases, normalization, and database objects. In addition, the student will learn how to use T-SQL to query databases and generate reports. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 91 INTEGRATING SOFT SKILLS 0.5 -2 UNITS**  
**WITH TECHNICAL PROFICIENCY**

"Soft Skills" or Workplace Readiness Skills result in effective job performance or college success. Soft skills complement hard skills, which are the technical requirements of a job. Combine technical proficiency with soft skills employability and foundation skills such as verbal and written communication, problem-solving, decision-making, and teamwork. Students enroll in one or more of four 8-hour seminars that focus on these soft skills: 1) effective written communication; 2) effective verbal/non-verbal communication; 3) problem solving and decision-making, or; 4) technology proficiency assessment. These skills have been identified as critical to the success of all IT professionals. 8 hours lecture/1 hour laboratory for each of the four above seminars, 0.5 unit each seminar. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 91.01 INTERNET BUSINESS 1.5 UNITS**  
**[9101] FUNDAMENTALS**

Internet Business Fundamentals prepares students to work effectively in today's business environment using the Internet's wide array of useful resources. Learn about the tasks involved in various Web Technology job roles and the skills and technologies to perform them. Review Internet connection methods, protocols, the

domain name system, and cloud computing. Study functions of Web browsers, the components of Web addresses and the use and control of cookies. Configure browser preferences and plug-ins. Study databases as they relate to Web search engines, and use search engines to conduct basic and advanced Web searches. Configure e-mail clients and use e-mail for communicating effectively over the Internet using modern Web technologies and social networking and collaboration tools. Learn about the risks associated with being connected to the Internet, and about the security measures that can keep your computer system and your personal information secure. NOTE: This course is one of a series in the Certified Internet Web Professional (CIW: www.ciwcertified.com) program. 1 hour lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 91.02 NETWORK TECHNOLOGY 1.5 UNITS**  
**[9102] FOUNDATIONS**

Network Technology Foundations is an accelerated networking course designed to teach essential networking concepts, skills, and practices. Identify various network components and protocols that enable users to share data. Explore different types of transmission media, and how network architecture and topologies provide for efficient and secure communication. Review the OSI reference model and its relationship to packet creation, and compare and contrast the OSI model with the Internet architecture model. Study the functions and features of internetworking server types, and the benefits of implementing a Content Management System (CMS). Learn about the importance of routing and explore IP addressing, IP address classes and subnet masks. Review essential network security concepts, Internet-based challenges facing today's users, and methods you can use to secure networks and network transmissions, including authentication, encryption and firewalls. NOTE: This course is one of a series in the Certified Internet Web Professional (CIW: www.ciwcertified.com) program. 1 hour lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 91.03 WEB SITE DEVELOPMENT 2 UNITS**  
**[9103] FOUNDATIONS**

Web Site Development Foundations teaches essential Web page development skills and how to work as a productive part of a Web site development team. Develop Web sites using HTML/XHTML; write source code manually and using graphical user interface (GUI) authoring tools. Insert images, hyperlinks, tables, forms, frames, using style sheets to format Web page content, and implement fundamental design concepts. Validate your XHTML code, recognizing the importance of Internet marketing and search engine optimization. Connect Web pages to databases, identify e-commerce solutions, and how link Web site development to business goals. Throughout the course, students will learn how sites are developed as managed projects. NOTE: This course is one of a series in the Certified Internet Web Professional (CIW: www.ciwcertified.com) program. 2 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CIS 91.04 WEB DESIGN SPECIALIST 3 UNITS**  
**[9104]**

Design and publish Web sites using popular production tools such as Dreamweaver, Flash, Expressions and HTML/XHTML. General topics include Web Site Development Essentials (site development process, customer expectations, ethical and legal issues), Web Design Elements (aesthetics, user's experience, navigation, usability, accessibility), Basic Web Technologies (HTML/XHTML, image files, GUI site development applications, site publishing and maintenance) and Advanced Web Technologies (multimedia and plug-in technologies, client-side and server-side technologies, and Web databases). In this course, you will work with popular production

tools such as Microsoft Expression, Adobe Dreamweaver and Flash. Study design and development technologies such as Cascading Style Sheets (CSS), Extensible Markup Language (XML), JavaScript, Java applets, Dynamic HTML, plug-ins, multimedia and databases. Learn how Web sites are developed as managed projects, relate Web site development to business goals, and apply guidelines for user accessibility to Web site development. Consider site design from several perspectives; design from the Web user's perspective so that you can identify with user interests and needs. You will also assume the roles of Web designer and project manager, as you work through the Web site development process by evolving a Web presence site into a working prototype Web project. . NOTE: This course is one of a series in the Certified Internet Web Professional (CIW: www.ciwcertified.com) program. Strongly recommended: CIS 59A. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**CIS 91.05 E-COMMERCE WEB TECHNOLOGY 2 UNITS [9105]**

E-Commerce strategies and practices show how to conduct business online and manage the technical issues associated with constructing an e-commerce Web site. Learn the similarities and differences between traditional and electronic commerce, and will explore e-commerce technologies at various levels of sophistication. NOTE: This course is one of a series in the Certified Internet Web Professional (CIW: www.ciwcertified.com) program. Strongly recommended: CIS 59A. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**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 99 SPECIAL STUDIES 0.3-3 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
- 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

### Program Outcomes

- Configure a WAN with routing, Troubleshoot WAN configuration.
- Configure a LAN with routing, Troubleshoot LAN configuration.

### 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 I) .....	4
Electives Tracks* .....	6-9
General Education Courses§	

### SOPHOMORE YEAR

CNT 62B (Cisco Networking Academy CCNA II).....	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 (WUFU Cisco & CWNA)
CNT 68 (Computer Forensics I)
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

### Program Outcomes

- Configure a WAN with routing, Troubleshoot WAN configuration.
- Configure a LAN with routing, Troubleshoot LAN configuration.

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 I) .....	4
CNT 62B (Cisco Networking Academy CCNA II) .....	4
CNT 43 (Professional Communications) .....	4
Total Units Required .....	21

## Certificate of Achievement Cisco Network Professional

### Program Outcomes

- Configure a WAN with routing, Troubleshoot WAN configuration.
- Configure a LAN with routing, Troubleshoot LAN configuration.

This certificate is in the process of being updated.

## 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 I) .....	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 Networking Academy CCNA I) or CNT 51A (A+ Hardware Fundamentals) and CNT 51B (A+ Operating System Fundamentals).....	3-4
CNT 68 (Computer Forensics I).....	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 (WIFI Cisco & 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 I) ..... 4  
 CNT 67 (WIFI Cisco & CWNA) ..... 2  
 CNT 68 (Computer Forensics I) ..... 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 Cisco & 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 3 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 operating systems using command line and GUI interfaces. Students will use virtualization software to install and configure operating systems and user applications on a class room computer. Students will also experiment with remote computing and storage. Current operating systems for portable devices will be demonstrated. The role of hardware, application software and the operating system and how they interact with each other will be explored. Strongly recommended: CIS 50. Students who have completed or are enrolled in Computer Information Systems 65 may not receive credit. 1 hour lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

**CNT 51 COMPTIA A+ CERTIFICATION COMPUTER TECHNICIAN 4 UNITS**

This course provides an introduction to the computer hardware and software skills needed to help meet the industry demand for entry-level PC Technicians. This course covers PC hardware, software, security, networking, laptops, printers, operational procedures, operating systems, security, troubleshooting, and mobile devices. The students will study the topics needed to become certified PC technicians. Preparation for the CompTIA A+ certification, which verifies knowledge equivalent to that of an entry-level ICT

(Information and Communications Technology) technician with about 12 months of hands-on experience. The responsibilities of an ICT professional will be introduced. Strongly recommended: CNT 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 52 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

**CNT 54 WINDOWS CLIENT— MS NETWORKING CERTIFICATION 3 UNITS**

Installation and configuration of Windows Professional operating system. Preparation for the Microsoft Certified System Engineer (MCSE) exam. Students will learn to install and configure Microsoft Windows Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. Creation of user and group accounts, group policies, administrating access to shared resources, configuration of hardware devices, monitoring of system resources, troubleshooting, and ensuring data integrity and security. Strongly recommended: Computer Network Technology 51 and Computer Network Technology 52. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 55 INSTALLING & CONFIGURING WINDOWS SERVER MCSA I 3 UNITS**

This course prepares the students for the Microsoft Certified Solutions Associate (MCSA) certification, and is the first of a series of three exams which validate the skills and knowledge necessary to implement a core Windows Server Infrastructure into an existing enterprise environment. This course focuses on skills for real jobs and prepares students to master core services such as Active Directory and networking services. This course also covers such skills as: Managing Active Directory Domain Services Objects, Automating Active Directory Domain Services Administration, Implementing Local Storage, Implementing File and Print Services, Implementing Group Policy, and Implementing Server Virtualization with Hyper-V. Strongly recommended: CNT 51B, and Computer Network Technology 52. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 56 ADMINISTERING WINDOWS SERVER MCSA II 3 UNITS**

This Administering Windows Server course covers the second of three exams required for Microsoft Certified Solutions Associate (MCSA) certification. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, maintaining, and provisioning services in a Windows Server environment. This course prepares students to prove mastery of services such as user and group management, network access, and data security. In addition, this course also covers: Implementing a Group Policy Infrastructure, Managing User and Service Accounts, Maintaining Active Directory Domain Services, Configuring and Troubleshooting DNS, Remote Access, Network Policy Server Role, Optimizing File Services, Increasing File System Security, and Implementing Update Management. 2.5 hours lecture, 1.5 hours

laboratory. Transfer CSU  
Degree Applicable, Credit

Grading Option: OP

**CNT 57 MS SERVER ADVANCED SERVICES MCSA III 3 UNITS**

This Administering Windows Server course covers the second of three exams required for Microsoft Certified Solutions Associate (MCSA) certification. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, maintaining, and provisioning services in a Windows Server environment. This course prepares students to prove mastery of services such as user and group management, network access, and data security. In addition, this course also covers: Implementing a Group Policy Infrastructure, Managing User and Service Accounts, Maintaining Active Directory Domain Services, Configuring and Troubleshooting DNS, Remote Access, Network Policy Server Role, Optimizing File Services, Increasing File System Security, and Implementing Update Management. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 62A CISCO NETWORKING ACADEMY CCNA I 4 UNITS**

This course covers the first half of the CCNA Cisco Certified Network Associate Certification curriculum, and the objectives of the Cisco CCENT certification exam. CNT62B covers the second half. CNT62A will cover the fundamentals of networking, including the OSI model and industry standards, concepts, network topologies, cabling, network hardware, basic network design, LANs, and network configuration and troubleshooting. It includes router and routing concepts and terminology including OSPF, RIP, EIGRP routing protocols, distance vector and link state routing, routing loop issues, routing theory, TCP/IP basics, IP v4 and v6 addressing, VLSM, CIDR, subnetting, router IOS and configuration, switching concepts, CDP and CSMA-CD. Students will get hands-on experience configuring Cisco routers and switches. Students should have strong basic computer skills and knowledge of Internet use. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**CNT 62B CISCO NETWORKING ACADEMY CCNA II 4 UNITS**

This course covers the second half of the Cisco Certified Network Associate (CCNA) curriculum, and the objectives of the CCNA and ICND exams. It covers internetwork topology and design, configuring LAN switches, STP, VLANs and trunking, TCP/IP suite, VLSM / CIDR, IPv4 and IPv6 addressing and subnetting, advanced routing concepts and configuration for RIP, IRPng, OSPF EIGRP, HSRP, and static routes. Also includes WANs using Frame Relay, PPP, PAP/CHAP authentication, and network address translation. Network security, best practices, router/switch security, passwords. Prerequisite: CNT 62A (with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 67 WIFI CISCO & CWNA 3 UNITS**

Subjects covered include: wireless networks, access, modems, routers, firewalls, war-driving, security, compatibility, site survey and network planning, basic network administration, basic network troubleshooting, and objectives for the Cisco and CWNA wireless certifications. This course will prepare students to plan, purchase, and install a small to medium-sized wireless or WIFI and secure it, and meets the needs of small businesses, SOHO (Small Office, Home Office) workers, telecommuters, and home wireless

networks. Strongly recommended: CIS 50 or CNT 55. 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 68 COMPUTER FORENSICS I 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 utilizing court-approved forensic software and tools. Strongly recommended: CIS 50 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 69 NETWORK SECURITY SEC+ 3 UNITS**

This course follows the CompTIA Security+ certification objectives, and provides an introduction to the concepts and practices of secure network design and management using desktop and network operating systems, router and switch operating systems, hardware and software Firewall and VPN technology for wired and wireless systems. The program will include authentication methods and devices, protocol analysis and IP network troubleshooting, strategies for identifying and countering vulnerabilities, network medias and topologies in a secure network, intrusion detection and forensic incident response. Strongly recommended: CNT 51B or CIS 50 and CNT 51A (completed with a grade of "C" or higher). 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**CNT 70 COMPUTER FORENSICS II 3 UNITS**

A practical course in Digital Forensics; the detection, and investigation of incidents involving computers, networks, the internet, and digital information. Case oriented, following the objectives for the CFE Computer Forensics Examiner certification exam, the class includes understanding and practice in basic computer forensics, methods of investigation, analysis of hard drives, storage mediums, network logs, and investigation reporting utilizing court-approved forensic software and tools. Strongly recommended: CIS 50 or CNT 68 (completed with a grade of "C" or higher). 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 72 CCNA BOOTCAMP CERTIFICATION PREPARATION 3 UNITS**

This course covers preparation for the CCNA - Cisco Certified Networking Associate exam. All Cisco certification exam objectives are covered conceptually, practically and specifically as they relate to the exam. Effective troubleshooting and Cisco recommended methods and nomenclature are reviewed and practiced. Topics include: basic characteristics of ethernet networks, LANs and WANs, Cisco router and switch configuration and IOS, RIP, OSPF, IGRP and EIGRP routing protocols, PPP, ISDN and Frame Relay concepts and configuration, IP network addressing, Switching, VLANS, VLSM, CIDR and network troubleshooting using Cisco methods and router and switch commands, and certification test methods, practice and preparation. Strongly recommended: CNT62A, CNT62B (completed with a grade of "C" or higher) or the equivalent industry experience. 3 hours lecture, 1 hour laboratory Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 72.10 CCNP BOOTCAMP [7210] CERTIFICATION PREP 4 UNITS**

This accelerated bootcamp course covers preparation for the CCNP—Cisco Certified Networking Professional exams. All Cisco certification exam objectives are covered conceptually, practically, and specifically as they relate to the exams. Effective troubleshooting and Cisco-recommended methods and nomenclature are reviewed and practiced. Topics include: EIGRP, OSPF, IS-IS, and BGP Optimizing routing. IP multicast, IPv6, VLANS, Spanning Tree, InterVLAN routing, Layer 3 redundancy, Wireless LANs, VoIP in-campus networks, Campus network security, Frame-mode MPLS, IPsec, Cisco device hardening, Cisco IOS® threat defenses, Cisco VoIP, QoS and AutoQoS, Wireless scalability. This course can be used to prepare for one or more of the following CCNP exams: 642-892 Composite BSCI BCMSN, 642-901 BSCI, 642-812 BCMSN, 642-825 ISCW, 642-845 ONT. Strongly recommended: CNT 62B, current CCNA certification or the equivalent industry experience. 3 hours lecture, 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 7284 INFORMATION STORAGE AND MANAGEMENT 4 UNITS**

Comprehensive study of storage technology in complex IT environments, with emphasis on the exam topics for the EMC Information Storage Associate Certification (EMCISA). Theory and hands-on activities of storage systems, storage networking technologies, archives, cloud computing, storage security, and managing storage infrastructure. Strongly recommended: CNT 62A (with a grade of "C" or higher). 1 hour lecture, 9 hours laboratory for 3 laboratory units. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 7285 CLOUD INFRASTRUCTURE AND SERVICES 3 UNITS**

This course covers the objectives of the CompTIA Cloud+ and EMC E20-002 Cloud Infrastructure and Services certification exams. Topic included are cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing, including compute, storage, networking, desktop and application virtualization. Additional areas of focus are backup/recovery, business continuity, security, and management. Strongly recommended: CNT 62A (with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory for 2 laboratory units. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 73.1 VOIP: CISCO AND ASTERISK [7301] IP PHONES 4 UNITS**

VoIP (Voice over Internet Protocol) offers a cost-effective alternative to plain old telephone service. This class covers VoIP planning and configuration basics and objectives for the Cisco and Asterisk certification tests. Extensive use is made of open source VoIP systems as a mechanism for practice implementation of VoIP in a network environment. This class is for all business, SOHO and computer users interested in using this technology, and will serve as a practical hands-on guide to the purchase and setup of hardware and software for Internet phones and the broadband Internet services required to support them, as well as covering objectives

for certification exams.  
Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 73.2 PODCASTING, VIDEO AND RADIO STREAMING** 3 UNITS  
[7302]

Podcasting and Internet streaming of Video are here now. This course covers the basics of understanding and manipulating the technology behind them. Subjects include TCP-IP basics, Multicasting, Audio /video formats, Codecs, digital sampling and bit resolution, digital storage media, audio and video capture basics, transcoding, compression, preprocessing, recording applications and equipment, streaming applications, web pages and HTML for streaming, XML and RSS basics, assembling a streaming system, managing media files. Strongly recommended: CIS 50. 2.5 hours lecture; 1.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 74.1 INTRODUCTION TO LINUX/UNIX, LINUX+** 4 UNITS  
[7401]

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 LPI, 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. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 75.1 WHITEHAT HACKER PENETRATION TESTING** 4 UNITS  
[7501]

WhiteHat and Pen testing training covers the concepts, use and appropriate application of Penetration Testing software and utilities in Ethernet networks. Students will explore the ethical use of security tools and countermeasures. Students are required to sign the "White Hat Oath" agreement of Ethical and Professional Conduct. The course will include: Hacking methods, tools, their use and detection; penetration testing and countermeasures; exploits, vulnerability assessment in computers and networks, hands-on practice in a sandbox environment. Tools used include Wireshark, Whitehat/Pentest tools for Windows, OSX, Linux. Strongly recommended: One of the following courses: CNT 67, CNT 69, CNT 62A, CNT 57, CNT 55 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 75.2 WIRESHARK, TCP/IP ANALYSIS AND NETWORK TROUBLESHOOTING** 4 UNITS  
[7502]

Course is geared to teach solid network management skills using the Wireshark™ network analyzer. The class provides a logical troubleshooting approach to capturing and analyzing data frames. Armed with this knowledge, students can effectively troubleshoot, maintain, optimize and monitor network traffic and keep a network operating at its peak performance. Strongly recommended: CIS 50. 3 hours lecture; 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 76.1 SMART HOME TECHNOLOGY DHTI+** 4 UNITS  
[7601]

This course provides hand-on training in digital home networking

and systems integration and will cover the objectives of CompTIA's DHTI+ certification exam. Specific topics covered include: Introduction to HTI; Home Network Design and Configuration; Home Network Central Components and Low-Voltage Wiring; High-Voltage Wiring; Video and Audio Fundamentals; Audio/Video Installation and Setup; Telecommunications and Networking Fundamentals and Installation; Home Lighting Control; Heating, Ventilation and Air-Conditioning (HVAC) Management; Water System Management; Miscellaneous Automated Control Systems, TCP/IP, Router/Computer network configuration, Wiring standards, testing and certification, Troubleshooting. Strongly recommended: CIS 50. 3 hours lecture; 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 77.1 VMWARE, MICROSOFT AND XEN VIRTUAL MACHINES** 4 UNITS  
[7701]

VMWare, Microsoft Virtual Server, Virtual PC and XEN are virtualization software, more common every day. Using virtual machines gives huge savings in time, money, energy and resources for individuals and companies. Every power user and sysadmin needs to understand virtualization and the implications for the future of desktops and servers. This class covers Virtual Machine basics, concepts, and use. Strongly recommended: CIS 50. 3 hours lecture; 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 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: CNT 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/CS/CNT 96. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 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: CNT 95. May be repeated to a total of 16 units, including CIS/CNT/CIS 95. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**CNT 99 SPECIAL STUDIES** 0.3-3 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 CNT 99, Special Studies, for a list of the current offerings.

Transfer: CSU  
Degree Applicable, Credit

Grading Option: OP

**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.

# 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

### Program Outcomes

Students will be able to direct computer operations by writing detailed instructions in computer languages to solve a variety of problems.

### 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) or MATH 41 (Statistics for Business Majors or MATH 40 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

## AS - Computer Programming

### Program Outcomes

Students will be able to direct computer operations by writing detailed instructions using computer programming languages.

### FRESHMAN YEAR

CS 1 (Computing Fundamentals I) .....	4
ENG 1A (Critical Reading and Composition) .....	3
CIS 60 (Systems Analysis and Design) .....	3

Select one course from the following:

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
Select 1 course from the following:	
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

Select one course from the following:

CS 2 (Computing Fundamentals II) or CS 21 (Assembly Language) or CS 30 (C++ Programming) or	
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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.

## AS - Computer Programming for the Web

### Program Outcomes

Students will be able to direct computer operations by writing detailed instructions in computer languages.

### 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.

## Certificate of Achievement Computer Programming

### Program Outcomes

Students will be able to direct computer operations by writing detailed instructions using computer programming languages.

### 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

### Program Outcomes

Students will be able to direct computer operations by writing detailed instructions in computer languages.

### 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
<b>Professional Competence:</b>	

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: MATH 107. 3 hours lecture, 3 hours laboratory for 1 laboratory unit. AA/AS GE. Transfer: CSU, UC. C-ID# COMP 122. 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 concepts and fundamental coding skills using object-oriented languages like Python. Material includes problem-solving techniques, design of algorithms, and common programming constructs such as variables, expression, input/output, decision-making, loops, and arrays. 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. Transfer: USC, UC. C-ID# COMP 112. 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



**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 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 AN 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 3J 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. SXL 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 presentation. The project will require the development of a large application selected by each team. According to client specifications, each team will define their project and break it down into parts. Each member of the team will write one of the parts. The team will prepare a written and oral report to present their project. This course will require the use of all of the programming and systems analysis skills developed in previous courses and will serve as a means of demonstration of mastery of program competencies. Prerequisites: CIS 60 and Computer Science 43 and either Computer Science 20 or Computer Science 33 or Computer Science 34 or Computer Science 35 or Computer Science 36 or Computer Science 44 (completed with a grade of "C" or higher). Strongly recommended: Computer Science 45. 1 hour lecture, 6 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

# CONTEMPORARY STUDIES

**49 CONTEMPORARY STUDIES 0.5-4 UNITS**

Content developed around selected areas of contemporary issues and thought. May be offered through any non technical-vocational course title contained in the Catalog by using the number 49. The same course content may not be offered more than 2 semesters under this course number. 1-6 hours. 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

# CONTINUING EDUCATION STUDIES

## About the Program

Continuing education courses include both full-term and short-term courses in a wide variety of course patterns, field studies, seminars, workshops, and other educational activities that will meet the educational needs of the College community. May be offered under any course title contained in the Catalog, using the numbers 150 through 199. Continuing Education studies may be repeated; however, graduation credit is limited to 6 units. 1-12 hours.

## DANCE

### About the Courses

Dance classes at Las Positas are offered in a state-of-the-art dance studio. From Introduction to Dance, Ballet, and Jazz Dance to Salsa and Ballroom, Kinesiology (Physical Education) offerings provide learning opportunities to the novice and experienced dancer alike. See “Kinesiology” in this Catalog and the current Class Schedule. The Performing Arts area offers a highly popular class in Dance Production/Choreography that gives students a rare opportunity to experience being a performer, choreographer, costume and program designer. The class culminates in a series of three public dance concerts each semester in the College Theater. Dance performances are enthusiastically supported by the College and local communities.

See also: **Kinesiology Activities**

### Dance Courses (DANC)

**DANC 1 DANCE TECHNIQUE 0.5 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 2A JAZZ DANCE BEGINNING 0.5-2.0 UNITS**

Practice in basic jazz dance techniques and routines. (Formerly PE JDB.) AA/AS-GE. Transfer: CSU, UC; CSU GE: E  
Degree Applicable, Credit Grading Option: OP

**DANC 2B JAZZ DANCE INTERMEDIATE 0.5-2.0 UNITS**

Practice in intermediate jazz dance techniques and routines. It will introduce Broadway style jazz dance and emphasize a student's performance potential. (Formerly PE2JD.) Strongly recommended: DANC 2A (completed with a grade of “C” or higher). AA/AS-GE. Transfer: CSU, UC; CSU GE: E  
Degree Applicable, Credit Grading Option: OP

**DANC 3 BALLET—BEGINNING 0.5-2.0 UNITS**

Introduction to basic ballet technique at the barre and in the canter. (Formerly PE 1BA) AA/AS-GETransfer: CSU, UC; CSU GE: E  
Degree Applicable, Credit Grading Option: OP

**DANC 5A DANCE COMPOSITION BEGINNING 2 UNITS**

An introduction to the art of making dances for choreographers working in any style of dance. This course is open to students who have little or no dance training. 1 hour lecture, 1 hour laboratory. Transfer: CSU, UC, CSU GE: E  
Degree Applicable, Credit Grading Option: OP

**DANC 5B DANCE COMPOSITION INTERMEDIATE 2 UNITS**

A continuation to the art of making dances for choreographers working in any style of dance. 1 hour lecture, 1 hour laboratory. Strongly recommended: DANC 5A (completed with a grade of “C” or higher). Transfer: CSU, UC, CSU GE: E  
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

## EARLY CHILDHOOD DEVELOPMENT

DEGREE  CERTIFICATE

### About the Program

The care and education of young children demands a high level of personal and professional commitment, integrity, education, and enthusiasm. The Early Childhood Program provides students with a fundamental understanding of the principles of child growth and development as well as experience in the application of these principles.

The ECD program is designed to prepare students to:

- Create enriching educational environments for young children
- Embrace family-focused practices
- Develop skills to support young children's understanding of diversity and inclusion
- Support children's social-emotional well-being
- Develop a disposition toward self-reflective practice and critical thinking
- Apply theories of child development and educational pedagogy into direct work with children and families

### Degrees/Certificates

- Degrees:
  - AA – Early Childhood Development
  - AS-T – Early Childhood Education (Transfer Preparation)
  - AA – Early Childhood Intervention
- 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 care and education
- Transitional Kindergarten and early primary grades
- 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 general education transfer information. Also, see section in this catalog on Transferability.

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. Additional courses through CAP expansion: ECD 60, ECD 65, ECD 67, ECD 68, ECD 83 and ECD 91.

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

### Program Outcomes

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.
- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.
- Demonstrate practices that maintain standards of health, nutrition, and safety in early childhood settings.
- Apply ethical standards of behavior accepted by the profession of early childhood education using ongoing self-reflection to guide practices
- Utilize observation and evaluation processes/tools to apply and implement developmentally appropriate practices in an early care and education setting using knowledge, skills and professional dispositions that promote the development and learning of all young children.

- Identify the processes of and contributions to systemic and internalized oppression and privilege. Utilize this information, along with personal reflection, to identify strategies to more effectively educate children in a pluralistic society.

ECD 50 (Early Childhood Principles and Practices) .....	3
ECD 56 (Child Growth and Development) .....	3
ECD 62 (Child, Family and Community) .....	3
ECD 63 (Early Childhood Curriculum) .....	4
ECD 54 (Child Health, Safety, and Nutrition) .....	3
ECD 60 (Introduction to the Young Child with Exceptional Needs) .....	3
ECD 69 (Child Study: Observation and Assessment) .....	3
ECD 79 (Teaching in a Diverse Society) .....	3
ECD 90 (Practicum—Supervised Experience) .....	4
ECD 95** (Work Experience) .....	1-3
ECD 96*** (Work Experience Seminar) .....	1
General Education Courses .....	
Total units required for AA degree .....	60

## AS-T – Early Childhood Education

### Program Outcome

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Using Content Knowledge and Developmentally Effective Approaches to Build Meaningful Curriculum Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.
- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.
- Demonstrate practices that maintain standards of health, nutrition, and safety in early childhood settings.
- Apply ethical standards of behavior accepted by the profession of early childhood education using ongoing self-reflection to guide practices
- Utilize observation and evaluation processes/tools to apply and implement developmentally appropriate practices in an early care and education setting using knowledge, skills and professional dispositions that promote the development and learning of all young children.

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
ECD 69 (Child Study: Observation and Assessment) .....	3
ECD 79 (Teaching in a Diverse Society) .....	3
ECD 90 (Practicum—Supervised Experience) .....	4
General Education Courses .....	
Total Units .....	60

## AA – Early Childhood Intervention

### Program Outcomes

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.
- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.
- Demonstrate practices that maintain standards of health, nutrition, and safety in early childhood settings.
- Apply ethical standards of behavior accepted by the profession of early childhood education using ongoing self-reflection to guide practices
- Utilize observation and evaluation processes/tools to apply and implement developmentally appropriate practices in an early care and education setting using knowledge, skills and professional dispositions that promote the development and learning of all young children.
- Identify the processes of and contributions to systemic and internalized oppression and privilege. Utilize this information, along with personal reflection, to identify strategies to more effectively educate children in a pluralistic society.
- Students will develop a personal ECD philosophy after reviewing ECD philosophies and program approaches.

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
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 and Caregiving) .....	3
ECD 69 (Child Study: Observation and Assessment).....	3
ECD 79 (Teaching in a Diverse Society) .....	3
ECD 90 (Practicum: Supervised Experience) .....	4
ECD 91 (Adaptable Curriculum for Children with Exceptional Needs) .....	3
General Education Courses	
Total units required .....	60

## Certificate of Achievement

### Associate Teacher

#### Program Outcomes

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.

- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.

ECD 50 (Early Childhood Principles and Practices) .....	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

#### Program Outcomes

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.
- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.
- Demonstrate practices that maintain standards of health, nutrition, and safety in early childhood settings.
- Apply ethical standards of behavior accepted by the profession of early childhood education using ongoing self-reflection to guide practices
- Utilize observation and evaluation processes/tools to apply and implement developmentally appropriate practices in an early care and education setting using knowledge, skills and professional dispositions that promote the development and learning of all young children.
- Identify the processes of and contributions to systemic and internalized oppression and privilege. Utilize this information, along with personal reflection, to identify strategies to more effectively educate children in a pluralistic society.

ECD 50 (Early Childhood Principles and Practices) .....	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
ECD 95*** (Work Experience) .....	1
ECD 96*** (Work Experience Seminar).....	1
ECD 90 (Practicum—Supervised Experience) .....	4

Select one of the following for 3 units:

ECD 40 (Social and Emotional Foundations for Early Learning) or ECD 54 (Child Health, Safety, and Nutrition) or ECD 69 (Child Study: Observation and Assessment) or ECD 79 (Teaching in a Diverse Society) .....	3
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

**Program Outcomes**

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.
- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.
- Demonstrate practices that maintain standards of health, nutrition, and safety in early childhood settings.
- Utilize observation and evaluation processes/tools to apply and implement developmentally appropriate practices in an early care and education setting using knowledge, skills and professional dispositions that promote the development and learning of all young children.
- Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.

ECD 40 (Social and Emotional Foundations for Early Learning) ..	3
ECD 50 (Early Childhood Principles and Practices).....	3
ECD 54 (Child Health, Safety, and Nutrition) .....	3
ECD 56 (Child Growth and Development).....	3
ECD 60 (Introduction 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 and Caregiving) .....	3
ECD 90 (Practicum: Supervised Experience) .....	4
ECD 91 (Adaptive Curriculum for Children with Exceptional Needs) .....	3
Total units required .....	32

Some electives are required based on the certificate or degree you are pursuing. Some electives also fulfill requirements for various child development permits (State certification). See the ECD program faculty or staff for more information.

ECD 15 (Abnormal Child Psychology)	
ECD 40 (Social and Emotional Foundations for Early Learning)	
ECD 60 (Introduction to the Young Child with Exceptional Needs)	
ECD 61 (Literature for the Young Child)	
ECD 64 (Play: Materials and Environments)	
ECD 65 (Administration I: Programs in Early Childhood Education)	
ECD 67 (Infant and Toddler Development and Caregiving)	
ECD 68 (Administration II: Personnel & Leadership in Early Childhood Education)	
ECD 74 (Child Guidance)	
ECD 78 (Language Development)	
ECD 80 (Advanced Topics in Child Development)	
ECD 81 (Planning Curriculum for the School-Age Child)	
ECD 82 (Communication & Behavior Guidance for the School Aged Child)	
ECD 83 (Adult Mentoring & Supervision)	
ECD 91 (Adaptive Curriculum for Children with Exceptional Needs)	
ECD 95 (Work Experience)	
ECD 96 (Work Experience Seminar)	

### Certificate of Achievement Family Child Care

**Program Outcomes**

- Synthesize child development research and theories; apply principles with consideration for children's varying characteristics, needs and the multiple interacting influences on children's development
- Intentionally design inclusive, culturally and linguistically appropriate curriculum to promote positive development for all young children, based on child development, observation and reflection.
- Compare and contrast diverse cultural values, child rearing practices, attitudes towards play and education by developing respectful reciprocal relationships in order to work effectively with children, families, co-workers and community.
- Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching.

ECD 50 (Early Childhood Principles and Practices).....	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 (Introduction to the Young Child with Exceptional Needs)	
ECD 64 (Play: Materials and Environments)	
ECD 67 (Infant and Toddler Development and Caregiving)	
ECD 73 (Family Child Care Provider)	
ECD 74 (Child Guidance)	
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**

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 3 hours lecture. Transfer: CSU. C-ID#: ECE120.  
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 and emergency preparedness, first aid and injury prevention. 3 hours lecture. Transfer: CSU; CSU GE: E. C-ID#: ECE220.  
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. C-ID#: CDEV100.  
Degree Applicable, Credit Grading Option: GR

**ECD 60 INTRODUCTION TO THE YOUNG CHILD WITH EXCEPTIONAL NEEDS 3 UNITS**

Introduces the variations in development of infants and children with exceptional needs and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with exceptional needs and the identification and referral process. Assessments, interventions and learning environments for infants and children 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, historical and developmental factors affecting children, families, and relationship of the family to early care and education and to community resources;

the processes of socialization and identity development will be highlighted. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE D7 C-ID#: CDEV110.  
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, including infants and toddlers within cultural context. Prerequisite: ECD 50 and ECD 56 (both completed with a grade of 'C' or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU. C-ID#: ECE130.  
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 I: PROGRAMS IN EARLY CHILDHOOD EDUCATION 3 UNITS**

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program; relationships with families, and community. Prerequisite: ECD 62 and ECD 63 (both completed with a grade C or higher). 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**ECD 67 INFANT AND TODDLER DEVELOPMENT AND CAREGIVING 3 UNITS**

A study of infants and toddlers from preconception to 36 months including physical, cognitive, language, social and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. 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 ADMINISTRATION II: PERSONNEL & LEADERSHIP IN EARLY CHILDHOOD 3 UNITS**

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. Prerequisites: 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. C-ID#: ECE200.

Degree Applicable, Credit Grading Option: GR

#### **ECD 70 FAMILY CHILDCARE PROFESSION 2 UNITS**

Focus of this course is on aspects of setting up and operating a family childcare business including regulations, contracts and menu planning. The course explores creation of an optimum childcare environment and curriculum for multiple age groups, relationships with families in a "home environment" and health and safety practices. 2 hours lecture. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

#### **ECD 73 THE FAMILY CHILD CARE PROVIDER 2 UNITS ADVANCED ENRICHMENT COURSE**

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**

Language acquisition theories and emergent literacy in monolingual and young English language learners. Includes oral and written language development, developmental stages of receptive and expressive language, print awareness, phonemic awareness and early reading and writing development: family patterns, cultural values, and environmental circumstances that affect language development and communication styles; assessment and early identification of linguistic delays. 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. Ethnic/cultural groups referenced within course from United States of America including African American, Asian American, Chicano/Latino, European Americans, Indigenous Peoples of the Americans, and Americans of Middle Eastern origin. 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. C-ID#: ECE230.

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, pro-social and life skills behaviors and developing an integrated curriculum. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

#### **ECD 82 COMMUNICATION & BEHAVIOR GUIDANCE FOR THE SCHOOL-AGE CHILD 3 UNITS**

Communication skills that support pro-social behaviors in the school-age child; Consideration of developmental age of children as instrumental to behavior guidance and communication; Promote effective family, co-workers and other personnel interactions; Awareness of cultural and diverse perspectives. 3 hours lecture.

Transfer: CSU

Degree Applicable, Credit Grading Option: GR

#### **ECD 83 ADULT MENTORING AND 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 and leaders to new teachers and other adults 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**

Practicum experience working with young children under the supervision of an ECE/CD faculty; Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build comprehensive understanding of children and families. Child centered, play oriented approaches to teaching, learning and assessment and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Prerequisite: ECD 50, ECD 56, ECD 62 and ECD 63 (all completed with a grade of "C" or higher). 2 hours lecture, 6 hours laboratory. Transfer: CSU. C-ID#: ECE210.

Degree Applicable, Credit Grading Option: GR

#### **ECD 91 ADAPTIVE CURRICULUM FOR CHILDREN WITH EXCEPTIONAL NEEDS 3 UNITS**

Direct experience working with young children in special day classes or inclusive settings: application of intervention strategies using best practices of early childhood development and special education in adapting curriculum to meet the individual needs of children. Observation of the assessment process by the special education team and assisting in the implementation of the educational plan. Includes the role of the teacher as a professional working in partnership with families, collaboration with interdisciplinary teams and cultural competence. Prerequisites: ECD 60 and ECD 90 (both completed with a "C" or higher.) Lab hours required in an

inclusive setting. 2 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: GR

**ECD 95 WORK EXPERIENCE 1-3 UNITS**

Cooperative effort between, student, supervisor and instructor to accomplish professional work objectives and broaden experiences. On-the-job work experience to build early childhood competencies. Corequisite: ECD 96. 5-15 hours experience per week.

Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**ECD 96 WORK EXPERIENCE SEMINAR 1 UNIT**

Discussion and analysis of typical problems often encountered by employees at the workplace. Application of National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct to difficult situations that occur at the job site. Develop and complete measurable developmentally appropriate goals in early care and education settings. Corequisite: ECD 95. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

**ECD 100 SUPPORT FOR EARLY CHILDHOOD SUCCESS 1 UNIT**

This is a one-semester course for students concurrently enrolled in one of four ECD (ECD) core courses. The core courses include: ECD 50 (Early Childhood Principles and Practice), ECD 56 (Child Growth and Development), ECD 62 (Child Family and Community), and ECD 63 (Early Childhood Curriculum). The course is designed to assist both English Language Learning students and students needing Basic Skills for academic success including understanding ECD requirements, critical thinking, time management, team building and project management. 1 hour lecture.

Non-degree Applicable, Credit Grading Option: P/N

## ECONOMICS

### About the Courses

Economics is central to many issues facing us today—job creation, wage determination, health-care reform, future of social security, economic prosperity, and environmental sustainability—all require knowledge of economics. Economics, often called the “science of choice,” analyzes how individuals, households, firms, and governments interact. Understanding those interactions is a distinctive feature of economics as a discipline and explains why so many everyday issues have an important economic dimension.

### Career Opportunities

Economics courses at Las Positas College provide students with the education necessary to embark on rewarding careers in business, law, and/or public sector. These courses combine economic theory with a wide range of real-world applications and help students develop and master problem-solving skills, analytical clarity, as well build writing and communication abilities.

### Transferability

Las Positas College Economics courses prepare students for future coursework in Economics and Business and, most importantly, provide a framework for analyzing economic

issues within the context of the business environment. The courses fulfill lower-division requirements for four-year transfer institutions.

## Economics Courses (ECON)

**ECON 1 PRINCIPLES OF MICROECONOMICS 3 UNITS**

Economic analysis of market systems, price theory, including supply and demand analysis, marginal utility, elasticity, cost and revenue concepts, perfect and imperfect competition, international trade theory, pricing of the factors of production, poverty and income inequalities. Strongly Recommended: English 1A eligibility. Prerequisite: Mathematics 55 or Mathematics 55B or Mathematics 55Y (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the mathematics assessment process. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D2; IGETC: 4B . CID# ECON 201

Degree Applicable, Credit Grading Option: OP

**ECON 2 PRINCIPLES OF MACROECONOMICS 3 UNITS**

Economic analysis of the theory of income determination, including national income analysis, business cycles, the consumption function, the multiplier, fiscal policy, monetary policy, money and banking, the public debt, economic growth and development, comparative economic systems and international trade. Strongly Recommended: English 1A eligibility. Prerequisite: Mathematics 55 or Mathematics 55B or Mathematics 55Y (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the mathematics assessment process. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D2; IGETC: 4B. CID# ECON 202

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

*The AS-Electronics degree and Certificate of Achievement: Electronics Telecommunications Systems are in the process of being deactivated.*

### About the Courses

Electronics courses 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 program 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.

**ELEC 59 OPTICAL ELECTRONICS 2 UNITS**

Fundamental principles of light, geometric and wave optics, sources of light, displays, optical sensors, fiber optics, and opto-isolators. System applications of optical electronics. 1 hour lecture, 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 70 INTRODUCTION TO ELECTRONICS 2 UNITS**

A survey course in electronic technology. Ohm's Law and fundamental DC and AC circuit analysis; magnetism and capacitance; semiconductor technology with applications; digital building blocks with application to computer technology; survey of the electronic technology fields; use of basic electronic test equipment. Intended for non-majors. Strongly Recommended: Elementary course in algebra. 1 hour lecture, 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 55 TELECOMMUNICATION 3 UNITS**

**EXAMINATION PREPARATIONS**

Designed to aid in passing the F.C.C. General Radiotelephone Operator License examination. Electronics theory, radiotelephone operations, and radiotelephone rules and regulations. A requirement for servicing of marine or aviation radio equipment. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**ELEC 85.1 DC FUNDAMENTALS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on DC circuits with resistors connected in series, parallel, and series-parallel. The use of Ohm's Law, DC power, and use of the digital multimeter. 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 85.2 AC1 FUNDAMENTALS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on AC circuit measurements, use of the oscilloscope, transformers, RC & RL circuits. Prerequisite: ELEC 85.1. (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 85.3 AC2 FUNDAMENTALS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on electronic filters and resonant circuits. Prerequisite: ELEC 85.2. (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 85.4 SEMICONDUCTOR DEVICES 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on diodes, diode rectification, zener diode voltage regulation, and transistor fundamentals. Prerequisite: ELEC 85.3. (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 85.5 DIGITAL LOGIC FUNDAMENTALS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on the fundamentals of digital logic gates and flip-flops. Prerequisite: ELEC 85.4 (completed with a grade of "C" or higher or 70% minimum test score on pretest). 4.5 hours laboratory. Transfer:

CSU

Degree Applicable, Credit

Grading Option: OP

**ELEC 85.6 DIGITAL CIRCUITS 1 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on digital counters, shift registers, and arithmetic circuits. Prerequisite: ELEC 85.5 (completed with a grade of "C" or higher or 70% minimum test score on pretest). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 85.7 DIGITAL CIRCUITS 2 2 UNITS**

Self-paced individualized course using interactive computer instruction on decoders, encoders, multiplexers, parity generator/checker, and troubleshooting MSI circuits. Prerequisite: ELEC 85.6 (completed with a grade of "C" or higher). 6 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**ELEC 86.1 OPERATIONAL AMPLIFIER FUNDAMENTALS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on the fundamentals of operational amplifiers. Prerequisite: ELEC 85.4 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 86.2 OPERATIONAL AMPLIFIER APPLICATIONS 1.5 UNITS**

Self-paced individualized course using computer instruction on operational amplifier applications, such as filters and integrators. Prerequisite: ELEC 86.1 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 86.3 POWER SUPPLY REGULATION 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on power supply regulators and IC regulators. Prerequisite: ELEC 86.2 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.1 DC NETWORK THEOREMS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on network theorems, including Kirchhoff's voltage and current laws and Thevenin's theorem. Prerequisite: ELEC 85.1 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.2 TRANSISTOR AMPLIFIER CIRCUITS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on common base, common emitter, common collector, RC coupled, transformer coupled, and direct coupled transistor amplifiers. Prerequisite: ELEC 85.4 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.3 TRANSISTOR POWER AMPLIFIERS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on transistor power amplifiers and Darlington pair operation. Prerequisite: ELEC 87.2 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.4 TRANSISTOR FEEDBACK AMPLIFIERS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on transistor feedback amplifiers. Prerequisite: ELEC 87.3 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.5 FIELD EFFECT TRANSISTORS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on JFET and MOSFET operation and applications. Prerequisite: ELEC 85.4 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.6 THYRISTOR AND PHASE CONTROL CIRCUITS 1.5 UNITS**

Self-paced individualized course using interactive computer instruction on thyristor operation and use to control electrical power. Prerequisite: ELEC 87.5 (completed with a grade of "C" or higher). 4.5 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ELEC 87.7 32-BIT MICROPROCESSOR 2 UNITS**

Self-paced individualized course using interactive computer instruction on microprocessor operation, data transfer, programming, and interfacing. Prerequisite: ELEC 85.7 (completed with a grade of "C" or higher). 6 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. A Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is not a guarantee of eventual accreditation. To contact the CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088; phone 214-703-8445; FAX 214-703-8992; or www.coaemsp.org.

Additional courses are available in community cardio-respiratory resuscitation (CPR) leading to certification designed for students to respond as "citizen responders" to emergencies in both the home and workplace. Community CPR is ideal for students in Early Childhood Development. Additionally, a course in Basic Life Support (BLS) for the Health Care Provider is offered for students of other health science programs as necessary training to maintain employment in their health careers.

**Degrees/Certificates**

- Degrees:
  - AS – Emergency Medical Services EMT-Paramedics
- Certificates of Achievement:
  - Emergency Medical Services EMT-Paramedics

# EMERGENCY MEDICAL SERVICES

## About the Program

The Emergency Medical Services (EMS) program prepares students to achieve certification and licensure to enter into several EMS career paths. Students begin their training by completing the first career related courses within the program – EMS 30 Emergency Medical Responder with certification as an "Emergency Medical Responder;" and EMS 20 Emergency Medical Technician with certification as an "EMT" provided through the National Registry of Emergency Medical Technicians.

The program also includes curriculum necessary to prepare students to become a Nationally Registered Paramedic (NRP). Students who upon successful completion of the Las Positas College Paramedic Training Program, including the didactic, clinical, and field internship components, will be eligible to sit for the licensing examination as a Paramedic with the National Registry of Emergency Medical Technicians (NREMT), and successful students will be eligible for licensure as an Emergency Medical Technician – Paramedic (EMT-P) in the state of California. The course of study within the EMT-P program has been approved by the Alameda County EMS Agency until May 31, 2016. The Las Positas College Paramedic program holds a Letter of Review, which is not a CAAHEP accreditation status, but is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services

## 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 30 and EMS 20 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).

## AS - Emergency Medical Services EMT-Paramedics

### Program Outcomes

After successful completion of the program, students will take and pass the National Registry Emergency Medical Technician – Paramedic (NREMT-P) examination.

### Freshman Year

EMS 30 (Emergency Medical Responder) .....	3
EMS 62 (Basic Medical Terminology for Allied Health) .....	3
BIO 50 (Introduction to Circuit Analysis) .....	4

EMS 20 (Emergency Medical Technician) .....6.5  
SPCH 1 (Fundamentals of Public Speaking) ..... 3

**Sophomore Year**

EMS 10 (Paramedic Theory 1) ..... 6  
EMS 11 (Paramedic Theory 2) ..... 6  
EMS 12 (Paramedic Laboratory 1) ..... 4  
EMS 13 (Paramedic Laboratory 2) ..... 4  
EMS 14 (Paramedic Clinical Practicum) ..... 6  
EMS 15 (Paramedic Field Trip Internship).....10-13

Units for Degree ..... 55.5 - 58.5  
Total Units for Degree .....60

**Certificate of Achievement -  
Emergency Medical Services  
EMT-Paramedics**

**Program Outcomes**

After successful completion of the program, students will take and pass the National Registry Emergency Medical Technician-Paramedic (NREMT-P) examination.

EMS 30 (Emergency Medical Responder) ..... 3  
EMS 62 (Basic Medical Terminology for Allied Health) ..... 3  
BIO 50 (Introduction to Circuit Analysis) ..... 4  
EMS 20 (Emergency Medical Technician) .....6.5  
EMS 10 (Paramedic Theory 1) ..... 6  
EMS 11 (Paramedic Theory 2) ..... 6  
EMS 12 (Paramedic Laboratory 1) ..... 4  
EMS 13 (Paramedic Laboratory 2) ..... 4  
EMS 14 (Paramedic Clinical Practicum) ..... 6  
EMS 15 (Paramedic Field Trip Internship).....10-13

Units for Certificate ..... 52.5 - 55.5

**Emergency Medical Services  
Courses (EMS)**

**EMS 10 PARAMEDIC THEORY 1 6 UNITS**

General paramedic didactic education and training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes cognitive content associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient assessment, and trauma patient management. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

**EMS 11 PARAMEDIC THEORY 2 6 UNITS**

This course provided paramedic didactic education and training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes cognitive content associated with: Medical emergencies, special patient populations, and EMS operations. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

**EMS 12 PARAMEDIC LABORATORY 1 4 UNITS**

Provides the skills portion of the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes psychomotor skills associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient

assessment, and trauma patient management. Transfer: CSU  
Degree Applicable, Credit Grading Option: P/NP

**EMS 13 PARAMEDIC LABORATORY 2 4 UNITS**

Provides the skills portion of the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes psychomotor skills associated with: medical patient management, cardiac patient management, special populations, ems operations, and simulated patient encounters. Transfer: CSU

Degree Applicable, Credit Grading Option: P/NP

**EMS 14 PARAMEDIC CLINICAL PRACTICUM 6 UNITS**

Provides instruction to enhance student's knowledge of emergency care in a clinical setting. Students are provided access to adequate numbers of patients, proportionally distributed by illness, injury, gender, age, and common problems encountered in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s). Hospital/clinical experiences include the operating room, recovery room, intensive care unit, coronary care unit, labor and delivery room, pediatrics, and emergency department, and include exposure to an adequate number of pediatric, obstetric, psychiatric, and geriatric patients. Transfer: CSU

Degree Applicable, Credit Grading Option: P/NP

**EMS 15 PARAMEDIC FIELD INTERNSHIP 10-13 UNITS**

Provides practicum experience for paramedic students to observe and participate in emergency medical care supervised by a preceptor in an emergency response vehicle. Requires a minimum of 480 hours, and students must document at least 40 advanced life support (ALS) patient contacts. Student will provide the full continuum of care from initial contact to transfer of care at the receiving facility for half of all ALS contacts. Students must obtain minimum competency as a Team Leader. The field internship provides the student with an opportunity to serve as team leader in a variety of pre-hospital advanced life support emergency medical situations. Transfer: CSU

Degree Applicable, Credit Grading Option: P/NP

**EMS 20 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. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

**EMS 30 EMERGENCY MEDICAL RESPONDER 3 UNITS**

Development of knowledge and skills necessary for recognizing and caring for emergency situations, including cardiopulmonary resuscitation, prevention of disease transmission, and automated external defibrillation. Designed for first responders in an emergency. Successful completion of the knowledge, skills tests and with a successful completion of the course at 80% accumulative points and the summative final at (80%) qualifies for a American Safety and Health Institute (ASHI) "First Responder" Certificate and an American Heart Association "Basic Life Support Health Care Provider" Certificate. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit Grading Option: GR

**EMS 62 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 completed Health 52 or Health Science 52 may not receive credit. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**EMS 70A COMMUNITY CARDIOPULMONARY RESUSCITATION 0.5 UNITS**

Development of the knowledge, skills and personal judgment necessary to initiate and perform basic life support techniques in cardiopulmonary resuscitation (CPR). Designed to citizens in the community. Successful completion of the knowledge and skills test qualifies for American Red Cross Community (CPR) or American Heart Association Adult and Pediatric Heart Saver Certificate. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**EMS 70B PROFESSIONAL CARDIOPULMONARY RESUSCITATION - CPR 0.5 UNITS**

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 91 EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 UNITS**

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.

## Degrees/Certificates

- Degree
  - AS – Engineering Technology (CTE)

## Career Opportunities

Engineers are responsible for developing a range of projects and designs from “simple” everyday items (cell phones, appliances) to complex (satellites, medical imaging 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.

## AS– Engineering Technology

### Program Outcomes

- Describe the field of engineering technology, and how it interconnects with pure and applied research
- Select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies
- Select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities.
- Think critically, communicate effectively, and work in teams with other engineering professionals
- Write and present technical reports to a variety of audiences
- Analyze data, interpret findings, and predict results

## AS - Engineering Technology (CTE) (Transfer Preparation)

ENGR 10 (Introduction to Engineering).....	2
WLDT 79 (Manufacturing Processes) .....	2
MATH 20 (Pre-Calculus).....	5
ENGR 22 (Engineering Design Graphics) .....	3
INTN 1 (Internship Seminar).....	1
INTN 2 (Internship Field Placement) .....	3
PHYS 2A (Introduction to Physics) .....	4
PHYS 8B (General Physics II).....	5
WLDT 62A & 62AL .....	3
ENGR 37 (Applied Statics and Materials).....	3

WLDT 63 (Welding Layout & Fitting) ..... 2  
 SPCH 1 (Fundamentals of Speech Communication) ..... 3

## 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  
 Degree Applicable, Credit Grading Option: OP

### ENGR 15 INTRODUCTION TO OPTICAL SCIENCE AND ENGINEERING 4 UNITS

An introduction to the field of optical science and engineering. Basic concepts of the manipulation of light. Discussion of the opportunities and professional practice in the field including: application of engineering principles, ethics, and responsibilities. 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC. \*ENGR 10 and 15 combined: max UC credit; one course  
 Degree Applicable, Credit Grading Option: GR

### ENGR 22 ENGINEERING DESIGN GRAPHICS 3 UNITS

Introduction to the engineering-design process and to technical graphic communications tools used by engineers. Conceptual design of products. Development of spatial reasoning skills. Orthographic and axonometric projection-drawing techniques. Tolerance analysis for fabrication. Documentation of designs through engineering working drawings. Use AutoCAD Computer-Assisted Drawing software as a design tool. Basic CAD 3-Dimensional solid-modeling. Strongly recommended: Mathematics 38 or Mathematics 36Y and English 1A or English 52A. 2 hours lecture, 3 hours laboratory. Transfer: CSU, UC  
 Degree Applicable, Credit Grading Option: GR

### ENGR 25 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS 3 UNITS

Methodology and techniques for solving engineering/science problems using numerical-analysis computer-application programs MATLAB and EXCEL. Technical computing and visualization using MATLAB software. Examples and applications from applied-mathematics, physical-mechanics, electrical circuits, biology, thermal systems, fluid systems, and other branches of science and engineering. Prerequisite: Mathematics 1 (completed with a grade of "C" or higher). Strongly recommended: Computer Science 7. 2 hours lecture, 3 hours laboratory. Transfer: CSU, UC  
 Degree Applicable, Credit Grading Option: GR

### ENGR 35 STATICS 3 UNITS

Force systems under equilibrium conditions; rigid body structures; vector; graphical and algebraic solutions of problems. Centroids, centers of gravity and moments of inertia. Prerequisites: Physics 8A, Mathematics 2 (both completed with a grade of "C" or higher) Recommended: Engineering 22. 2 hours lecture, 3 hours laboratory. Transfer: CSU, UC  
 Degree Applicable, Credit Grading Option: GR

### ENGR 37 APPLIED STATICS AND MATERIALS 3 UNITS

Applied statics, mechanics of materials, and materials science. Topics include stress, strain, types of forces, moments, moment of inertia, friction, truss structures, centers of gravity, modulus of elasticity, fasteners, chemistry and atomic structure, crystalline structures, phase diagrams. This course is designed for Engineering Technology majors; it is not intended for students pursuing the Engineering Requirements (Transfer Preparation)

path. Prerequisite: MATH 38 (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

### ENGR 44 INTRODUCTION TO CIRCUIT ANALYSIS 4 UNITS

Analysis of introductory engineering AC and DC circuits. Natural, forced, and complete circuit response. Prerequisite: Physics 8A (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC  
 Degree Applicable, Credit Grading Option: GR

### ENGR 46 MATERIALS OF ENGINEERING 3 UNITS

Application of principles of chemistry and physics to the properties of engineering materials; the relation of microstructure to mechanical, electrical, thermal and corrosion properties of metals; ceramics and polymers. Prerequisites: Physics 8A and Chemistry 1A (both completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU, UC  
 Degree Applicable, Credit Grading Option: GR

## ENGLISH

DEGREE

### Degrees

- Degree:
  - AA – English
  - AA-T – English

### About the Program, AA in English

The Associate in Arts in English (AA) provides major preparation in English through an introduction to English composition, critical thinking, literature, and creative writing. Please note that the English AA does not guarantee admission to CSU as the English AA-T does. However, like the Associate in Arts in English for Transfer (AA-T), the coursework will prepare students for the critical reading and writing necessary in a variety of fields. The intent of the Associate in Arts in English (AA) is additionally to provide students with an enriched background in a broader, interdisciplinary range of courses that provides more general preparation in reading, writing, critical thinking, humanities, and creative expression. Students may take elective courses in fields as varied as English as a Second Language, French, Humanities, Mass Communications, Spanish, Speech, and Theater Arts.

### Career Opportunities in English (AA in English)

Students who achieve competencies in these areas will be valuable additions to California's workforce, consistent with the mission of the California Community Colleges. English



majors go into a variety of fields, including law, education, publishing, business, government, information architecture, writing, nonprofit development and fundraising, and many more. As the English major does not provide direct preparation for many of these fields, however, the student may need further professional or graduate education. In the absence of such additional, specialized education, the onus will sometimes be upon the English graduate to persuade the prospective employer that his or her reading, writing, and critical thinking skills will be valuable assets in the job. Nevertheless, employees who can write well and think clearly are a valued commodity in the workforce.

### Transferability (AA in English)

The English AA does not guarantee admission to CSU as the English AA-T does. However, like the Associate in Arts in English for Transfer (AA-T), the coursework will prepare students for the critical reading and writing necessary in a variety of fields. If the student prefers the AA's broader range of preparation to that of the Associate in Arts in English for Transfer (AA-T) but also hopes to enter the English major of the transfer university of his or her choice, it is essential that the student refer to the catalog of the prospective transfer institution and consult a counselor. If a student plans to attend the University of California, the AA in English may meet the student's needs just as well. Students should speak to a counselor about their options.

### AA – English

#### Program Outcomes

- Students can write a focused thesis statement.
- Students can write a paragraph whose topic sentence, supporting information, and analysis speak to the same point.
- Students can use library resources to find relevant and credible information on a research topic.
- Students can appropriately document outside information when integrated into their essay.
- Students can express ideas using a variety of sentence structures.
- Students can recognize an author's main idea in college-level reading.
- Students can write a summary that restates main and supporting ideas.
- Students can recognize and evaluate implicit and explicit arguments in a text.
- Students can identify different types of fallacious arguments.
- Students can analyze an author's use of literary techniques to develop a theme.
- Students can appreciate literature as an art form that helps readers understand the human condition.

#### FRESHMAN YEAR

ENG 1A (Critical Reading and Composition) .....	3
ENG 4 (Critical Thinking and Writing about Literature) .....	3
ENG 35 (Modern American Literature) .....	3
General Education Courses .....	13

#### SOPHOMORE YEAR

ENG 7 (Critical Thinking and Writing across Disciplines) .....	3
ENG 41 (World Literature: 17 <sup>th</sup> Century to the Present).....	3
Restricted Electives*.....	6
General Education Courses .....	12
Total units required .....	60

#### \*Restricted Electives

Select from the courses below for a minimum of 6 units (courses may not count as both a requirement and an elective):

ENG 11 (Introduction to Creative Writing) .....	3
ENG 12A (Craft of Writing Fiction) .....	3
ENG 12B (Craft of Writing Fiction: Intermediate).....	3
ENG 13 (The Craft of Writing Poetry) .....	3
ENG 19A (Literary Magazine) .....	3
ENG 19B (Literary Magazine B) .....	1.5-2
ENG 32 (U.S. Women's Literature) .....	3
ENG 44 (Literature of the American West) .....	3
ENG 45 (Studies in Fiction) .....	3
ESL 24 (Advanced Reading and Composition) .....	6
ESL 25 (Advanced Reading and Composition) .....	6
ESL 26 (Advanced Editing).....	3
HUMN 28 (Classic Myths).....	3
LIBR 8 (Introduction to Library Research) .....	2
MSCM 1 (Introduction to Reporting and Newswriting) .....	3
MSCM 2 (Journalism: Investigative News Writing).....	3
MSCM 3 (Journalism: Magazine and Feature Writing).....	3
SPCH 2A (Oral Interpretation of Literature I) .....	3
SPCH 2B (Oral Interpretation of Literature II) .....	3
SPCH 5 (Readers Theater).....	3
THEA 4 (American Cultures in Theater) .....	3
THEA 10 (Introduction to Dramatic Arts) .....	3
THEA 11 (Stage to Screen) .....	3
THEA 12 (Film as Art and Communications).....	4
THEA 14 (Bay Area Theater).....	4

### About the Program, AA-T in English

The Associate in Arts in English for Transfer (AA-T) provides major preparation in English through an introduction to English composition, critical thinking, literature, and creative writing. Like the Associate in Arts in English (AA), the coursework will prepare students for the critical reading and writing necessary in a variety of fields. However, the intent of the Associate in Arts in English for Transfer (AA-T) is to assist students in transferring into the California State University System. Students completing the Associate in Arts in English for Transfer (AA-T) degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree "to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted." As such, the courses required for the Associate in Arts in English for Transfer (AA-T) are more narrowly focused on English courses and preparation for the English Baccalaureate degree whereas the courses allowed for the Associate in Arts in English (AA) cover a broader, interdisciplinary range and provide more general preparation in reading, writing, critical thinking, humanities, and creative expression.

Students wishing to pursue the Associate in Arts in English for Transfer (AA-T) must complete 60 units of coursework eligible for transfer to the California State University, including:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements
- 18 units of major coursework in English, as detailed below
- In addition, students must maintain a minimum 2.0 GPA, including grades of C or higher in each course taken to fulfill the major

As mentioned above, the courses students take in the Transfer Model Curriculum (TMC) for the Associate in Arts in English for Transfer (AA-T) will prepare them to enter the Baccalaureate program in English at the CSU. In addition, the English course objectives (contained in the Course Outline of Record) and the English Program Student Learning Outcomes will prepare students to excel in all of their classes at the CSU, as they focus students on becoming strong readers, writers, researchers, and thinkers. The academic work of students who complete the Associate in Arts in English for Transfer (AA-T) will show evidence of their having achieved the following learning outcomes:

- SLO #1, Thesis: Students can write a focused thesis statement.
- SLO #2, Unity: Students can write a paragraph whose topic sentence, supporting information, and analysis speak to the same point.
- SLO #3, Research: Students can use library resources to find relevant and credible information on a research topic.
- SLO #4: Students can appropriately document outside information when integrated into their essay.
- SLO #5: Students can express ideas using a variety of sentence structures.
- SLO #6: Students can recognize an author’s main idea in college-level reading.
- SLO #7: Students can write a summary that restates main and supporting ideas.
- SLO #8: Students can recognize and evaluate implicit and explicit arguments in a text.
- SLO #9: Students can identify different types of fallacious arguments.
- SLO #10: Students can analyze an author’s use of literary techniques to develop a theme.
- SLO #11: Students can appreciate literature as an art form that helps readers understand the human condition.

It is vital that students who wish to complete an Associate in Arts in English for Transfer (AA-T) who do not initially assess into college-level composition begin their developmental coursework in the first semester. As enrollments are often limited, students must register as early as possible, pay fees on time, and attend class on the first day to hold their spot.

## Career Opportunities in English (AA-T in English)

Students who achieve competence in these areas will be valuable additions to California’s workforce, consistent with the mission of the California Community Colleges. English majors go into a variety of fields, including law, education, publishing, business, government, information architecture, writing, nonprofit, development and fundraising, and many more. As the English major does not provide direct preparation for many of these fields, however, the student may need further professional or graduate education. In the absence of such additional, specialized education, the onus will sometimes be upon the English graduate to persuade the prospective employer that his or her reading, writing, and critical thinking skills will be valuable assets in the job. Nevertheless, employees who can write well and think clearly are a valued commodity in the workforce.

## Transferability (AA-T in English)

Students completing the Associate in Arts in English for Transfer (AA-T) degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” 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 English

### Program Outcomes

- Students can appreciate literature as an art form that helps readers understand the human condition.
- Students can appropriately document outside information when integrated into their essay.
- Students can identify different types of fallacious arguments.
- Students can recognize and evaluate implicit and explicit arguments in a text.
- Students can use library resources to find relevant and credible information on a research topic.

### REQUIRED CORE 4-8 UNITS

ENG 4 (Critical Thinking and Writing about Literature) .....	3
ENG 7 (Critical Thinking and Writing across Disciplines) .....	3

### LIST A

Select from the following for a minimum of 6 units)

ENG 35 (Modern American Literature) .....	3
ENG 41 (World Literature: 17 <sup>th</sup> Century to the Present).....	3

### LIST B

Select from the following for 3 units)

ENG 11 (Introduction to Creative Writing) .....	3
ENG 20 (Studies in Shakespeare) .....	3
ENG 32 (U.S. Women’s Literature) .....	3
ENG 45 (Studies in Fiction) .....	3

**List C**

Select from the following for a minimum of 3 units)

ENG 12A (Craft of Writing Fiction) .....	3
ENG 12B (Craft of Writing Fiction: Intermediate).....	3
ENG 13 (Craft of Writing Poetry) .....	3
ENG 19A (Literary Magazine) .....	3
ENG 19B (Literary Magazine B) .....	1.5-2
ENG 44 (Literature of the American West)).....	3
MSCM 1 (Introduction to Reporting and Newswriting) .....	3

**English Courses (ENG)**

**ENG 1A CRITICAL READING AND COMPOSITION 3 UNITS**

Integrated approach to reading, writing, and critical thinking intended to develop ability to read and write complex, college-level prose. Examination of ideas in relation to individual's worldview and contexts from which these ideas arise. Some research required. Prerequisite: ENG 104 or ENG 105 with a "Pass" or ESL 25 (completed with a grade of "C" or higher) or equivalent course or appropriate skill level demonstrated through the English assessment process. 3 hours lecture, AA/AS GE. Transfer: CSU, UC; CSU GE: A2; IGETC: 1A. C-ID# ENGL 100  
Degree Applicable, Credit Grading Option: GR

**ENG 4 CRITICAL THINKING AND WRITING ABOUT LITERATURE 3 UNITS**

Develops critical thinking, reading, and writing skills as they apply to the analysis of fiction, poetry and drama; literary criticism; and related non-fiction from diverse cultural sources and perspectives. Emphasis on the techniques and principles of effective written argument as they apply to literature. Some research required. Prerequisite: ENG 1A (with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A3; IGETC: 1B. C-ID# ENGL 120.  
Degree Applicable, Credit Grading Option: GR

**ENG 7 CRITICAL THINKING AND WRITING 3 UNITS**

Develops critical thinking, reading and writing skills as they apply to the textual analysis of primary and secondary book-length works from a range of academic and cultural contexts. Emphasis on the techniques and principles of effective written argument in research-based writing across disciplines. Prerequisite: English 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: Area A; IGETC Area 1. C-ID#: ENGL105.  
Degree Applicable, Credit Grading Option: GR

**ENG 11 INTRODUCTION TO CREATIVE WRITING 3 UNITS**

Introduction to elements and craft of various genres of creative writing, including narrative, verse, and dialogue, using materials drawn from individual's own work and selected texts from established and peer writers. Practice in writing in various genres. Introduction to workshop method. Strongly recommended: ENG 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: C2. C-ID#: ENGL200.  
Degree Applicable, Credit Grading Option: GR

**ENG 12A THE CRAFT OF WRITING FICTION 3 UNITS**

(Formerly ENG 12) Practice in writing fiction. Developing internal and external sources for stories and novels; biographical sources, characterization, plot, points-of-view, narrative techniques; analysis and criticism of published writing and individual's own work.

Strongly recommended: ENG 11 (completed with a grade of "C" or higher) and eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: C2.  
Degree Applicable, Credit Grading Option: OP

**ENG 12B THE CRAFT OF WRITING FICTION: INTERMEDIATE 3 UNITS**

Practice in writing fiction at an intermediate level. Builds on the skills developed in English 12A by requiring the use of vivid description, specific detail, dynamic and rounded character development, consistent point of view, and logical plotting that avoids cliché. Focus on developing themes that create intellectual or emotional resonance. Expectation of sentence structure, grammar, and format accuracy. Develop internal and external sources for stories and novels; analysis and criticism of published short fiction and a book-length work; analysis and criticism of peer work and individual's own work. Requires submission for publication at the end of the semester. 3 hours lecture. Strongly recommended: ENG 1A and ENG 12A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: C2.  
Degree Applicable, Credit Grading Option: OP

**ENG 13 THE CRAFT OF WRITING POETRY 3 UNITS**

Practice in writing poetry, using materials drawn from published poetry and individual's own work for analysis and criticism, with a focus on techniques of revision. Strongly recommended: ENG 11 and eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: C2;  
Degree Applicable, Credit Grading Option: GR

**ENG 19A LAS POSITAS LITERARY ANTHOLOGY A 3 UNITS**

Creation of a literary-style student magazine. Practical training in the managing, editing, formatting, and printing of a literary supplement and/or magazine. Enrollment constitutes the staff of the magazine. 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 hours laboratory for 1 laboratory unit. (Cross List with MSCM 19A; A student who has completed MSCM 19A cannot enroll in ENG 19A.) Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**ENG 19B LITERARY MAGAZINE B 1.5-2 UNITS**

Creation of a literary-style student magazine. Practical intermediate-level training in the managing, editing, formatting, and printing of a literary supplement and/or magazine with a focus on the production process, including copy editing, design, layout, proof-reading, working with the printer, and digital and print distribution. Enrollment constitutes the staff of the magazine. 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. 1 hour lecture, 1.5 or 3 hours laboratory. (Cross List with MSCM 19B. A student who has successfully completed MSCM 19B cannot enroll in ENG 19B.) Prerequisite: ENG 19A or MSCM 19A (completed with a grade of "C" or higher or "CR" if using the P/NP option). Transfer: CSU, UC  
Degree Applicable, Credit Grading Option: OP

**ENG 20 STUDIES IN SHAKESPEARE 3 UNITS**

Readings of the sonnets and representative comedies, histories, tragedies, and romances of William Shakespeare, with attention to the early, middle and late phases of his art and to the Age of Elizabeth. Prerequisite: English 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE:

C2; IGETC: 3B.

Degree Applicable, Credit

Grading Option: GR

**ENG 32 U.S. WOMEN'S LITERATURE 3 UNITS**

Chronicles the expression of U.S. women authors through readings in a variety of genres such as fiction, poetry, drama, and the essay. Study of the works of at least three of the following groups: African Americans, Asian Americans, European Americans, Hispanic Americans, and Native Americans, with a particular focus on the 20th century. Prerequisite: ENG 1A (completed with a grade of "C" or higher). 3 hours lecture.

AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B.

Degree Applicable, Credit

Grading Option: GR

**ENG 35 MODERN AMERICAN LITERATURE 3 UNITS**

U.S. literature from the second half of the 19th century to the present, including poetry, drama, prose fiction, and essays. Emphasizes literary analysis and the exploration of each work in relation to its social, cultural and historical contexts. 3 hours lecture. Prerequisite: ENG 1A (completed with a grade of "C" or higher). AA/AS-GE.

Transfer: CSU, UC; CSU GE: C2, IGETC: 3B. CID# ENGL 135

Degree Applicable, Credit

Grading Option: GR

**ENG 41 WORLD LITERATURE: 17<sup>TH</sup> CENTURY TO THE PRESENT 3 UNITS**

This course is a comparative study of selected works, in translation and in English, of literature from various regions and cultures around the world, including Africa, Europe, the Middle East, Asia, the Americas, and other areas, from the mid- or late-seventeenth century to the present. Prerequisite: ENG 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2, IGETC: 3B. CID# ENGL 145

Degree Applicable, Credit

Grading Option: GR

**ENG 44 LITERATURE OF THE AMERICAN WEST 3 UNITS**

Critical analysis of the cultural and historical experiences of diverse people of the American West as expressed in their literatures, including the novel, short story, poetry, autobiography, memoirs, as-told-to-narratives, and secondary works. Exploration of interrelationships among peoples and cultures of the West, considering place and community, gender, and ethnicity as given voice in literature. Study of the works of at least three of the following groups: African Americans, Asian Americans, European Americans, Hispanic Americans, Native Americans. Emphasis upon techniques of critical review of and response to literary works, including gaining understanding of one's identity as a Westerner and an American. Prerequisite: ENG 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B. Degree Applicable, Credit

Grading Option: GR

**ENG 45 STUDIES IN FICTION 3 UNITS**

Form, development, and cultural insights of the novel and short story; exploration of particular themes or periods as reflected in works of fiction. Prerequisite: ENG 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B.

Degree Applicable, Credit

Grading Option: GR

**ENG 100A INTEGRATED READING AND WRITING I 4 UNITS**

Preparation in English for success in college. Integrates reading, critical thinking, and writing assignments, using materials that present a variety of perspectives from across the curriculum. Strongly recommended: Appropriate skill level demonstrated through the English assessment process. 3 hours lecture, 3 hours laboratory.

Nondegree Applicable, Credit

Grading Option: P/N

**ENG 104 INTEGRATED READING AND WRITING II 4 UNITS**

An accelerated one-semester preparation in English for success in college. Integrates reading, critical thinking and writing assignments, using materials that present a variety of perspectives from across the curriculum. Prerequisite: ENG 100A (completed with a grade of "C" higher) or appropriate skill level demonstrated through the English assessment process. 3 hours lecture, 3 hours laboratory.

Nondegree Applicable, Credit

Grading Option: P/NP

**ENG 104W INTEGRATED READING AND WRITING II WORKSHOP 0.75 UNITS**

This course provides 0.75 additional LAB hours of instruction to support students who have not placed into 104/105 but hope to accelerate through the sequence of basic skills English courses. Instructors will work intensively with a group of ten students to support their development in critical thinking, reading, writing, and research. Co-requisite: ENG 104. This 0.75 unit lab can only be taken concurrently with an ENG 104 course.

Nondegree Applicable, Credit

Grading Option: P/NP

**ENG 105 READING, REASONING, AND WRITING 4 UNITS**

Preparation in English for success in courses across the curriculum. Integrates reading, critical thinking and writing assignments and introduces research and documentation skills. Designed for those requiring one semester of preparation for entering English 1A with a minimum of one-on-one support. Prerequisite: English 100A with a "Pass" or equivalent course or appropriate skill level demonstrated through the English assessment process. 3 hours lecture, 3 hours laboratory.

Nondegree Applicable, Credit

Grading Option: P/NP

## ENGLISH AS A SECOND LANGUAGE

### About the Courses

The English as a Second Language (ESL) Program provides an opportunity for students whose first language is not English to develop language skills for their personal, professional, and academic lives. Through a six-semester sequence of reading, writing, grammar, and oral communication courses, students learn in lecture classes and attend one hour of lab in the Integrated Learning Center. They read extensively from our Extensive Reading Library

### Preparatory Reading and Writing

Students should work with a counselor to determine whether their English prerequisite will be English 100A or English 105.

collection, use technology to enhance learning, enjoy rich cultural diversity in each class, and learn from intellectually stimulating material.

The advanced level courses are degree applicable and transferable.

The ESL Program provides a secure language foundation to prepare students for professional or academic training in English.

The Las Positas College website links you to resources to learn more about the ESL Program: [www.laspositascollege.edu/esl](http://www.laspositascollege.edu/esl).

## English as a Second Language Courses (ESL)

### ESL 23 COLLEGE GRAMMAR 3 UNITS

This is a one semester advanced grammar course for academic purposes designed to enable students to use linguistic forms accurately, meaningfully and appropriately in both oral and written expression. The course focuses on sentences, clauses, and phrases, verb tenses and forms, auxiliary verbs and modal expressions, verbs with grammar restrictions, and grammar analysis to enhance reading comprehension and written expression. Prerequisite: Successful completion of ESL 120B and ESL 121B or appropriate skill level demonstrated through the ESL assessment process. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

### ESL 24 ADVANCED ESL READING AND COMPOSITION 6 UNITS

This is the first semester of a one-year advanced reading and writing course for academic purposes. Emphasis is on critical reading techniques and writing expository essays as well as on grammar and vocabulary development. Prerequisites: ESL 120B and 121B (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the ESL assessment process. 6 hours lecture, 1 hour laboratory. Transfer: CSU, UC\*. \*ESL 24 & 25 combined, max UC credit, 8 units  
Degree Applicable, Credit Grading Option: OP

### ESL 25 ADVANCED READING AND COMPOSITION 6 UNITS

This is the second semester of a one-year reading and writing course for academic purposes. Emphasis is on critical reading and techniques of exposition, analysis, and argumentation. Prerequisite: ESL 24 (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the ESL assessment process. 6 hours lecture, 1 hour laboratory. Transfer: CSU, UC\*. \*ESL 24 & 25 combined, max UC credit, 8 units  
Degree Applicable, Credit Grading Option: OP

### ESL 26 ADVANCED EDITING 3 UNITS

This course is designed to increase students' awareness of their own use of written language, strengthen their linguistic monitors and give them practice in editing strategies which will enable them to use linguistic forms accurately, meaningfully and appropriately in written expression. Prerequisite: ESL 120B and ESL 121B (completed with a grade of "C" or higher) or appropriate skill level demonstrated through the ESL assessment. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

### ESL 120A INTERMEDIATE GRAMMAR FOR WRITING AND READING I 3 UNITS

This is the first semester of a one-year course in intermediate grammar for academic writing and reading designed to enable students to identify, comprehend, and use linguistic forms accurately, meaningfully and appropriately in reading and writing. The course focuses on types of sentences, clauses, and phrases, word order, verb forms, verb tenses, and on the connection between vocabulary and grammar. Prerequisite: ESL 130B or appropriate skill level demonstrated through the ESL assessment process. 3 hours lecture.  
Nondegree Applicable, Credit Grading Option: P/N

### ESL 120B HIGH-INTERMEDIATE GRAMMAR FOR WRITING AND READING II 3 UNITS

This is the second semester of a one-year course in intermediate grammar for academic writing and reading designed to enable students to use linguistic forms accurately, meaningfully and appropriately in written expression. The course focuses on types of sentences, clauses, phrases, word order, verb forms, verb tenses, and on the connection between vocabulary and grammar. This course also emphasizes analyzing grammar and meaning and detecting and correcting grammatical errors. Prerequisite: ESL 120A or appropriate skill level demonstrated through the ESL assessment process. 3 hours lecture.  
Nondegree Applicable, Credit Grading Option: P/N

### ESL 121A INTERMEDIATE WRITING AND READING I 6 UNITS

This is the first semester of a one-year course in intermediate 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 sentences, paragraphs and compositions, developing strategies for reading comprehension and flexibility, on interactive reading, and on academic vocabulary development. Students will develop cultural understanding, vocabulary, and fluency through a variety of academic writing and reading tasks. Prerequisite: ESL 131B or appropriate skill level demonstrated through the ESL assessment process. 6 hours lecture, 0 - 1 hour laboratory.  
Nondegree Applicable, Credit Grading Option: P/N

### ESL 121B INTERMEDIATE WRITING AND READING II 6 UNITS

This is the second semester of a one-year course in intermediate 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 sentences, paragraphs and compositions, developing strategies for reading comprehension and flexibility, on interactive reading, and academic vocabulary development. Students will develop cultural understanding and fluency through a variety of academic writing and reading tasks. Prerequisite: ESL 121A or appropriate skill level demonstrated through the ESL assessment process. 6 hours lecture, 1 hour laboratory.  
Nondegree Applicable, Credit Grading Option: P/N

### ESL 123 INTERMEDIATE ORAL COMMUNICATION 2 UNITS

This is an intermediate-level oral communication course. This course will enable students to use linguistic forms accurately, meaningfully and appropriately, emphasizing academic listening and speaking skills: listening and speaking in small groups, listening to short lectures on academic topics, learning academic vocabulary and expressions, making presentations on new topics. Prerequisite: Eligibility for ESL 120A and 121A or an appropriate

skill level demonstrated through the ESL assessment process. 2 hours lecture, 1 hour laboratory.  
Nondegree Applicable, Credit Grading Option: P/N

**ESL 126 PRONUNCIATION OF ENGLISH 2 UNITS**

Intensive practice in recognizing and pronouncing the sounds of American English with emphasis on words and phrases: stress, intonation, phrasing, reduction. Attention to individual and group priorities. Prerequisite: Eligibility for ESL 120A and 121A or an appropriate skill level demonstrated through the ESL assessment process. 2 hours lecture, 1 hour laboratory.  
Nondegree Applicable, Credit Grading Option: P/N

**ESL 130A BEGINNING GRAMMAR FOR WRITING AND READING 3 UNITS**

This is the first 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 the connection between vocabulary and grammar, simple and compound sentences, phrases, verb forms, and verb tenses, especially simple present, simple past, and present progressive. Strongly recommended: appropriate skill level demonstrated through the ESL assessment process. 3 hours lecture.  
Nondegree Applicable, Credit Grading Option: P/N

**ESL 130B HIGH—BEGINNING GRAMMAR FOR WRITING AND READING 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, word order, verb tenses: simple present, past, and future as well as present and past progressive, verb forms, modals, phrases, and vocabulary development. Prerequisite: ESL 130A or appropriate skill level demonstrated through the ESL assessment process. 3 hours lecture.  
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, and ESL 133 or ESL 136. 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, and ESL 133 or ESL 136. 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. Students are advised to enroll concurrently in ESL 131A, ESL 131B, ESL 130A, and ESL 130B. 2 hours lecture, 1 hour laboratory.  
Nondegree Applicable, Credit Grading Option: P/N

**ESL 136 PRONUNCIATION AND FLUENCY 2 UNITS**

Focused practice on recognizing and producing individual speech sound, stress patterns, rhythm and intonation patterns, and grammatical signals through activities such as oral presentations, role play, authentic dialogue, and reading presentations. Students will focus on pronunciation as communication to develop listener friendly pronunciation. Attention to individual as well as group priorities. Strongly recommended: appropriate skill level demonstrated through the ESL assessment process. Students are advised to enroll concurrently in ESL 130A, ESL 130B, ESL 131A, ESL 131B, and ESL 133.

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.

### Degrees/Certificates

- Degree:
  - AS – Environmental Science

### 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)





# 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 (NWCG) 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

### Program Outcomes

Students will gain knowledge safety, rescue, emergency medical operations and hazardous materials.

### 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)	5
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 90 (Firefighter I Academy--Certification Preparation)	6.5
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 90 (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

### Program Outcomes

Students will gain knowledge safety, rescue, emergency medical operations and hazardous materials

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 90 course (Fire Fighter I Academy 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: FST 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: FST 50 (completed with a grade of "C" or higher). 3 hours. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

**FST 55 FIRE PROTECTION EQUIPMENT 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: FST 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: FST 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: FST 90A and FST 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: FST 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 CICCIS 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: FST 73A (completed with a grade of "C" or higher). 40 total hours. Transfer: CSU Degree Applicable, Credit Grading Option: GR

**FST 74A FIRE INVESTIGATION 1A 2 UNITS**

An introduction into the principles of fire investigation including fire investigation techniques relating to different types of fires. Recognition of arson laws and penalties in California, laws related to scene preservation and evidence collection. Fire origin and cause determination within the fire ground environment. Fire scene documentation requirements. This is a State of California Fire Marshal, CFSTES (California 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. 2 hours. Transfer: CSU Degree Applicable, Credit Grading Option: GR

**FST 75A TRAINING INSTRUCTOR 1A - COGNITIVE LESSON DELIVERY 2010 2 UNITS**

Methods and techniques to help fire service personnel select, develop, and organize materials for in-service training programs. This is the first of a two-course series, designed for Company Officers and personnel preparing for a Training Officer Position. Topics include: Occupational Analysis, course outline, concepts of learning, levels of instruction, behavioral objectives, lesson-plan

development, psychology of learning and instructor evaluation. Student teaching demonstrations are required of all. 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 "Level I Fire Instructor" and one of the component requirements for the certification track of "Company Officer." Transfer: CSU Degree Applicable, Credit Grading Option: GR

**FST 75B TRAINING INSTRUCTOR 1B- 2 UNITS  
PSYCHOMOTOR LESSON DELIVERY 2010**

Practice in the development, implementation, and evaluation of in-service training programs. This is the second in a two-course series that is designed for Company Officers and personnel preparing for a Training Officer position. Topics include: Preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all. 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 "Level I Fire Instructor" and one of the component requirements for the certification track of "Company Officer". Transfer: CSU Degree Applicable, Credit Grading Option: GR

**FST 86A CAL FIRE BASIC FIREFIGHTER (2010) 5 UNITS**

A basic structural and wildland firefighting course oriented toward entry-level employment in agencies responsible for Wildland Fire Mitigation and Interface I-Zone Fire Protection. Emphasis on equipment utilized on CAL FIRE Engines (formerly California Department of Forestry). Meets minimum requirements for seasonal employment with CAL Fire. Course emphasizes demonstration, student application and performance examinations. Fundamentals of wildland fire control and techniques of controlling other emergency incidents covered with a strong safety perspective. Various live fire exercises for application of fire control and suppression techniques. Provides for S130, S131 and S190 equivalency under National Wildfire Coordinating Group (NWCG). Students completing this course, the prerequisite courses, and the CAL Fire "Firefighter Basic Training" Taskbook course meet the 2010 CAL Fire 179 Hour "CAL FIRE Basic Firefighter" certification requirements. Course complies with the State Board of Fire Services Wildland Fire Fighting requirements for Structural Firefighter I Certification. Prerequisites: FST 50, FST 65, KIN FSC and EMS 61 (all completed with a grade of "C" or higher). 3 hours lecture, 6 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: GR

**FST 90 FIRE FIGHTER I ACADEMY— 6.5 UNITS  
CERTIFICATION PREPARATION**

Development of individual skills and basic knowledge necessary to perform the functions of a firefighter. Practice donning breathing apparatus, knot tying, placing ladders, pulling hose, making water supply connections, and using the incident command system. Skills and basic knowledge necessary to perform the functions of a fire attack team, as a Firefighter, Engineer and Captain within a series of required multiple company level exercises which include: hose and ladder evolutions, rescue, salvage, overhaul, along with fire attack, control and extinguishment and ventilation techniques for various situations. A Firefighter-I Graduation Certificate is awarded upon successful completion. Students with six months paid

experience or 12 months volunteer/work experience may apply for the State Fire Training CFSTES Certificate with proof of current completion of a valid Emergency Medical Technician Certificate. Prerequisites: FST 50, FST 51, FST 52, FST 53, FST 65, KIN FSC, and EMS 81 or proof of current certification as an "Emergency Medical Technician." All courses must be completed with a grade "C" or higher. 72 Total Lecture Hours, 135 Total Laboratory Hours. Degree Applicable, Credit Grading Option: GR

**FST 92 FIRE FIGHTER-II CERTIFICATION 4 UNITS  
PREPARATION**

Manipulative and technical training in fire protection water supply, self-contained breathing apparatus, fire service equipment inspection and maintenance, advanced hose and ladder operations, fire attack and control procedures, and radiological monitoring. Designed to develop the abilities of the employed or volunteer fire fighter to perform the objectives stated in the Fire Fighter II Certification guidelines. Academy Certificate, EMT Certificate. Prerequisite: FST 54, FST 55, and FST 70B (all completed with a grade of "C" or higher) and proof of eligibility for/or possession of a State of California Fire Fighter I Certificate. May substitute the State Heavy Rescue course and a Vehicle Extrication course for the 70A and 70B requirements. 3.5 hours lecture, 2 hours laboratory. Degree Applicable, Credit Grading Option: GR

**FST 95 WORK EXPERIENCE 1-3 UNITS**

College supervised on-the-job training while working in a fire service related occupation. Prerequisite: State Fire Fighter I Academy Certificate, EMT Certificate. Corequisite: FST 96. 5-15 hours each week. Transfer: CSU. See "Work Experience in this Catalog" for Work Experience requirements. Degree Applicable, Credit Grading Option: GR

**FST 96 WORK EXPERIENCE SEMINAR 1 UNIT**

Coordination of curriculum with college supervised part-time or full-time employment, or volunteer work in the fire service field. Includes case studies, job related problems, cases and presentations, and material related to employment, organization and management; emphasis on building working relationships with supervisors, subordinates, and co-workers. Prerequisite: State Fire Fighter I Academy Certificate, EMT Certificate. Corequisite: FST 95. 1 hour. Transfer: CSU. See "Work Experience in this Catalog" for Work Experience requirements. Degree Applicable, Credit Grading Option: GR

**FST 200 WILDLAND FIRE FIGHTING – NON-CREDIT  
LIVE FIRE EXERCISE**

Wildland Fire Fighting, a live fire exercise, with emphasis on wildland fire behavior and utilization of effective control and suppression techniques. Additional emphasis on ICS organization and applications, weather influence, equipment usage, firing operations, dozer applications, hand tool applications, and firefighter safety associated with a Wildland Fire Incident. Prerequisite: Current membership within a recognized Fire Service Agency. 8 hours total. No limit. Non-degree Applicable, Non Credit Grading Option: Non-credit

FRENCH

About the Courses

The Foreign Language program offers primarily first- and second-year transfer-level courses in American Sign Language, Spanish, French, and Italian. Some courses are scheduled on a rotating basis. The transfer-level courses

are designed to prepare students to continue with their language studies in upper-division courses. In addition, there is an emphasis on learning about the culture of the people who speak the individual languages.

## French Courses (FREN)

### FREN 1A BEGINNING FRENCH 5 UNITS

This introductory level course will enable students to begin speaking, reading and writing elementary level French as well as understanding the spoken language. Students are introduced to concepts of grammar, vocabulary and verb tenses in a variety of auditory, visual and written contexts. Strongly recommended: Eligibility for English 1A. 5 hours. AA/AS GE. Transfer: CSU UC; IGETC: Area 6A Degree Applicable, Credit Grading Option: OP

### FREN 1B ELEMENTARY FRENCH 5 UNITS

This is the second semester of the introductory level course and will enable students to continue to learn to speak, read and write elementary level French as well as to understand the spoken language. Students are introduced to concepts of grammar, vocabulary and verb tenses in a variety of auditory, visual and written contexts. Prerequisite: French 1A (completed with a grade of "C" or higher). 5 hours. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A Degree Applicable, Credit Grading Option: OP

### FREN 2A INTERMEDIATE FRENCH 4 UNITS

Review of grammar; reading of works of modern authors; practice in conversation and composition. Prerequisite: French 1B (completed with grade of "C" or higher). 4 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B and 6A Degree Applicable, Credit Grading Option: OP

### FREN 2B ADVANCED FRENCH 4 UNITS

Reading of French authors; advanced review of grammar, emphasis on speaking and composition. Prerequisite: French 2A (completed with grade of "C" or higher). 4 hours. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B and 6A Degree Applicable, Credit Grading Option: OP

and one's behaviors, and develops the self-management skills to successfully attain one's goals. Prerequisite: General Studies 10 (completed with a grade of "P" or higher). 1 hour lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

### GNST 25 STUDENT LEADERSHIP 1-2 UNITS

Processes and methods of communication in group situations, including parliamentary procedure, preparation of agenda and 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

## GENERAL STUDIES

### About the Program

General Studies are courses based in multiple disciplines designed to contribute to the capacity for students to succeed in college. The offerings in this area are focused on Leadership and Teaching.

## General Studies Courses (GNST)

### GNST 10 FACULTY ASSISTANT EXPERIENCE FOR POTENTIAL TEACHERS 1-2 UNITS

Work as a faculty assistant to gain a variety of experiences related to teaching and learning tasks. May not assist in course sections in which enrolled. Prerequisite: Consent of instructor and Office of Academic Services. 2.5-5 hours. Credit, Degree Applicable Grading Option: OP

### GNST 21 INTRODUCTION TO TEAM SELF-MANAGEMENT 2 UNITS

Explores the connections between one's purpose and intentions

## GEOGRAPHY

DEGREE

### 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.

**Degrees/Certificates**

- Degrees
  - AA-T in Geography

**About the AA-T in Geography Program**

The Greek derivation of the word geography is “earth description.” Geography studies natural features such as mountain ranges, rivers, valleys, forests, deserts, and grasslands, as well as man-made features such as cities, roads, dams, and bridges. Geography is truly an integrated discipline. It helps us to understand our natural environment and its capacity to maintain life. Is this capacity of supporting human civilization unlimited? If not, how much more can we abuse our physical environment without diminishing its capacity to sustain life? Geography is central to an understanding of the international global arena and provides an exciting and challenging way to examine our planet.

The intent of the Associate in Arts in Geography degree for Transfer is to assist students in transferring into the California State University System and will prepare them for baccalaureate level work in Geography or a similar major. Students completing the AA-T degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” In addition, “A student...shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2013-14 academic years.”

**Career Opportunities**

Geography serves as an excellent undergraduate major. City, county, and state governments are hiring geographers in the field of Geographic Information Systems (GIS), urban planning, and environmental studies because of their broad training. The national mapping division of the United States Geological Survey traditionally needs geographers in map making and its related job openings such as photo-interpretation, satellite image analysis, land use and land cover mapping. In addition, the analytical skills gained through a Geography major provide a strong foundation for graduate study in law, urban planning and architecture.

Geographers with advanced degrees are also in demand in colleges and universities around the world. Students should

enhance their major with a strong array of courses in the international arena, statistics, physical sciences, computer science, and basic business principles.

**Transferability**

All of the geography courses are transferable to most four-year colleges in the state.

**AA-T in Geography**

**Program Outcomes**

- Demonstrate knowledge of global physical and environmental processes, locations and develop an appreciation of landscapes.
- Assemble and analyze spatial information (maps, data, surveys, qualitative observations, etc), using traditional and modern mapping technology methods

**REQUIRED CORE 6-7 UNITS**

GEOG 1 (Introduction to Physical Geography).....	3
GEOG 1L (Introduction to Physical Geography Laboratory).....	1
GEOG 2 (Cultural Geography).....	3

**LIST A**

*Select from the following for a minimum of 6-7 units)*

GEOG 5 (World Regional Geography).....	3
GEOG 12 (Geography of California).....	3
GEOG 15 (Introduction to GIS).....	3
GEOG 8 (Weather and Climate).....	3

**LIST B**

*Select from the following for a minimum of 6 units)*

GEOL 1 (Physical Geology) or	
ANTR 3 (Social/Cultural Anthropology) .....	3
General Education Courses .....	20

**Geography Courses (GEOG)**

**GEOG 1 INTRODUCTION TO PHYSICAL GEOGRAPHY 3 UNITS**

This course is a spatial study of the Earth's dynamic physical system and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere with emphasis on spatial characteristics, change over time, interactions between environmental components, and human-environment interactions. Tools of geographic inquiry are also briefly covered; they include maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: Area 5A. CID# GEOG 110 Degree Applicable, Credit Grading Option: GR

**GEOG 1L INTRODUCTION TO PHYSICAL GEOGRAPHY LABORATORY 1 UNIT**

This course is designed to provide supplemental exercises in topics covered in physical geography lecture. Lab experience will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis. Prerequisite: GEOG 1 (may be taken concurrently). 3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C. CID# GEOG 111 Degree Applicable, Credit Grading Option: GR

**GEOG 2 CULTURAL GEOGRAPHY 3 UNITS**

The course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization

and landscape modification, political units and nationalism, and economic systems and development. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D5; IGETC: 4E. CID# GEOG 120  
Degree Applicable, Credit Grading Option: GR

**GEOG 5 WORLD REGIONAL GEOGRAPHY 3 UNITS**

Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D5; IGETC: Area 4E. CID# GEOG 125  
Degree Applicable, Credit Grading Option: GR

**GEOG 8 INTRODUCTION TO ATMOSPHERIC SCIENCE 3 UNITS**

Introduction to the Earth's atmosphere: topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change. 3 hours lecture. AA /AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A. C-ID#: GEOG130.  
Degree Applicable, Credit Grading Option: OP

**GEOG 12 GEOGRAPHY OF CALIFORNIA 3 UNITS**

A thematic approach to the state's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical, and human landscapes that have evolved as a result of the human-environment interface. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D5; IGETC: 4E. CID# GEOG 140  
Degree Applicable, Credit Grading Option: GR

**GEOG 15 INTRODUCTION TO GIS 3 UNITS**

Study of Geographic Information Systems (GIS) science and its applications to spatial data management. Identification and acquisition of GIS data. Assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning Systems (GPS). Spatial analysis and modeling with GIS. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D5. C-ID#: GEOG155.  
Degree Applicable, Credit Grading Option: GR

**GEOG 22 ADVANCED GIS APPLICATIONS 3 UNITS**

GIS is a geographically-based, computer assisted information technology that captures, organizes, queries, and analyzes spatial relationships between locations and attributes of Earth's physical, cultural, and economic features. GIS facilitates visualization of spatial relationships and decision-making by interactively linking maps, databases, images, and charts. GIS is both a tool for learning across the curriculum and an integrated system and science for solving real-world spatial problems within and across every economic sector. This course introduces entry-level GIS theory, principles, concepts, applications, and operations through a combination of lectures, demonstration, interactive web sessions and tutorials, and active learning strategies. Students will acquire basic hands-on GIS experience with current industry-standard software. Field trips may be required. Prerequisite: GEOG 15 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

# GEOLOGY

## About the Program

Geology is the study of the earth, how it works, and how the earth affects people and populations, both where they already are and for future planning/development. Geology affects populations worldwide through earthquakes, volcanic events, natural resource mining and management, soils, water resources, and more. Geologic areas of study include but are not limited to: volcanoes; earthquakes and seismology; the Geologic Time Scale and the formation of the earth; petrology (rocks) and minerals; hydrology; erosion; oceanography, including beach systems; environmental geology (resources, hazards, etc.); glaciers and Ice Ages; groundwater; deserts, and extra-terrestrial planets.

The Las Positas College Geology Program features lectures and laboratories for both Geology majors and non-science majors. Lectures and accompanying laboratory courses are offered separately to accommodate students' schedules.

## Career Opportunities

Geologic specialties include geologic mapping, earthquakes and seismology, vulcanology, hydrology, earth resources and acquisition and use impacts (e.g., pollution and deforestation), paleontology, glaciology, petrology and mineralogy, mass wasting (landslides and slope stability), marine geology (e.g., beaches), paleoclimatology, soil science, extra-terrestrial geology (the geology of other planets), etc. Geologic and engineering firms have geologists on staff working on geologic mapping, hazard assessment/evaluation, water resource planning, etc. At research facilities such as Sandia and LLNL (Lawrence Livermore National Laboratories) geologists work on projects such as modeling the earth's interior, studying climate change, groundwater remediation, etc. The USGS (United States Geological Survey), CGS (California Geological Survey), NOAA (National Atmospheric and Oceanic Administration), NASA, EPA, and the U.S. Army Corps of Engineers have geologists on staff, as do museums, colleges, and universities.

## Transferability

Geology 1/1L, 3/3L, 5, 7 and 12/12L (see below for course descriptions) are transferable and satisfy the Natural/Physical Science GE requirements of most four-year institutions. The Geology course offerings at LPC include the lower-division courses typical of lower division geology requirements of most four-year institutions.

For students interested in pursuing a four-year degree in Geology, the first two years of a Geology degree generally consist of: Physical Geology 1 (lecture and laboratory); Historical Geology 3 (lecture and laboratory); Physics, Chemistry, Mathematics, and general breadth requirements. Mineralogy/Earth Materials is also a required lower-division Geology course at some four-year schools.

Geology is an applied science. The last two years of the typical four-year geology program focus on geology courses that apply scientific concepts and principles that the student learned in the first two years. All potential geology majors should consult the current college catalog for geology degree requirements at the school to which the student wishes to transfer.

**AS-T – Geology**

**Program Outcomes**

- Upon completion of this degree, students should be able to demonstrate proficiency in basic earth processes (e.g., plate tectonics).
- Upon completion of this degree, students should be able to demonstrate proficiency in the evaluation and identification of basic earth materials (e.g., rocks and minerals).

**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 Units .....	60

**\*Recommended courses for TMC AS-T Geology**

- PHYS 8A (General Physics I)
- PHYS 8B (General Physics II)
- BIOL 10 (Introduction to the Science of Biology)

**\*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)
- 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)

**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. C-ID#: GEOL100.

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. C-ID#: GEOL100L.

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, paleo-ecology, mass extinctions, types of fossil preservation, paleoclimate, 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 . CID# GEOL 110

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 rocks and minerals, 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: GEOL 3 lecture (may be taken concurrently). 3 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C. CID# GEOL 110L

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; introduction to the basic types of marine life, the basic marine habitats and ecosystems; distribution of marine resources and the Law of the Sea. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A  
Degree Applicable, Credit Grading Option: OP

**GEOL 12L INTRODUCTION TO OCEANOGRAPHY 1 UNIT  
LABORATORY**

Laboratory course to supplement the oceanography lecture course. Introduction to the materials and techniques of oceanic science. Includes sea floor rocks, oceanic geography, bathymetric maps, seismic reflection, seawater physics and chemistry, beach sand, tides, waves, marine life and marine fossils, sea floor spreading rates, etc. Prerequisite: Geology 12 lecture (may be taken concurrently). 3 hours laboratory AA/AS GE. Transfer: CSU, UC; CSU GE: B3; IGETC: 5C  
Degree Applicable, Credit Grading Option: P/N

## HEALTH

### About the Courses

The Health program consists of courses in personal health (see the LPC Catalog section for Nutrition). These courses are intended to help students live healthfully now and for the rest of their lives. They also serve as foundations for students intending to focus their studies in the health and nutritional sciences and physical education and athletics.

**See also: Nutrition; Kinesiology**

### Health Courses (HLTH)

**HLTH 1 INTRODUCTION TO HEALTH 3 UNITS**

Physiological, psychological, and social perspectives of health. Emphasis on knowledge, attitudes, and behaviors that will contribute to a healthy individual. 3 hours lecture. AA GE. Transfer: CSU, \*UC; CSU GE: Area E. \*HLTH 1 and HLTH 3 combined, max UC credit, one course.

Degree Applicable, Credit Grading Option: OP

**HLTH 3 WOMEN'S HEALTH 3 UNITS**

Physiological, psychological, social, cultural, and political influences on women's health. Emphasis on diversity of women's health experiences and factors involved with both population level health outcomes and individual decision-making. Focus on empowerment for primary prevention. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; IGETC Area 4; CSU GE: E. \*HLTH 1 and 3 combined: max UC credit, one course.

Degree Applicable, Credit Grading Option: OP

## HEALTH SCIENCE

### About the Program

The Health Sciences courses are for the entering health-care professional with an emphasis on patient care theory and clinical practice. The types of careers available to those entering into Health Sciences may include such fields as Pharmacy Technology, Physical Therapy, Nursing, Radiology Technology, Surgical Technology, and Respiratory Therapy, Surgical Technician, Administrative Medical Assistant, Pharmacy Technician, Certified Nursing Assistant and Certified Home Health Aide, Respiratory Therapy, Physical Therapy, Radiologic Technician, and others.

The Health Sciences Program is designed to provide:

- Knowledge of human anatomy, medical terminology, knowledge and skills related to each specific program's requirements
- General knowledge of the role and responsibilities related to the specific discipline in each program
- Knowledge of local, state, and federal laws, regulations, and ethics which govern practice in the specific discipline
- Development of high quality oral and written communication skills, work ethics, customer service skills, and the ability to work in teams

### Career Opportunities

Include but are not limited to: front office medical assistant, retail Pharmacy Technician, Certified Nursing Assistant, Surgical Technician, home healthcare provider, Healthcare provider support staff, and healthcare insurance support staff.

### Transferability

Students will find a variety of opportunities to prepare for a baccalaureate majors such as Health Sciences, Nursing, Pharmacology, Allied Health and Public Health degree programs.

## 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) and .....	1
BUSN 95 (Business Work Experience) or INTN 2 (Internship Field Placement) .....	1-3
Total units required .....	27-30

**Health Science Courses (HSCI)**

**HSCI 50 ORIENTATION TO HEALTH CARE 2 UNITS  
DELIVERY SYSTEM**

Overview of health professions and health care facilities, the roles of governmental agencies, professional associations, fiscal intermediaries and consumers. Provides a historical background of the health care delivery system and its contemporary practice. 2 hours. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**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 4 UNITS  
MEDICAL TERMINOLOGY**

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 3 UNITS  
ALLIED HEALTH**

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 1.5 UNITS  
EXPLORATION**

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**

☑ DEGREE

**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

## Degrees/Certificates

- Degrees
  - AA-T in History

### About the AA-T in History Degree

The discipline of history helps to nurture an informed public and is, therefore, of vital importance to a democratic society. The program for the Associates in Arts in History for Transfer exposes students to the great historical arguments on these issues, and prompts students to think for themselves on these important topics. Students progressing toward the AA-T in History will learn the tools of critical thinking. They will be expected to apply their skills to a variety of historical narratives. The transfer degree is especially intended to assist students in transferring into the California State University System. Students completing the AA-T degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.”

### Career Opportunities

Historians with graduate degrees may teach at the high school, college, or graduate levels. They may also become researchers in both the public and private sectors and work in areas of public policy, the law, and international studies. The study of history develops important skills of thinking, analysis, and communication that are useful for any field of employment or further study.

### Transferability

The transfer degree is especially intended to assist students in transferring into the California State University System. Students completing the AA-T degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” Some variations in requirements do exist at particular institutions; therefore, it is essential that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

### AA-T in History

#### Program Outcomes

Students will demonstrate critical thinking as they identify and use various types of historical sources.

#### REQUIRED CORE COURSES, 6 UNITS

HIST 7 (US History Through Reconstruction) .....	3
HIST 8 (US History Post-Reconstruction) .....	3

#### LIST A

Select one course/3 units from the following:

HIST 1 (Western Civilization to 1600) .....	3
HIST 2 (Western Civilization since 1600) .....	3

#### LIST B

Select two courses/6 units from any course not used from List A or from the following:

HIST 14 (History and American Cultures of California) .....	3
HIST 25 (American Indian History and Culture) .....	3
HIST 28 (History of the American West) .....	3
HIST 32 (U.S. Women's History) .....	3

#### LIST C

Select any course/3 units from List B which has not been used

## History Courses (HIST)

### HIST 1 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 lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2, or D6; IGETC: 4F. CID# HIST 170  
Degree Applicable, Credit Grading Option: GR

### HIST 2 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. CID# HIST 180  
Degree Applicable, Credit Grading Option: GR

### HIST 7 US 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; IGETC: 4F. CID# HIST 130  
Degree Applicable, Credit Grading Option: GR

### HIST 8 US HISTORY POST-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; IGETC: 4F. CID# HIST 140  
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 THE 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

#### Program Outcomes

- The successful student will be able to accurately identify a set of plant material;
- Use that plant material in a landscape design;
- Prepare a maintenance schedule for the chosen plant materials.

#### 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 Landscapes)  
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 Landscapes)

**Certificate of Achievement  
Horticulture**

**Program Outcomes**

The successful student will be able to select plant materials for a given landscape based on water requirements, soil type, pest and disease resistance, growth habits, and design requirements.

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**

Botanical nomenclature, anatomy and physiology, plant growth, and development are presented. Various micro-climates, landscape planning and development, media, fertilizer, and watering methods are discussed. Design and development of a home landscape plan is included. Current research of plant propagation, plant disorders and pest management will be explored. (8 hours of lab to be scheduled on Saturdays which may include one or more field trips.) 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. Transfer: CSU.

Degree Applicable, Credit Grading Option: OP

**HORT 51 FALL PLANT MATERIAL IDENTIFICATION 3 UNITS**

Identification of landscape and garden plants will be categorized. Growth habit, climatic adaptation, ornamental value, maintenance and care of trees, shrubs, vines will be studied, with the focus on deciduous trees and fall flowering plants. (8 hours of lab to be scheduled on Saturdays which may include one or more field trips.) 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**HORT 52 SPRING PLANT MATERIAL IDENTIFICATION 3 UNITS**

Identification of landscape and garden plants will be categorized. Growth habit, climatic adaptation, ornamental value, maintenance and care of trees, shrubs, vines will be studied, with the focus on evergreen and spring flowering plants. (8 hours of lab to be scheduled on Saturdays, which may include one or more field trips.) 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. 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 are studied in order to identify symptoms, diagnose problems, and determine methods of controlling plant diseases, insects, and weed pests. Methods and techniques of integrated pest management, chemical and non-chemical control related to garden, landscape, and other horticulture crops and plants are studied. Disease and pest control materials are assessed with emphasis on safe handling and application, and environmental protection. Focus is on preparation for State Qualified Applicators. 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. 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 3 UNITS**

Care, maintenance, planting, and pruning of trees, shrubs, and vines are discussed. Specific pruning techniques for ornamental trees, fruit trees, shrubs, roses, and other woody plants are

demonstrated. Principles of urban forestry, tree preservation, health, growth characteristics, plant selection, planting, irrigation, fertilization, and damage repair are studied. (8 hours of lab to be scheduled on Saturdays, which may include one or more field trips.) 2.5 hours lecture, 1.5 hours laboratory for 0.5 laboratory units. 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 will be covered, including preparation, installation, maintenance, renovation, 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 for 0.5 laboratory units. 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 0.3-3 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)

### Program Outcomes

- Students will be able to express informed aesthetic responses to works of art.
- Students will be able to interpret and apply theoretical methods used in the humanities.

### 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

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.

**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 1600, 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

**AS – Interior Design**

**Program Outcomes**

Upon completion of INTD AS-transfer program, students will be able to demonstrate the skills and knowledge learned through coursework to meet CSU transfer requirements.

**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 required.....	60

**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**

**Program Outcomes**

The student will be prepared to work in a professional design company with both business and design education.

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

**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

**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,



Electives*.....	6
Total units required .....	32

**\*Electives**

Select from the following for a minimum of 6 units:

- INTD 50 (Residential Space Planning)
- INTD 62 (Kitchen and Bathroom Design)
- 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

**INTD 61 COMPUTER AIDED DESIGN FOR INTERIOR DESIGN 3 UNITS**

Introduction to basic techniques in computer aided design for interior design, with emphasis on user terminology and hands-on learning. How to set up drawings, dimensioning systems appropriate to architecture. Floor plans, details, drawings and other techniques using the computer. 2 hours lecture, 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**INTD 62 KITCHEN AND BATHROOM DESIGN 3 UNITS**

Survey of the field of kitchen and bathroom designs. Includes resources, materials, trends, costs and needs, both functional and aesthetic. Strongly recommended: Interior Design 50 and Interior Design 51. 2 hours lecture, 3 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**INTERNATIONAL STUDIES**

DEGREE

For more information, see a counselor.

**About the Program**

The International Studies major is based upon the idea that the past 20 years have seen a series of significant changes in some of the fundamental ways in which nations have traditionally dealt with one another. There has been a shift away from the older politics of conflict and competition toward the recognition that economic and developmental strategies require international planning and management. Nations are beginning to realize that their destinies are mingled in a way and to a degree that is unprecedented.

The major is designed to expose students to this new environment. This curriculum consists of four options: (1) Business Studies, (2) Asian Studies, (3) Latin American Studies, and (4) General Studies. This degree prepares students for transfer to four-year institutions for continued studies. 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.

**Degrees/Certificates**

- Degree:
  - AA – International Studies

AA – International Studies

**Program Outcomes**

Students will critically apply ethical standards to identify problems and create solutions.

**FRESHMAN YEAR**

Foreign Language*	5
ANTR 3 (Social and Cultural Anthropology)	3
International Study Options**	0-18
General Education Courses	

**SOPHOMORE YEAR**

Foreign Language*	5
GEOG 2 (Cultural Geography)	3
POLI 30 (International Relations)	3
International Study Options**	0-18
General Education Courses	
Total units required.	60

**\*Foreign Language**

Select from Foreign Languages in the LPC Catalog: French, Italian, or Spanish.

**\*\*International Studies Options**

Complete one of the 4 International Studies Options shown herefor a total of 18 units:

**1. BUSINESS OPTION**

- BUSN 1A (Financial Accounting)
- BUSN 1B (Managerial Accounting)
- BUSN 18 (Business Law)
- CIS 50 (Introduction to Computing and Information Technology)
- BUSN 20 (International Business)
- BUSN 30 (Business Ethics and Society)
- BUSN 40 (Introduction to Business)
- ECON 1 (Principles of Microeconomics) and/or
- ECON 2 (Principles of Macroeconomics)
- SPCH 1 (Fundamentals of Speech Communication)

**2. ASIAN STUDIES OPTION:**

- ANTR 5 (Cultures of the U.S. in Global Perspective)
- POLI 20 (Comparative Government)
- RELS 1 (Religions of the World)
- ECON 1 (Principles of Microeconomics) or
- ECON 2 (Principles of Macroeconomics)
- SPCH 1 (Fundamentals of Speech Communication)

**3. LATIN AMERICAN STUDIES OPTION:**

- HIST 22 (Introduction to Mexican-American History and Culture)
- SPAN 2A/2B (Intermediate and Advanced Spanish)
- ANTR 5 (Cultures of the U.S. in Global Perspective)
- ECON 1 (Principles of Microeconomics) or
- ECON 2 (Principles of Macroeconomics)
- POLI 20 (Comparative Government)
- SPCH 1 (Fundamentals of Speech)

**4. GENERAL STUDIES OPTION:**

- 2nd Year of Foreign Language
- ANTR 5 (Cultures of the U.S. in Global Perspective)
- ECON 1 (Principles of Microeconomics) or
- ECON 2 (Principles of Macroeconomics)
- BUSN 20 (International Business)
- BUSN 40 (Introduction to Business)
- POLI 20 (Comparative Government)
- SPCH 1 (Fundamentals of Speech Communication)

INTERNSHIPS

About the Courses

Internship opportunities are available through Las Positas College. Interested students who meet qualifications are placed in carefully structured work environments with local employers within the student's major. 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 be concurrently enrolled in the Internship Seminar course. Placements are contingent upon the availability of an appropriate internship site, employer criteria and student qualifications, and are at the discretion of the employer. Students and employers should contact the Business Department Coordinator at 925.424.1271.

Internship Courses (INTN)

**INTN 1 INTERNSHIP SEMINAR 1 UNIT**

Taken in conjunction with Internship Field Placement, this seminar examines issues related to work and professional development, in the students' chosen course of study (major). The seminar provides the context to reflect on concrete experiences at the internship site, and link these experiences to previously acquired discipline specific, classroom based knowledge. Corequisite: Internship 2. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**INTN 2 INTERNSHIP FIELD PLACEMENT 1-3 UNITS**

Taken in conjunction with the Internship Seminar, the field placement is supervised employment for students who work in a job that is related to their chosen course of study. The placement allows for the application of discipline specific knowledge, skills and abilities gained in the classroom. Units earned are based on hours worked during the semester. Transfer: CSU Degree Applicable, Credit Grading Option: OP

ITALIAN

About the Courses

The Foreign Language program offers primarily first- and second-year transfer-level courses in American Sign Language, Spanish, French, and Italian. Some courses are scheduled on a rotating basis. The transfer-level courses are designed to prepare students to continue with their language studies in upper-division courses. In addition, there is an emphasis on learning about the culture of the people who speak the individual languages.

Italian Courses (ITLN)

**ITLN 1A BEGINNING ITALIAN 5 UNITS**

This introductory level course will enable students to begin speaking, reading and writing elementary level Italian as well as understanding the spoken language. Students are introduced to concepts of grammar, vocabulary and verb tenses in a variety of auditory, visual and written contexts. Strongly recommended: Eligibility for

English 1A. 5 hours. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A  
Degree Applicable, Credit Grading Option: OP

**ITLN 1B ELEMENTARY ITALIAN 5 UNITS**

This is the second semester of the introductory level course and will enable students to continue learning to speak, read and write elementary level Italian as well as to understand the spoken language. Students are introduced to concepts of grammar, vocabulary and verb tenses in a variety of auditory, visual and written contexts. Prerequisite: Italian 1A (completed with a grade of "C" or higher) or equivalent. 5 hours. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A  
Degree Applicable, Credit Grading Option: OP

## JOURNALISM

See Mass Communications

## KINESIOLOGY

DEGREE

### About the Program

Kinesiology is an academic area of study concerned with human movement and physical activity. The field of Kinesiology includes a variety of sub-disciplines including exercise physiology, biomechanics, motor control and motor learning, physical education, exercise & sport psychology, and the sociocultural study of movement. Entry-level employment opportunities in the field include: coaching, personal or group training, fitness instruction, fitness specialists, physical therapy assistants, recreation, as well as managerial positions in athletics and recreation centers. The AA-T Kinesiology prepares students for transfer to bachelor's degree programs in Kinesiology; and similar degrees including Exercise Science, Physical Education, Pre-Physical Therapy/Therapeutic Studies, Athletic Training, Coaching and Fitness Management. Advanced degrees in Kinesiology lead to employment opportunities in athletic training, sports management, physical therapy, occupational therapy, teaching physical education, cardiac rehabilitation, coaching, and further study in health/medical fields.

The Kinesiology program also offers students an opportunity to enrich their education with emphasis on physical activity and improved physical well-being.

### Athletics

Las Positas College offers an Intercollegiate Athletics program dedicated to assisting each student in achieving the highest possible academic and athletic success. Our faculty and coaches subscribe to the philosophy that athletics plays an integral role in the total educational process and that athletics helps to promote the growth of values in leadership, character, sportsmanship, and teamwork.

### Degrees/Certificates

- Degrees
  - AA-T – Kinesiology

### Transferability

The program provides preparation for transfer, fulfilling typical lower division requirement for most four-year institutions. Some 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.

In addition to the degree listed, an AA-T in Kinesiology is being processed. See a counselor or the 2015 Catalog Addendum for more information.

### AA-T Kinesiology

**REQUIRED CORE COURSES, 14 UNITS**

KIN 30 (Introduction to Kinesiology).....	3
BIO 7A (Human Anatomy) .....	5
BIO 7B (Human Physiology) .....	5

Select one course maximum from any three of the following areas:

**Area 1: Aquatics**

KIN SW1 (Swimming 1) .....	1
KIN SWF1 (Swimming for Fitness 1) .....	1
KIN WP1 (Water Polo 1) .....	1
KIN DV1 (Springboard Diving).....	1

**Area 2: Combatives**

KIN PL2 (Pilates 2) .....	1
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**Area 3: Dance**

KIN HHA (Hip Hop Aerobics) .....	1
KIN DBS (Dance Aerobics/Body Sculpting) .....	1
KIN SD (Salsa Dance 1).....	1

**Area 4: Fitness**

KIN BC1 (Boot Camp 1-Flex/Core Dev).....	1
KIN GBW (Guts and Butts Workout) .....	1
KIN FW1 (Fitness Walking 1) .....	1
KIN WT1 (Weight Training 1).....	1

**Area 5: Individual Sports**

**Area 6: Team Sports**

KIN FL1 (Flag Football 1).....	1
KIN FS1 (Introduction to Futsal).....	1
KIN SC1 (Soccer Outdoor).....	1
KIN VB1 (Volleyball Beginning).....	1

**LIST A**

Select two courses/minimum 6 units from the following:

MATH 40 (Statistics and Probability) .....	4
BIO 20 (Contemporary Human Biology).....	3
CHEM 1 (General College Chemistry 1).....	5
PHYS 2A (Introduction to Physics 1) .....	4
OR	
PHYS 8A (General Physics 1).....	5

### Kinesiology Activity Courses (KIN)

**KIN AAE ADAPTED AEROBIC EXERCISE .5-2 UNITS**

This course is for people with disabilities to develop different aerobic exercises to improve cardiovascular strength and endurance. Students will experience cardiovascular training in the context of their individual's physical, intellectual and/or affective abilities and limitations. Students will experience aerobic exercises such

as biking, chair aerobic exercise, walking, jogging, Step, treadmill and elliptical. Students will review and apply basic exercise physiology and fitness concepts in the context of their own abilities and limitations to develop and/or maintain their cardiovascular fitness levels. 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 AAQE ADAPTIVE AQUATIC EXERCISE 0.5-2 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 AFG AEROBIC FITNESS GYM 1-2 UNITS**

The Aerobic Fitness Gym course will present and implement the fundamental principles of Cardio/Aerobic Fitness training. Methods of assessing and monitoring aerobic intensity will be discussed and documented in class. The health and fitness benefits of cardio/aerobic conditioning will be presented. A variety of aerobic gym equipment will be used to achieve cardiopulmonary fitness and healthy body composition. 54-108 hours laboratory for 1-2 laboratory units. 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 AIE ADAPTED INDIVIDUALIZED EXERCISE 1-2 UNITS**

This course is designed to have students with disabilities develop and use individualized exercise programs to meet their particular needs. Exercises will emphasize lifelong health, balance, flexibility, muscular strength and endurance, aerobic conditioning and coordination. Exercise principles and safety will be emphasized. Individual sports, such as bowling, self-defense, and track may be adapted for participation by the students. 54-108 hours laboratory for 1-2 laboratory units. 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 APA ADAPTED PHYSICAL ACTIVITIES 0.5-2 UNITS**

This class has been offered to disabled students to participate in a variety of team and dual activities. This class is part of the family of Adapted Kinesiology classes. Students attending this class must have a disability that prevents them from finding success in a regular physical activity class. Each student must provide the instructor with a current medical record and clearance from a doctor in order to participate in class. The class will include many physical activities which will be modified and adapted for participation of people with disabilities. Movement, flexibility and cardiovascular endurance will be used to achieve health and wellness. 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 1-2 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. 54-108 hours laboratory for 1-2 laboratory units. 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 AQJD AQUA JOGGING--DEEP WATER 0.5-2 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 0.5-2 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 0.5-2 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 ADAPTIVE WEIGHT TRAINING 1-2 UNITS**

This adapted kinesiology course is for those individual's with special needs as a result of a disability and/or limitation(s). It provides an opportunity to learn methods to improve muscular strength and endurance in a safe, supervised gym environment. Students will learn sound training principles and their application. A personalized exercise program will be designed to meet the individual needs and goals of each student. Student will be required to provide medical clearance to participate in this course. 54-108 hours laboratory for 1-2 laboratory units. 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 BC1 BOOT CAMP 1 FOR FLEXIBILITY & CORE DEVELOPMENT 1-2 UNITS**

Improve flexibility and core development (thus providing stability to our movements) through a variety of drills and military style movements. Functional training delivered in an intense environment. 54-108 hours laboratory for 1-2 laboratory units. 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 BC2 BOOT CAMP FOR AEROBIC CONDITIONING 1-2 UNITS**

Improve aerobic capacity, muscle endurance and cardiorespiratory fitness through a variety of drills and military style movements. Functional training delivered in an intense environment. 54-108 hours laboratory for 1-2 laboratory units. 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 BC3 BOOT CAMP FOR POWER & STRENGTH TRAINING 1-2 UNITS**

Improve muscle strength & power through a variety of drills and military style movements. Functional training delivered in an intense environment. 54-108 hours laboratory for 1-2 laboratory units. 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 BD1 BADMINTON 1 0.5-2 UNITS**

Introduction to the fundamental techniques of badminton (for example, the forehand and backhand serve, service return, and lob shots). Course will also include grip, footwork, rules, equipment and court dimensions. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: GR

**KIN BD2 BADMINTON 2 0.5-2 UNITS**

The techniques of badminton for the intermediate player will be reviewed and performed. This course will also incorporate match analysis for singles and doubles play. Strongly recommended: KIN BD1. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: GR

**KIN BD3 BADMINTON 3 0.5-2 UNITS**

Badminton strategy for singles and doubles play. The body's physiological responses to singles and doubles play will be examined. Strongly recommended: KIN BD2. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: GR

**KIN BK BASKETBALL 0.5-2 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.

Degree Applicable, Credit

Grading Option: OP

**KIN BKP BASKETBALL ADVANCED PLAY 0.5-2 UNITS**

This course is designed to provide the student with an opportunity to develop the skills and understanding of basketball at the advanced level. 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. Strongly recommended: KIN BK-Basketball. 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 BL BOWLING 0.5-2 UNITS**

This course is designed to give the student the opportunity to learn the basic skills, terminology, and etiquette of bowling and be able to participate in a league-type bowling program using off-campus bowling centers. 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 BSF 1 BODY SCULPTING FOR FITNESS 1-2 UNITS**

This kinesiology course focuses on the use of Bells and Balls for Core muscular sculpting and conditioning. An introduction to resistance training using dumb bells, barbells, kettle bells, medicine balls, stability balls and step platforms. The health and fitness related benefits will be presented. SMART goal setting, personal program design and compliance will be included in the instruction. 54-108 hours laboratory for 1-2 laboratory units.

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 BX BOX AEROBICS 0.5-2 UNITS**

Course is designed to give the student an opportunity to experience a combination of martial arts and aerobic exercise for the benefit of physical fitness. Exercises will include jumping rope, push-ups, abdominal work, cardiovascular exercise, strength training and toning exercises, box aerobics drills and stretching. 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 CP CARDIO POWER 0.5-2 UNITS**

A group exercise class that uses various formats including Step, Interval, Hi/Low aerobics, Circuit, and Boot Camp to improve all components of fitness (cardiovascular endurance, muscular strength and endurance, flexibility and body composition). 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 CSVB COURT SPORTS VOLLEYBALL BADMINTON 0.5-2 UNITS**

This course is designed to provide students an opportunity to practice those skills which are acceptable under current rules and interpretations in the games of volleyball and badminton. An equal number of hours and/ or class sessions will be dedicated to the introduction of the rules, basic skills, and the offensive/defensive strategies involved with the selected court sports of volleyball and badminton. 1.5 to 6 hours. 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 CW INTERMEDIATE/COMPETITIVE WALKING 0.5-2 UNITS**

This course is designed as a training program for individuals interested in increasing their walking speed. There will be five off-campus training sessions or competitive walking events during the 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 CYCL1 CYCLING CONDITIONING 1 0.5-2 UNITS**

This course is an introduction to Physical Fitness through indoor cycling. The cycling program is an individually paced, noncompetitive, group training program designed for all riders and all fitness

levels. Cycling is an exercise performed on a stationary bicycle and is performed to music. The course is open to anyone who is interested in developing muscular endurance, improved cardio-respiratory endurance and body composition. Transfer: CSU, LPC AA/AS, UC.

Degree Applicable, Credit Grading Option: OP

**KIN DBS DANCE AEROBICS/BODY SCULPTING 1-2 UNITS**

A combination of energizing aerobic dance and specific resistance training. Improves cardio-respiratory endurance and tones major muscle groups. 54-108 hours laboratory for 1-2 laboratory units. 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 DE DANCE EXERCISE 0.5-2 UNITS**

A vigorous choreographed movement class performed to music; may include either high or low impact or step aerobics, or a combination of both. 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 DRJ1 DANZAN RYU JUJITSU 1 1-2 UNITS**

An introductory course of the martial art system of Danzan Ryu Jujitsu, a hybrid of Japanese Jujitsu, Judo, and Kenpo, and the Hawaiian art of Lua. Techniques are not strength based and primarily involve the use of joint and nerve manipulation, precision striking, and throwing to subdue an attacker. The course will focus on history, basic movement, beginning level escapes, throws, and strikes, and how to receive techniques safely. 54-108 hours laboratory for 1-2 laboratory units. 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 DRJ2 DANZAN RYU JUJITSU 2 1-2 UNITS**

A semi-intermediate course of the martial art system of Danzan Ryu Jujitsu. Course will focus on history of techniques, application of proper breathing, beginning level holds, intermediate sweeps and trips, basic hip throws, basic striking combinations, and how to receive semi-intermediate level throws and holds safely. 54-108 hours laboratory for 1-2 laboratory units. 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 DRJ3 DANZAN RYU JUJITSU 3 1-2 UNITS**

An intermediate level course of the martial art system of Danzan Ryu Jujitsu. Course will focus on history of techniques, more advanced ukemi, advanced holds, beginning level pins, intermediate hip throws, basic drop throws, striking combinations, and how to receive intermediate techniques safely. 54-108 hours laboratory for 1-2 laboratory units. 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 DS DISC SPORTS 0.5-2 UNITS**

This introductory course will provide students with instruction on the various sport activities associated with the flying disc. The class contains units on basic throws and catches, along with instruction and participation in sports of: Double Disc Court, Disc Golf, Freestyle competition, and Ultimate. 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 DV1 SPRINGBOARD DIVING 1-2 UNITS**

This course is designed to give students an introduction into the sport of Springboard Diving. Instruction will include 1 meter and 3 meter springboards, and the 5 types of dives (forward, backward, reverse, inward, twisting). Strongly recommended: KIN SW1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 FN1 FENCING 1 0.5-2 UNITS**

(Formerly FNB) This course is an introduction to foil. Emphasis is on the technical and tactical skills unique to foil fencing. 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 FN2 FENCING 2 0.5-2 UNITS**

(Formerly FB) This course is an introduction to epee. Emphasis is on the technical and tactical skills unique to epee fencing. 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 FN3 FENCING 3 0.5-2 UNITS**

(Formerly FNI) This intermediate fencing course continues to develop the skills specific to foil and epee. Emphasis is placed on the further development of technical and tactical skills unique to each weapon. The electrical equipment will be used extensively. 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 0.5-2 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 0.5-2 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 FL1 FLAG FOOTBALL 1 1-2 UNITS**

This is an introductory course designed to give the student an opportunity to review and practice the basic fundamental skills relative to the game of flag football. 54-108 hours laboratory for 1-2 laboratory units. 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 FL2 FLAG FOOTBALL 2 1-2 UNITS**

This is an intermediate course designed to teach students the principles of short-field flag football. Instruction will include: rules, regulations, and concepts of play for 4-on-4 and 5-on-5 flag football. Strongly recommended: KIN FL1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 FL3 FLAG FOOTBALL 3 1-2 UNITS**

This course is a continuation course for Flag Football 2. Review of the rules and regulations will be included. This level course will provide instruction on more complex offensive tactics, defensive strategies and concepts of play for 7 on 7 and 8 on 8 flag football. Students will receive instruction on the principles of long-field flag football. Strongly recommended: KIN FL1 and KIN FL2 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 FN1 FENCING 1 0.5-2 UNITS**

(Formerly FNB) This course is an introduction to foil. Emphasis is on the technical and tactical skills unique to foil fencing. 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 FN2 FENCING 2 0.5-2 UNITS**

(Formerly FB) This course is an introduction to epee. Emphasis is on the technical and tactical skills unique to epee fencing. 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 FN3 FENCING 3 0.5-2 UNITS**

(Formerly FNI) This intermediate fencing course continues to develop the skills specific to foil and epee. Emphasis is placed on the further development of technical and tactical skills unique to each weapon. The electrical equipment will be used extensively. Strongly recommended: KIN FN1 and KIN FN2 (both completed with a grade of "C" or higher). 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 FS1 INTRODUCTION TO FUTSAL 1-2 UNITS**

This is an introductory course designed to review and practice the basic fundamental skills relative to the game of Futsal. Students will learn the basic rules of Futsal, which is a derivative of soccer and played with five-player teams on a basketball court, with no walls and a low bouncing ball. 54-108 hours laboratory for 1-2 laboratory units. 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 FS2 ADVANCED FUTSAL 1-2 UNITS**

This Futsal course will focus on intermediate skills. For example, students will become familiar with methods of combination play to penetrate compact, zonal defenses. Also, illustrations of how and when to apply principles of pressure, cover and balance in

coordinated defending are incorporated. Strongly recommended: KIN FS1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 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 FW1 FITNESS WALKING 1 1-2 UNITS**

This course is an introduction to a cardiovascular activity that will benefit anyone, regardless of age or fitness level. Individualized walking programs are designed to promote general overall fitness. Walking skills will be improved through the practice of effective and technically correct movement patterns. 54-108 hours laboratory for 1-2 laboratory units. 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 FW2 FITNESS WALKING 2 1-2 UNITS**

This course is a continuation course to the Jog/Walk class (KIN JW). The proper technique and fundamental principles of training for this activity will be reviewed. Basic exercise physiology will be discussed. The student will be given training regimens to increase their pace, speed, distance and endurance for middle distances i.e.) 5K - 10K. Nutritional requirements and dietary advice will be presented. Training logs will be used to document performance. Pre and post walk/jog assessments will be done to establish a baseline of conditioning and reflect increases in performance. Strongly recommended: KIN JW (Jog/Walk) (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 FW3 FITNESS WALKING 3 1-2 UNITS**

This is a continuation course for Fitness Walking 2. The course will continue to enhance one's knowledge of using walking/jogging in competition, whether it be cross country events, local race events, fun runs or competitive recreational events. Emphasis will be on speed work, terrain training, endurance development and training for varying outdoor weather conditions. The physiological and psychological aspects of competitive activity is presented. Training regimens and performances will be documented in logs for assessment and training adjustments. Nutritional and treatment of typical chronic orthopedic injuries will be discussed. Extracurricular and off campus events will be encouraged.

Strongly recommended: KIN JW and KIN FW2 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 GBW GUTS AND BUTTS WORKOUT 1-2 UNITS**  
This course will focus on improving muscle strength and endurance of the abdominals, gluteals, quadriceps, and hamstrings. Functional exercises such as squats, lunges and planks will be utilized. 54-108 hours laboratory for 1-2 laboratory units. 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 GF1 GOLF 1 1-2 UNITS**  
This is an introductory course to the sport of golf. The course will include the rules, regulations and etiquette of golf, the fundamental swing skills for the long and short game and appropriate club selection. Beg-Intermediate and Intermediate players can benefit from the basic instruction to improve their skill set through the art of practice on the range. The course will be offered at a local golf range and student will be charged a minimal fee for bucket of balls to be used. 54-108 hours laboratory for 1-2 laboratory units. 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 GF2 GOLF 2 1-2 UNITS**  
For students who possess the rudimentary skills of golf and aim to improve those abilities. Students will hone their putting, short game, mid-long iron play and driving capabilities. The course is offered at a local driving range who will charge a minimal fee for practice balls. 54-108 hours laboratory for 1-2 laboratory units. 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 GF3 GOLF 3 1-2 UNITS**  
Advanced technical aspects of golf match play will be included. Additionally, psychological skills for the elite golfer will be incorporated including visualization, pre-shot routines, relaxation methods and self-talk strategies. 54-108 hours laboratory for 1-2 laboratory units. 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 HHA HIP HOP AEROBICS 1-2 UNITS**  
This course is designed to give a vigorous full-body workout with choreographed dance moves to hip hop/club music. Hip hop dance is an alternate form of exercise that helps improve and maintain the shape of one's body, burn calories, and strengthen immune system in a low pressure, safe, and fun environment. Will include low and high impact aerobics. 54-108 hours laboratory for 1-2 laboratory units. 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 ID INTRODUCTION TO DANCE 1-2 UNITS**  
Introduction to the distinct movements and techniques characteristic of ballet, modern dance, and jazz dance. The course will focus on the development of coordination, rhythm, strength, flexibility, alignment, and basic dance movement combinations in each of the three dance genres. In addition, knowledge of musculoskeletal alignment, movement safety, and dance appreciation skills will be

included. 54-108 hours laboratory for 1-2 laboratory units. 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 JW JOG/WALK 1-2 UNITS**  
This kinesiology fitness course focuses on walking or jogging to enhance one's cardiovascular fitness, body composition, and overall general health. This course is ideal for the general population to begin or continue a lifetime of exercise. Walking/Jogging techniques, training intensity assessment, methods for improvement and personal programs will be provided during the course. With consistent practice and implementing sound fitness principles provided by this course, one will benefit from participation. 54-108 hours laboratory for 1-2 laboratory units. 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 LAX1 LACROSSE 1-2 UNITS**  
Introduction to the team invasion game of Lacrosse. Fundamental skills of cradling, passing and catching, dealing with ground balls, shooting and dodging are incorporated. Strategies and tactics, for example; zonal defending, exploiting counter- attacking situations, and the settled offense will be integrated. Applied exercise physiology and psychology concepts are explained in context with the activity. 54-108 hours laboratory for 1-2 laboratory units. 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 LDF LINE DANCE FITNESS 0.5-2 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 0.5-2 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 PF PERSONAL FITNESS 1 UNIT**

(Formerly KIN 4) An independent, self paced, personal activity program planned and implemented in conjunction with student goals. Based on goals and results of a fitness assessment and health risk appraisal, an individualized program is developed through personal counseling. Programs can include a physical assessment profile, a health risk appraisal, an individualized exercise/activity program, nutrition counseling, health/wellness education, and behavior modification. The student is required to meet with the instructor on campus at the beginning and end of the semester. This is a hybrid class in which the students are assessed and there is a lecture component in the beginning of the class. At the end of the term the students will be reassessed and there will be individual instruction, handouts and another face-to-face lecture. 9 hours lecture, 27 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC\*; \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: OP

**KIN PL1 PILATES 1 0.5-2 UNITS**

This course is an introduction to the Pilates Method of body conditioning. This course presents a system that helps build flexibility and long lean muscles as well as strength and endurance in the legs, abdominals, arms, hips and back. Strong emphasis is placed on spinal and pelvic alignment. 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: P/N

**KIN PL2 PILATES 2 1-2 UNITS**

This Kinesiology course is continued study of the Pilates Method. The student will learn the principle of neutral spine, how to use Pilates props to provide variation and increased difficulty, and create level 2 exercise routines to enhance overall fitness. The concept of "complete coordination of the body, mind and spirit" will be experienced. Strongly recommended: KIN PL1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 PPA1 POWER PLATFORM AEROBICS 1-2 UNITS**

This kinesiology movement course is an intense and dynamic platform (step) workout. It will improve the student's aerobic fitness, muscular strength, muscular endurance and body composition. The student will use platforms at different heights and tempo to increase the intensity of the workout. The proper technique and safety guidelines, aerobic principles, stepping basics and physiological benefits will be presented. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E.

\*Max UC credit, 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN RC ROCK CLIMBING 0.5-2 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 0.5-2 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 SC1 SOCCER OUTDOOR 1-2 UNITS.**

Students will practice the skills of kicking, passing, trapping and heading necessary for controlled field soccer play. Students will discuss and employ basic offensive and defensive strategies and tactics; and put into practice the rules governing soccer. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN SC2 OUTDOOR SOCCER 2 1-2 UNITS**

This course will focus on advanced technical skills such as bending the pass, group attacking principles of when and how to utilize the space between the opponent's defensive line and midfielder line and group defending including zonal defending to create counter-attacking opportunities. Strongly recommended: KIN SC 1. 54-108 hours laboratory for 1-2 laboratory units.

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 1-2 UNITS**

An introductory course in salsa music and the basics of salsa dance. Various patterns will be introduced, allowing students to improve their technique and develop a strong awareness of the rhythm of the dance. No partner required. 54-108 hours laboratory for 1-2 laboratory units. 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 SI SOCCER - INDOOR 1-2 UNITS**

Course will incorporate Indoor Soccer Principles of Play. This includes on offense; the responsibilities of the 1st attacker (when and how to penetrate), 2nd attacker (support), and 3rd attacker (width and depth). Additional instruction incorporates defensive responsibilities of the 1st defender (pressure and delay), 2nd defender (depth), and 3rd defender (balance). 54-108 hours laboratory for 1-2 laboratory units. 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 0.5 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. 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 SW1 SWIMMING 1 1-2 UNITS**

An introductory course designed to teach basic swimming skills and is designed for non-swimmers who cannot complete 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 technique. Students will also learn aquatics safety methods. 54-108 hours laboratory for 1-2 laboratory units. 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 SW2 SWIMMING 2 1-2 UNITS**

This is a beginning level course designed to teach fundamental swimming skills. Emphasis will be on developing basic swimming techniques for the freestyle and backstroke, and include an introduction to breaststroke, butterfly, and sidestroke. Students will also learn aquatic safety methods. Strongly recommended: KIN SW1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 SW3 SWIMMING 3 0.5-2 UNITS**

This is an Intermediate Swimming course. Instruction includes refining the competitive strokes (freestyle, backstroke, butterfly, breaststroke), the introduction of the individual medley, and competitive turns for each stroke. Strongly recommended: KIN SW2 (completed with a grade of "C" or higher). 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU. \*Max UC credit, 4 transfer units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

**KIN SW4 SWIMMING 4 1-2 UNITS**

This is an advanced course designed to enhance the overall knowledge and technique for the aspiring swimmer. Instruction will include an in depth analysis of stroke, turn, and start techniques used in competition (Intercollegiate, High School, Open Water, Triathlon, USA Swimming, and Recreational League). Strongly recommended: KIN SW3. 54-108 hours laboratory for 1-2 laboratory units. 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 SWF1 SWIMMING FOR FITNESS 1 1-2 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. Strongly recommended: KIN SW2. 54-108 hours laboratory for 1-2 laboratory units. 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 SWF2 SWIMMING FOR FITNESS 2 0.5-2 UNITS**

This is an intermediate level swim fitness course with an emphasis in sprint training. This course will teach the student about the different aspects of sprint training as they relate to different distances (50 and 100 yards/meters). Instruction will also include sprint training for each of the competitive strokes (backstroke, breaststroke, and butterfly). Strongly recommended: KIN SW3 and KIN SWF1. 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 SWF3 SWIMMING FOR FITNESS 3 1-2 UNITS**

This is an intermediate level swim fitness course with an emphasis in middle distance training. This course will teach the student about the different aspects of middle distance training for freestyle as they relate to specific race distances: 200, 400, and 500. Instruction will also focus on the 200 & 400 Individual Medley and

the 200's of the strokes (backstroke, breaststroke, and butterfly).

Strongly recommended: KIN SWF1 and KIN SW3. 54-108 hours laboratory for 1-2 laboratory units. 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 SWF4 SWIMMING FOR FITNESS 4 1-2 UNITS**

This is an intermediate level swim fitness course with an emphasis in distance training. This course will teach the student about the different aspects of distance training for freestyle as they relate to specific race distances: 800/1500 meters and 1000/1650 yards. Instruction will also include an introduction to open water swimming techniques and strategies. Strongly recommended: KIN SWF1 and KIN SW3. 54-108 hours laboratory for 1-2 laboratory units. 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 TCC TAI CHI CHUAN 0.5-2 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 TK1 TAE KWON DO 1 0.5-2 UNITS**

A beginning level self-defense course designed to teach fundamental techniques of Taekwondo. Developing basic techniques in kicking, punching and sparring, the course will introduce concepts of fitness and cardio-respiratory conditioning achieved through participating in Taekwondo. This course is structured as a martial arts class. 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 TK2 TAE KWON DO 2 0.5-2 UNITS**

Designed to reinforce and build on the many principles of the Korean martial art Tae Kwon Do from Tae Kwon Do 1. Developing intermediate techniques in kicking, punching and sparring; course will reinforce concepts of fitness and cardio-respiratory conditioning achieved through participating in Taekwondo. Students develop intermediate self-defense techniques developed from Taekwondo skills. This course is structured as a continuation from TK 1. Strongly recommended: KIN TK1 (completed with a grade of "C" or higher). 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 TK3 TAE KWON DO 3 0.5-2 UNITS**

Designed to advance student proficiency of the many principles of the Korean martial art Tae Kwon Do. Students practice advanced techniques in kicking, punching and sparring; demonstrate of knowledge in concepts of fitness and cardio-respiratory conditioning achieved through participating in Taekwondo. This course is structured as a continuation from TK2. Strongly recommended: KIN TK2 (completed with a grade of "C" or higher). 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.

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 TN1 INTRODUCTORY TENNIS 1-2 UNITS**

This course is an introduction to the game of Tennis. The rules, regulations, etiquette, equipment required and appropriate apparel will be presented. The fundamentals of tennis including footwork, forehand, backhand and service will be taught and developed. Discussion of the terminology, scoring and singles versus doubles play are included. Beginning to Intermediate level players would benefit from this skills course. This course will be offered off campus at a designated tennis court location. 54-108 hours laboratory for 1-2 laboratory units. 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 0.5-2 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 UF1 ULTIMATE FRISBEE 1 0.5-2 UNITS**

This is an introductory course designed to teach students basic skills of ultimate frisbee and "spirit of the game". Instruction will include learning basic throws, catches, offensive and defensive strategies, and rules of the game. 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 UF2 ULTIMATE FRISBEE 2 1-2 UNITS**

This is a beginning/intermediate level course designed to enhance skills that pertain to the sport of Ultimate Frisbee. Instruction will include throwing, catching, pivoting and marking skills. Offensive and defensive strategies will be introduced. Strongly recommended: KIN UF1. 54-108 hours laboratory for 1-2 laboratory units. 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 UF3 ULTIMATE FRISBEE 3 1-2 UNITS**

This is an advanced level course designed to master the skills necessary to compete in the sport of ultimate frisbee. Instruction will include increasing throwing distance and accuracy, offensive and defensive strategies, and aerobic conditioning. Strongly recommended: KIN UF2 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 UF4 ULTIMATE FRISBEE 4 1-2 UNITS**

This is a progressive competitive level course designed to prepare students for tournament play in the sport of ultimate frisbee. Instruction will provide a strong emphasis on high levels physical conditioning required for competitive play such as agility, speed, and endurance. Instruction will discuss successful game management and coaching philosophy. Prerequisite: KIN UF3 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 VB1 VOLLEYBALL BEGINNING 1-2 UNITS**

Provides instruction on the individual and team skills and strategies of volleyball. 54-108 hours laboratory for 1-2 laboratory units. 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 VB2 VOLLEYBALL INTERMEDIATE 1-2 UNITS**

This is a course designed and developed for the intermediate level volleyball player. It is a continuation of beginning volleyball with an emphasis in executing the fundamental skills and techniques of power volleyball at a higher level. This course differs from beginning volleyball in that set patterns and systems of offense and defense are used in a team strategy. Before enrolling student should have proficiency in the skills of passing and setting. Strongly recommended: KIN VB1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 VB3 VOLLEYBALL ADVANCED 1-2 UNITS**

Advanced techniques of volleyball with emphasis on competitive play. Strongly recommended: KIN VB2 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 WP1 WATER POLO 1 1-2 UNITS**

This course is an introduction to the sport of Water Polo. Instruction This course is an introduction to the sport of Water Polo. Instruction will include individual skills relating to the play of water polo. Instruction will also include rules, regulations, and basic team play. Strongly recommended: KIN SW2 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 WP2 WATER POLO 2 1-2 UNITS**

This is an intermediate course designed to give the student the opportunity to learn and enhance personal and team skills relating to the game of Water Polo. Instruction will focus on advancing individual skills, team strategies, and an appreciation for competition. Strongly recommended KIN SP1 and KIN SW2. 54-108 hours laboratory for 1-2 laboratory units. 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 WP3 WATER POLO 3 1-2 UNITS**

This course is designed to give students the opportunity to learn and apply specific conditioning skills relating to the game of Water Polo. Instruction will focus on speed, quickness, strength, and cardiovascular conditioning in the pool as they relate to the play of Water Polo. Concepts of dryland training and periodization will be discussed. Strongly recommended: KIN SP1 and KIN SW2 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 WT1 WEIGHT TRAINING 1 1-2 UNITS**  
This course provides an introduction to weight training. Students will learn how to improve muscle strength and muscle endurance through the correct application of basic weight training principles. 54-108 hours laboratory for 1-2 laboratory units. 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 WT2 WEIGHT TRAINING 2 1-2 UNITS**  
Weight Training 2 is a continuation course to the Basic course WTW1. The Principles of Training, Level 2 terminology and weight training biomechanics will be presented. Level 2 programs and possible variations will be applied in the prescription of the personal weight training program. The course will incorporate lectures on possible injuries and prevention in a more advanced weight training setting. Implementation of goal setting, tracking, analyzing, progressing individual programs will be included. Strongly recommended: KIN WT1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 1-2 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 development and maintain the components of fitness: muscular strength, muscular endurance, cardiovascular endurance, flexibility and body composition. Students will learn how to safely and effectively strength train the female body. 54-108 hours laboratory for 1-2 laboratory units. 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 WTW2 WOMEN'S CIRCUIT TRAINING 1-2 UNITS**  
This course will present the basic tenets of Circuit Training. The Circuits to be introduced are Power Circuits, Strength Circuits and Cardio-Resistance Circuits. The Course will include basic muscle anatomy & anatomical movement terminology as it relates to weight training, instruction on use of equipment and safety guidelines, physiological changes in aerobic capacity and body composition secondary to the circuits, and pre/post physical fitness assessments to establish a baseline for current level of conditioning and improvement made over the course of the semester. Strongly recommended: KIN WTW (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 XT1 X-TRAINING 1-2 UNITS**  
This kinesiology class will offer the student an opportunity to learn how to exercise safely in a Weight/Cardio gym. Circuit, Interval and Cross Training programs will be introduced. The topics of discussion will include: equipment orientation and safety, Principles of Resistance and Aerobic Training, energy systems used for various training regimens, and the benefits of exercise in establishing and maintaining a healthy lifestyle throughout life. 54-108 hours laboratory for 1-2 laboratory units. 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 YO1 YOGA 1 0.5-2 UNITS**  
This is an introductory course exploring the principles of Hatha Yoga and how they apply to achieving lifetime fitness. Emphasis is on developing awareness of body alignment, balance, and flexibility through a series of exercises and poses. Breathing exercises, relaxation and meditation techniques are learned and practiced throughout the course. 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 YO2 YOGA 2 1-2 UNITS**  
This is an intermediate Hatha Yoga course that emphasizes intense stretching, balancing, and building of muscular strength. A series of poses and breathing techniques will be practiced in order to create a more strenuous yoga experience. Emphasis will be on the principles of healthy living, along with proper posture, relaxation and meditation techniques. Strongly recommended: KIN YO1 (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. 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 YO3 YOGA 3 1-2 UNITS**  
This is an intermediate/advanced Hatha Yoga course that introduces the student to a variety of Yoga styles and meditation practices. Gentle, Restorative, and Vinyasa Yoga along with various meditation techniques will be practiced, improving concentration, physical endurance, flexibility, balance, and posture. The course integrates intermediate breathing techniques to deepen the level of introspection in both poses and meditation. Basic Sanskrit terminology will be introduced. Emphasis will be placed on mindfulness and strengthening the mind/body connection. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area

**KIN YO4 YOGA 4 1-2 UNITS**  
This course introduces the student to the advanced practice of Yoga and meditation. Students learn the practice of vigorous Vinyasa flow to improve concentration, physical endurance, flexibility, balance and posture. This course integrates Yoga philosophy and advanced breathing techniques to deepen the mind/body connection and reduce stress. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area

**KIN YOF YOGA FITNESS 1-2 UNITS**  
This yoga fitness course provides a unique combination of yoga and fitness principles. Discussion of the philosophy of yoga and the implications it has on one's health. Emphasis is on developing muscle endurance and strength, body alignment, balance, flexibility and core stability through a series of exercises and poses. Student will learn how to recognize their own individual strengths and limitations. Relaxation techniques will be taught for stress reduction and general well being. 54-108 hours laboratory for 1-2 laboratory units. 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 YOATH YOGA FOR ATHLETES—SPORTS CONDITIONING 0.5-2 UNITS**  
Designed to prepare potential and current athletes for intercollegiate competition. Presents a combination of strength, flexibility and balance control, combined with breathing techniques, to



certificate available upon completion (with a grade of "C" or higher). Also, theory and practical applications of sports officiating. Discussion, study and implementation of rule enforcement, mechanics, and techniques used by officials in officiating athletic contests. 3 hours lecture. Transfer: CSU, UC\*. \*Any combination of KIN 21, 23 and 27: Max UC credit, 8 units.  
Degree Applicable, Credit Grading Option: GR

**KIN 29 INDEPENDENT STUDY 0.5-2 UNITS**

Supervised study in the area of Kinesiology. Any student interested in registering for a Independent Studies course should contact a full/part-time instructor or dean in the appropriate area no later than the last day of the tenth week of instruction. 27-108 hours laboratory, for 0.5 to 2 laboratory units. Transfer: CSU, UC.

Degree Applicable, Credit Grading Option: GR

**KIN 30 INTRODUCTION TO KINESIOLOGY 3 UNITS**

This class is designed to introduce the student to Kinesiology - the science of human movement (and of humans moving). Concepts in the various subfields of Kinesiology are examined and career opportunities in the field of Kinesiology are explored. Due to the interdisciplinary nature of Kinesiology, the field will be covered from a humanities, social science, and life science perspective. 3 hours lecture. Transfer CSU; CSU GE: E. C-ID#: KIN100.

Degree Applicable, Credit Grading Option: OP

## ***Kinesiology Intercollegiate Athletics Courses (KIN)***

**KIN 31A PRE-SEASON CONDITIONING 1-2 UNIT  
INTERCOLLEGIATE BASKETBALL (MEN'S)**

This course is designed to provide the student with an opportunity to develop the skills and physical conditioning, along with the understanding of basketball at the advanced level in preparation for intercollegiate competition. 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. Fall semester. 54-108 hours laboratory for 1-2 laboratory units.

AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 31B FALL INTERCOLLEGIATE 1 UNIT  
BASKETBALL—MEN**

Training for intercollegiate competition. Daily practice. Fall semester. (Formerly KIN 31.) AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit is 4 transfer units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 31C SPRING INTERCOLLEGIATE 1 UNIT  
BASKETBALL—MEN**

Training for intercollegiate competition. Daily practice. Spring semester. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit is 4 transfer units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 31D OFF SEASON 0.5-2 UNITS  
INTERCOLLEGIATE MENS BASKETBALL**

Students will practice the skills of passing, dribbling, shooting, cutting, screening and defensive fundamentals that are necessary for competitive basketball play. Students will learn the governing rules of basketball, learn the appropriate terminology used in basketball and the safety procedures related to the game. AA/AS

GE. Transfer: CSU, UC\*; \*Max UC credit is 4 transfer units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 36 MEN'S & WOMEN'S 2 UNITS  
INTERCOLLEGIATE CROSS COUNTRY**

Training for intercollegiate competition. Daily practice. Note – Students who are not eligible for game competition under the provisions of the Community College League of California's Commission on Athletics may take the course for unit credit, but will not be permitted to enter competition. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit is 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 38A PRE-SEASON 1-2 UNITS  
INTERCOLLEGIATE MEN'S SOCCER**

Students will work on fundamental skills of soccer, such as, kicking, passing, trapping, heading and physical conditioning which are needed for controlled outdoor higher levels of soccer play, discuss and employ basic offensive and defensive strategies and tactics; use and apply the rules governing outdoor soccer play. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 38B INTERCOLLEGIATE SOCCER 2 UNITS**

Training for soccer competition at the collegiate level. Daily practice will take place which will include training students to perform at the college competitive level for the Coast Conference Soccer League of Northern California. Prepares the individual for intercollegiate competition in the sport of soccer using such skills as trapping, passing, and heading as well as offensive and defensive strategies and tactics. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. Strongly recommended: KIN 38A (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 38C POST-SEASON 1-2 UNITS  
INTERCOLLEGIATE MEN'S SOCCER**

Students will learn and develop fundamental to advanced outdoor soccer skills of kicking, passing and conditioning necessary for playing field soccer at an intercollegiate level. Students will learn the rules governing outdoor soccer play. 54- 108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 41A PRE-SEASON CONDITIONING 1-2 UNITS  
INTERCOLLEGIATE BASKETBALL—(WOMEN'S)**

This course is designed to provide the student with an opportunity to develop the skills and physical conditioning, along with the understanding of basketball at the advanced level in preparation for intercollegiate competition. 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. Fall semester. 54-108 hours laboratory for 1-2 laboratory units.

AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 41B FALL INTERCOLLEGIATE BASKETBALL—WOMEN 1.5 UNIT**

Training for intercollegiate competition. Daily practice. Fall Semester. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit is 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN 41C INTERCOLLEGIATE BASKETBALL—WOMEN 1 UNIT**

Training for intercollegiate competition. Daily practice. Spring Semester. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit is 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN 41D OFF-SEASON INTERCOLLEGIATE WOMEN'S BASKETBALL 1-2 UNITS**

Students will practice the skills of dribbling, passing, shooting and defense necessary for competitive basketball play; put into practice the governing rules of basketball; learn about the appropriate terminology used in basketball and the safety procedures related to the game. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN 46 INTERCOLLEGIATE ATHLETICS: WOMEN'S CROSS COUNTRY 2 UNITS**

Training for intercollegiate competition. Daily practice. 10 hours laboratory weekly. AA/AS GE. Transfer: CSU, UC\*; \*Max UC credit is 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN 48A PRE-SEASON CONDITIONING INTERCOLLEGIATE WOMEN'S SOCCER 1-2 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. 54- 108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN 48B INTERCOLLEGIATE ATHLETICS: WOMEN'S SOCCER 1-2 UNITS**

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. Strongly recommended: KIN 48A (completed with a grade of "C" or higher). 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.  
Degree Applicable, Credit Grading Option: GR

**KIN 48C OFF-SEASON INTERCOLLEGIATE WOMEN'S SOCCER 0.5-2 UNITS**

Students will practice the skills of kicking, passing, trapping and heading necessary for controlled outdoor soccer play; put into practice the rules governing outdoor soccer play; learn about the appropriate terminology used in soccer and the safety procedures related to the soccer game. AA/AS GE. Transfer: CSU, UC\*; CSU GE: E. \*Max UC credit is 4 units of KIN activity courses  
Degree Applicable, Credit Grading Option: GR

**KIN 48C OFF SEASON INTERCOLLEGIATE WOMEN'S SOCCER 1-2 UNITS**

Students will practice the skills of kicking, passing, trapping and

heading necessary for controlled outdoor soccer play; put into practice the rules governing outdoor soccer play; learn about the appropriate terminology used in soccer and the safety procedures related to the soccer game. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 50 INTERCOLLEGIATE SWIMMING AND DIVING 2 UNITS**

This course is for intercollegiate swimming and diving competition conducted through the NCAA and the CCCAA. 10 hours laboratory weekly. AA/AS GE. Transfer: CSU, UC\*; CSU GE: Area E; \*Max UC credit is 4 units of KIN activity.

Degree Applicable, Credit Grading Option: GR

**KIN 51 PRE-SEASON TRAINING—SWIMMING AND DIVING 1-2 UNITS**

This course is designed to give student-athletes participating in intercollegiate swimming and diving the opportunity to enhance fitness levels and skills prior to competition season. Course content will include technique, aerobic conditioning, race specific training, and dryland/weight training. Strongly recommended: KIN SW3. 54-108 hours laboratory for 1-2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE: Area E; \*Max UC credit is 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: OP

**KIN 60 INTERCOLLEGIATE WATER POLO -- MEN'S 3 UNITS**

This course is for Intercollegiate Men's Water Polo competition conducted through the NCAA and CCCAA. Defensive and offensive strategies, swimming mechanics, and water polo ball skills appropriate to intercollegiate athletic competition will be expected of the participants. This course may be taken four times for credit.. Strongly recommended: KIN SW3 and KIN WP2 (completed with a grade of "C" or higher). 108 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

**KIN 61 WATER POLO OFF SEASON TRAINING 0.5-2 UNITS**

This course is designed to give students the opportunity to learn and apply specific skills and strategies relating to the game of Water Polo. Instruction will also focus on speed, quickness, strength, and cardiovascular conditioning as they relate to the play of Water Polo. This course offers dry-land training specific for Water Polo to enhance performance. This is an Off Season course for Intercollegiate Water Polo. Transfer: CSU, LPC AA/AS, UC.

Degree Applicable, Credit Grading Option: OP

**KIN 65 INTERCOLLEGIATE WATER POLO -- WOMEN'S 3 UNITS**

This course is for Intercollegiate Women's Water Polo competition conducted through the NCAA and CCCAA. Defensive and offensive strategies, swimming mechanics, and water polo ball skills appropriate to intercollegiate athletic competition will be expected of the participants. This course may be taken four times for credit. Strongly recommended: KIN SW3 and KIN WP2 (completed with a grade of "C" or higher). 108 hours laboratory for 2 laboratory units. AA/AS GE. Transfer: CSU, UC\*; CSU GE Area E. \*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

## LEARNING SKILLS

### About the Courses

Learning Skills courses are designed for students who have learning and other cognitive disabilities. Emphasis is on developing tools/strategies necessary for academic success. These courses are offered in a small class environment to maximize learning. Students without identified disabilities, but who experience academic difficulty are welcome as space allows.

### Learning Skills Courses (LRNS)

#### LRNS 110 TRANSITION TO COLLEGE 0.5 UNITS DISABILITY SERVICES AND PROGRAMS

This course is designed to promote the successful transition of students with disabilities to college. Students will be introduced to the overall cultural differences between high school and college as well as the specific demands of accessing support services in college. Emphasis will be placed on the identification of the legal basis for accommodations, the development of advocacy skills, and the identification of learning strategies. 9 hours lecture per semester.

Nondegree Applicable, Credit Grading Option: P/N

#### LRNS 116 INTRODUCTION TO LEARNING 1 UNIT DISABILITIES/MEMORY AND LEARNING

Introduces the definition, characteristics and myths of learning disabilities. The focus will be on how the brain learns, to include information processing, learning styles, memory, retention and retrieval of information, and types and effects of learning related disabilities on academic performance. Practical instruction is provided on learning tools and compensating strategies. Appropriate for anyone experiencing difficulty with academic achievement in any area. This course will be used to screen for appropriateness of assessment for learning disabilities. 1 hour lecture.

Nondegree Applicable, Credit Grading Option: OP

#### LRNS 117 LEARNING SKILLS—READING 3 UNITS

Prepares students with learning related disabilities for college level reading assignments. The focus will be on learning compensatory strategies in reading comprehension, becoming an active reader and building vocabulary. Overall goal is to enhance critical reading strategies for college courses. In addition, guided practice in specific learning and study strategies will be provided as they relate to success in content courses. Students will learn the theory of how memory works and how to apply it to their own memory. 3 hours lecture.

Nondegree Applicable, Credit Grading Option: OP

#### LRNS 118 LEARNING SKILLS— 2 UNITS WRITING STRATEGIES

Provides writing support for students with learning related disabilities who are taking basic skills courses in English. The focus is to remediate gaps in the understanding of grammar and simple and complex sentence structure. Students will be given strategies and practice opportunities to enhance their mastery of the writing process, as is needed for English composition as well as academic essays. The proper use of punctuation, capitalization and the use of assistive technology will be highlighted. 2 hours lecture.

Nondegree Applicable, Credit Grading Option: P/N

#### LRNS 119A LEARNING SKILLS— 2 UNITS BASIC MATHEMATICS

Assists students with learning related disabilities in the remediation of gaps in their mastery of basic arithmetic algorithms. There will be a review of whole number basic operations with an emphasis on number sense, calculations and solving word problems. Issues with math anxiety will also be addressed. 2 hours lecture.

Nondegree Applicable, Credit Grading Option: P/N

#### LRNS 119B LEARNING SKILLS— 2 UNITS PRE-ALGEBRA CONCEPTS

Assists students with learning/reviewing pre-algebra concepts in preparation for success in mainstream algebra classes. This includes gaining confidence with integers, variables, setting up and solving basic linear and proportional equations and using logic to set-up equations for word problems. Also covered is the use of geometric formulae to find the area, perimeter and volume of shapes for practical application and the use of order of operations to simplify arithmetic and algebraic expressions. 2 hours lecture.

Nondegree Applicable, Credit Grading Option: P/N

#### LRNS 119C SUCCESS IN ALGEBRA 2 UNITS

Assists students with learning-related disabilities with developing the critical thinking and math reasoning skills necessary to succeed in higher level math courses at the college level. Issues with math anxiety will be discussed. Emphasis will be on developing math study strategies as well as direct instruction to support students in pre-algebra and elementary algebra courses. 2 hours lecture.

Nondegree Applicable, Credit Grading Option: P/N

#### LRNS 120 COMPUTER ACCESS 1 UNIT

This course offers specialized computer instruction for students with disabilities. There will be an emphasis on individual learning styles, keyboarding skills, and software mastery. Strongly recommended: Learning Skills 116. 1 hour lecture, 1 hour laboratory.

Nondegree Applicable, Credit Grading Option: P/N

## LIBERAL ARTS AND SCIENCES

DEGREE

For more information, see a counselor.

### About the Program

The Associate in Arts in Liberal Arts and Sciences is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This degree would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as the student can satisfy their general education requirements, plus focus on transferable course work that relate to majors at these institutions. Please consult with a counselor for specific information regarding your intended major at the specific college or university of your choice.

### Degrees/Certificates



- Degree:

AA – Liberal Arts and Sciences

**Program Outcomes**

Students will critically apply ethical standards to identify problems and create solutions.

- Choose either option A or B or C for the General Education pattern related to your educational goal.
- Complete 18 units in one “Area of Emphasis” from those outlined below.
- [Note: Where appropriate, courses in the “area of emphasis” may also be counted for a General Education area. Courses that can be counted for LPC General Education are marked with an asterisk (\*).]
- For ALL OPTIONS: complete necessary Las Positas College Graduation and Proficiency requirements (see Las Positas Catalog).
- All classes listed below transfer to CSU. Courses in BOLD also are transferable to UC. Refer to www.ASSIST.org for transfer details.

**DEGREE REQUIREMENTS:**

- Choose either option A or B or C for the General Education (GE) pattern related to your educational goal.
- Complete 18 units in one “Area of Emphasis” from those outlined on page 2.

[Note: Where appropriate, courses in the “area of emphasis” may also be counted for a General Education area.

- For ALL OPTIONS: complete Las Positas College Graduation and Proficiency requirements (see Las Positas Catalog).
- All classes listed on page 2 transfer to the CSU. Please see the Las Positas Catalog for courses which are UC transferable.
- Electives may be necessary to total 60 overall units required for the Associate Degree

**A. ASSOCIATE IN ARTS GE PATTERN 25 UNITS**

This General Education pattern is designed for students who are not certain of their specific academic major goals and do not have immediate transfer plans. Students earn the Associate Degree by completing general education and an 18-unit area of academic focus. See the Las Positas College catalog addendum for details on General Education, Graduation and Proficiency Requirements.

**B. CSU GE BREADTH 39 UNITS**

This general education pattern is designed for students planning to transfer to a California State University (CSU) who wish a broad knowledge of arts and sciences plus additional coursework in an area of academic interest. With proper planning, students will complete lower division degree preparation and general education for transfer while simultaneously completing the AA in Liberal Arts and Sciences and Sciences.

**Requirements**

- Minimum units necessary to meet CSU/GE Certification requirements (see catalog addendum for GE chart)
- Complete remaining Las Positas College General Education, Graduation, and Proficiency Requirements

**C. IGETC: 34 UNITS**

This general education pattern is designed for students planning to transfer to a University of California (UC) or other baccalaureate-granting college or university who wish a broad knowledge of arts and sciences plus additional coursework in an area of academic interest. With proper planning, students will complete lower division degree preparation and general education for transfer while simultaneously completing the AA in Liberal Arts and Sciences.

**Requirements**

- Minimum units necessary to meet IGETC Certification requirements (see catalog addendum for GE chart)
- Complete remaining Las Positas College General Education, Graduation, and Proficiency Requirements

**Areas of Emphasis**

**1. Business**

*Minimum 18 units required with a minimum of 3 units from each discipline listed below:*

**BUSINESS:** 1A, 1B, 18, 20, 30, 40, 43, 48, 51A, 51B, 52, 53, 55, 56, 58, 76, 84, 88, 95, 96

**MARKETING:** 50, 60, 61, 64

**2. Computer Studies**

*Minimum 18 units required with a minimum of 3 units from each of the 3 disciplines listed below:*

**COMPUTER INFORMATION SYSTEMS:** 8, 43, 48, 50, 54, 55, 55B, 57, 59AB, 60, 65, 66, 72A, 72B, 77, 78, 79, 80, 88A, 88B, 89A, 89B

**COMPUTER SCIENCE:** 1, 2, 7, 20, 21, 30, 31, 32, 34, 35, 36, 37, 38, 39, 41, 43, 44, 45, 47

**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 with a minimum of 6 units from the Arts and 6 units from Humanities; maximum of 3 units in studio/performance arts (underlined):*

**ARTS**

**ART HISTORY** 1\*, 4\*, 5\*

**ARTS** 2A\*, 2B, 3A\*, 3B, 3C, 3D, 7A, 7B, 7C, 7D, 10\*, 11, 12A, 12B, 12C, 12D, 13A, 13B, 13C, 13D

**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** 3\*, 7\*, 10\*, 28\*, 44\***HISTORY** 1\*, 2\***LIBRARY STUDIES** 4, 5, 6, 7 (unit limitations apply to UC Transfer)**PHILOSOPHY** 1\*, 2\*, 3\*, 4\*, 5\***RELIGIOUS STUDIES** 1\*, 2\*, 3\*, 11\***4. Language Arts**

Minimum 18 units required with a minimum of 3 units from at least 2 disciplines listed below:

**AMERICAN SIGN LANGUAGE** 1A, 1B, 2A, 2B**ENGLISH** 1A, 3, 4, 7, 11, 12A, 13, 19A, 20, 43, 44, 45**ENGLISH AS A SECOND LANGUAGE** 23, 24, 25, 26**MASS COMMUNICATIONS** 1, 2, 3, 5, 15, 15L, 16A, 31, 32A, 32B, 33A, 33B, 34, 35, 72**SPEECH** 1, 2A, 2B, 3, 5, 43, 46, 48**5. Mathematics and Science**

Minimum 18 units required with a minimum of 6 units from Science and 6 units from Mathematics:

**SCIENCE****ASTRONOMY** 1, 10, 20, 30**BIO SCIENCE** 1A, 1B, 1C, 7A, 7B, 7C, 10, 20, 30, 40, 50, 60, 70**CHEMISTRY** 1A, 1B, 12A, 12B, 30A, 30B, 31**GEOGRAPHY** 1, 1L, 8, 15**GEOLOGY** 1, 1L, 3, 3L, 12, 12L**PHYSICS** 2A, 2B, 8A, 8B, 8C, 8D, 10, 10L**MATHEMATICS****MATHEMATICS** 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 45**6. Social Science**

Minimum 18 units required with a minimum of 3 units from 3 different disciplines listed below:

**ADMINISTRATION OF JUSTICE** 50, 54, 55, 56, 59, 60, 61, 62, 63, 64, 66, 69, 70, 71, 73, 74, 79, 89, 99, 97**ANTHROPOLOGY** 1, 1L, 2, 3, 5, 12, 13**EARLY CHILDHOOD EDUCATION** 40, 52, 56, 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, 3, 4, 6, 10, 12, 15, 16, 24**PSYCHOLOGY-COUNSELING** 3, 5, 6, 7, 8, 13**SOCIOLOGY** 1, 3, 4, 5, 6, 7, 11**LIBRARY STUDIES****About the Courses**

Library Studies are for students doing research projects, transferring to a four-year college, or wanting to locate sources of information in a more efficient manner. These classes teach the research process, including location, evaluation, and citation of sources from the library catalog, the library databases, and the web. Students transferring to a four-year college will be expected to have these research skills.

**Library Studies Courses (LIBR)****LIBR 4 INTRODUCTION TO RESEARCH IN THE LIBRARY 0.5 UNITS**Introduction to basic research techniques in a college library: print and audiovisual materials. Focus is on use of the library catalog, catalog search strategies, organization of materials in the library including reference, faculty reserves, circulating books, audiovisuals, use of reference materials, evaluation of relevant resources, recognition of plagiarism, and bibliographic citation of books, audiovisuals, and print magazines and journals. 9 hours total. Transfer: CSU, UC\*. \*LIBR 4, 5, 7, & 8 combined, max UC credit, one course.  
Degree Applicable, Credit Grading Option: P/N**LIBR 5 INTRODUCTION TO GENERAL RESEARCH DATABASES 0.5 UNITS**

Introduction to research techniques in a college library: electronic resources found in general research databases. Focus on campus and remote use of multi-disciplinary research databases, search strategies, distinction between scholarly journals and popular magazines, evaluation of relevant resources, recognition of

plagiarism, and bibliographic citation of articles from periodical databases. 9 hours total. Transfer: CSU, UC\*. \*LIBR 4, 5, 7, & 8 combined, max UC credit, one course.

Degree Applicable, Credit

Grading Option: P/N

**LIBR 6 INTRODUCTION TO SPECIALIZED RESEARCH DATABASES 0.5 UNITS**

Introduction to research techniques in a college library: specialized research databases. Focus on campus and remote use of subject databases, emphasis on discipline specific electronic resources, search strategies, evaluation of relevant resources, distinction between scholarly journals and popular magazines, discussion of plagiarism, and bibliographic citation of articles. 9 hours total. Transfer: CSU

Degree Applicable, Credit

Grading Option: P/N

**LIBR 7 INTRODUCTION TO INTERNET RESEARCH 0.5 UNITS**

Introduction to research techniques in a college library: Internet. Focus on use of the Internet for research purposes, including web search strategies, appropriate search engines and directories, evaluation techniques for web resources, recognition of plagiarism, and bibliographic citation of web resources. 9 hours total. Transfer: CSU, UC\*. \*LIBR 4, 5, 7, and 8 combined: max UC credit, one course.

Degree Applicable, Credit

Grading Option: P/N

**LIBR 8 INTRODUCTION TO LIBRARY RESEARCH 2 UNITS**

Introduction to research techniques using college library resources. Teaches the skills needed to successfully find, evaluate, and document information in print, electronic, and Internet formats. Covers plagiarism, the ethical and legal aspects of information use, and the critical thinking skills necessary for successful college research. 2 hours lecture. Transfer: CSU, UC\*. \*LIBR 4, 5, 7, & 8 combined, max UC credit, one course.

Degree Applicable, Credit

Grading Option: OP

## MARKETING

DEGREE  CERTIFICATE

### About the Program

Academic preparation in Marketing can lead to work in product development, sales, advertising, retailing, research and more. The course offerings provide a solid foundation and preparation for entry-level marketing positions.

### Degrees/Certificates

- Degree:
  - AA – Marketing
- Certificate of Achievement:
  - Retailing

### AA – Marketing

Program Outcomes

- Demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Compare and contrast the processes used to determine the (1) demand for products and services to be offered by a firm and the (2) identification of appropriate target markets.
- Detail available pricing strategies and prepare comparisons of strategies to achieve a firm's market objectives.
- Construct a detailed marketing plan, which includes all aspects of the marketing mix.

In addition to advertising and promotion, the field of marketing involves everything from researching whether a new product is needed, to labeling, packaging, transportation, warehousing, merchandising and sales. The ability of every organization to survive is directly affected by marketing. Entry-level jobs exist in manufacturing, service firms, wholesalers, retailers, advertising agencies, consulting firms and private and public non-profit organizations. While units in the program are transferable to many institutions, this program is designed to prepare students to enter the work force. Students should consult a counselor for information.

#### FRESHMAN YEAR

BUSN 48 (Human Relations in the Workplace) or BUSN 52 (Business Communications) or BUSN 53 (Business Correspondence).....	3
BUSN 55 (Business Mathematics).....	3
BUSN 40 (Business Concepts).....	3
BUSN 51A (General Accounting I) or BUSN 1A (Financial Accounting) .....	3-4
MKTG 50 (Introduction to Marketing) .....	3
ECON 10*** (General Economics) or ECON 2*** (Principles of Macroeconomics).....	3
Recommended Electives*	
General Education Courses	

#### 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) and.....	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

Program Outcomes

- Identify the primary business operations, business organizational options, and business procedures..
- Determine the demand for products and services offered by a firm and identify potential customers..

- Develop pricing strategies with the goal of maximizing the firm's profits and/or market share while ensuring customer satisfaction.
- Identify distinctions between distribution channels.
- Explain promotional mixes and effective strategies for each.
- Summarize measures that can be taken by individuals and organizations to correct organizational dysfunctions.
- List resources and strategies for monitoring trends which help identify the need for new products and services.

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) and.....	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.

**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 strategy and integration with other elements of the marketing mix. Strongly recommended: Marketing 50. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**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

# MASS COMMUNICATIONS

DEGREE  CERTIFICATE

CAREER CERTIFICATE

## About the Program

The Las Positas College Mass Communications program and the Associate in Arts Degree in Mass Communications are designed to provide students with a broad understanding of the principles, roles, techniques, and effects of media in society, as well as experience in the application of these principles to the student media. Student media at Las Positas College includes the newspaper, the radio station, the journalistic magazine, the literary magazine, television, and multimedia journalism.

## Degrees/Certificates

- Degrees::
  - AA-T Journalism
  - AA – Mass Communications
- Certificate of Achievement
  - Mass Communications: Journalism
- Career Certificate
  - Mass Communications: Radio Communications

## Career Opportunities

The Las Positas College Mass Communications degree program provides specific hands-on training that will prepare students for immediate job entry, especially involving broadcast and technology. The certificate and degree programs have a broad-based focus that services to hone and refine students' reading, writing, speaking, cultural literacy, and critical thinking skills, enabling them to succeed in an academic environment or in the workplace in careers in media, such as reporting, public relations, print production, copyediting, broadcasting, videography, and photography.

## Transferability

The courses in this program fulfill some of the 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 with a counselor.

## AA-T in Journalism

The Associate in Arts in Journalism for Transfer is based on the Transfer Model Curriculum for Journalism. Upon

successful completion of the program requirements, students will have guaranteed admission to some California State University (CSU) campuses. The Associate in Arts in Journalism for Transfer provides students with a broad understanding of the principles, roles, techniques, and effects of media in society as well as experience in the application of these principles to the student media. The broad-based focus of the program serves to hone and refine students' reading, writing, speaking, cultural literacy, and critical thinking skills, enabling them to succeed in an academic environment or in the workplace and providing specific hands-on skills.

### REQUIRED CORE (9 UNITS)

MSCM 5 (Introduction to Mass Communications).....	3
MSCM 1 (Introduction to Reporting and Newswriting).....	3
MSCM 16A (Express College Newspaper A) .....	3

### LIST A

MSCM 35 (Multimedia Reporting).....	3
MSCM 7 (Introduction to Public Relations) .....	3
MSCM 72 (Introduction to Photojournalism) or .....	3
PHTO 72 (Documentary Photography) .....	3
MSCM 16B (Express College Newspaper B) .....	3

### LIST B (6 UNITS)

MATH 40 (Statistics and Probability) .....	4
ECON 1 (Principles of Microeconomics) or.....	3
ECON 2 (Principles of Macroeconomics) .....	3
ENG 7 (Argumentation Writing and Critical Thinking).....	3
PHIL 6 (Introduction to Logic).....	3
ENG 1A (Critical REading and Composition) .....	3
PHIL 2 (Introduction to Philosophy: Ethics) .....	3
SOC 1 (Principles of Sociology) .....	3
MSCM 31 (Introduction to Media) .....	3

## AA in Mass Communications

### Program Outcomes

- Students will demonstrate an understanding of different aspects of the role of media in society through research and writing.
- Students will participate in the creation of student media, following a timeline for production, editing and formatting content, and publishing and distributing.

### FRESHMAN YEAR

ENG 1A (Critical Reasoning and Composition).....	3
MSCM 1 (Introduction to Reporting and Newswriting).....	3
MSCM 5 (Introduction to Mass Communications).....	3
MSCM 2 (Journalism: Investigative Newswriting) or .....	3
MSCM 3 (Journalism: Magazine and	
Newspaper Feature Writing) .....	3
MSCM 31 (Introduction to Media) .....	3
PHIL 2 (Introduction to Philosophy: Ethics) .....	3
Restricted/Recommended Electives* .....	3
General Education Courses .....	0-9

### SOPHOMORE YEAR

MSCM 72 (Beginning Photo Journalism) or .....	2
PHTO 72 (Documentary Photography) .....	2
MSCM 35 (Multimedia Reporting).....	3
MSCM 7 (Introduction to Public Relations) .....	3
Restricted/Recommended Electives*	
General Education Courses	
Total Units required for degree .....	60

**\*Restricted/Recommended electives**

Select from the courses below for a minimum of 9 units.

MSCM 16A (Express College Newspaper A).....	3
MSCM 17 (Express Editorial Board) .....	1
MSCM 19A (Literary Magazine) or .....	1.5-2
ENG 19A (Literary Magazine) .....	1.5-2
MSCM 32A (Introduction to Radio Production) .....	3
MSCM 32B (Intermediate Radio Production) .....	3
MSCM 33A (Introduction to Television Studio Operations) .....	3
MSCM 33B (Intermediate Television Studio Operations) .....	3
MSCM 34 (Magazine Editing and Production) .....	3-5

**Certificate of Achievement  
Mass Communications: Journalism**

**Program Outcomes**

- Students will participate in the creation of student media, following a timeline for production, editing and formatting content, and publishing and distributing.
- Students will demonstrate an understanding of different aspects of the role of media in society through research and writing.
- Students will recognize, acquire, produce, and distribute content for the weekly college newspaper, The Express, demonstrating increasing understanding of standards of journalism and design.

**FRESHMAN YEAR**

ENG 1A (Critical Reading and Composition) .....	3
MSCM 1 (Introduction to Reporting and Newswriting) .....	3
MSCM 5 (Introduction to Mass Communications) or MSCM 31 (Introduction to Media) .....	3
Electives* .....	3

**SOPHOMORE YEAR**

MSCM 72 (Beginning Photojournalism) or PHOTO 72 (Documentary Photography) or MSCM 35 (Multimedia Reporting) .....	2-3
Electives* .....	9
Total units required .....	23-24

**\*Electives**

Select from the following Groups, A and/or B, for a minimum of 12 units:

**GROUP A**

MSCM 16A (Express College Newspaper) .....	3
MSCM 16B (Express College Newspaper B) .....	3
MSCM 17 (Express Editorial Board) .....	1
MSCM 34 (Magazine Editing and Production)	
ENG 19A or MSCM 19A (Literary Magazine) .....	1.5-2
ENG 19B or MSCM 19B (Literary Magazine B) .....	1.5-2
WRKX 95 (Occupation Work Experience Education) .....	1-3
WRKX 96 (Seminar) .....	1

**GROUP B**

MSCM 2 (Journalism: Investigative News Writing) .....	3
MSCM 3 (Journalism: Magazine and Newspaper Feature Writing) .....	3
MSCM 32A (Introduction to Radio Production) .....	3
MSCM 7 (Introduction to Public Relations) .....	3

**Career Certificate  
Mass Communications: Radio  
Communications §**

The **Career Certificate in Mass Communications: Radio Communications** provides students with production and performance skills, as well as a background in communication for entry-level employment in radio.

**FRESHMAN YEAR**

MSCM 32A (Introduction to Radio Production) .....	3
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Select one course from the following for 3 units:

MSCM 5 (Introduction to Mass Communications) .....	3
MSCM 31 (Introduction to Media) .....	3

Select one course from the following for 3 units:

SPCH 1 (Fundamentals of Speech Communications) .....	3
MUS 1 (Introduction to Music) .....	3
THEA 1 (Theory and Practice of Acting) .....	3
THEA 25 (Fundamentals of Stage Speech) .....	3

**SECOND SEMESTER**

MSCM 32B (Intermediate Radio Production) .....	3
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Select one course from the following for 3 units:

MSCM 1 (Introduction to Reporting and Newswriting) .....	3
MSCM 7 (Introduction to Public Relations) .....	3

**Total units required for Certificate**.....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.

**Mass Communication Courses  
(MSCM)**

**MSCM 1 INTRODUCTION TO REPORTING AND NEWSWRITING 3 UNITS**

An introduction to gathering, synthesizing/ organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist, analysis of exemplary journalistic models, and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings, and other events, writing under deadline and use of AP Style. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU. C-ID#: JOUR110.  
Degree Applicable, Credit Grading Option: OP

**MSCM 2 JOURNALISM: INVESTIGATIVE NEWSWRITING 3 UNITS**

News and feature writing, emphasizing investigative reporting, research techniques, and story presentation. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**MSCM 3 JOURNALISM: MAGAZINE AND FEATURE WRITING 3 UNITS**

Feature writing, freelance journalism and how to get published in newspapers and magazines. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**MSCM 5 INTRODUCTION TO MASS COMMUNICATIONS 3 UNITS**

Survey of mass communication and the interrelationships of media with society, including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC\*; CSU GE: D7; IGETC: 4G. \*MSCM 5 and 31 combined: max UC credit, one course. CID# JOUR 100  
Degree Applicable, Credit Grading Option: OP

**MSCM 7 INTRODUCTION TO PUBLIC RELATIONS 3 UNITS**

Introduction to the principles, history, development, and professional practice of modern public relations. Includes concepts of planning and executing effective communication strategies, including message design and distribution, for any organization. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. Transfer: CSU. CID#JOUR150  
Degree Applicable, Credit Grading Option: OP

**MSCM 14 WRITING AND PHOTOGRAPHY FOR A COLLEGE NEWSPAPER 1 UNIT**

Journalism and photojournalism, content development/production for the weekly college newspaper. 3 hours laboratory.  
Degree Applicable, Credit Grading Option: OP

**MSCM 16A EXPRESS COLLEGE NEWSPAPER A 3 UNITS**

An applied course in which students practice and refine beginning journalism skills, including recognizing, acquiring, producing, and distributing content for the print and online editions of the student newspaper, the Express. The focus of study is on basic news, feature, and opinion stories. Students are introduced to concepts related to photojournalism, business management, graphic arts, design, social media, and leadership and editing skills. The course includes ethical, practical, and legal issues in journalism. Strongly recommended: Eligibility for ENG 1A. 1 hour lecture, 6 hours laboratory. Transfer CSU. CID# JOUR 130  
Degree Applicable, Credit Grading Option: OP

**MSCM 16B EXPRESS COLLEGE NEWSPAPER B 3 UNITS**

An applied course in which students practice and refine intermediate journalism skills, including recognizing, acquiring, producing, and distributing content for the print and online editions of the student newspaper, the Express. Focus is on in-depth news, feature and opinion stories. Students develop intermediate abilities in photojournalism, business management, graphic arts, design, social media, and leadership and editing skills. The course includes ethical, practical, and legal issues in journalism. Prerequisite: MSCM 16A (completed with a grade of "C" or higher). Strongly recommended: Eligibility for ENG 1A. 1 hour lecture, 6 hours laboratory. Transfer CSU. CID# JOUR 131  
Degree Applicable, Credit Grading Option: OP

**MSCM 16C EXPRESS COLLEGE NEWSPAPER C 3 UNITS**

An applied course in which students practice and refine advanced journalism skills, including recognizing, acquiring, producing, and distributing content for the print and online editions of the student newspaper, the Express. Focus is on leadership, editing the work of others, improving writing and multimedia skills, and improving the Express. Enhanced leadership role includes outreach to the community and representation as journalist and leader at events. Students develop advanced abilities in writing, photojournalism, business management, graphic arts, design, social media, and leadership and editing skills. Students will produce newscasts, an infographics, and reader surveys. The course includes ethical,

practical, and legal issues in journalism. Students should serve in a leadership role. Prerequisite: MSCM 16B (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory for 2 laboratory units. Transfer: CSU (pending as of 2/18/15).

Degree Applicable, Credit Grading Option: OP

**MSCM 16D EXPRESS COLLEGE NEWSPAPER D 3 UNITS**

An applied capstone course in which students practice and refine advanced journalism skills, including recognizing, acquiring, producing, and distributing content for the print and online editions of the student newspaper, the Express. Focus is on completing a portfolio project, exploring career opportunities in the field, leading others, editing the work of others, improving writing and multimedia skills, and improving the Express.

Students work to develop advanced abilities in writing, photojournalism, business management, graphic arts, design, social media, leadership, and editing skills. The course includes ethical, practical, and legal issues in journalism. Student assumes a leadership role and create workshops to benefit other staff members. MSCM 16B (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory for 2 laboratory units.

Transfer: CSU (pending 2/18/15).

Degree Applicable, Credit Grading Option: OP

**MSCM 17 EXPRESS EDITORIAL BOARD 1 UNIT**

The roles and responsibilities of leaders on the college newspaper, the Express. Practical experience participating in editorial board meetings, setting policy for the newspaper, and leading in the decision-making process for issue planning, budgeting, and the development of the newspaper. Enrollment is limited to editors or managers of the Express. Strongly recommended: Eligibility for ENG 1A. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

**MSCM 19 LAS POSITAS LITERARY ANTHOLOGY A 3 UNITS**

Creation of a literary-style student magazine. Practical training in the managing, editing, formatting, and printing of a literary supplement and/or magazine. Enrollment constitutes the staff of the magazine. 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 hours laboratory for 1 laboratory unit. (Cross List with ENG 19A. A student who has successfully completed ENG 19A cannot enroll in MSCM 19A.) Transfer: CSU

Degree Applicable, Credit Grading Option: OP

**MSCM 19B LITERARY MAGAZINE B 1.5-2 UNITS**

Creation of a literary-style student magazine. Practical intermediate-level training in the managing, editing, formatting, and printing of a literary supplement and/or magazine with a focus on the production process, including copy editing, design, layout, proofreading, working with the printer, and digital and print distribution. Enrollment constitutes the staff of the magazine. 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. Prerequisite: ENG 19A or MSCM 19A (completed with a grade of "C" or higher). 1 hour lecture, 1.5 or 3 hours laboratory. (Cross List with ENG 19B. A student who has completed ENG 19B cannot enroll in MSCM 19B.) Transfer CSU

Degree Applicable, Credit Grading Option: OP

**MSCM 31 INTRODUCTION TO MEDIA 3 UNITS**

A survey of radio, television, film, and multimedia and their impact on culture and society; includes economics, technological development, programming, ratings, legal aspects, and social control of broadcasting in America, and cross-cultural, international comparisons. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC\*; CSU GE: D7; IGETC: 4G. \*MSCM 5 and 31 combined, max UC credit, one course.

Degree Applicable, Credit Grading Option: OP

**MSCM 32A INTRODUCTION TO RADIO PRODUCTION 3 UNITS**

History, law, ethics, theory, and practical use of radio technology. Operations procedures and practices in a modern radio broadcast studio. Extended study of various aspects of radio production, including editing and announcing, producing studio-recordings, producing a news or feature interview story, producing pre-recorded newscasts, supporting station operations, preparing content for radio programming, publishing content online, selling ads, establishing a brand identity, producing news, collaborating with other media, creating and maintaining audio streams, podcasts, and direct feed, creating content for a multimedia website, and producing ad spots and promotional posts. 1 hour lecture; 6 hours laboratory. AA/AS GE. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

**MSCM 32B INTERMEDIATE RADIO PRODUCTION 3 UNITS**

Intermediate-level procedures and practices in a modern radio broadcast studio. Extended study of various aspects of intermediate-level radio production, including editing and announcing, producing a live newsmagazine interview program, producing pre-recorded newscasts, managing station operations, preparing commercial radio programming, selling ads, establishing a brand identity, producing news, collaborating with other media, creating and maintaining audio streams, podcasts, and direct feed, creating a multimedia news website, and producing ad spots and promotional posts. Prerequisite: MSCM 32A (completed with a grade of "C" or higher). 1 hour lecture, 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: MSCM 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 ENG 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 MULTIMEDIA REPORTING 3 UNITS**

This course will provide an introduction to multimedia storytelling with a journalism emphasis. Techniques that will be explored include use of video, photos, audio, animation, and text to convey interactive news and feature stories through the Internet and other electronic media. It also will include techniques in digital research, critical thinking, and synthesis. It will introduce the legal and ethical issues in the recording of sources. Emphasis is placed upon the methods and techniques of multimedia reporting, including scripting, storyboarding, camera use, lighting, sound, and editing with video editing software such as Final Cut Pro. 1 hour lecture, 6 hours laboratory. Transfer: CSU. CID#210

Degree Applicable, Credit Grading Option: OP

**MSCM 72 BEGINNING PHOTOJOURNALISM 3 UNITS**

This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, the Internet, and other mass communications media. Understanding and applying photojournalistic and basic technical and visual skills in the making of successful reportage photographs. Consideration of the work of major 20th and 21st century photojournalists.

Course is cross listed with PHTO 72. Student will receive credit for taking either MSCM 72 or PHTO 72. Strongly recommended: PHTO 50, PHTO 56 or VCOM 53. 1.5 hours lecture, 6 hours studio laboratory for 1.5 laboratory hours. Transfer: CSU, UC. C-ID# JOUR 160.

Degree Applicable, Credit Grading Option: OP

**MATHEMATICS**

DEGREE

**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-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 in Mathematics

### Program Outcomes

- Students will use mathematical reasoning to solve problems and a generalized problem solving process to work word problems.
- Students will learn mathematics through modeling real-world situations.
- Students will read, write, listen to, and speak mathematics with understanding.
- Students will use appropriate technology to enhance their mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of their results.
- Students will demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

### 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 40* (Statistics and Probability)	4	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 units .....	57.5
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 Modes

Mathematics Courses can be taken in a variety of modes including “traditional” lecture, hybrids of on-campus and online, and Math X..

## Math X

The Math X program consists of courses which are offered in an independent study/self-paced mode. These courses work well for students with the following characteristics:

1. I am a self-motivated, dedicated, and organized student.
2. I like to work alone.
3. I need a quick brush up on my algebra skills.

Students may complete any of the following courses in the Math X program:

Math X	Equivalent Course
107A and 107B	107
65A and 65B	65
55A and 55B	55
71A and 71B	71

In Math X, a Math instructor and an instructional assistant are available to answer questions. Students attend at a specified time, but there is no lecture. Homework and lab assignments are completed by each student working independently. These courses are designated in the schedule by an X followed by the section number (e.g., X01 indicates section one in Math X).

## Mathematics Courses (MATH)

### MATH 1 CALCULUS I 5 UNITS

AAAn introduction to single-variable differential and integral calculus including: functions, limits and continuity; techniques and applications of differentiation and integration; 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. C-ID#: MATH211, MATH900S.

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; polar and parametric equations; infinite sequences, series, power series and Taylor series; applications of integration. 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. C-ID#: MATH221, MATH900S.

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. 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. C-ID#: MATH230.

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; IGETC: Area 2. C-ID#: MATH240.

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; IGETC: Area 2. C-ID#: MATH250.

Degree Applicable, Credit Grading Option: GR

### MATH 10 DISCRETE MATHEMATICAL STRUCTURES 4 UNITS

Designed for majors in mathematics and computer science, this course provides an introduction to discrete mathematical structures used in Computer Science and their applications. Course content includes: 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. Students who have completed, or are enrolled in, CS 17 may not receive credit. Prerequisites: MATH 1 and CS 1 (both must be completed with a grade of “C” or higher and both may be taken concurrently). 4 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGETC: 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: MATH 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; IGETC: 2A; \*MATH 20 and 45 combined: max UC credit, one course.  
Degree Applicable, Credit Grading Option: GR

**MATH 33 FINITE MATHEMATICS 4 UNITS**

Linear functions, systems of linear equations and inequalities, exponential and logarithmic functions and applications, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications in business, economics and social sciences. Prerequisite: MATH 55, 55B or 55Y (completed with a grade of "C" or higher). 4 hours lecture, 1 hour laboratory. 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 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; IGETC: 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: MATH 55 or MATH 55B (completed with a grade of "C" or higher). 5 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU; CGU GE: B4. Degree Applicable, Credit Grading Option: GR

**MATH 39 TRIGONOMETRY 4 UNITS**

Trigonometry includes definitions of the trigonometric functions and their inverses, graphs of the trigonometric functions and their inverses, trigonometric equations, trigonometric expressions and identities, including proofs, an introduction to vectors, polar coordinates and complex numbers. Applications include solving right triangles and solving triangles using the law of sines and the law of cosines. AA/AS GE. Transfer: CSU; CGU 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. Prerequisite: MATH 55 or MATH 55B (completed with a grade of "C" or higher). 4 hours lecture, 1 hour laboratory. Transfer: CSU, UC; CSU GE: B4; IGETC: 2A. C-ID# MATH 110.  
Degree Applicable, Credit Grading Option: GR

**MATH 45 COLLEGE ALGEBRA 3 UNITS**

Polynomial, rational, exponential, and logarithmic functions; theory of equations; matrices; translation of functions; sequences, series and the binomial theorem. Prerequisite: Mathematics 55 or Mathematics 55B or Mathematics 55Y (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the Mathematics placement process. 3 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC\*; CSU GE: B4; IGETC: Area 2. \*MATH 45 and 20 combined, max UC credit, one course.  
Degree Applicable, Credit Grading Option: GR

**MATH 47 MATHEMATICS FOR LIBERAL ARTS 3 UNITS**

An introduction to a variety of mathematical concepts for students interested in liberal arts. Intended to cultivate an appreciation of the significance of mathematics in daily life and help develop students' mathematical reasoning. Topics include personal finance, probability & statistics, logic, exponential growth, and graph theory. Prerequisite: Mathematics 50, 55, 55B or equivalent (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; IGETC: Area 2  
Degree Applicable, Credit Grading Option: GR

**MATH 50 CORE INTERMEDIATE ALGEBRA 4 UNITS**

Core concepts of intermediate algebra are explored within the context of the function. Function concepts covered include: distinction between functions and relations, domain and range, function notation, multiple representation of functions, behavior of functions, operations with functions (including composition) and, one-to-one and invertible functions. Types of functions considered: linear, absolute value, polynomial, rational, radical, exponential and logarithmic functions. The course includes an introduction to probability, counting and quantitative data. Standards for mathematical practice, applications of functions, and modeling with functions are emphasized throughout.  
Degree Applicable, Credit Grading Option: OP

**MATH 51 ALGEBRA BRIDGE 2 UNITS**

This course is intended for students who completed Math 50 Core Intermediate Algebra and need the equivalent of Math 55 Intermediate Algebra. The course covers content included in Math 55 but not Math 50. Topics include: operations with rational expressions; rational equations; operations with radical expressions; complex numbers; quadratic inequalities and equations quadratic in form; systems of three linear equations; properties of logarithms and logarithmic equations; conic sections; and non-linear systems. Students may not receive credit for both Math 55 and the combination of Math 50 and Math 51.  
Grading Option: OP

**MATH 55 INTERMEDIATE ALGEBRA 5 UNITS**

Intermediate algebra concepts, including: An introduction to functions; linear and absolute value functions; absolute value equations and inequalities; compound linear inequalities; systems of linear equations in three variables and matrix solutions; rational expressions, functions and equations; radical expressions, functions and equations; rational exponents; complex numbers; quadratic functions and equations; inverse of a function; exponential and logarithmic functions; properties of logarithms; exponential and logarithmic equations; conic sections; and systems of non-linear equations

and inequalities. Multiple representations, applications and modeling with functions are emphasized throughout. May not receive credit if Mathematics 55B has been completed. Prerequisite: MATH 65 or MATH 65B (completed with a grade of "C" or higher). 5 hours lecture, 1 hour laboratory. AA/AS GE.  
Degree Applicable, Credit Grading Option: OP

**MATH 55A INTERMEDIATE ALGEBRA A 2.5 UNITS**

Concepts covered in the first half of Mathematics 55 Intermediate Algebra, including: An introduction to functions; linear and absolute value functions; absolute value equations and inequalities; compound linear inequalities; rational expressions, functions and equations; radical expressions, functions and equations; rational exponents; and complex numbers. Multiple representations, applications and modeling with functions are emphasized throughout. May not receive credit if Mathematics 55 has been completed. Prerequisite: MATH 65 or MATH 65B (completed with a grade of "C" or higher). 2.5 hours lecture, 1 hour laboratory. AA/AS GE.  
Degree Applicable, Credit Grading Option: OP

**MATH 55B INTERMEDIATE ALGEBRA B 2.5 UNITS**

Concepts covered in the second half of Mathematics 55 Intermediate Algebra, including: systems of linear equations in three variables and matrix solutions; inverse of a function; exponential and logarithmic functions; properties of logarithms; exponential and logarithmic equations; conic sections; systems on non-linear equations and inequalities. Multiple representations, applications and modeling with functions are emphasized throughout. May not receive credit if Mathematics 55 has been completed. Prerequisite: MATH 55A (completed with a grade of "C" or higher). 2.5 hours lecture, 1 hour laboratory. AA/AS GE.  
Degree Applicable, Credit Grading Option: OP

**MATH 65 ELEMENTARY ALGEBRA 5 UNITS**

Elementary algebra concepts, including: real numbers and their properties; algebraic expressions; integer exponents; operations with polynomial expressions; linear and quadratic equations; linear inequalities and set notation; graphs of linear equations and inequalities; slope; systems of linear equations and inequalities; and, an introduction to rational expressions and modeling with linear and quadratic equations. May not receive credit if Mathematics 65B has been completed. Prerequisite: MATH 107 or MATH 107B (completed with a grade of "C" or higher). 5 hours lecture, 1 hour laboratory. AA/AS GE.  
Degree Applicable, Credit Grading Option: OP

**MATH 65A ELEMENTARY ALGEBRA A 2.5 UNITS**

Concepts covered in the first half of Mathematics 65 Elementary Algebra, including: real numbers and their properties; algebraic expressions; linear equations; linear inequalities and set notation; graphs of linear equations and inequalities in two variables; slope; systems of linear equations and inequalities; and, an introduction to modeling with linear equations. This course is designed for those with no previous algebra background. Prerequisite: Mathematics 107, 107B, or 107Y (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 65 or 65X has been completed. 2.5 hours lecture, 1 hour laboratory  
Degree Applicable, Credit Grading Option: OP

**MATH 65B ELEMENTARY ALGEBRA B 2.5 UNITS**

Concepts covered in the second half of MATH 65, Elementary Algebra, including: integer exponents; quadratic equations and modeling with quadratic equations; and an introduction to rational expressions. Prerequisite: MATH 65A or 65X (completed with a grade of "C" or higher). May not receive credit if either MATH 65

or MATH 65Y has been completed. 2.5 hours lecture, 1 hour laboratory. AA/AS GE.  
Degree Applicable, Credit Grading Option: OP

**MATH 71 APPLIED MATHEMATICS FOR TECHNICIANS 3 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 measurements; 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. 3 hours lecture. AA/AS GE.  
Degree Applicable, Credit Grading Option: OP

**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

# 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

### Program Outcomes

- Students will demonstrate an adherence to recognized standards of professionalism in a rehearsal setting.
- By the end of the degree program, students will demonstrate the ability to play or sing on pitch in a section and ensemble as directed by a conductor.

### 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 17A & 17B (Jazz Combo 1 & 2)
- MUS 18A & 18B (Jazz/Pop Piano 1 & 2)
- MUS 19 (Elementary Guitar)
- 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 37 (Music Industry Career Development)
- MUS 38 (Applied Music)
- 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 17A & 17B (Jazz Combo 1 & 2)
- 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

### Program Outcomes

Students who successfully complete the Certificate of Achievement in Teaching Beginning Piano should be able to present new pieces to their students by explaining the form, compositional technique, style and mood of the piece, as well as the intent of the composer.

MUS 17A (Jazz Combo 1) .....	1
MUS 17B (Jazz Combo 2) .....	1
MUS 19 (Elementary Guitar) .....	3
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 37 (Music Industry Career Development) .....	1
MUS 38* (Individual Study) .....	2
Total units required .....	14

\*Two semesters required

## Certificate of Achievement Teaching Intermediate Piano

### Program Outcomes

Students who successfully complete the Certificate of Achievement in Teaching Intermediate Piano should be able to present new pieces to their students by explaining the form, compositional technique, style and mood of the piece, as well as the intent of the composer. 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* (Applied Music).....	2
Total units required .....	16

\*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 3 WORLD MUSIC 3 UNITS**

The study of the folk and art music of world cultures. Includes the traditional music of Sub-Saharan Africa, Middle East, China, Japan, Indonesia, India, Latin America, Europe, and Native America.

Attendance at world music concerts is 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: GR

**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: MUS 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, voice leading involving four-part choral writing, and figured bass realization. Introduces harmonic dictation, cadential elaboration, non-dominant seventh chords, and an introduction to secondary/applied chords and modulation. Prerequisite: MUS 8A

(completed with a grade of "C" or higher). 3 hours lecture, 2 hours laboratory. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A

Degree Applicable, Credit

Grading Option: OP

**MUS 10A CHROMATIC HARMONY/MUSICIANSHIP 4 UNITS**

This course incorporates the concepts from the Mus 8 series. In addition, through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. Mus 10A also applies and develops the rhythmic, melodic, and harmonic materials of the musicianship portion of Mus 8 series through ear training, sight singing, analysis, and dictation. Prerequisite: MUS 8B (completed with a grade of "C" or higher). 3 hours lecture, 2 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 10B POST ROMANTIC/20TH CENTURY HARMONY 4 UNITS**

Continues chromatic harmony through part writing and ear training. This course incorporates the concepts from Music 10A. In addition, through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. This course also applies and develops the rhythmic, melodic, and harmonic materials of Mus 10A through ear training, sight singing, analysis, and dictation. Prerequisite: MUS 10A (completed with a grade of "C" or higher). Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 12 WIND ENSEMBLE 1 UNIT**

Wind ensemble repertoire of all styles and periods. Emphasis on group participation and public performance. Attendance at all scheduled performances required. Enrollment is subject to a standardized audition demonstrating musical ability and technical proficiency suitable to the course level. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 13 HISTORY OF ROCK & ROLL 3 UNITS**

A cultural survey of original American music traditions, forms and trends influenced by cultural, socio-economic, socio-political and economic changes including blues, jazz, early rock, the "British invasion," rap, hip hop culture, Latino rock, heavy metal, jazz-rock fusion, electronic, modern rock, and pop. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 14 JAZZ ENSEMBLE 1 UNIT**

Reading, preparation and performance of contemporary Jazz music. Opportunity to apply improvisation techniques in a group setting. 3 hours laboratory. AA/AS GE. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 15 JAZZ BAND 1 UNIT**

Reading, preparation and performance of contemporary Jazz music, arranged for Jazz band. Opportunities to arrange and compose for the band as well as to conduct. Opportunity to apply improvisation techniques in a group setting. 3 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 16 PHILHARMONIC ORCHESTRA 1 UNIT**

This course is for the study, rehearsal, and public performance of

the standard Classical orchestra literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature is studied each semester so that different technical, historical and artistic issues are addressed. Attendance at all scheduled performances is required. Audition required. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 17A JAZZ COMBO 1 1 UNIT**

For instrumentalists who want experience in performing and interpreting small-group literature. The music literature will cover important aspects of Jazz band development and works of all styles and periods. Emphasis will be on articulations, stylistic differences, composition, arranging, and common performance practices of the various periods of music. Enrollment by audition only. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 17B JAZZ COMBO 2 1 UNIT**

For instrumentalists who want experience in performing and interpreting small-group literature. The music literature will cover important aspects of Jazz band development and works of all styles and periods. Emphasis will be on articulations, stylistic differences, composition, arranging, and common performance practices of the various periods of music. Enrollment by audition only. Levels 1 and 2. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 18A JAZZ/POP PIANO 1 1 UNIT**

Voicings, chords, and guidelines for interpretation of lead sheets in a variety of genres for the contemporary pianist. Emphasis on improvisation, accompaniment, bass lines, grooves, and reharmonization.

Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 18B JAZZ/POP PIANO 2 1 UNIT**

Voicings, chords, and guidelines for interpretation of lead sheets in a variety of genres for the contemporary pianist. Emphasis on improvisation, accompaniment, bass lines, grooves, and reharmonization. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 19 ELEMENTARY GUITAR 3 UNITS**

Presents a technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles. AA/AS GE.

Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 20 ELEMENTARY GUITAR 1 UNIT**

Beginning guitar using a combination of folk and classic approaches to playing technique, utilizing basic scales and chords in first position, and music notation. Strongly recommended: MUS 6. 3 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 21A BEGINNING PIANO 1 UNIT**

Group instruction in piano with emphasis on developing technique, reading music, and performing. Strongly recommended: MUS 6. 3 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

**MUS 21B BEGINNING PIANO-INTERMEDIATE 1 UNIT**

Development of skills learned in Music 21. Emphasis on further development of technique and performance. Prerequisite: MUS 21A (completed with a grade of "C" or higher). 3 hours laboratory.

Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 23A ELEMENTARY VOICE 1 UNIT**

Group singing with emphasis on solo performance. Tone production, breathing, diction, and interpretation in regard to song literature. Strongly recommended: MUS 6. 3 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 23B ELEMENTARY VOICE II 1 UNIT**

Development of skills learned in MUS 23A. Emphasis on further development of vocal production and performance. Prerequisite: MUS 23A (completed with a grade of "C" or higher). 3 hours laboratory. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**MUS 25 TEACHING BEGINNING PIANO 2 UNITS**

Principles of successful piano teaching with emphasis upon development of technique and reading ability in beginner level students; private and group piano teaching methods; 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 26 METHODS AND MATERIALS FOR PIANO TEACHERS 2 UNITS**

Examination of various methods in print for use in teaching piano; setting up a teaching studio and maintaining the business; finding and selecting supplementary literature; preparing for recitals and other special events. Intended for pianists with intermediate or advanced skills who are engaged in the teaching of piano or who would like to prepare to teach. Strongly recommended: MUS 21B. 2 hours. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

**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 MUS 20. Emphasis on playing techniques and performance. Designed for the intermediate and advanced performer. Prerequisite: MUS 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: MUS 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: MUS 23B (completed with a grade of "C" or higher). 3 hours laboratory. Transfer: CSU, UC; Degree Applicable, Credit Grading Option: GR

**MUS 34 MUSIC IN FILM 3 UNITS**

The class traces the history and development of film music through reading, lecture and film viewing. The class studies the process of film scoring and how music and its relationship to film have changed over the last century. Class includes discussion and evaluation of different compositional styles and learning to listen critically to film scores while viewing movies. 3 hours laboratory. Transfer: CSU, UC; Degree Applicable, Credit Grading Option: GR

**MUS 38 APPLIED MUSIC 1 UNIT**

Individualized study of the appropriate techniques and repertoire for a specific instrument or voice. Students meet individually with a private teacher for a total of 6 hours per semester, practice in department practice rooms for at least 1 hour per week during posted supervised practice hours, and meet once a week to perform for each other. Initial placement, mid-term and final recital/jury performance will be administered and evaluated by the Las Positas College Music Department faculty. 1 hour laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**MUS 37 MUSIC INDUSTRY CAREER DEVELOPMENT 3 UNITS**

Career opportunities and business practices in the music industry. Focus on career options and development, artist management, unions, music merchandising, music for film and digital media, and concert promotion. 3 hours. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

**MUS 39 MUSICAL THEATER WORKSHOP 1 UNIT**

Training in performance skills for musical theater, with emphasis on vocal technique. Corequisite: THEA 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/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: MUS 23B or MUS 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: MUS 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: MUS 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 SPORT 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

### Program Outcomes

- Design programs to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors as well as prepare an emergency response plan. Apply a working knowledge of mathematics and the sciences to conduct experiments and to analyze and interpret data to solve safety and health related issues

### 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:

### GROUP A

- CHEM 1B (General College Chemistry)
- CHEM 30B (Introductory and Applied Chemistry)
- MATH 40 (Statistics and Probability)

### GROUP B

- ANAT 1 (General Human Anatomy)
- BIOL 50 (Anatomy and Physiology)
- FST 52 (Fire Fighter Safety and Public Education)
- PHSI 1 (Introduction to Human Physiology)

## Certificate of Achievement Occupational Safety and Health

### Program Outcomes

Design programs to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors as well as prepare an emergency response plan.

OSH 50 (Introduction to Occupational Safety and Health) .....	3
OSH 60 (Elements of Industrial Hygiene) .....	3
OSH 62 (Physical Hazards) .....	3
OSH 67 (Comprehensive Regulatory Requirements and Human Factors) .....	3
Electives* .....	3-4
Total units required .....	15-16

**\*Electives**

Select from the following for a minimum of 3 units:

- CHEM 30A (Introductory and Applied Chemistry) or equivalent
- FST 52 (Fire Fighter Safety and Public Education)
- PHYS 10 (Descriptive Physics) or equivalent
- RADS Safety 40ABC (Radiation Safety)

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## **Occupational Safety and Health (OSH)**

### **OSH 50 INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH 3 UNITS**

Introduction to the principles and techniques of occupational safety and health. Includes historical evolution, professional make-up of the occupational and safety specialist, and analysis and implementation of a typical safety program. 3 hours lecture.

Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

### **OSH 60 ELEMENTS OF INDUSTRIAL HYGIENE 3 UNITS**

Introduction to the major subject areas of Industrial Hygiene. This includes anticipation, recognition, evaluation, and control of workplace hazards; effects of toxic agents on the body; measurement of these agents; general methods for their control; as well as State and Federal regulatory requirements. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

### **OSH 62 PHYSICAL HAZARDS 3 UNITS**

Examination of physical hazards in the work environment and methods of control. Includes hazards associated with human factors, layout and planning, machine guarding, electrical safety, materials handling, rigging, conveyors, power tools, personal protective equipment, compressed gases, illumination, and working surfaces. Emphasis on methods for safety observation and inspection. 3 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

### **OSH 67 COMPREHENSIVE REGULATORY REQUIREMENTS AND HUMAN FACTORS 3 UNITS**

State and federal Occupational Safety and Health Acts, awareness of life safety, fire safety and building codes and standards, Workers' Compensation laws, and other regulations as they relate to occupational safety and health. Includes human factors in accident causation, behavioral stereotypes, human engineering, and man-machine trades and functional significance. 3 hours lecture.

Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

# PHILOSOPHY

DEGREE

See also: **Humanities, Religious Studies**

## About the Program

Philosophy is an academic area of study concerned with knowledge, reality and values. The program for the AA-T in Philosophy exposes students to the great historical arguments on these issues, and prompts students to think for themselves on these important topics. Students progressing toward the AA-T in Philosophy will learn the tools of argumentative analysis and conceptual critique. They will be expected to apply these reasoning skills both to historical philosophical ideals and toward their own creative solutions to age old questions. The study of philosophy develops important skills of thinking, analysis, creativity, and communication that are useful for any field of employment or further study.

## Degrees/Certificates

- Degree:
  - AA-T in Philosophy

## Career Opportunities

Students who major in philosophy are often preparing for graduate work in Philosophy, Law, Business and Medicine. The undergraduate path in philosophy teaches the skills of reading, writing, argumentation and critical thinking applicable to most employment situations.

## Transferability

The transfer degree is especially intended to assist students in transferring into the California State University System. Students completing the AA-T degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree "to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted." Because this is an Associates Degree for Transfer, the LPC GE requirements of American Institutions, American Cultures, and Wellness do not apply and are not required of students earning this degree. 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.

## AA-T in Philosophy

### Program Outcomes

Student will demonstrate the ability to respond to philosophical writing and ideas discussed in class by describing philosophical arguments, evaluating those arguments, and applying them with accuracy and creativity to contemporary conditions.

### CORE COURSES

*Two courses/6 units required*

PHIL 6 (Introduction to Logic) (required).....	3
PHIL 1 (God, Nature, Human Nature) .....	3
PHIL 2 (Ethics).....	3

### LIST A

*Choose any course listed in Core Courses that was not used to meet the core courses requirements, or:*

PHIL 4 (Introduction to Philosophy: Knowledge).....	3
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### LIST B

*Choose any course listed in Core Courses or List A that was not used to meet those requirements, or:*

HIST 1 (Western Civilization to 1600) .....	3
HIST 2 (Western Civilization since 1600) .....	3

### LIST C

*Select one course/3 units from the following:*

HUMN 3 (Film, Drama, Music, Visual Art, Lyric Poetry) .....	3
HUMN 6 (Nature and Culture) .....	3
HUMN 10 (The American Style).....	3
HUMN 28 (The Classic Myths) .....	3
PHIL 3 (Aesthetics: Philosophy of Art) .....	3
PHIL 5 (Feminist Philosophy) .....	3
RELS 1 (Religions of the World) .....	3
RELS 2 (The Bible: History and Literature) .....	3
RELS 3 (An Introduction to Women's Spirituality).....	3
RELS 11 (The Nature of Islam) .....	3

## Philosophy Courses (PHIL)

<b>PHIL 1</b>	<b>GOD, NATURE, HUMAN NATURE</b>	<b>3 UNITS</b>
An exploration of the nature and range of philosophical inquiry in relation to everyday problems of humans as individuals, as citizens, as physical creatures, and as creators of spiritual and artistic works. Philosophical texts are analyzed with special attention given to the development of skills in analysis and argumentation. NOTE: Philosophy 2 and 4 are also introductory courses and may be taken before Philosophy 1 if a more detailed examination of ethical problems, the theory of knowledge, or political philosophy is desired. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B. C-ID#: PHIL100.		
Degree Applicable, Credit		
		Grading Option: GR
<b>PHIL 1H</b>	<b>HONORS PHILOSOPHY 1: GOD, NATURE, HUMAN NATURE</b>	<b>3 UNITS</b>
This is an honors course for Philosophy 1. Philosophy 1 is an exploration of the nature and range of philosophical inquiry in relation to everyday problems of humans as individuals, as citizens, as physical creatures, and as creators of spiritual and artistic works. Philosophical texts are analyzed with special attention given to the development of skills in analysis and argumentation. Students in Honors Philosophy 1 course will have assignments in reading, writing, discussion, analysis, and oral presentation at a level of rigor higher than those in Philosophy 1 and consistent with honors		

program expectations. NOTE: Philosophy 2 and 4 are also introductory courses and may be taken before Philosophy 1 if a more detailed examination of ethical problems, the theory of knowledge, or political philosophy is desired. A student who has successfully completed PHIL 1 cannot enroll in PHIL 1H. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B  
Degree Applicable, Credit Grading Option: GR

**PHIL 2 INTRODUCTION TO PHILOSOPHY: ETHICS 3 UNITS**

This course covers the concepts of morality, values and influential ethical theories. Students taking this course will be required to use philosophical methods to evaluate these theories for themselves and show how these theories can apply to everyday ethical questions. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B C-ID#: PHIL120.  
Degree Applicable, Credit Grading Option: GR

**PHIL 2H HONORS PHILISOPHY 2: ETHICS 3 UNITS**

This is an honors course for Philosophy 2. This course covers the concepts of morality, values and influential ethical theories. Students taking this course will be required to use philosophical methods to evaluate these theories for themselves and show how these theories can apply to everyday ethical questions. Students in Honors Philosophy 2 course will have assignments in reading, writing, discussion, analysis, and oral presentation at a level of rigor higher than those in Philosophy 2 and consistent with honors program expectations. A student who has successfully completed PHIL 2 cannot enroll in PHIL 2H. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B  
Degree Applicable, Credit Grading Option: GR

**PHIL 3 AESTHETICS: PHILOSOPHY OF ART 3 UNITS**

An introduction to the philosophical analysis of art. Topics include the nature of art and beauty, the value of art, and philosophical methods of evaluating, critiquing, and drawing meaning from artistic works. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B  
Degree Applicable, Credit Grading Option: GR

**PHIL 4 INTRODUCTION TO PHILOSOPHY: KNOWLEDGE 3 UNITS**

Systematic analysis of documents that constitute the major statements in the theory of knowledge. Investigation of the nature of knowledge, truth and belief. Emphasis placed on enabling students to analyze, critique and defend their own systems of beliefs. Strongly recommended: Eligibility for ENG 1A. 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

**PHIL 6 INTRODUCTION TO LOGIC 3 UNITS**

An introduction to Logic. This course is designed to develop effective reasoning skills. Valid reasoning through formal deductive logic is emphasized, but the course also covers meaning in language, fallacies, and inductive reasoning methods in philosophy, literature and the sciences. Strongly recommended: Eligibility for ENG 1A.

3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A3. C-ID# PHIL 110.  
Degree Applicable, Credit Grading Option: GR

**PHIL 8 LOGIC AND ARGUMENTATION 4 UNITS**

An introduction to Logic. This course is designed to develop effective Logic and Argumentation. This course is designed to develop effective reasoning skills. Valid reasoning through formal deductive logic is emphasized, but the course also covers meaning in language, fallacies, and inductive reasoning methods in philosophy, literature and the sciences. This course differs from Philosophy 6 (Introduction to Logic) in that it has a prerequisite of English 1A and involves the application of logical technique to a major research paper. AA/AS GE. Transfer: CSU, UC; CSU GE: AC. IGETC AREA 1 & 3  
Degree Applicable, Credit Grading Option: GR

PHOTOGRAPHY

CERTIFICATE

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.

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 flat-bed 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 creatively in a collaborative environment, industry

standards. 1 hour lecture, 4 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**PHTO 60 BLACK AND WHITE MATERIALS AND PROCESSES 3 UNITS**

Using exposure/development controls related to black and white negative materials. Development of intermediate/ advanced print making skills. Emphasis on visual and critical problems related to black and white photography. Prerequisite: PHTO 50 (completed with a grade of "C" or higher). 2 hours lecture, 4 hours laboratory. Transfer: CSU, UC  
Degree Applicable, Credit Grading Option: GR

**PHTO 64A ARTIFICIAL LIGHT PHOTOGRAPHY 3 UNITS**

Photography using light sources selected and manipulated by the photographer. Use of light sources in a controlled situation to achieve technically accurate renditions of subject matter and to make successful visual statements. Lighting techniques for product, still life and portrait photography. Strongly recommended: PHTO 50 or PHTO 56. 2 hours lecture, 4 hours studio/laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**PHTO 66 DIGITAL IMAGING 3 UNITS**

Desktop digital imaging systems: scanning, camera and software. Methods and devices for image input, storage and output. Use of traditional photographic controls to enhance image quality in the digital medium. Designing an image for digital manipulation using software such as Photoshop and Live Picture. Strongly recommended: camera/photography and Macintosh computer experience, or VCOM 50. 2 hours lecture, 4 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**PHTO 67 HISTORY OF PHOTOGRAPHY 3 UNITS**

A broad chronological survey of photography from its invention to the present. Considers the medium's dual role as technology and art. Addresses a multiplicity of photographic themes and purposes. Considers the intersections of photography and technology, history, art, and everyday life. 3 hours lecture. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A  
Degree Applicable, Credit Grading Option: GR

**PHTO 68 COLOR FIELD PHOTOGRAPHY 2 UNITS**

Use of either digital photography or color slide film to explore the solution of special technical and visual problems encountered in location shooting. 2 hours. AA/AS GE. Transfer: CSU  
Degree Applicable, Credit Grading Option: GR

**PHTO 69 INTERMEDIATE VIDEOGRAPHY 2 UNITS**

Intermediate level digital video production to integrate and build upon prior video making skills. Emphasis is on creative expression, improving all production values and edited quality of finished presentation. Distribution of quality video piece to festivals and the web. Class is taught on the Macintosh computer platform. Strongly recommended PHTO 58. 1 hour lecture, 4 hours laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**PHTO 72 DOCUMENTARY PHOTOGRAPHY 3 UNITS**

This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, the Internet, and other mass communications media. Understanding and applying photojournalistic and basic technical and visual skills in the making of successful reportage photographs. Consideration of the work of major 20th and 21st

century photojournalists.

Course is cross listed with MSCM 72. Student will receive credit for taking either MSCM 72 or PHTO 72. Strongly recommended: PHTO 50 or VCOM 53 or PHTO 56. 1.5 hours lecture, 4 hours laboratory for 1.5 laboratory units. Transfer: CSU. C-ID# JOUR 160.

Degree Applicable, Credit

Grading Option: OP

**PHTO 99 TOPICS IN PHOTOGRAPHY 0.5-3 UNITS**

Workshops on a variety of specialized topics in photography or visual communications, which are relevant to a general audience and/or those working at the intermediate to advanced level.

Development of knowledge and skills acquired in previous or current photography work with emphasis on professional approach, specific topic, media, or technique. Strongly recommended: PHTO 60. 9 to 54 hours per semester. Transfer: CSU

Degree Applicable, Credit

Grading Option: P/N

## PHYSICS

DEGREE

### About the Program

The Physics program prepares students for transfer to four year institutions for continued study in the areas of physics, mathematics, engineering and other physics related fields. Physics includes a wide variety of disciplines and specializations, ranging from very practical, technology-driven fields to the study of the fundamental laws and structure of the universe. The program consists of three independent tracts of study. These are Calculus-based Physics, Algebra-based Physics, and Conceptual Physics.

### Degrees/Certificates

- Degree:
  - AS – Physics

### Career Opportunities

Teaching, Research, Industrial Technology, Energy, Environmental Science, Finance, Consulting, Health Physics, Medical School, Cosmology, Bio-Physics. Additionally, numerous other career fields require very strong physics backgrounds.

### Transferability

The Physics degree includes courses typical of the lower division requirements of four-year institutions. General education requirements should be selected carefully based on the intended transfer institution.

### AS - Physics

**Program Outcomes**

Analyze physical situations quantitatively by selecting relevant equations and models, modifying them as appropriate, and using them correctly to solve problems.

**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: MATH 20, MATH 36, or MATH 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. C-ID#: PHYS105, PHYS100S.

Degree Applicable, Credit

Grading Option: GR

**PHYS 2B INTRODUCTION TO PHYSICS II 4 UNITS**

Electro-circuits, electromagnetic waves, optics and modern physics. Prerequisite: PHYS 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. C-ID#: PHYS 110, PHYS100S.

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: MATH 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. C-ID#: PHYS205, PHYS200S.

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: PHYS 8A (completed with grade of "C" or higher) and MATH 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. C-ID#: PHYS210, PHYS200S.

Degree Applicable, Credit

Grading Option: GR

**PHYS 8C GENERAL PHYSICS III 5 UNITS**

Introduction to oscillations, mechanical waves, thermodynamics, light and optics. Prerequisites: PHYS 8A and MATH 2 (both completed with a grade of "C" or higher). Strongly recommended: PHYS 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. C-ID#: PHYS215, PHYS200S.

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: PHYS 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. C-ID#: PHYS215, PHYS200S. 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: MATH 105 or MATH 105M or MATH 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: PHYS 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

Transfer: CSU, UC; CSU GE: D8, AI; IGETC: 4H, AI. Degree Applicable, Credit Grading Option: OP

**POLI 12 INTRODUCTION TO CALIFORNIA STATE AND LOCAL GOVERNMENT 3 UNITS**

Organization and operation of government and politics at the state, county and municipal level; emphasis on current issues and the influences of historical, geographical, political, economic and social factors on public policy. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D8; IGETC: 4H Degree Applicable, Credit Grading Option: OP

**POLI 20 COMPARATIVE GOVERNMENT 3 UNITS**

Contemporary forms of government, institutions and political problems of selected national governments. Strongly recommended: POLI 1 or POLI 7 and ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D8; IGETC: 4H Degree Applicable, Credit Grading Option: OP

**POLI 25 INTRODUCTION TO POLITICAL THEORY 3 UNITS**

Various theoretical approaches to politics including selected aspects of political thought from ancient times to the present with application to current political thought. Strongly recommended: POLI 7 and eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D8; IGETC: 4H Degree Applicable, Credit Grading Option: OP

**POLI 30 INTERNATIONAL RELATIONS 3 UNITS**

Introduction to international relations, politics, theories and institutions with an emphasis on contemporary practices. Strongly recommended: POLI 7 and eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D8; IGETC: 4H Degree Applicable, Credit Grading Option: OP

**POLI 45 SELECTED TOPICS IN POLITICAL SCIENCE 2-3 UNITS**

An examination of a current topic/issue in Political Science, including such areas as international relations, economic/social policy issues, comparative government, elections and political parties, political theory and American foreign affairs, with emphasis on an examination of public policy alternatives. Topics/areas of study will vary with class offering, designed to meet the interests of students. Strongly recommended: A college course in political science and/or American History. 2-3 hours lecture. Transfer: CSU, UC\*. \*Transfer credit for this course may be granted after a review of the course outline by a UC campus after transfer. Degree Applicable, Credit Grading Option: OP

## POLITICAL SCIENCE

### About the Courses

Political Science students study public issues of the day, as well as the timeless issues of government, public policy, and the political process as preparation for a wide variety of careers. At Las Positas College, courses cover the full spectrum of the political science discipline, from American Government, California State and Local Government, Comparative Government, Political Theory, and International Relations. The academically rigorous program provides opportunities for learning about the political process, fulfilling general education requirements, as well as preparation for transfer, fulfilling the typical lower-division requirements at a four-year institution. The course curriculum is designed for building critical thinking and analytical skills necessary for a variety of careers but also offers avenues for students to actively participate in the political process.

### Political Science Courses (POLI)

**POLI 7 INTRODUCTION TO AMERICAN GOVERNMENT 4 UNITS**

Introduction to the principles, problems and basic issues of government with particular emphasis on the national government in the United States, including discussion of the American Constitution, and California state and local government. Strongly recommended: Eligibility for ENG 1A. 4 hours lecture. AA/AS GE.

## PSYCHOLOGY

DEGREE

### About the Program

Psychology is the science of behavior and mental experiences. Psychology includes a variety of subfields including biological, developmental, clinical, counseling, school, and experimental psychology.

### Degrees/Certificates

- Degree:

- o AA-T in Psychology

## Career Opportunities

The Las Positas Psychology program offers an AA-T degree that provides students with a basic understanding of behavior and motivation that is valuable in many careers in business, government, and education. To become a “psychologist,” however, requires graduate level training.

## Transferability

Students wishing to pursue the Associate in Arts in Psychology for Transfer must complete 60 units of coursework eligible for transfer to the California State University, including:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements:
- At least 18 units of major coursework in Psychology, as detailed below
- Students must maintain a minimum 2.0 GPA, including grades of C or higher in each course taken to fulfill the major.

The intent of the associate degree for transfer is to assist students in transferring into the California State University System. Students completing the AA-T degree receive a guarantee of admission with junior status into the California State University System. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.” In addition, “A student...shall receive priority over all other community college transfer students, excluding community college students who have entered into a transfer agreement between a community college and the California State University prior to the fall term of the 2012-13 academic years.” Some variation in requirements may exist at a particular four-year institution; therefore, it is essential that the student also refer to the catalog of the prospective transfer institution and consult a counselor.

## AA-T in Psychology

### Program Outcomes

- Demonstrate effective written communication skills by discussing course content and using APA style.
- Demonstrate an understanding of and apply basic research methods in psychology including research design, hypothesis testing, and data interpretation.
- Demonstrate critical thinking skills to assess real-world issues and to solve problems related to behavioral and mental processes.
- Demonstrate knowledge of the major concepts, theories, and empirical findings in psychology. This understanding should focus on the biological basis and development of behaviors and mental processes.

- Demonstrate an understanding of the value of sociocultural diversity and individual differences.
- Apply theories, concepts and findings in psychology for self-understanding, self-improvement, and lifelong learning.

### CORE COURSES, 9-11 UNITS

PSYC 1 (General Psychology) .....	3
PSYC 25 (Research Methods) .....	4
MATH 40 (Statistics and Probability) .....	4

### LIST A

PSYC 4 (Brain, Mind, and Behavior).....	3
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### LIST B

Choose any course shown in List A that was not used to meet those requirements, or:

BIOL 10 (Introduction to the Science of Biology) .....	3
BIOL 31 (Introduction to College Biology) .....	4
PSYC 3 (Introduction to Social Psychology).....	3
PSYC 12 (Lifespan Psychology).....	3

### LIST C

Choose any course shown in List B that was not used to meet those requirements, or:

ANTR 1 (Biological/Physical Anthropology) .....	3
ANTR 3 (Social and Cultural Anthropology) .....	3
MATH 1 (Calculus I) .....	5
PSYC 6 (Abnormal Psychology) .....	3
PSYC 10 (Psychology of Human Sexuality) .....	3
PSYC 13 (Psychology of Women) .....	3
PSYC 15 (Problems of Childhood).....	3
PSYC 16 (Selected Topics in Psychology).....	3
SOC 1 (Principles of Sociology) .....	3
Total Units .....	60

## 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 ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. C-ID#: PSY110.  
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: PSYC 1 or SOC 1 or ANTR 3. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. C-ID#: PSY170.  
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. Prerequisite: PSYC 1. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B2 or D9; IGETC: 4I or 5B. C-ID#: PSY150.  
Degree Applicable, Credit Grading Option: OP



**PSYC 6 ABNORMAL PSYCHOLOGY 3 UNITS**

An introduction to mental health and the major mental health disorders in adults and children; includes anxiety, mood, personality, sexual, and psychotic disorders. The course will include the study of the major psychological, biological, and sociocultural models of mental health disorders and their treatment. 3 hours lecture. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. C-ID#: PSY120. 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. C-ID#: PSY130. 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 lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: Area D9 or E; IGETC: 4I. C-ID#: PSY180. 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: PSYC 1. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D4 or D9; IGETC: 4D or 4I. Degree Applicable, Credit Grading Option: OP

**PSYC 15 PROBLEMS OF CHILDHOOD 3 UNITS**

An exploration of the emotional, cognitive, developmental, and behavioral problems of childhood and adolescence. Topics include: common stresses and 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 theories of cause of mental health problems in children and adolescents and approaches to treatment. Examination of information and theory for practical application. Students who have completed or are enrolled in ECD 15 may not receive credit. 3 hours lecture. 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. 3 hours lecture. Transfer: CSU. Degree Applicable, Credit Grading Option: OP

**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 KIN 24 may not receive credit. 3 hours lecture.

Transfer: CSU; CSU GE: E  
Degree Applicable, Credit Grading Option: OP

**PSYC 25 RESEARCH METHODS 4 UNITS**

Introduction to the use of the scientific method in the study of human and animal behavior. Coverage of descriptive, experimental, and non-experimental methods commonly used in psychological research. Topics will include ethical principles in research, hypothesis development and testing, observational methods, survey research, the fundamentals of experimental design, basic data analysis, and the presentation of research findings. Prerequisites: PSYC 1 and either MATH 40 or MATH 44 (completed with a grade of "C" or higher). 3 hours lecture, 1 hour laboratory. Transfer: AA/AS GE. Transfer: CSU, UC; CSU GE: D9; IGETC: 4I. CID# PSY 200 or PSY 250B. 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

### Program Outcomes

- Students will evaluate personal motives, values and philosophy to work with diverse populations in fields of the helping professions.
- Students will explain the practice of human services in terms of the helping process professional and ethical concerns and working within a system.

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, themes, ethics, values and principles at work in the human services field. Emphasis is placed on modern practice, an overview of research techniques, and critical skills that lead to effective human service work. Students will examine human service roles, 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 lecture. 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 lecture. 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 career, educational and life planning focusing on personal career development through self-assessment. Emphasis on clarification of individual interests, values, needs, abilities and decision making styles, investigation of occupational opportunities in the world of work, and introduction to job search strategies, resume writing and interview skills. Designed for those undecided or uncertain about their career and educational plans. 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 lecture. 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 lecture. 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 lecture. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**PSCN 18 UNIVERSITY TRANSFER PLANNING 0.5-1 UNITS**

Exploration of the concept of career, educational and life planning focusing on personal career development through self-assessment. Emphasis on clarification of individual interests, values, needs, abilities and decision making styles, investigation of occupational opportunities in the world of work, and introduction to job search strategies, resume writing and interview skills. Designed for those undecided or uncertain about their career and educational plans. DE. Transfer: CSU, UC, CSU GE: E  
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 0.5 UNITS**

A survey of practical strategies for academic success focusing on the new student. Examines goal setting, college policies, graduation requirements, campus resources, student's 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/career technical potential. DE. 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. 1 hour lecture.  
Degree Applicable, Credit Grading Option: OP

**PSCN 30 STUDENT SUCCESS AND THE COLLEGE EXPERIENCE 3 UNITS**

This course explores concepts, knowledge, and skills relevant to college success. Students will engage in critical analysis on a variety of topics, including motivation, decision making, interpersonal communication, multicultural awareness, and learning theory. Problem solving strategies will be applied to areas including goal setting, career development, wellness, and accessing campus resources. 3 hours lecture. Transfer: CSU, UC; CSU GE: Area E.  
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

## 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.

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## 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. The Radiation Safety courses are taught in 3 sections as shown below. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**RADS 40A, Radiation Safety Basics**, 2 units. Strongly recommended: MATH 65, MATH 71, or appropriate skill level demonstrated through the Mathematics assessment process. 36 hours per semester.

**RADS 40B, Emergency Response and Monitoring**, 1 unit. Prerequisite: RADS 40A (completed with a grade of "C" or higher). 18 hours per semester.

**RADS 40C, Safety Controls and Regulation**, 1 unit. Prerequisite: RADS 40B (completed with a grade of "C" or higher). 18 hours per semester.

## RECREATION AND LEISURE SERVICES

See also: **Kinesiology**

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## 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

- o AA – Social Science

## 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 lecture. 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 lecture. 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 lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B Degree Applicable, Credit Grading Option: OP

### 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 in Social Science (General)

**Program Outcomes**

Students will critically apply ethical standards to identify problems and create solutions.

**FRESHMAN YEAR**

ANTR 1 (Physical Anthropology) .....	3
GEOG 2 (Cultural Geography).....	3
Complete 1 of the following combinations for a total of 6 units:	
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 Post-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)

## 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

# 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

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

### Program Outcomes

- Analyze and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in sociology.
- Demonstrate critical thinking and analytic skills in the application of social theory to solve problems that arise in institutional and societal contexts.

### FRESHMAN YEAR

SOC 1 (Principles of Sociology) .....	3
List B Options (see list below) .....	6
General Education .....	3

### SOPHOMORE YEAR

List A Options (see list below) .....	7-9 units
List C Options (see list below) .....	3
General Education .....	3
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 (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 (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

\*MATH 44 has been deactivated. This degree will be updated to use MATH 40 (Statistics and Probability)

## 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 lecture. AA/AS GE. Transfer: CSU; UC; CSU GE: A; IGETC: 1. C-ID#: SOC1110. Degree Applicable, Credit Grading Option: GR

### 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: SOC 1 or ANTR 3 or PSYC 1. 3 hours lecture. 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. C-ID#: SOC1130.

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 lecture. 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 lecture. 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 performance. This class focus includes both macro-analyses of how institutions shape gender and micro-analyses of how individuals "do" or practice gender. Topics include: work, violence, sexual roles, early childhood socialization, and the impact of media images. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: DO or D4; IGETC: 4J

Degree Applicable, Credit Grading Option: OP

### **SOC 12 POPULAR CULTURE 3 UNITS**

The course explores the historical, theoretical, political, and economic factors that influence the creation and diffusion of popular culture. It examines the impact of technological innovation and globalization on how popular culture is consumed and how this affects society. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: DO; IGETC: 4J

Degree Applicable, Credit Grading Option: OP

### **SOC 13 RESEARCH METHODS 4 UNITS**

This course orients students to the methods of data collection and analysis used by sociologists. Instruction includes an overview of sociological theory, instruction on experimental methods, surveys, interviews, field research, participant observation, demographic methods, and comparative historical approaches. Prerequisite: SOC 1 (completed with a grade of "C" or higher). Strongly recommended: MATH 40 (completed with a minimum grade of "C" or higher). 3 hours lecture, 1 hours laboratory. AA/AS GE. Transfer: CSU, UC;

CSU GE: D0; IGETC: 4J. C-ID#: SOC1120.

Degree Applicable, Credit

Grading Option: OP

## SPANISH

### About the Courses

The Foreign Language program offers primarily first- and second-year transfer-level courses in American Sign Language, Spanish, French, and Italian. Some courses are scheduled on a rotating basis. The transfer-level courses are designed to prepare students to continue with their language studies in upper-division courses. In addition, there is an emphasis on learning about the culture of the people who speak the individual languages.

### Spanish Courses (SPAN)

#### **SPAN 1A BEGINNING SPANISH 5 UNITS**

The introductory level course will enable students to begin speaking, reading and writing elementary level Spanish as well as understanding the spoken language. Students are introduced to concepts of grammar, vocabulary and verb tenses in a variety of auditory, visual and written contexts. Strongly recommended: Eligibility for ENG 1A. 5 hours lecture. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A

Degree Applicable, Credit Grading Option: OP

#### **SPAN 1B ELEMENTARY SPANISH 5 UNITS**

This is the second semester of the introductory level course and will enable students to continue to learn to speak, read and write elementary level Spanish as well as to understand the spoken language. Students are introduced to concepts of grammar, vocabulary and verb tenses in a variety of auditory, visual and written contexts. Prerequisite: SPAN 1A (completed with a grade of "C" or higher). 5 hours lecture. AA/AS GE. Transfer: CSU, UC; IGETC: Area 6A

Degree Applicable, Credit Grading Option: OP

#### **SPAN 2A INTERMEDIATE SPANISH 4 UNITS**

Review of grammar; reading of works of modern authors; practice in conversation and composition. Prerequisite: SPAN 1B (completed with grade of "C" or higher). 4 hours lecture. AA/AS GE. Transfer: CSU, UC. CSU GE: C2; IGETC: 3B & 6A

Degree Applicable, Credit Grading Option: OP

#### **SPAN 2B ADVANCED SPANISH 4 UNITS**

Reading of works of modern authors; advanced review of grammar emphasis on speaking and composition. Prerequisite: SPAN 2A (completed with a grade of "C" or higher). 4 hours lecture. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B & 6A

Degree Applicable, Credit Grading Option: CR

## SPECIAL STUDIES

#### **99 SPECIAL STUDIES 0.3-19.25 UNITS**

Special studies in a specialized technical-vocational major. Typically offered for a particular occupation or skill. Course may be offered under any course title contained in the Catalog, using the number 99. 0.3-1056 hours. Transfer: CSU  
Degree Applicable, Credit Grading Option: varies by course

# SPEECH

DEGREE

## About the Program

The Speech program is designed to provide students with fundamental understanding of the principles of speech communication as well as experience in the application of these principles. Participation in these classes develops critical thinking, personal growth, research, presentation skills, and an understanding of diversity. Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, and law. This program fulfills typical lower-division requirements at four-year transfer institutions and offers opportunities to participate in intercollegiate competition in the areas of public speaking and oral interpretation. 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.

## Degrees/Certificates

- Degree:
  - AA – Speech

## 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 – Speech

### Program Outcomes

Upon completion of the Communication degree, students will be able to communicate effectively in all communication settings and occasions, and have an understanding of all audiences.

### 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 required .....	60

### \*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)

- |   |  |                |
|---|--|----------------|
| <b>SPCH 1</b>   | <b>FUNDAMENTALS OF PUBLIC SPEAKING</b>       | <b>3 UNITS</b> |
| <p>FTheory and techniques of public speaking. Discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches including informative and persuasive speeches; includes developing the faculties of critical listening and problem solving. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A1; IGETC: 1C. CID# COMM 110<br/>Degree Applicable, Credit <span style="float: right;">Grading Option: GR</span></p> |  |                |
| <b>SPCH 2</b>   | <b>ORAL INTERPRETATION OF LITERATURE</b>     | <b>3 UNITS</b> |
| <p>Critical analysis, appreciation, and application of theories and techniques used to perform various forms of literature, including poetry, prose, and drama. Students will learn to evaluate, analyze, edit, and creatively perform selections of literature for an audience. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2<br/>Degree Applicable, Credit <span style="float: right;">Grading Option: OP</span></p>   |  |                |
| <b>SPCH 3</b>   | <b>GROUP COMMUNICATION</b>                   | <b>3 UNITS</b> |
| <p>Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including norms, roles, problem solving, conflict management, decision making, and leadership. Includes participation in simulation exercises and group activities. 3 hours lecture. Transfer: CSU, UC. CID# COMM 140<br/>Degree Applicable, Credit <span style="float: right;">Grading Option: OP</span></p>  |  |                |
| <b>SPCH 4</b>   | <b>INTRODUCTION TO COMMUNICATION STUDIES</b> | <b>3 UNITS</b> |
| <p>Introduction to the breadth of the communication discipline with a focus on the foundations of interpersonal communication, small group communication, and public speaking. Examination and practice of basic human communication principles and theories to develop critical thinking and communication competencies in a variety of contexts. 3 hours lecture. LPC GE AA/AS. Transfer: CSU, UC.<br/>Degree Applicable, Credit <span style="float: right;">Grading Option: OP</span></p>  |  |                |
| <b>SPCH 5</b>   | <b>READERS THEATER</b>                       | <b>3 UNITS</b> |
| <p>Introduction to the various principles and techniques used in readers theater, a style of theater that combines oral interpretation and conventional theater to make literature come alive for the audience. Using prose, poetry, and drama literature, students will create, compile, analyze, stage, and perform one or more readers theater productions. 3 hours lecture. AA/AS GE. Transfer: CSU, UC. Degree Applicable, Credit <span style="float: right;">Grading Option: OP</span></p>  |  |                |
| <b>SPCH 10</b>  | <b>INTERPERSONAL COMMUNICATION</b>           | <b>3 UNITS</b> |
| <p>Exploration, discussion, and evaluation of the principles of the verbal and non-verbal communication process in relationships. Study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts. Strongly recommended: eligibility for ENG 1A. 3 hours</p>  |  |                |

lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: E . CID# COMM 130  
Degree Applicable, Credit Grading Option: OP

**SPCH 11 INTERCULTURAL COMMUNICATION 3 UNITS**

Introduction to intercultural communication in domestic and/or global contexts. Influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory, knowledge, appreciation, practical application and comparison of effective communication among diverse groups of people from different domestic and international cultures. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 and D7. CID# COMM 150  
Degree Applicable, Credit Grading Option: GR

**SPCH 46 ARGUMENTATION AND DEBATE 3 UNITS**

Methods of critical inquiry and advocacy of contemporary moral, political, economic, and philosophical issues in a diverse multicultural society. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Analysis, presentation, and evaluation of oral and written arguments. Strongly recommended: ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A1 or A3; IGETC: 1C . CID# COMM 120  
Degree Applicable, Credit Grading Option: OP

**SPCH 48 ACTIVITIES IN FORENSICS 1-4 UNITS**

Competition in the areas of public speaking and oral interpretation. Preparation, including research and writing; practice; and participation and performance in intercollegiate speech and debate tournaments. 4-16 hours laboratory . LPC GE AA/AS. Transfer: CSU. CID# COMM 160B  
Credit, Degree Applicable Grading Option: OP

# SURGICAL TECHNOLOGY

*See the Community Services Programs sections on page 23 in the front of the catalog and page 191 following the Academic Services Programs.*

# THEATER ARTS

DEGREE

## About the Program

The Theater Arts major is designed to provide knowledge, training, and practical experience in a variety of areas which can be used in continuing participation and appreciation of theater and film throughout life. The curriculum provides the essential lower-division courses necessary for transfer to similar programs at four-year institutions, as well as assisting students towards employment in professional, academic and community theater. 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.

## Degrees/Certificates

- Degree:
  - AA-T in Theater Arts
  - AA in Theater Arts
  - Certificate of Achievement in Technical Theater

## 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-T in Theater Arts

The Associate in Arts for Theater for Transfer major is designed to provide knowledge, training, and practical experience in all aspects of theater arts. The curriculum provides the essential lower-division courses necessary for transfer to similar programs at four-year institutions, as well as assisting students towards employment in professional, academic and community theater. Upon completion, students can expect to be able to: apply the learned techniques of acting or technical theater in a public performance of various genres of theater, or other types of personal creative work; understand how to develop and maintain a positive contribution the field of theater in academics, performance, or technical theater; and possess the skills necessary for textual interpretation for academic discourse, design, and/or performance studies.

### REQUIRED CORE (9 UNITS)

THEA 10 (Introduction to Dramatic Arts) .....	3
THEA 1A (Theory and Practice of Acting I).....	3
THEA 47A (Performance in Production) or .....	3
THEA 48A (Theater Technical in Production).....	3

### LIST A: SELECT 3 (9 UNITS)

THEA 1B (Theory and Practice of Acting II) .....	3
THEA 50L (Introduction to Stage Lighting) .....	3
THEA 51 (Introduction to Costume Design).....	3
THEA 50 (Stagecraft) .....	3
<i>Select one of the Required Core not already used:</i>	
THEA 47A (Performance in Production) or .....	3
THEA 48A (Theater Technical in Production).....	3

## AA in Theater Arts

### Program Outcomes

Students will be able to critically analyze the artistic elements in productions, looking at design, acting, directorial choices, as well as personal performance processes.

### FRESHMAN YEAR

THEA 1A (Theory and Practice of Acting I).....	3
THEA 1B (Theory and Practice of Acting II) .....	3
Select from the following courses for a total of 6 units:	
THEA 5 (Children's Theater) or	
THEA 30 (Drama Workshop) or	
THEA 46 (College Theater Management) or	
THEA 47A (Performance in Production) or	
THEA 48A (Theater Technical in Production).....	6
THEA 10 (Introduction to Dramatic Arts) .....	3
General Education Courses	



**SOPHOMORE YEAR**

THEA 40 (Introduction to Technical Theater) .....	2
Select from the following courses for a total of 6 units:	
THEA 5 (Children's Theater) or	
THEA 30 (Drama Workshop) or	
THEA 46 (College Theater Management) or	
THEA 47 (College Theater Acting) or	
THEA 48 (College Theater Technical) .....	6
Theater Arts Electives* .....	3
Related Discipline Electives** .....	3
General Education Courses:	
Total units required .....	60

**\*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-Choreography)

**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)

**Certificate of Achievement in Theater Arts**

This program prepares students, through coursework and hands on experience, for work in technical theater. The certificate includes a wide range of topics designed to give students basic skills and knowledge to work behind the scenes in theater and other venues.

Typical job opportunities include: lighting designer, lighting operator, scenic painter, stage/set designer, stage manager, sound operator, costume designer, or stage hand. This program also lines up with many of the foundation courses needed for an Associate for Degree for Transfer (AD-T) in Theater.

This certificate would serve to quantify and acknowledge student success. There continues to be a need for qualified technicians within the state. With over 31,000 employers in the state of

California requiring trained employees in the technical theater field, this certificate would qualify them to be aides in the professional production environment.

THEA 10 (Introduction to Dramatic Arts) .....	3
THEA 48A (Technical Theater in Production ) .....	3
THEA 50 (Stagecraft) .....	3
THEA 50L (Introduction to Stage Lighting) .....	3
THEA 51 (Introduction to Costume Design) .....	3
THEA 41 (Passport to Theater) .....	2
THEA 48D (Technical Theater in Production) .....	3
THEA 41B (Passport to Theater) .....	2
THEA 14 (Bay Area Theater) .....	3

**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 ENG 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: THEA 1A (completed with a grade of "C" or higher) or equivalent acting class or acting performance experience. 3 hours lecture. AA/AS GE. Transfer: CSU, UC. Degree Applicable, Credit Grading Option: GR

**THEA 3A BEGINNING IMPROVISATION 3 UNITS**

An entry level course designed to introduce to students to concepts of improvisation and creative dramatics . It will encourage students to "think out of the box", promoting creative problem solving within a supportive ensemble. Recommended for non-majors (Early Childhood education, Business, Speech/Communication majors especially encouraged) as well as Theatre: AA students. 3 hours lecture. Transfer: CSU, UC. Degree Applicable, Credit Grading Option: OP

**THEA 3B INTERMEDIATE IMPROVISATION 3 UNITS**

This course will teach students Long-Form Improvisation. The class will concentrate on finding style and improving skills through various in class, supportive, exercises. We will focus on accepting/ supporting, creating honest and strong relationship, and developing complex and engaging circumstances. Prerequisite: THEA 3A (completed with a grade of "Pass" or "C" or higher). 3 hours lecture. Transfer: CSU, UC. Degree Applicable, Credit Grading Option: OP

**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 ENG 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 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**

A survey of the elements of Theater event, its contribution to cultures and societies throughout history. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A. C-ID# THTR 111.  
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 4 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 31A DRAMA WORKSHOP—BEGINNING 3 UNITS**

Participation in experimental workshop plays, original student scripts, and other projects, possibly leading to scheduled performances. Casting subject to audition. 9 hours laboratory. Transfer: CSU, UC.  
Degree Applicable, Credit Grading Option: GR

**THEA 31B DRAMA WORKSHOP—INTERMEDIATE 3 UNITS**

Participation as an experienced actor in one act plays, original student scripts, or other projects, leading to scheduled performances. Casting subject to audition. Prerequisite: THEA 31A (completed with a grade of "C" or higher). 9 hours laboratory. Transfer: CSU, UC.  
Degree Applicable, Credit Grading Option: GR

**THEA 31C DRAMA WORKSHOP—ADVANCED 3 UNITS**

Participation as an advanced actor in one act plays, original student scripts, or other projects preferably in styles or genres different from those done in THEA 31A and THEA 31B. Casting subject to audition. Prerequisite: THEA 31B (completed with a grade of "C"

or higher). 9 hours laboratory. Transfer: CSU, UC.  
Degree Applicable, Credit Grading Option: GR

**THEA 31D DRAMA WORKSHOP—DIRECTING 3 UNITS**

Participation as a director or assistant director of one act plays, original student scripts, or other projects, leading to scheduled performances. 3 hours laboratory. Transfer: CSU, UC.  
Degree Applicable, Credit Grading Option: GR

**THEA 39A MUSICAL THEATER WORKSHOP—BEGINNING 4 UNITS**

Training in performance skills for the musical theater, with emphasis on acting, stage movement and vocal production. Solo, duet and ensemble work. 3 hours lecture, 1 hour laboratory. Transfer: CSU, UC. Note: New Course, pending State approval.  
Degree Applicable, Credit Grading Option: GR

**THEA 39B MUSICAL THEATER WORKSHOP—INTERMEDIATE 4 UNITS**

Intermediate training in performance skills for the musical theater, with emphasis on acting, stage movement and vocal production. Study includes written analyses, musical theater staging, and basic acting and vocal techniques. Prerequisite: THEA 39A. 3 hours lecture, 1 hour laboratory. Transfer: CSU, UC.  
Degree Applicable, Credit Grading Option: GR

**THEA 39C MUSICAL THEATER WORKSHOP—ADVANCED 4 UNITS**

Advanced training in performance skills for the musical theater, with emphasis on acting, stage movement, and vocal production. Study includes auditioning techniques and critical analyses of musical theater performances. Prerequisite: THEA 39B. 3 hours lecture, 1 hour laboratory. 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: THEA 40 (completed with a grade of "C" or higher). Transfer: CSU, UC  
Degree Applicable, Credit 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. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**THEA 41B ADVANCED PASSPORT TO THEATER 3 UNITS**

Advanced level participation in scheduled performances of the theater department as a performer, stage manager, assistant director/designer or running crew member. Enrollment is for the duration of the pre-show preparation, through rehearsals and performances. Strongly recommended: THEA 41 (completed with

grade of "C" or higher). 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 47A PERFORMANCE IN PRODUCTION: 3 UNITS  
INTRODUCTION TO LIVE PERFORMANCE**

This course provides instruction and supervised participation in theatre rehearsal and performance. On stage participation in cast of scheduled main stage production. Enrollment is for the duration of the production. 2 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU, UC. C-ID# THTR 191.  
Degree Applicable, Credit

Grading Option: GR

**THEA 47B PERFORMANCE IN PRODUCTION: 3 UNITS  
BEGINNING**

As a continuation of THEA 47A, students will participate in the cast of a scheduled main stage production. Emphasis will be on character development, objectives, and actions. Prerequisite: THEA 47A (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU, UC  
Degree Applicable, Credit

Grading Option: GR

**THEA 47C PERFORMANCE IN PRODUCTION: 3 UNITS  
INTERMEDIATE**

This course is a continuation of THEA 47B. Student will participate in the cast of a scheduled main stage production. This course will focus on rehearsal technique, personal creative exploration, and ensemble building and motivated performance response. Prerequisite: THEA 47B (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: GR

**THEA 47D PERFORMANCE IN PRODUCTION: 3 UNITS  
ADVANCED**

As a continuation of THEA 47C, students will continue to develop onstage with participation in the cast of the scheduled main stage production. This course will emphasize complexity and polish in performance, personal and creative development as a theater professional, and outreach and publicity obligations. Prerequisite: THEA 47C (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: GR

**THEA 48A TECHNICAL THEATER IN PRODUCTION -3 UNITS  
BEGINNING**

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. Enrollment is for the duration of the semester. Strongly recommended: THEA 50 completed with a grade of "C" or higher. 1 hour lecture, 6 hours laboratory for 2 laboratory units. Transfer: CSU, UC. C-ID# THTR 192.

Degree Applicable, Credit

Grading Option: OP

**THEA 48B TECHNICAL THEATER IN PRODUCTION -3 UNITS  
INTERMEDIATE**

Participation in scheduled productions and events as crew members and/or construction of said productions technical elements, including lighting and sound implementation. Enrollment is for the duration of the semester. Students may participate in the design and board operation of multiple productions or events per semester. Strongly recommended: THEA 50 completed with a grade of "C" or higher and THEA 48A. 1 hour lecture, 6 hours laboratory for 2 laboratory units.

Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**THEA 48C TECHNICAL THEATER IN PRODUCTION -3 UNITS  
ADVANCED**

Participation in scheduled productions as DESIGNER and/or assistant designers of said productions technical elements, including scenic, costume, lighting and sound design. Enrollment is for the duration of the semester. Students may participate in more than one production per semester, as needed.

Prerequisite: THEA 50 (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory for 2 laboratory units.

Transfer: CSU, UC.

Degree Applicable, Credit

Grading Option: OP

**THEA 48D TECHNICAL THEATER IN 3 UNITS  
PRODUCTION-MANAGEMENT**

Participation in scheduled productions as manager of productions technical elements, including stage management, house management, and publicity management. Enrollment is for the duration of the semester. Students may participate in more than one production or event per semester. Prerequisite: THEA 50 (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory for 2 laboratory units. Transfer: CSU. Degree Applicable, Credit

**THEA 50 STAGECRAFT 3 UNITS**

An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques. Lecture, reading, projects, and practical experience. 1 hour lecture, 6 hours laboratory for 2 laboratory units. Transfer: CSU, UC; CSU GE: C1. C-ID# THTR 171.

Degree Applicable, Credit

Grading Option: GR

**THEA 50L INTRODUCTION TO STAGE LIGHTING 3 UNITS**

This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design. 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: THEA 50 (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory for 2 laboratory units. Transfer: CSU, UC. C-ID# THTR 173.

Degree Applicable, Credit

Grading Option: OP

**THEA 51 INTRODUCTION TO COSTUME DESIGN 3 UNITS**

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated. Design and fabrication of costumes for production; components of basic sewing and costume construction; comprehensive overview of the history of fashion and costume, color, manufacturing techniques; Introduction to basic makeup design; makeup application techniques and design; special effects makeup techniques. Strongly recommended: THEA

50 (completed with a grade of “C” or higher). 2 hours lecture, 3 hours laboratory for 1 laboratory unit. Transfer: CSU; CSU GE: C1. C-ID# THTR 174.  
Degree Applicable, Credit Grading Option: GR

**THEA 52 INTRODUCTION TO DESIGN 3 UNITS**  
Students will be offered a survey of the design and history of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, and laboratory experience. Information is applicable to all formal theatrical applications. Transfer: CSU, IGETC AREA 3, CSU GE AREA C, UC.  
Degree Applicable, Credit Grading Option: OP

## TUTORING

### About the Courses

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 17A TUTORING THEORY AND PRACTICE I 0.5 UNITS**  
Training for college tutors to acquire specific skills and techniques for tutoring in academic and vocational subject areas, and basic skills. The course will provide a conceptual framework of tutoring to guide students in leading effective tutoring sessions. 0.5 hours lecture, 1 hour laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**TUTR 17B TUTORING THEORY AND PRACTICE II 0.5 UNITS**  
Intermediate training class for college tutors. Tutors will acquire specific skills and techniques for tutoring in academic subjects, vocational subjects and basic skills. Required course for second semester tutors participating in the Las Positas College Tutorial Program. Prerequisite: TUTR 17A. 0.5 hours lecture, 1 hour laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**TUTR 17C TUTORING THEORY AND PRACTICE III 0.5 UNITS**  
Advanced training for college tutors to obtain skills and techniques in academic and vocational subject areas and basic skills remediation. Emphasis upon leading group tutoring sessions, mentoring new tutors, and tutoring students with learning disabilities. Required course for third semester tutors participating in the Las Positas College Tutorial Program.  
Prerequisites: TUTR 17B. 0.5 hours lecture, 1 hour laboratory. Transfer: CSU  
Degree Applicable, Credit Grading Option: OP

**TUTR 29 INDEPENDENT STUDY-TUTORING 0.5-2 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.

#### Program Outcomes

Students will critically apply ethical standards to identify problems and create solutions.

#### 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 (2-3 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 Admissions and Records Office after admission to the transfer institution.

## 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.

<b>CSU - General Education Areas</b>	<b>Semester Units (minimum)</b>
<b>Area A</b> English Language Communication and Critical Thinking (3 courses).....	9
<b>Area B</b> Scientific Inquiry and Quantitative Reasoning ..... (3 courses)	9
<b>Area C</b> Arts and Humanities (3 courses) .....	9
<b>Area D</b> Social Sciences (3 courses) .....	9
<b>Area E</b> Lifelong Learning and Self Development (1-2 courses).....	3
<b>CSU Graduation Requirement</b> 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 Admissions and Records 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 in Visual Communications
- Certificates of Achievement:
  - Visual Communications, Emphasis in Print
  - Visual Communications, Emphasis in Web

**AA – Visual Communications**

**Program Outcomes**

- Demonstrate a sophisticated level of visual literacy and technical competence in conceptualizing, creating, and delivering graphic design work developed with digital software.
- Demonstrate the ability to critically evaluate quality and effectiveness of design projects.

**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 required .....	6.0

**Certificate of Achievement  
Visual Communications**

**Program Outcomes**

- Demonstrate a sophisticated level of visual literacy and technical competence in conceptualizing, creating, and delivering graphic design work developed with digital software.
- Demonstrate the ability to critically evaluate quality and effectiveness of design projects, especially one's own, when creating an industry-standard portfolio that can lead to a visual design career.

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: VCOM 57, VCOM 58, VCOM 59, VCOM 62, and VCOM 64. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 48 INTRODUCTION TO A DESIGN STUDIO 0.3 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: VCOM 48. 16 hours lecture, 64 hours studio. Transfer: CSU. CID# ARTS 250 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 considerations. Strongly recommended: VCOM 48. 16 hours lecture, 64 hours studio. Transfer: CSU, UC. CID# ARTS 250 Degree Applicable, Credit Grading Option: OP

**VCOM 52 INTRODUCTION TO TYPOGRAPHY 3 UNITS**

This course examines letterforms and fundamental typographic principles, with emphasis on the vocabulary of typographic form and its relationship to message/purpose in graphic design.

Typography is the backbone of graphic design, and the ability to design effectively with type is essential for a graphic designer. Course includes applied history and theory highlighting type as an element for communication and expression, exploration of appropriate use of type families, type trends and typographic design used for an ethnically diverse, international audience. In-class focus on the mechanics of type design, type legibility, visual appropriateness, and project-based work exploring creative and technical aspects involved in designing text using the newest versions of Adobe Creative Suite software. Strongly recommended: VCOM 50. 2 hours lecture, 4 hours studio. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

**VCOM 53 PHOTOSHOP I FOR DESIGN 2 UNITS**

Technical and skill development course using the latest version of Photoshop at the basic-to intermediate-level to create and manipulate digital paintings, photographs and illustrations. Emphasis on basic- to intermediate-level techniques and tools used to create image files suitable for print and screen. Design principles emphasized to create effective output through computer-based composition. Strongly recommended: VCOM 48. 1 hour lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 54 ILLUSTRATOR FOR DESIGN 3 UNITS**

Technical and drawing skill development course using the latest version of Illustrator at the basic- to intermediate- level to render 2- and 3-D digital drawings and illustrations. Emphasis on basic- to intermediate-level techniques and tools used to create image files suitable for print and screen. Design principles emphasized to create effective output through computer-based composition. Strongly recommended: VCOM 50 with a minimum grad of C. Degree Applicable, Credit Grading Option: OP

**VCOM 55 WEB DESIGN I 3 UNITS**

This basic-level web design course takes a visual communications approach to the creation of web sites, and the fundamental techniques required to format text, illustrations, tables, and images for the web. Emphasis is placed on appropriate design for the web—beginning with a graphic user interface that is functional, logical, and attractive, and bringing the concept to life using the latest versions of Dreamweaver. Also included is a brief overview of HTML code, cascading style sheets, and detailed instruction of how to use Dreamweaver to create web content. Strongly recommended VCOM 51 and either VCOM 53 or VCOM 54. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 56 DESIGN CONCEPTS I 3 UNITS**

Design and skills development course exploring the creative processes, methods, strategies and tools used in developing concepts and final designs in any visual field including the basic elements of design: line, texture, value, shape, color, light, and spatial concepts. Emphasis is placed on experience applying design principles and conventions to create 2-dimensional work. Use of computers as digital design tool along with basic manual techniques relating to effective preparation, presentation, craftsmanship and professionalism in presentation. Strongly recommended: VCOM 51 and VCOM 52 and either VCOM 53 or VCOM 54. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 57 DESIGN CONCEPTS II 3 UNITS**

Design and technical skills intermediate - level course in the creative processes, methods and tools used from concept to final design for commercial purposes in print and web (e.g., logos, related brand symbols, collateral materials, simple business publications, print and screen advertising, and packaging.) Emphasis is

placed on the designer/client relationship, designing compelling graphics specifically to client project brief and to target audience, conducting research, presenting concept and final design, meeting deadlines, producing industry-standard digital documents, and working individually and in teams. Course includes designing minimum of one major project contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Design Shop client attends class to participate in briefing, Q & A, concept presentation, feedback and critique sessions. Prerequisite: VCOM 53 or VCOM 54 and VCOM 56 (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 58 PHOTOSHOP II FOR DESIGN 3 UNITS**

Technical and design skill development course using Photoshop CS2 at the intermediate to advanced-level to create and manipulate images, illustrations, text and animations. Emphasis on intermediate- through advanced-level techniques and tools used to create or manipulate image files suitable for print and screen. Design principles emphasized to create effective output through computer-based composition. Course includes minimum of one project contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Design Shop client attends class to participate in briefing, Q & A, presentation, feedback and critique sessions. Prerequisite: VCOM 53 (completed with a grade of “C” or higher). Strongly recommended: VCOM 50 and VCOM 51 and VCOM 52. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 59 ILLUSTRATOR II FOR DESIGN 3 UNITS**

Technical and design skill development course using Illustrator CS2 at the intermediate to advanced-level to render 2- and 3-D digital drawings, illustrations, graphs and animations. Emphasis on intermediate- through advanced-level techniques and tools used to create image files suitable for print and screen. Design principles emphasized to create effective output through computer-based composition. Course includes minimum of one project contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Design Shop client attends class to participate in briefing, Q & A, presentation, feedback and critique sessions. Prerequisite: VCOM 54 (completed with a grade of “C” or higher). Strongly recommended: VCOM 50, VCOM 51 and VCOM 52. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 60 CREATIVE PORTFOLIO AND SELF-PROMOTION 3 UNITS**

Strategies for effective self-promotion of ideas and skills in the working visual communications world. Development and refinement of the creative portfolio to industry standards. Includes use of effective techniques of oral and visual presentation. Selecting, updating, and highlighting work and personal skills to best present individuals and their portfolios. Strongly recommended: VCOM 55, VCOM 57, VCOM 58, and VCOM 59. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 62 WEB DESIGN II 3 UNITS**

Technical and design skill intermediate- through advanced-level course in creation of web sites including user interface considerations, and Cascading Style Sheets techniques. Emphasis placed on functional, logical, attractive, accessible and appropriate web site design for the client and end-user. Including intermediate-through advanced-level techniques and tools required to format

text, create animations and other content for the web. Programs covered are latest versions of Dreamweaver and Flash, Adobe GoLive. Course includes minimum of one project contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Design Shop client attends class to participate in briefing, Q & A, presentation, feedback and critique sessions. Prerequisite: VCOM 55 (completed with a grade of “C” or higher). 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 63 WEBSITE AND MULTIMEDIA PRODUCTION 3 UNITS**

Culminating class in study of technical and creative design techniques necessary to build industry-standard interactive multimedia products. Course includes individual and team-based projects and corresponding work experience internship through the internship co-requisite class. Upon completion, students should be able to show mastery of creative process and technology necessary to produce individual- and team-based web work to client and industry specifications. This course provides students with professional design work experience within Las Positas College and the surrounding community including participation in client briefing, Q & A, presentation, feedback and critique sessions. Course includes minimum of two web projects contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Prerequisite: VCOM 62 (completed with a grade of “C” or higher). Corequisite: VCOM 63IN. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 63IN INTERNSHIP FOR WEBSITE AND MULTIMEDIA PRODUCTION 2 UNITS**

This course provides students with professional design work experience through a directed and evaluated internship within Las Positas College and the surrounding community. On-the-job training through the LPC Design Shop and sometimes other workplaces in the community provides students the opportunity to learn first hand responsibilities including deadlines, employer demands, bidding, pricing, working one-on-one with a client, and becoming familiar with advertising agencies, design studios, service bureaus, print or multimedia production houses. Prerequisite: VCOM 62 (completed with a grade of “C” or higher). Corequisite: VCOM 63. 1 hour lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 64 INDESIGN I AND LAYOUT TECHNIQUES 3 UNITS**

An introductory- through intermediate- level course emphasizing layout and typographical, technical and aesthetic skills using the latest version of Adobe InDesign, CS2, for print and other media. This course addresses migrating to InDesign from Quark or Pagemaker, and how InDesign CS2 can be used to increase productivity and workflow when working in applications in the Adobe Creative Suite. Course includes minimum of one project contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Design Shop client attends class to participate in briefing, Q & A, presentation, feedback and critique sessions. Prerequisite: VCOM 52 (completed with a grade of “C” or higher). Strongly recommended: VCOM 51 and VCOM 52 and either VCOM 53 or VCOM 54. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 65 ELECTRONIC PRE-PRESS AND PRINT PRODUCTION 3 UNITS**

Culminating class in study of technical and creative design

techniques necessary to produce accurate prepress files used to produce finished printed materials. Upon completion, students should be able to show mastery of the creative process and technical skills necessary to produce individual- and team-based single- and multi-page print work to client and industry specifications. This course provides students with professional prepress and print work experience within Las Positas College and the surrounding community including participation in client briefing, Q & A, presentation, feedback and critique sessions. Course includes minimum of two large print materials projects contracted through the Design Shop—the Visual Communications Program business that mirrors an industry-standard creative design agency. Prerequisite: VCOM 64 (completed with a grade of “C” or higher). Corequisite: VCOM 65IN. 2 hours lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 65IN INTERNSHIP FOR ELECTRONIC PRE-PRESS AND PRINT PRODUCTION 2 UNITS**

This course provides students with professional design work experience through a directed and evaluated internship within Las Positas College and the surrounding community. On-the-job training through the LPC Design Shop and sometimes other workplaces in the community provides students the opportunity to learn first hand responsibilities including deadlines, employer demands, bidding, pricing, working one-on-one with a client, and becoming familiar with advertising agencies, design studios, service bureaus, print or multimedia production houses. Prerequisite: VCOM 64 (completed with a grade of “C” or higher). Corequisite: VCOM 65. 1 hour lecture, 4 hours studio. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**VCOM 150-166 TECHNICAL SKILLS COURSES FOR PROFESSIONALS**

Skills development courses, mainly designed for professionals and community members who wish to learn new technical skills, or ramp-up skills in the latest versions of Adobe Creative Suite software, are denoted “150” and above. These courses provide ease of access with no prerequisites, have identical content, and are scheduled simultaneously with corresponding degree and certificate courses. Most prerequisites have been relaxed to allow ease of access. Please refer to specific course descriptions for details of skills necessary for success. Degree Applicable, Credit Grading Option: P/N

# VITICULTURE & WINERY TECHNOLOGY

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 in Enology
  - AS in 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 to the degrees and certificates, a track is available for students interested in transferring to a four-year institution.

**See also: Horticulture**

## AS in Viticulture

### Program Outcomes

- Student will have be proficient in the seasonal requirements of a working vineyard.

### 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 30A** (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

### Program Outcomes

- Student will have be proficient in the seasonal requirements of a working vineyard.

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 in Enology

### Program Outcomes

Student will be proficient in all season winery practices required in a working winery.

### 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) .....	1
VWT 29 (Independent Study) or WRKX 95 (Occupational Work Experience Education) and WRKX 96 (Work Experience Seminar) .....	2-4
Electives* .....	0-2
General Education Courses§	
Total Units Required .....	60

§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

### Program Outcomes

Student will be proficient in all season winery practices required in a working winery.

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) .....	1
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

This is an introduction to general viticulture covering the fundamental principles of the biology and culture of the grapevine. This includes taxonomy, morphology, physiology, distribution, domestication, utilization, propagation, production systems, harvesting, and storage and processing of grapes, with a brief overview of wine making. The class explores climate and soil preferences of *Vitis vinifera*, vineyard establishment, and training young vines. Cultural practice lectures will focus on canopy management disciplines, irrigation strategies, fertilization, pest and disease control, cover cropping and pruning. There will be practical experience workshops in the Campus Hill Vineyard. Successful completion of course should prepare students for upper division courses in viticulture. Students under the age of 21 must have a declared major of either viticulture and/or enology to participate in any tasting activities as stated in the California State Assembly Bill 1989. 3

hours lecture. 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**

An overview of the history of wine including a study of modern viticulture and enology principles and practices, an introduction to the science of fermentation, understanding winery operations, the physiology of wine consumption, and a primer on the varieties and wine styles produced in California and other major wine-producing regions of the world. Practical exercises will include the sensory evaluation of wines. There will be a focus on the regional stylistic expression of heritage varietals. Students under the age of 21 must have a declared major of either viticulture and/or enology to participate in any tasting activities as stated in the California State Assembly Bill 1989. Strongly recommended: CHEM 30A (completed with grade of "C" or higher). 3 hours lecture. Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: GR

**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**

This class has a strong emphasis on the practical applications of viticulture. Students will be involved in the operation of the LPC Campus Hill Vineyard putting into action, viticultural practices for the fall and winter seasons including canopy management techniques, irrigation disciplines, pest and disease control, fruit contracts, maturity sampling, harvesting, pruning, erosion control via cover crop, fertilization, weed control, and vineyard development and establishment with a focus on sustainable vineyard management. Students under the age of 21 must have a declared major of either viticulture and/or enology to participate in any tasting activities as stated in the California State Assembly Bill 1989. 2 hours lecture, 3 hours laboratory. Prerequisite: VWT 10 (with a

grade of "C" or higher). Transfer: CSU, UC  
Degree Applicable, Credit

Grading Option: GR

**VWT 32 SPRING VINEYARD OPERATIONS 3 UNITS**

This class has a strong emphasis on the practical applications of viticulture. Students will be involved in the operation of the LPC Campus Hill Vineyard putting into action viticultural practices for the spring season including pruning, canopy management techniques, new vine planting and training, vine nutrition, weed control, irrigation system construction and maintenance, trellis construction and maintenance, vineyard equipment operation and maintenance, with a continued focus on sustainable vineyard management. Students under the age of 21 must have a declared major in either viticulture and/or enology to participate in any tasting activities as stated in the California State Assembly Bill 1989. 2 hours lecture, 3 hours laboratory. Prerequisite: VWT 10 (with a grade of "C" or higher). Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

**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. Prerequisite: VWT 10 (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. 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 fall season, 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. Prerequisite: VWT 20 (completed with grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

**VWT 42 WINERY OPERATIONS II 3 UNITS**

This class has a strong emphasis on the practical applications of winery operations. Students will be involved in the on-going maintenance of wines produced from the annual LPC Campus Hill Vineyard harvest, putting into action winery operations for the spring season including winery equipment operation and safety, the handling and storage of new wines, barrel and tank monitoring, sensory and laboratory analysis, the planning, managing and implementation of bottling including blending trials, fining

and filtering, label design and compliance, winery sanitation and record keeping. 2 hours lecture, 3 hours laboratory Students under the age of 21 must have a declared major in either viticulture and/or enology to participate in any tasting activities as stated in California State Assembly Bill 1989. Prerequisite: VWT 20 (complete with grade of "C" or higher). Transfer: CSU , UC.  
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 1 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

## 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 work-place 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 in 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 in Welding Technology

**Program Outcomes**

- Operate safely in a welding workplace environment.
- Skills necessary to pass a standard industry welding certification test.

**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**

**Program Outcomes**

- Operate safely in a welding workplace environment.
- Skills necessary to pass a standard industry welding certification test.

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, AND BLUEPRINT READING THEORY 1 UNIT**

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: WLDT 61AL or WLDT 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: WLDT 61A or WLDT 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: WLDT 61AL or WLDT 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: WLDT 61AL. Corequisite: WLDT 61A or WLDT 61B. 6 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

**WLDT 62A BEGINNING TIG, MIG WELDING, AND BLUEPRINT READING THEORY 1 UNIT**

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: WLDT 62AL or WLDT 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: WLDT 62A or WLDT 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: WLDT 62AL or WLDT 62BL. 1 hour lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP



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 4 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) total of 4 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) total of 4 units. Refer to program requirements in this section. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

## 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
- Angela L. Amaya** (2008) BA, College of St. Benedict; MLIS, San Jose State University; Librarian
- Kevin M. Ankoviak** (2000) BS, University of Michigan; MS, UCLA; PhD, UCLA; Physics
- Michael A. Ansell** (2002) BS, California State University, Chico; MS University of Oregon; PhD, University of Oregon; Chemistry
- Robert H. August, Jr.** (2001) BS, Armstrong Atlantic State University; MS, Western Kentucky University; Mathematics; MFA, University of California, Davis; Acting
- Carolyn Slutz Baranouskas** (1990) AA, Chabot College; BA, DePauw University; Design/Drafting Technology
- TeriAnn Bengiveno** (2001) BA, San Jose State University; MA, San Jose State University; PhD, University of Hawaii; History
- R. Toby Bielawski** (1999) BA, Smith College; MA, Mills College; English
- Howard L. Blumenfeld** (2008) BA, University of California, San Diego; MA, San Diego State University; Mathematics
- Jeremiah H. Bodnar** (2007) AA, Saddleback College; BA, University of California, Los Angeles; MA University of Chicago; Philosophy
- Janet A. Brehe Johnson** (1986) BA, San Diego State University; MA, San Francisco State University; Speech
- Jonathan D. Brickman** (2006) BA, University of Wisconsin; MA, San Francisco State University; English as a Second Language
- Jill E. Carbone** (2006) BA, University of California, Santa Cruz; MS, University of California, Davis; Biology
- Rajeev Chopra** (2008) BCOM, Guru Nanak Dev University, India; MCOM, Kurukshetra University, India; MS, California State University, Hayward; Business
- Elena C. Cole** (1997) AA, Ohlone College; BA, University of California, Berkeley; MA, San Francisco State University; English
- Jason B. Craighead** (2009) AA, Santa Rosa Junior College; BS, UC Santa Barbara; MSS, United States Sports Academy; Physical Education/Swimming Coach
- Moh Daoud** (2002) AS, College of San Mateo; BS, Ecole Nationale D'Electronique, Paris; 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
- James L. Dobson** (2001) AA, College of DuPage, Illinois; BS, Northern Arizona University; MA, California State University, Chico; Speech
- Richard J. Dry** (1999) BA, University of California, Berkeley; MA, San Francisco State University; English
- Catherine M. Eagan** (2003) BA, University of California, Berkeley; PhD, Boston College; English
- David R. Everett** (2005) VWT Coordinator; Viticulture and Winery Technology
- Debbie J. Fields** (1990) AA, Penn State University; BS, Virginia Commonwealth University; MBA, Golden Gate University; Computer Information Systems
- Adeliza E. Flores** (2006) BS, University of California, Davis; MS, San Francisco State University; Chemistry
- Joel M. Gagnon** (2011) BA, University of California, Santa Barbara; MA, St. Mary's College of California; Counseling
- Justin C. Garoupa** (2006) BA, University of California, Davis; MFA, University of California, Davis; English
- Heike Gecox** (2011) AA, Las Positas College; BA, California State University, Hayward; MS, California State University, Hayward; Counseling
- 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
- John S. Gonder** (2002) Cisco Certification; Computer Networking Technology
- Michelle C. Gonzales** (2005) BA, Mills College; MFA, Mills College; English
- Jennie Graham** (2013) B.S. University of California, Davis; M.S. California State University, East Bay; Mathematics
- Mark Grooms** (2013) BS, Indiana University; MBA, University of California – Irvine; Business
- Richard H. Grow** (2006) BS, California State University, Hayward; MS, California State University, San Francisco; PhD, University of California, Riverside; Chemistry
- Brian J. Hagopian** (2005) AS, Fresno City College; Automotive Technology; BA, Ashford University; Organizational Management; CA Smog Instructor; ASE Master; GM World Class; Isuzu Master Elite



<b>Ruth L. Hanna</b> (1991)	AA, Hartnell Community College; BS, University of California, Davis; MS, University of California, Davis; Geology	<b>Melissa A. Korber</b> (1999)	BA, Montana State University; JD, University of Pacific McGeorge School of Law; MA, San Francisco State University; English (Creative Writing); English/Mass Communications
<b>Eric W. Harpell</b> (1988)	BA, University of California, San Diego; MS, University of California, Los Angeles; Physics	<b>Craig A. Kutil</b> (2006)	BA, Humboldt State University (Liberal Studies); BA, Humboldt State University (Mathematics); MS, Humboldt State University; Mathematics
<b>LaVaughn M. Hart</b> (2000)	AA, Las Positas College; BA California State University, Sacramento; Computer Information Systems	<b>Christina H. Lee</b> (2006)	BA, University of California, Berkeley; MS, San Francisco State University; Counselor
<b>Lauren W. Hasten</b> (2004)	BA, Brooklyn College; MA, Columbia University; Anthropology	<b>Keith B. Level</b> (2007)	BS, Stanford University; MS, Stanford University; Engineering
<b>Timothy D. Heisler</b> (1995)	AA, Chabot College, Hayward; BA, California State University, Hayward; MA, California State University, Hayward; Speech	<b>Marina M. Lira</b> (2011)	AS, Santa Rosa Junior College; BA, Sonoma State University; MSW, University of California, Berkeley: Counseling
<b>Teresa D. Henson</b> (2000)	BA, University of Colorado; MS, University of Colorado; Mathematics	<b>Titian Lish</b> (2013)	BA, San Francisco State University; MA, San Francisco State University; Theater Arts
<b>Ann Hight</b> (2013)	BA, University of California, San Diego; MA, San Jose State; PhD, University of California, Davis; Physiology	<b>Ruchira Majumdar</b> (2008)	BS, University of Calcutta; MS, University of Calcutta; PhD, Iowa State University; Mathematics
<b>Nan Ho</b> (1995)	BS, Stanford University; MS, Stanford University; Biology	<b>Marilyn M. Marquis</b> (1991)	AA, Peirce College; BA, California State University, Northridge; MA, California State University, Dominguez Hills; English/English as a Second Language
<b>Elizabeth M. Hopkins</b> (2008)	BA, Chapman University; MPH, University of California, Los Angeles; Health	<b>Jane C. McCoy</b> (1994)	BA, Loyola University, Chicago; MA, California State University, Hayward; History
<b>Deanna A. Horvath</b> (2009)	BA, CSU East Bay; Photography	<b>Stuart J. McElderry</b> (2000)	BA, University of California, Berkeley; MA, San Francisco State University; PhD, University of Oregon; History
<b>Frances M. Hui</b> (2000)	BA, San Diego State University; MLS, University of California, Los Angeles; Librarian	<b>Ashley D. McHale</b> (2008)	BS, Elon University; MS, Texas Tech University; Mathematics
<b>Tina E. Inzerilla, Ph.D.</b> (2007)	AA, Chabot College; BS, California State University, Hayward; MLIS, San Jose State University; PhD, Queensland University of Technology; Librarian	<b>Scott A. Miner</b> (2006)	AA, Chabot College-Valley Campus; BS, California Polytechnic State University; Materials Engineering
<b>Ronald J. Johansen</b> (2005)	AA, Chabot College; Fire Service Technology; AA, Chabot College; Fire Service Technology	<b>Jason M. Morris</b> (2001)	BA, University of Texas; MA, University of New Mexico; Mathematics
<b>Terry K. Johnson</b> (1999)	Automotive Certification, College of Alameda; Automotive Technician Program, Chabot/Las Positas College; ASE Master Technician; CA Smog Instructor	<b>Barbara J. Morrissey</b> (1991)	BS, University of Hawaii; MS, University of California, Davis; MS, California State University, Hayward; Counselor
<b>Ernest D. Jones</b> (1991)	AA, Contra Costa Community College; BA, San Francisco State University; MS, San Francisco State University; Psychology	<b>Martin J. Nash</b> (2009)	BA, Kansas State University; MFA, California College of the Arts; English
<b>Cynthia M. Keune</b> (2004)	BA, Cornell College; MS Iowa State University; MBA, San Diego State University; Mathematics	<b>Steven J. Navarro</b> (1995)	BA, Chapman University; MA, California State University, Long Beach; Physical Education
<b>Candace L. Klaschus</b> (2005)	AA, Columbia Junior College; BA, San Francisco State University; MA, San Francisco State University; PhD, University of New Mexico; Humanities	<b>Maureen P. O'Herin</b> (2003)	BA, St. Mary's College; MA, San Francisco State University; English

<b>Thomas M. Orf</b> (2005)	BA, University of Northern Colorado; MS, University of Northern Colorado; PhD, University of Kentucky; Geography	<b>Randolph J. Taylor</b> (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
<b>Jim Ott</b> (2013)	AA, West Valley College; BA San Jose State; MA, San Jose State; English	<b>Sarah K. Thompson</b> (1996)	BA, Hamilton College; MA, Rutgers University; Sociology
<b>Brian H. Owyong</b> (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	<b>Kimberly A. Tomlinson</b> (2001)	BA, University of Minnesota; MA Luther Theological Seminary, St. Paul; CalWORKS, Religious Studies
<b>William Paskewitz, Jr.</b> (1988)	BFA, Cooper Union; MFA, Queens College; Art	<b>Paul S. Torres</b> (2001)	AA, DeAnza College; BA, San Jose State University; MA, University of California, Riverside; Political Science
<b>Cecelia A. Browne Rosefield</b> (2006)	AA, Los Medanos College; BA, California State University, Hayward; MA, Washington State University; Music	<b>Angella VenJohn</b> (1999)	BS, University of Iowa; MA, California State University, Sacramento; Student Interventions Counselor
<b>Zina L. Rosen-Simon</b> (2001)	BS, Michigan State University; MAT, Oakland University; Early Childhood Development, Special Education	<b>Gilberto N. Victoria</b> (1995)	AA, Chabot College; BA, University of California, Irvine; MS, California State University, Hayward; Counselor
<b>Cynthia W. Ross</b> (2001)	BS, Baylor University; MS, California State University, Hayward; Psychology	<b>Lisa T. Weaver</b> (2004)	BS, Minor State University, ND; MBA, Concordia University; PhD, Concordia University; Business/Economic Development
<b>Robin E. Roy</b> (2008)	BA, Connecticut College; MS, Old Dominion University; PhD, University of Vermont; Psychology	<b>Grazyna "Gina" Webster</b> (2005)	BS, Agricultural University of Warsaw; MS, Agricultural University of Warsaw; MS, University of California, Berkeley; PhD, University of California, Berkeley; Economics
<b>John D. Ruys</b> (2006)	BS, University of California, Davis; MS, University of California, Davis; PhD, University of California, Davis; Psychology	<b>Kristine W. Woods</b> (2003)	BS, Willamette University; MA, California State University, Hayward; Mathematics
<b>Michael R. Sato</b> (2002)	BA, University of California, Santa Cruz; MA, California State University, Sacramento; English	<b>Barbara C. Zingg</b> (1997)	BS AKAD, Zurich; DVM, University of Berne; PhD, University of California, Davis; Biology
<b>Colin G. Schatz</b> (2008)	BA, Swarthmore College; MS, Stanford University; Ph.D, Stanford University; Computer Science		
<b>Paula M. Schoenecker</b> (2008)	BA, California State University, Hayward; MS, California State University, Hayward; Learning Disabilities Specialist, Instructor, DSPS		
<b>Michael J. Schwarz</b> (2006)	AA, Santa Rosa Junior College; AB, University of California, Davis; MA, University of San Diego; Counselor		
<b>Geoffrey C. Smyth</b> (1990)	BA, University of the Pacific, Stockton; MA, University of the Pacific, Stockton; Physical Education		
<b>Karin S. Spirn</b> (2005)	BA, University of California, Berkeley; MA, University of Michigan; PhD, University of Michigan; English		
<b>Catherine A. Suárez</b> (2006)	BA, University of the Pacific; ME, University of the Pacific; Foreign Languages		
<b>Mark S. Tarte</b> (2002)	BA, St. Mary's College; Business Administration, ME.d, Concordia University, Administration of Justice		
<b>Nadiyah Taylor</b> (2009)	BA, Macalester College; MA, Pacific Oaks College; Early Childhood Development		

## PAST PRESIDENTS

<b>Barbara Adams</b>	1990-1993
<b>Susan Cota</b>	1993-2001
<b>Karen Halliday</b>	2002-2007
<b>DeRionne Pollard</b>	2008-2010
<b>Kevin Walthers</b>	2011-2013

## EMERITI

<b>Byford H. Scott</b> Instructor	1962- 1979
<b>Stuart J. Inglis</b> Instructor	1965-1984
<b>Georgia E. Owens</b> Instructor	1964-1985
<b>Virginia I. Maccrossen</b> Admissions and Records Clerk II	1973-1986

<b>Hal Lubin</b> Instructor	1961-1988	<b>Barry J. Deadder</b> Security Supervisor	1982-1998
<b>Marjorie R. O'Leary</b> Executive Secretary	1971-1989	<b>Ruth S. Feldman</b> Instructor	1969-1999
<b>George Anna Tow</b> Counselor/Instructor	1975-1989	<b>David A. Wright</b> Instructor	1965-1999
<b>Gerald D. Friedel</b> Instructor	1967-1991	<b>Karen O. Albertson</b> Instructional Computer Laboratory Specialist	1981-1999
<b>Irving Batz</b> Dean of Student Services	1968-1991	<b>Linda L. Lucas</b> Dean of Academic Services	1969-2000
<b>Donald V. Nilsen</b> Instructor	1974-1991	<b>LaVere H. Adams</b> Instructor	1980-2000
<b>Faye L. Gleason</b> Secretary I	1980-1991	<b>Esther S. Goldberg</b> Instructor	1970-2001
<b>EMERITI</b>			
<b>John T. Healey</b> Instructor	1966-1992	<b>Victor G. Willits</b> Instructor	1986-2001
<b>Louie C. Abaitua</b> Assistant Maintenance Supervisor	1972-1992	<b>Janice E. Winegarner</b> Student/Staff Liaison, Office Specialist/Secretary II	1990-2001
<b>John R. Rodriguez</b> Grounds Technician	1965-1993	<b>Arthur S. Deleray</b> Instructor	1970-2002
<b>Joan M. Campanile</b> Secretary to the President	1966-1993	<b>Robert J. Wood</b> Instructor	1970-2002
<b>Margaret C. Emery</b> Instructor	1975-1993	<b>Dee D. Roshong</b> Dean of Student Services	1965-2003
<b>Elizabeth E. Inglis</b> Instructional Assistant II	1976-1993	<b>Aileen T. Furuyama</b> Librarian	1992-2003
<b>John William Rath</b> Dean of Academic Services	1984-1993	<b>Juliette A. Bryson</b> Instructor	1971-2004
<b>Mason C. Layman</b> Counselor/Instructor	1975-1994	<b>Anne M. Powell</b> Instructor	1974-2004
<b>William H. Cox</b> Lead Custodian	1984-1994	<b>Carol E. Clough</b> Instructor	1977-2004
<b>Juanita R. Focha</b> Instructor	1967-1995	<b>Carol L. Abert</b> Instructional Assistant II	1979-2004
<b>Edward G. Cates</b> Instructor	1970-1995	<b>Alene H. Hamilton</b> Counselor/Instructor	1980-2004
<b>Jerald T. Ball</b> Instructor	1964-1996	<b>Jane E. Benham</b> Instructional Assistant II	1989-2004
<b>Robert E. Dahl</b> Instructor	1967-1996	<b>Walter T. Mara</b> Instructor	1984-2004
<b>Janice M. Albert</b> Instructor	1962-1979	<b>Richard I. Solomon</b> Instructor	1991-2004
<b>Patricia J. Richmond</b> Counselor Assistant I	1979-1997	<b>Donald R. Milanese</b> Vice President of Academic Services	1970-2005
<b>Joan H. Long</b> Instructor	1989-1997	<b>James H. Adams</b> Science Education Technician	1979-2005
<b>Lola Bermudez</b> Acting Dean, Academics Services	1981-1997	<b>Ronald E. Liljedahl</b> Instructor	1980-2005
<b>Phillip "Babe" M. Castillo</b> Assistant Custodial Supervisor	1962-1998	<b>Connie A. Bish</b> Instructional Assistant II	1982-2005
<b>Robert P. Dickinson, Jr.</b> Instructor	1977-1998	<b>James L. Landre</b> Instructor	1982-2005
<b>Joan D. Newsom</b> Cashier/Buyer Bookstore	1981-1998	<b>Gary F. Svihula</b> Instructor	1982-2005

## CLASSIFIED STAFF

Las Positas College  
Catalog 2016-2017

<b>Margaret E. Riley</b> Instructor	1985-2005	<b>Abigail McCann</b> Instructor	1990-2009
<b>William R. Dunn</b> Instructor	1987-2005	<b>Ken Ross</b> Instructor	1990-2009
<b>Sharon A. Cadwalader</b> Executive Assistant to the President	1986-2005	<b>Donna J. Impey</b> Instructional Assistant II	1991-2009
<b>Alice Y. Kwan</b> Admissions and Records Assistant II	1988-2005	<b>Sharon R. Keick</b> Custodial Supervisor	1992-2009
<b>William McCarthy</b> Security Officer	1990-2005	<b>Alice M. Moyer</b> Instructional Assistant II	1992-2009
<b>Denise Van Horn-Landre</b> Articulation Officer	1995-2005	<b>Martha L. Peterson</b> Accompanist	1996-2009
<b>Maria Elena Pellinen</b> Instructor	1975-2006	<b>Gale "Jackie" Fitzgerald</b> Instructor	1997-2009
<b>Arthur S. Tenbrink</b> Counselor/Instructor	1980-2006	<b>Margaret Egan</b> Counselor Assistant I	1999-2009
<b>Lucy A. Sponsler</b> Instructor	1991-2006	<b>Ken Ross</b> Instructor	1990-2009
<b>Eric Golanty</b> Instructor	1993-2006	<b>Richard D. Butler</b> Director of Safety & Security	1999-2010
<b>Peggy C. Carter</b> Librarian	1989-2007	<b>Nancy Wright</b> Counselor	2000-2010
<b>James A.R. Forcier</b> Instructor	1976-2007	<b>Dale Boercker</b> Instructor	1988-2011
<b>Lettie J. Camp</b> Career/Transfer/Employment Coordinator	1979-2007	<b>Martha K. Konrad</b> Executive Assistant	1991-2011
<b>Barbara W. Hardy</b> Librarian	1988-2007	<b>Carolyn I. Smutny</b> Staff Assistant	2002-2012
<b>Sharron L. Dupree</b> International Admissions Specialist	1993-2007	<b>Mary E. Campbell</b> Instructor	1990-2011
<b>Judith K. Hanson</b> Academic Services Specialist II	1988-2007	<b>Judy Martinez</b> Staff Assistant	1997-2011
<b>Keith E. Jolly</b> Instructor	1984-2008	<b>Philip Manwell</b> Dean of Academic Services	1997-2011
<b>Robert F. Breuer</b> Instructor	1990-2008	<b>Connie Reding</b> Staff Assistant	1995-2012
<b>Patrick L. Pohl</b> Instructor	1971-2009	<b>Leslie Gravino</b> Work Based Learning Program Coordinator	1998-2012
<b>Linda L. Peifer</b> Administrative Assistant II	1975-2009	<b>Cheryl Warren</b> Librarian	2004-2014
<b>Sophie C. Rheinheimer</b> Instructor	1975-2009		
<b>Steven E. Bundy</b> Counselor/Instructor	1976-2009		
<b>Karen B. Pihl</b> Instructor	1976-2009		
<b>David B. Vigil</b> Laboratory Technician IV	1980-2009		
<b>James B. Heiner</b> Instructor	1981-2009		
<b>Mary Straight</b> Assessment Specialist	1984-2009		
<b>Lindell R. Bruce</b> Instructor	1985-2009		
<b>Theresa M. Costa</b> Student Counseling Assistant I	1990-2009		

## CLASSIFIED STAFF

Las Positas College

<b>Cynthia A Ahre</b>	Instructional Assistant III
<b>John M Armstrong</b>	Student Records Evaluator- Outreach Specialist
<b>Cynthia J Balero</b>	Program Coordinator- International Students
<b>Valerie Ball</b>	Administrative Assistant II
<b>Lesley A Barron</b>	Learning Resources Assistant III
<b>Haywood Beard</b>	Computer Network Support Specialist II

<b>Donna G Best</b>	Student Records Evaluator	<b>Natasha R Lang</b>	College Admin Services Officer
<b>Cindy S Black</b>	Laboratory Technician II-Microbiology	<b>Jeffrey T Lawes</b>	Admissions & Records Assistant II
<b>Bruce Brown</b>	Security Officer	<b>Jadin Lee-Forbes</b>	Telephone Operator/Receptionist
<b>Melissa J. Brown</b>	EOPS Counselor Assistant II	<b>Sherman Lindsey</b>	Instructional Systems Specialist
<b>Jeff W Burns</b>	Security Officer	<b>Jodi L Mascaro</b>	Early Childhood Specialist
<b>Brandon K Butler</b>	Laboratory Technician II	<b>Carmen L Mc Cauley</b>	Administrative Assistant II
<b>Janice A Cantua</b>	Admissions & Records Assistant III	<b>Andrea M Migliaccio</b>	Curriculum & Scheduling Specialist II
<b>Peter R Cardin</b>	Library Technician I	<b>Sheri L Moore</b>	Staff Assistant
<b>Neil P Carey</b>	Instructional Assistant II	<b>Cheri Morrell</b>	Instructional Assistant II
<b>Ethan L Castor</b>	Computer Network Support Spec II	<b>Jeffrey G Nelson</b>	Security Officer
<b>Frankie L Danner</b>	Security Communications Dispatch	<b>Ernesto Nery</b>	Student Services Specialist II
<b>Sharon A Davidson</b>	College Administrative Assistant	<b>Eva Ng</b>	Laboratory Technician II
<b>Sean P Day</b>	International Admissions Specialist	<b>Renee L Pegues</b>	Executive Assistant, Vice President Administrative Services
<b>Joseph A Dazhan</b>	Security Officer	<b>Maria E Pena-Bradford</b>	Admissions & Records Assistant I
<b>Andres M De La Cruz</b>	Computer Network Support Specialist II	<b>Sean I Prather</b>	Security Supervisor
<b>Frances M DeNisco</b>	Program Coordinator Community Ed	<b>Teresita C Rabon</b>	Telephone Operator/Receptionist
<b>Thomas M Dodge</b>	Laboratory Tech II-Science	<b>Amy Rel</b>	Student Services Specialist II
<b>Theresa A Dubord</b>	Security Officer	<b>Dana S Richards</b>	Administrative Assistant II
<b>Dianne M Duffy</b>	Instructional Assistant II	<b>Mike J Rinaldi</b>	Technical Theater-Performing Arts Instructional Specialist
<b>Deborah G Earney</b>	Admissions & Records Assistant II	<b>Virginia P Ripplinger</b>	Administrative Assistant II
<b>William S Eddy</b>	Physical Ed/Athletics Assistant	<b>Karin J Rose</b>	Administrative Assistant II
<b>Carol J Edson</b>	Laboratory Technician II	<b>Cheryl A Rothman</b>	Administrative Assistant II
<b>Virginia F Edwards</b>	Learning Resources Assistant III	<b>Celestine L Rowe-Smith</b>	Counselor Assistant I
<b>Jennifer L Farber</b>	Instructional Assistant II	<b>Jocelyn M Santos</b>	Admissions & Records Assistant II
<b>Michael T Furuyama</b>	Instructional Systems Technician	<b>Hermina Sarkis-Kelly</b>	Instructional Assistant II
<b>Sharon V Gach</b>	Administrative Assistant II - Confidential	<b>Andi P Schreiberman</b>	Financial Aid Officer
<b>Gerry L Gire</b>	Science Education Technician	<b>Carolyn Y Scott</b>	Executive Assistant, Vice President Academic Services
<b>Stephen J Gunderson</b>	Senior Instructional Network Systems Specialist	<b>Katie Smith</b>	Instructional Assistant II
<b>Mary E Hargiss</b>	Administrative Assistant II	<b>Jeffrey B Sperry</b>	Instructional Tech Support Specialist
<b>Kathy J Harris</b>	Instructional Assistant II	<b>Todd A Steffan</b>	Veterans Program Coordinator
<b>Donna S Hawkinson</b>	Student Counseling Assistant II	<b>Thanh Thao Nguyen</b>	Instructional Assistant II
<b>Alesia High</b>	Fiscal & Administrative Services Technician	<b>Terrance M Thompson</b>	Workability III Employment Dev
<b>Constance F Hildebrand</b>	Counselor Assistant I	<b>Marcus W Thompson</b>	Instructional Assistant II
<b>Gregory S Johns</b>	Instructional Computer Lab Specialist	<b>Julie C Thornburg</b>	Executive Assistant, Vice President Student Services
<b>Pamela J Johnson</b>	Physical Ed/Athletics Assistant	<b>Virginia M Tsubamoto</b>	Early Childhood Specialist
<b>Ann A Jones</b>	Student Services Specialist II	<b>Heidi Ulrech-Bedker</b>	Telecommunications Coordinator
<b>Amanda Ingold</b>	Counselor Assistant II	<b>Daysi A Valle</b>	Student Services Specialist II
<b>Larysa V Karpylovych</b>	Instructional Assistant II	<b>Scott A Vigallon</b>	Instructional Technology/Open Learning Coordinator
<b>Kimberley Kim</b>	Instructional Assistant II	<b>Kristine Vanderhoof</b>	Instructional Assistant II
<b>Diana N Kleinschmidt</b>	Library Services Specialist	<b>Jeanne M Virgilio</b>	Early Childhood Development Professional Development Coordinator
		<b>James D Weston</b>	Laboratory Technician Iv

<b>Gary D Wilkes</b>	Laboratory Technician II
<b>Karen M Zeigler</b>	Alternative Media Tech Specialist

## Chabot-Las Positas Community College District

<b>Allan K Ambrecht</b>	Maintenance Supervisor
<b>Rodolfo V Apostol</b>	Custodian I
<b>Benito N Aquino</b>	Lead Custodian
<b>Charles F Bender</b>	Maintenance Supervisor
<b>Pamela J Bracy</b>	Custodian I
<b>Robert C Brusstar</b>	Custodian II
<b>Rita G Carson</b>	Administrative Assistant I
<b>Gregory L Correa</b>	Maintenance Technician
<b>Richard E Davenport</b>	Custodian I
<b>Richard R Duchscherer</b>	Custodial Manager
<b>Ed Antonio F Erestain</b>	Custodian I
<b>Stacey L Followill</b>	Senior Programmer Analyst II
<b>Catherine A Gould</b>	Senior Programmer Analyst II
<b>Michael J Halleck</b>	Custodian II
<b>Theresa A Hirstein</b>	Computer Operations Supervisor
<b>Liem T Huynh</b>	Programmer Analyst II
<b>Marietta Laurella</b>	Custodian I
<b>David C Ozment</b>	Grounds Supervisor
<b>Karen G Pena</b>	Admin Systems Analyst II
<b>Joseph Pimental</b>	Custodian I
<b>Amanda M Pisani</b>	Admin Systems Analyst I
<b>Pongpant Pungchai</b>	Programmer Analyst II
<b>Walter A Rexroad</b>	Grounds Worker I
<b>Rodney L Ribali</b>	Grounds Worker II
<b>Sonia A Rios</b>	Custodian II
<b>Elizabeth Salas</b>	Custodian I
<b>Don Saugar</b>	Custodial Supervisor
<b>Raymond G Salas</b>	Lead Warehouse Worker
<b>Mark C Smythe</b>	Network Systems Specialist II
<b>James B Soles</b>	Maintenance Manager
<b>Revoyda Starling</b>	Network Systems Specialist
<b>Eric V Stricklen</b>	Senior Programmer Analyst III
<b>Katherine L Tollefsen</b>	User Support Specialist
<b>Danita A Troche</b>	Senior Programmer Analyst II
<b>Rachel A Ugale</b>	Admin Systems Analyst II
<b>Carl K Yamasaki</b>	Lead Grounds Worker

## Las Positas College Bookstore

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<b>Jessica Halatsis</b>	Course Materials Manager

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<b>Lisa Everett</b>	Las Positas College
<b>George Freelen III</b>	Oakland Fire Department
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<b>Terrance Hogue</b>	Las Positas College
<b>Ronald Johansen</b>	Las Positas College
<b>Tim Kordes</b>	Livermore-Pleasanton Fire Department
<b>Derek Krause</b>	San Ramon Valley Fire Department
<b>Jane Moorhead</b>	Las Positas College
<b>David Rocha</b>	Alameda County Fire Department
<b>Joe Rodondi</b>	Livermore-Pleasanton Fire Department
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## Extended Opportunities Programs and Services

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<b>Ann Jones</b>	Las Positas College
<b>Natasha Lang</b>	Las Positas College
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<b>Collin Cran</b>	Nottingham Cellars
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## Emergency Medical Service/Paramedic



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<b>Karin King</b>	King Designs
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<b>Gina Channel-Allen</b>	Pleasanton Weekly.
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<b>Melissa Korber</b>	Las Positas College
<b>Les Mahler</b>	Journalist
<b>Chris Meyer</b>	Tri-Valley ROP
<b>Melissa Tench-Stevens</b>	TV 30 (Tri-Valley TV)
<b>Marcus Thompson</b>	Las Positas College
<b>Don Miller</b>	Las Positas College
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<b>Don Miller</b>	Las Positas College
<b>Doug Gey</b>	Laney College
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<b>Sarah Holtzclaw</b>	Tri-Velly One Stop

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<b>Jason Craighead</b>	Las Positas College
<b>Jeff Roberts</b>	Ohlone College
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<b>Kim Connors</b>	Tri-Valley ROP
<b>Paul Sapsford</b>	Las Positas College
<b>Sarah Holtzclaw</b>	Tri-Valley One Stop
<b>Steve Navarro</b>	Las Positas College
<b>Vicki Shipman</b>	Las Positas College

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<b>Carol Hovey</b>	TriValley Repertory Theater
<b>Titian Lish</b>	Las Positas College
<b>Don Miller</b>	Las Positas College
<b>Mike Rinaldi</b>	Northern Lights
<b>Lisa Tromovitch</b>	Livermore Shakespeare

## Transfer

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<b>Angelica Moore</b>	St. Mary's College
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<b>Michael Schwarz</b>	Las Positas College
<b>Michelle Zapata</b>	Las Positas College
<b>Melanie David</b>	University of California, Davis
<b>Frances Fon</b>	Chabot College
<b>Michelle Gonzales</b>	Las Positas College
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<b>Barbara Morrissey</b>	Las Positas College
<b>Jill Oliveira</b>	Las Positas College
<b>Rajinder Samra</b>	Las Positas College
<b>Rafael Valle</b>	Las Positas College
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## Visual Communications

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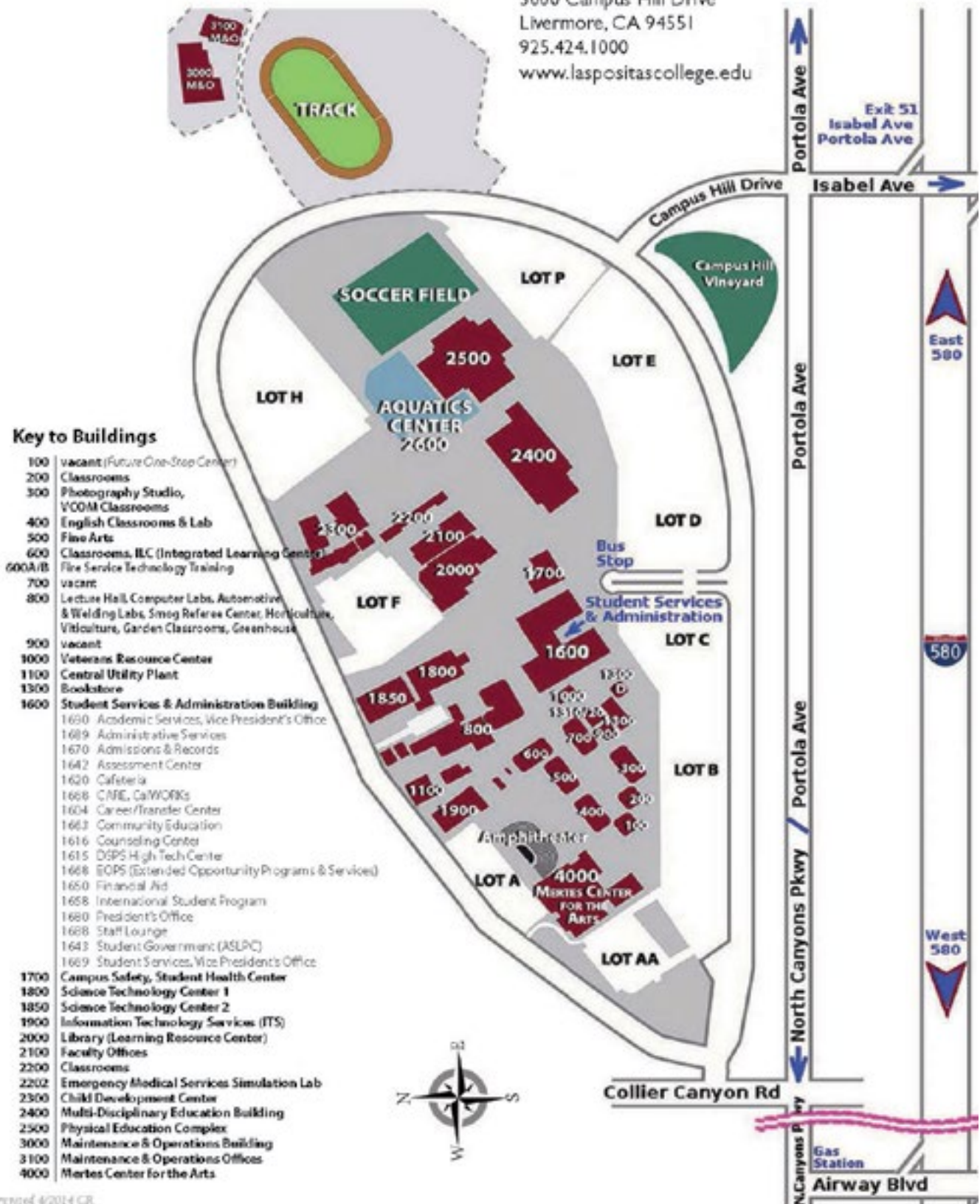
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# LAS POSITAS COLLEGE CAMPUS MAP

3000 Campus Hill Drive  
Livermore, CA 94551  
925.424.1000  
[www.laspositascollege.edu](http://www.laspositascollege.edu)



## Key to Buildings

- 100 vacant (Future One-Stop Center)
- 200 Classrooms
- 300 Photography Studio, VCOM Classrooms
- 400 English Classrooms & Lab
- 500 Fine Arts
- 600 Classrooms, ILC (Integrated Learning Center)
- 600A/B Fire Service Technology Training
- 700 vacant
- 800 Lecture Hall, Computer Labs, Automotive & Welding Labs, Smog Referee Center, Horticulture, Viticulture, Garden Classrooms, Greenhouse
- 900 vacant
- 1000 Veterans Resource Center
- 1100 Central Utility Plant
- 1300 Bookstore
- 1600 Student Services & Administration Building
  - 1690 Academic Services, Vice President's Office
  - 1689 Administrative Services
  - 1670 Admissions & Records
  - 1642 Assessment Center
  - 1620 Cafeteria
  - 1668 CARE, CalWORKS
  - 1604 Career/Transfer Center
  - 1663 Community Education
  - 1616 Counseling Center
  - 1615 DSPS High Tech Center
  - 1668 EOPS (Extended Opportunity Programs & Services)
  - 1650 Financial Aid
  - 1658 International Student Program
  - 1680 President's Office
  - 1688 Staff Lounge
  - 1643 Student Government (ASLPC)
  - 1689 Student Services, Vice President's Office
- 1700 Campus Safety, Student Health Center
- 1800 Science Technology Center 1
- 1850 Science Technology Center 2
- 1900 Information Technology Services (ITS)
- 2000 Library (Learning Resource Center)
- 2100 Faculty Offices
- 2200 Classrooms
- 2202 Emergency Medical Services Simulation Lab
- 2300 Child Development Center
- 2400 Multi-Disciplinary Education Building
- 2500 Physical Education Complex
- 3000 Maintenance & Operations Building
- 3100 Maintenance & Operations Offices
- 4000 Merites Center for the Arts

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