

LAS POSITAS COLLEGE ACADEMIC CATALOG 2014-2016



Focused

Directed

Valued

Nurtured

Connected

Engaged







Acknowledgements

This catalog would not have been completed without the contributions and dedication of the following individuals.

Lisa Everett

Justin Garoupa

La Vaughn Hart

Jeanette Hartmann

Greg Johns

Marina Lira

Andrea Migliaccio

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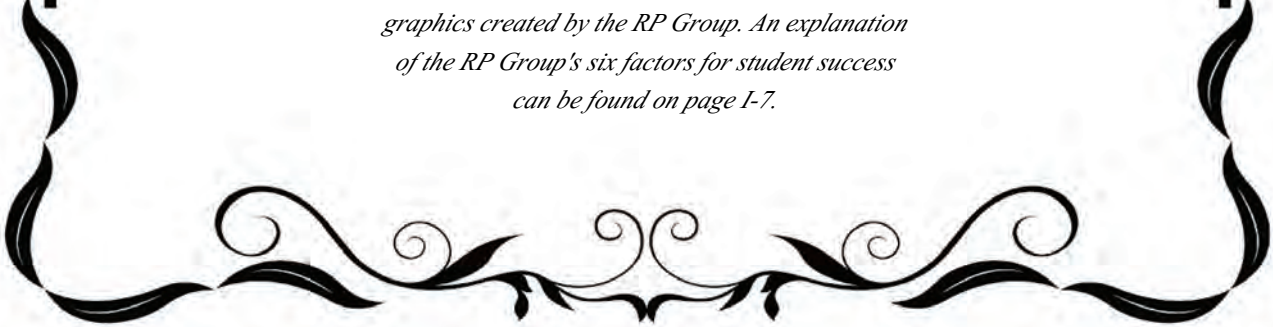
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The catalog cover by Greg Johns was based upon graphics created by the RP Group. An explanation of the RP Group's six factors for student success can be found on page I-7.





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!

Sincerely,

A handwritten signature in black ink, appearing to read "Barry A. Russell". The signature is fluid and cursive.

Barry A. Russell, Ph.D.
President

ACADEMIC CALENDAR

FALL 2014 SEMESTER

August 18	Regular Full-Term Instruction Begins
August 23	Instruction Begins for Saturday Classes
August 30	Labor Day Weekend—No Saturday Classes
September 1*	Holiday - Labor Day—no instruction
November 8	Saturday Classes meet
November 10*	Veterans Day—no instruction
November 26-28*	Thanksgiving Recess—no instruction
November 29	No Saturday Classes
December 6	Last Day of Saturday Classes
December 12	Last Day of Instruction
December 13	Finals (Saturday Classes only)
December 15-19	Final Examination Period
Dec 20 – Jan 4	Winter Recess
January 3	Grades Due

SPRING 2015 SEMESTER

January 19*	Holiday – Martin Luther King, Jr.
January 20	Regular Full-Term Instruction Begins
January 24	Instruction Begins for Saturday Classes
February 13-16*	Presidents' Weekend—no instruction
March 28	Saturday classes meet
March 30-April 3	Spring Break—no instruction/no Sat. classes
May 16	Last day of instruction for Sat. classes
May 21	Last Day of Instruction
May 22, 26-29	Final Examination Period
May 23	Final (Saturday Classes only)
May 25*	Memorial Day—no instruction/no final exams
May 30	Commencement
June 3	Grades Due

FALL 2015 SEMESTER

August 17	Regular Full-Term Instruction Begins
August 22	Instruction Begins for Saturday Classes
September 5	Labor Day Weekend—No Saturday Classes
September 7*	Holiday - Labor Day—no instruction
November 7	Saturday Classes meet
November 9*	Veterans Day—no instruction
November 25-27*	Thanksgiving Recess—no instruction
November 28	No Saturday Classes
December 5	Last Day of Saturday Classes
December 11	Last Day of Instruction
December 12	Finals (Saturday Classes only)
December 14-18	Final Examination Period
Dec 24-Jan 3	Winter Recess
January 4	Grades Due

SPRING 2016 SEMESTER

January 18*	Holiday – Martin Luther King, Jr.
January 19	Regular Full-Term Instruction Begins
January 23	Instruction Begins for Saturday Classes
February 12-15*	Presidents' Weekend—no instruction
March 26	Saturday classes meet
March 28-April 1	Spring Break—no instruction/no Sat. classes
May 14	Last day of instruction for Sat. classes
May 20	Last Day of Instruction
May 23-27	Final Examination Period
May 21	Final (Saturday Classes only)
May 30*	Memorial Day (no instruction/no final exams)
May 27	Commencement
June 6	Grades Due

* Holiday/All Employees

Note: The calendars noted above refer to regular, full-term classes only. Refer to current Schedule of Classes or the College website for 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. President	Area 3: Union City, South Hayward	1985
Marshall Mitzman, Ph.D. Secretary	Area 1: Hayward	2008
Isobel F. Dvorsky	Area 2: San Leandro	1985
Donald L. "Dobie" Gelles	Area 4: Castro Valley, portions of Oakland	1998
Hal G. Gin, Ed.D.	Area 6: Hayward, San Lorenzo	2005
Barbara F. Mertes, Ph.D.	Area 7: Livermore, portions of Pleasanton	2000
Carlo Vecchiarelli	Area 5: Pleasanton, Dublin, Sunol	2004

Trustees Emeriti

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

Administration

District

Jannett N. Jackson, Ph.D.
Chancellor

Wyman M. Fong
Vice Chancellor, Human Resources

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

Lorenzo Legaspi
Vice Chancellor, Business Services

Las Positas College

Barry A. Russell, Ph.D.
President

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

Diana Z. Rodriguez
Vice President of Student Services

Vacant
Vice President of Administrative Services

Lisa Everett, Ph.D.
Dean of Academic Services

Justin Garoupa
Interim Dean of Academic Services

Dyan R. Miller
Dean of Academic Services

Barbara Morrissey
Interim Dean of Student Services

Sylvia Rodriguez Wodyka
Dean of Enrollment Services

Rajinder Samra
Director of Research and Planning

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

Vicki Shipman
Project Manager, Career-Technical Education

Corinna Calica
Program Director, Children Center

Chabot College

Susan Sperling, Ph.D.
President

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.

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

Las Positas College

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

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

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

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

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

History of the College

Las Positas College began as an extension center of Chabot College in 1963, offering 24 classes and enrolling 810 students at Livermore High School and two other sites. By 1965, the program had expanded and moved to Granada High School in Livermore. It subsequently grew to include Amador and Dublin High Schools as well. The District

purchased the Livermore site that same year, intending to develop a comprehensive community college. On March 31, 1975, “Valley Campus” opened as the Livermore Education Center of Chabot College.

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

Institutional Planning

In 2011-12, Las Positas College entered its second year of implementing Strategic Plan: 2015 – a planning document that was developed by faculty, staff, administrators, students, and community members. This strategic planning process centered on the College’s ten strategic goals; set the foundation for future directions, including the development and assessment of programs, services, and facilities; and outlined data indicators to demonstrate the institution’s effectiveness in achieving student success.

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

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

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, 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 Strategic Goals

1. Provide excellence in teaching, student learning, services to students, and scholarship by providing state of the art learning facilities, equipment, supplies and resources, and staffing. (Teaching and Learning)

2. Increase recognition of Las Positas College as a premier institution of innovative higher education that prepares talented, competent, and engaged members of the community. (Institutional Advancement)
3. Ensure the highest level of service to students and the community through continuous and purposeful evaluation of programs and services that situates student learning, community responsiveness, and employee engagement as the center of all we do. (Accountability)
4. Offer cutting edge educational opportunities designed to accelerate the economic development of the Tri-Valley region. (Economic Development)
5. Provide excellence in the stewardship of the community's investment in Las Positas College and expand the institution's capacity to apply resources to meet the needs of students, staff, and faculty through strategic assessment and resource allocation. (Resource Development and Allocation)
6. Commit to excellence in teaching, student learning, and scholarship by expanding professional development for all employees and nurturing the intellectualism within the campus culture. (Academic and Professional Excellence)
7. Serve a diverse college community by maintaining and expanding an environment of accessibility, equality, and social justice. (Diversity and Pluralism)
8. Craft a culture of collective responsibility through an enhancement of College processes and systems, reinforcing internal communication, integrating internal planning processes that promote coordination and accountability, and strengthening a sense of community and collaboration internally and within the District. (Communication and Infrastructure)
9. Serve as a catalyst for enhanced community life through outreach, partnerships, services, and significant contributions to quality arts, cultural, wellness and vitality experiences and activities in the Tri-Valley. (Community Life)
10. Engage in sustainable stewardship and community leadership as an institution through our use of products and technology, our practices and curriculum, our policies, and our philosophy as represented through institutional culture and leadership. (Sustainability)

Statement of the Objectives of the General Education Program

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

that can aid the student in furthering personal and social usefulness and in living in the environment as thinking and contributing citizens.

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

Las Positas College General Education Philosophy

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

GENERAL EDUCATION:

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

College Core Competencies

To achieve our mission, the Las Positas College community works together to help students master the five college competencies. The Core Competencies represent the major skills that all students need to succeed. 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

Student Learning Outcomes

Student Learning Outcomes (SLOs) are goals that describe the knowledge, skills, and attitudes that students are expected to achieve in college. At Las Positas College, SLOs are written for each course, each degree, each certificate, and for the college as a whole.

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

To inquire about the application of Sexual Harassment Policies contact:

Wyman Fong
Vice Chancellor of Human Resources
925.485.5261 or email: wfong@clpccd.org

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

Diana Z. Rodriguez
Vice President of Student Services
925.424.1405
email: droduiguez@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

ADMISSIONS AND RECORDS

Admission

Eligibility for Admission

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

Ability to Benefit from Instruction

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

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

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

Admission 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
- Submitting a completed paper application at the Office of Admissions and Records
- Mailing a completed paper application to
Las Positas College, Office of Admissions and Records
3000 Campus Hill Drive
Livermore, CA 94551-7623

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

Admission with Advanced Standing

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

Concurrent Enrollment—Educational Opportunities for High School Students

Las Positas College provides the opportunity for high school students in 10th, 11th, and 12th grades to enroll in college-level courses. Students who desire to participate in concurrent enrollment must be recommended by their high school principal and have written parental permission. There are course restrictions for high school students. Information on the Concurrent Enrollment Policy is available at the student's high school, and the Office of Admission and Records or online at

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

Students must complete the required enrollment materials each semester.

International Student Admission

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

- Evidence of having completed the equivalent of a United States high school education

- Proof of English Language Proficiency*
- 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

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

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

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

SEVIS—Electronic Reporting System

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

Residency Requirements for Admission

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

I. Residents

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

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

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

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

Transcripts from Other Colleges

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

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

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

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

Las Positas College grants credit for successful completion of the Advanced Placement Program of the College Entrance Examination Board (C.E.E.B.). For further information see the section on Advanced Placement Examinations, in this Catalog.

Concurrent Enrollment with University of California, Berkeley

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

Cross Registration with California State University, East Bay

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

Readmission from Dismissed Status

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

MATRICULATION

Matriculation Process

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

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

The student agrees to express a broad educational intent upon admission and to declare a specific objective within a reasonable period of enrollment; attend classes and complete assigned work; confer with counselors/advisors to discuss choices; seek support services as needed to assist in completing course work; and maintain progress toward an educational goal according to standards set by the Chabot-Las Positas Community College District.

Exemptions

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

I. Orientation

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

II. Assessment

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

III. Counseling/Program Advisement

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

- D. Students who have completed a Student Education Plan (SEP).

Any student who believes s/he is eligible for exemption from any of the Matriculation components may obtain an Exemption Form from the Counseling Center. Students who are exempt from one or more of the Matriculation components are encouraged to participate in this process to enhance their success while enrolled at the College. Please note: Exemptions are not a substitute/waiver for meeting course prerequisites. Students must present a transcript to the Counseling Center indicating prerequisites have been met through prior course completion.

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

REGISTRATION

Registration Methods

Students may register for classes using the following methods:

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

Registration Information

I. New Students

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

- A. Complete and submit an "Application for Admission" online at www.laspositascollege.edu, or in person at the Office of Admissions and Records, Bldg. 1600.
- B. Complete an online orientation session.
- C. Complete the assessment process; Students will be scheduled for a Program Planning session upon completion of assessment.
- D. Attend a Program Planning session. Counseling services will be provided at each session to assist students with education planning, program planning, and course selection.
- E. New students will not receive an individual registration appointment date. Registration date is based on the date of application.

II. Returning Students

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

- A. Complete and submit a new "Application for Admission" online at www.laspositascollege.edu, or in person at the Office of Admissions and Records, Bldg. 1600.
- B. Returning students on probation or dismissed status must obtain counselor advisement and approval before proceeding with registration.
- C. Returning students in exempt status may not be required to obtain counselor approval prior to registration. Exempt status does not exempt students from prerequisite requirements; see the "Exemptions" section in this Catalog.
- D. Returning students will not receive an individual registration appointment date. Registration date is based on the date of application.

III. Continuing Students

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

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

Payment Methods

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

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

Students who may be eligible for financial aid and/or an enrollment fee waiver should contact the Financial Aid Office, 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 Office of Admissions and Records and should be carried at all times. The first card is free. A replacement fee will be charged for lost or stolen cards.

Class Schedule

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

Admissions 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.

Priority Enrollment Regulations—Fall 2014

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

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

PREREQUISITES

Course Prerequisites

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

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

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

Request for Course Substitution or Waiver of Program Requirement

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

- A. Adequate evidence of competence as supported by transcripts, statements of employers, military or technical school certificates, etc.
- B. Statement from an instructor that the course reflects the appropriate subject matter and fulfills the necessary program requirements, and signature of the Division Dean to validate the course. Students shall be advised that courses waived receive neither unit nor grade credit and that other courses may be needed to satisfy the total number of units required to complete the program of study.

Classification of Students Based on Unit Load

The following classifications have been established based on unit load:

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

Limitation on Unit Load

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

Course Conflict/Course Overlap

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

Waitlist/Adding Classes

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

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

Withdrawing from Classes

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

Requests to withdraw from a class that are received by the "NGR" (No- Grade-of-Record) deadline will not appear on a student's academic transcript. If a student withdraws from a course after the "NGR" deadline but on or before the "W" (withdrawal) deadline, a "W" will appear on their transcript. A "W" notation will not affect the student's grade point average; however, excessive "W" notations may affect: (1) progress status, (2) status as a full-time student, (3) eligibility for financial aid and other benefits, (4) athletic

eligibility, or (5) ability to repeat a course (based on Title V regulations). Refer to the Class Schedule for important deadline dates.

Extenuating Circumstance Withdrawal

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

Military Withdrawal

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

Withdrawing from the College

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

Instructor's Withdrawal Option

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

Instructor's Withdrawal Option: Distance Education

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

Repeating a Course

The College recognizes that the most recent completion of a course should most accurately reflect a student's academic progress. Therefore, students may repeat for credit those courses taken for which grades of D, F, or NP were received. The most recent grade (A, B, C, D, F, P/NP) received must be calculated into the GPA regardless of whether this grade is lower or higher than the original grade.

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

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

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

Course Repetition: Special Circumstances

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

- When the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student;

- When a student should repeat a course because there has been a significant lapse of time since the student previously took the course;
- When it is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

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

College Transcripts

Students who desire transcripts of their academic record must submit a written 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 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.

Mailing Fee

An optional fee of \$3.00 will be assessed each semester to cover the cost of various mailings that students receive throughout the term, such as registration mailers.

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 (except 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, Publication 970

www.studentaid.ed.gov/types/tax-benefits

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: lpcfinaid@laspositascollege.edu, administers financial aid in accordance with federal and state regulations and policies. A full range of financial aid programs is offered including registration fee waivers, federal Pell Grants and Supplemental Educational Opportunity Grants (SEOG), state Cal Grants B and C, federal Direct subsidized and unsubsidized student loans, federal WorkStudy job positions, an on-campus scholarship program and referrals to outside scholarship resources.

Eligibility

To be eligible for most sources of financial aid, a student must be a U.S. citizen, permanent resident, or other eligible non-citizen; maintain satisfactory academic progress; register with Selective Service if required; demonstrate need; 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. 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 colleges' minimum academic and progress standards in the previous two primary terms of attendance will lose eligibility for a fee waiver.

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 \$605 - \$5,645/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.nslsds.ed.gov by logging with their FAFSA Pin number.

Cal Grants

Students should file their FAFSA prior to March 2nd in order to qualify for a Cal Grant. Community college students who missed the March 2nd deadline may still apply by filing a FAFSA prior to September 2nd, and will be able to compete for remaining grants for community college students. In addition, each student must ensure that a verification of grade point average (www.csac.ca.gov) be sent to the California Student Aid Commission. All students who have completed 16 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 and will automatically qualify if they meet the financial need criteria. They may also qualify for other sources of federal financial aid.

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

Undocumented AB540 students 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.ccsca.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 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 lack of progress toward completion of an academic objective, or due to 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 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' will be placed on the student's federal financial aid record. The student will lose eligibility for all federal aid nation-wide, until satisfactory repayment arrangements are made with the federal government or until the debt is repaid in full. At the end of the school year, the account 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 during the first week in February each year. Students may begin to apply for a variety of awards available only to College students. Applications must be downloaded from the College's Financial Aid website, www.laspositascollege.edu/financialaid. The Scholarship Program Deadline is mid-March. Scholarship recipients are invited to attend the College's Annual Student Scholarship Ceremony held in May.

Outside Scholarship List

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

Other Scholarship Opportunities

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

Financial Aid Office

Building 1600

Phone 925.424.1580

Email: lpcfinaid@laspositascollege.edu

Website: www.laspositascollege.edu/financialaid

Directory of Resources for Financial Aid

FEDERAL STUDENT INFORMATION CENTER

For questions about Federal student financial aid:

8 A.M. - 8 P.M. Eastern Time

800.4.FEDAID (800.433.3243)

U.S. DEPARTMENT OF EDUCATION HOME PAGE

Federal financial aid information:

www.ed.gov/finaid.html

www.studentaid.ed.gov

FAFSA ON THE WEB

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

CALIFORNIA 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

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

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

DEFAULT PREVENTION HOTLINE: 800.298.9490

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

Paid-in-Full Letters for Defaulted Borrowers: 800.367.1589

FINANCIAL AID INFORMATION PAGE

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

www.finaid.org

FASTWEB

A free online scholarship research service

www.fastweb.com

SCHOLARSHIP SCAMS

Identify common financial aid and scholarship rip-offs and scams

www.finaid.org/scholarships/scams

SELECTIVE SERVICE REGISTRATION INFORMATION

Check your registration status or register directly online

www.sss.gov/regist

INTERNAL REVENUE SERVICE

For copies of tax forms or for free copy of "Tax Transcript"

800.829.1040

Blank tax forms can be downloaded from the following site

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

VETERANS EDUCATIONAL BENEFITS

Toll free: 888.442.4551

www.gibill.va.gov

VETERANS EDUCATIONAL BENEFITS

VETERANS FIRST PROGRAM

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

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

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

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

Certification Process

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

major, or address changes. The V.A. Office will make necessary certifications of enrollment, changes in enrollment, and progress.

Evaluation of Prior Education and Training

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

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

Website: www.laspositascollege/veterans

California Department of Veteran Services

1227 O Street/Sacramento, CA 95814

1.(800).952.5626

1.(800).324.5966 (TDD)

1.(800).221.8998 (Outside California)

www.cdva.ca.gov/

Additional Resources

COMBAT VETERANS INFORMATION

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

EDUCATIONAL BENEFIT INQUIRIES

1.888.442.4551

DEBT MANAGEMENT CENTER

1.800.827.0648

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/

LAS POSITAS COLLEGE STUDENT VETERANS ORGANIZATION

E-Mail: 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

SURVIVORS BENEFITS

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

STUDENT VETERANS OF AMERICA

www.studentveterans.org/

TRANSITION ASSISTANCE PROGRAM

www.va.gov/opa/fact/transast.asp

VETERANS AFFAIRS SUICIDE PREVENTION

1.800.273.8255 (Press 1 for Veterans)

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/

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 in addition to traditional lecture

Math X and Y Learning Mode

Math X and Y are self-paced Learning Programs in Mathematics using programmed materials with instructor supervision. Mathematics courses taught in these modes will have Section numbers starting with an X or Y. For example, a section of Math 65A taught in the Math X mode may have a section number of X01. Courses offered in the Math X or Y modes include Mathematics 55, 55A, 55B, 65, 65A, 65B, 71, 71A, 71B, 107, 107A, and 107B. Math X is designed

for students to work at their own pace, for those who need more time to take tests, and to reduce math anxiety. These courses are non-transferable. For more information, see the individual course listings and the Math Department Website at:

www.laspositascollege.edu/math/

Distance Education Modes

Some Mathematics classes can be taken in a variety of hybrid modes. Schedule notes for the class will specify what portion will be dedicated to face-to-face instruction and what portion will be via distance education. These section numbers will all start with a DE; for example, Math 55 DE1 is a hybrid section. Courses offered in the distance education mode include non-transferable sections of MATH 55 and 65, and transferable sections of MATH 40. For more information see the current semester schedule, the individual course listings, and the Math Department Website at:

www.laspositascollege.edu/math/

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/

English as a Second Language

ESL students can take advantage of the following services:

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

Computer Laboratories

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

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

Distance Education

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

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

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

Special Academic Programs

Honors Transfer Program

The Honors Transfer Program 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

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.

Speech and Debate Program

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

Internships

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

Community Services Programs

Community Services Programs are fee-supported, non-for-credit sequences of classes that prepare students with the knowledge and skills needed to be eligible to sit for industry/national board examinations. Community Services classes are authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of title 5, section 55002, for which state apportionment is not claimed and credit is not awarded. For information regarding the Community Services Programs offered at Las Positas College, see the Community Services section at the back of the catalog.

Occupational Work Experience Education

The Occupational Work Experience Program incorporates participants from business, industry, and all levels of governmental agencies. The program enables students to

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

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

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

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

Community Education

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

Continuing Education

Continuing education classes are designed to provide in-service education for persons who must maintain a professional license by periodic training and upgrading of their skills. Typically, such classes are required in the nursing, dental hygiene, real estate, and accounting professions. Organizations or individuals who desire information regarding continuing education opportunities, or who wish to suggest a needed continuing education class, should telephone 925.424-1104.

Contract Education

Las Positas College contract education classes are offered through the District Office through contracts for educational services with public or private agencies, corporations, associations, or individuals. An active outreach program in contract education is conducted by the District to help business, industrial and public organizations develop training programs tailored to meet their needs. Examples include Business Communications, Supervision, CPR and First Aid, English as a Second Language, Commercial Law,

Word Processing and Computer Skills, Pre-Retirement Planning, Radiation Technology, Technical Writing, and certificate or degree programs in technical and general education. Courses can be offered "on-site" (at the employer facility) or on campus. Organizations or persons desiring information on how the District can provide educational training programs to meet specific training needs should telephone 925.485.5212.

Tech Prep (Technical Preparation Programs)

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

High School Articulation

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

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

Noncredit Articulated High School Courses

High schools and ROPs may request noncredit articulation* status for a course offered at the secondary level. The course will be accepted for articulation status if the College faculty determine that the course offered at the

secondary level is comparable to a specific community college course. (Course agreements which had previously been identified as “2+2” fall into this definition.)

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

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

Credit-By-Examination Articulated High School Courses

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

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

In order for students to receive credit for a course with a Credit-by-Examination Articulation agreement, they need only to provide proof of completion at the high school level, after they begin a course of study at the College. Refer to the Las Positas College website for forms and directions. Individual students may also petition College instructors for Credit-by-Examination for College courses for which

there are no Articulation Agreements. See the section on Credit-by-Examination (Individual Student Application) in this Catalog.

COUNSELING SERVICES

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

ACADEMIC COUNSELING

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

CAREER COUNSELING

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

PERSONAL COUNSELING

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

TRANSFER SERVICES

Transfer services include: individual appointments with LPC Counselors and meetings with four-year university representatives, referrals to appropriate faculty and services, assistance with technology in the articulation of coursework (ASSIST) and college applications, workshops, a college fair, and a resource library. Las Positas has guaranteed admission with selected UC, CSU, and private

universities and concurrent/cross registration with UC Berkeley and CSU East Bay. Visit www.laspositascollege.edu/transfercenter for up-to-date information.

CAREER AND EMPLOYMENT SERVICES

Career planning is an integral part of the educational process. Students may research majors and occupations through 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/

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. Past practice and legal mandates both indicate that any single assessment instrument will be inadequate for successfully advising students as to appropriate course enrollment. Multiple measures assessment must, therefore, be the process for all recommended course enrollments, including advice given by counselors, instructors, administrators and classified staff.

Multiple measures assessment is broad in scope. No list of factors that may be included in a multiple measures assessment is exhaustive; however, some general categories and examples can be outlined. Student factors may include cognitive skills, which may be inferred from test scores, GPA and transcripts; emotional well-being, motivational level and educational goals which may be elicited in an interview or self-reported; social factors, such as life experience, family responsibilities and social support for

educational effort; economic factors, such as job demands and financial resources; and physical factors. Factors associated with the instructor, the institution and the community can often interact with student factors to further indicate the potential for success in a given course.

New Student Orientation

Program Planning Session

Students new to Las Positas College and who are without previous college experience are 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.

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/

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. DSPTS is located in Building 1600. Students may make appointments by calling 925.424.1513; the DSPTS Coordinator can be reached at 925.424.1508 and the TTY number is 925.424.1510.

High Tech Center

DSPTS 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 DSPTS 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, DSPTS 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 DSPTS 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.

Bookstore, Textbooks and Supplies

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

Student Health and Wellness Center

The Student Health and Wellness Center is staffed by a registered nurse practitioner and is located in the Student Center. Services include evaluation, treatment for minor illnesses and injuries, prescriptions, health education information and materials, birth control information, and health care referrals. Also available are mental health services and referrals. For more information, contact the Health Center at 925.424.1830.

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

Student Health and Accident Insurance

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

First Aid

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

Medical Emergencies on Campus

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

Campus Safety

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

Lost and Found

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

Escort Service

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

Parking

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

Parking Permits

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

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

Visitor Parking

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

STUDENT LIFE

Philosophy

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

Associated Students of Las Positas College (ASLPC)

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

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

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

The ASLPC office is located in Building 1600. The office phone number is 925.424.1490. For more information, go to www.laspositascollege.edu/aslpc.

Student Clubs and Inter-Club Council (ICC)

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

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

Honor Societies

There are three recognized Honor Societies on campus. **Alpha Gamma Sigma** is a statewide Honor Society open to any student who has completed at least 12 units at Las Positas with at least a 3.0 GPA. **Mu Alpha Theta** is a national honor society that is open to students with an interest in math who have at least a 3.0 GPA in math courses from College Algebra/Precalculus or above. **Psi Beta** is a national honor society for Psychology students who have completed at least 12 units at Las Positas, passed at least one 3-unit Psychology course with a grade of B or better, and have a 3.0 GPA. Membership in these honor societies will be noted on students' transcripts when they graduate or transfer from Las Positas College. For more information, contact the Office of Student Life, 925.424.1297.

Social Activities

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

The Express Newspaper

The 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.

Radio LPC

Radio LPC broadcasts over the internet on 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 news-casts, 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. Students can listen to Radio LPC at 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.

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 inter-collegiate class, completed and approved eligibility forms, and a physical exam are required to compete in both the intercollegiate class and intercollegiate sport.

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

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

STUDENT RIGHTS & 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.

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 5000 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 Area Chair; 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, Oakland: iParadigms, 2003. 10 Feb. 2004; and by Robert A. Harris, *The Plagiarism Handbook* (Los Angeles: Pycrczak Publishing, 2001).

Duplicate Use of Written Work

This form of academic dishonesty includes: multiple students submitting identical or substantially similar work for academic credit or a student submitting identical or substantially similar work to multiple courses without the permission of the instructors.

Faculty members will report suspected instances of academic dishonesty to the Dean of Student Services.

Harassment/Sexual Harassment

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

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

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

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

Sexual harassment may include, but is not limited to:

- Sending suggestive or obscene letters, notes, invitations; making derogatory comments, slurs, jokes, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects, pictures or cartoons;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed; within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a recommendation or college application will be denied;
- Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student;

- Engaging in offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.

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

Wyman Fong
Vice Chancellor of Human Resources
925.485.5261 or email: wfong@clpccd.org

Americans with Disabilities Act

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

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

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

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

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

Section 508 of the Rehabilitation Act

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

For more information, contact the Disability Resource Center at 925.424.1510

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

ACADEMIC REGULATIONS

Academic Standards

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

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

Faculty Office Hours

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

- Assistance in understanding and achieving specific course expectations
- Development of concepts and understanding beyond the course expectations

- Insight into career opportunities within the instructor's area of expertise
- Encouragement, assistance, and direction in meeting both educational and personal needs
- Continuing association with a member of the academic community.

Attendance Requirements

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

Excessive Absence

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

Reporting Absence

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

Examinations and Evaluations

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

Removal of Disruptive Students

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

Use of Electronic Recorders

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

Grades

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

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

Pass/No Pass Grades

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

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

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest field without undue concern for his/her grade point average. This policy allows the student to take coursework outside his/her major without the fear of a 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.

ADVANCED PLACEMENT EXAMINATIONS

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.

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	CSU Units earned toward transfer	IGETC	UC Units earned toward transfer
Art: History	Art 4 and 5 6 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/5.3 semester units
Biology	Biology 31 4 semester units	Area B2 and B3 (lab) 4 semester units	6 semester units	Areas 5B & 5C 4 semester units	8 quarter/5.3 semester units
Calculus AB	Math 1 5 semester units	Area B4 3 semester units	3 semester units*	Area 2 3 semester units	4 quarter/2.7 semester units**
Calculus BC	Math 1 and 2 10 semester units	Area B4 3 semester units	6 semester units*	Area 2 3 semester units	8 quarter/5.3 semester units**
AP CALCULUS EXAM LIMITATIONS:					
*Maximum one Calculus exam toward transfer for CSU					
**Maximum credit 8 quarter/5.3 semester units for both Calculus exams for UC					
Chemistry	Chemistry 1A 5 semester units	Areas B1 and B3 (lab) 4 semester units	6 semester units	Areas 5A & 5C 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Computer Science A	N/A	N/A	3 semester units*	N/A	2 quarter/1.3 semester units**
Computer Science AB	N/A	N/A	6 semester units*	N/A	4 quarter/2.7 semester units**
AP CS EXAM LIMITATIONS *Maximum one CS exam toward transfer for CSU					
**Maximum 4 quarter/2.7 semester units for both CS exams for UC					
Economics – Macroeconomics	N/A	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
Economics – Microeconomics	N/A	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
English – Language & Composition	English 1A, 3 semester units	Area A2, 3 semester units	3 semester units	Area 1A 3 semester units	4 quarter/2.7 semester units*
English – Literature & Composition	English 1A 6 semester units	Area A2 3 semester units	3 semester units	Area 1A 3 semester units	4 quarter units/2.7 semester units*
AP ENGLISH EXAM LIMITATIONS *8 quarter/5.3 semester units maximum for both English exams for UC					
Environmental Science	N/A	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units
French Language	French 1A and 1B 10 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
French Literature	N/A	Area C2 (if taken prior to Fall 2009) 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
German Language	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Government & Politics – Comparative	N/A	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government and Politics – U.S.	Political science 7 4 semester units	Area D8 and US-2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
AMERICAN INSTITUTIONS					
*Fulfills content area US-2 for American Institutions requirement					

EXAMINATION TITLE	LPC AA (Major and/or GE)	CSU GE	CSU Units earned toward transfer	IGETC	UC Units earned toward transfer
History - European	History 2 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - U.S.	History 7 and 8 6 semester units	Area C2 or D6 + US-1* 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
AMERICAN INSTITUTIONS *Exam + POLI 7 fulfills American Institutions requirement					
History - World	N/A	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	N/A	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	N/A	Area C2 (if taken prior to Fall 2010) 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Latin - Vergil	N/A	Area C2 3 semester units	3 semester units	Area 3B and 6 3 semester units	4 quarter/2.7 semester units
Latin - Literature	N/A	Area C2 (if taken prior to Fall 2009) 3 semester units	6 semester units	Area 3B and 6 3 semester units	4 quarter/2.7 semester units
Music: Listening & Literature	MUs 1 3 semester units	N/A	N/A	N/A	N/A
Music Theory	N/A	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	Physics 2a 4 semester units	B1 and B3 (lab) 4 semester units*	6 semester units*	Area 5A & 5C 4 semester units	8 quarter/5.3 semester units**
Physics C – Elect/Magnetism	Physics 8B 5 semester units	Area B1 and B3 (lab) 4 semester units*	4 semester units*	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units**
Physics C - Mechanics	Physics 8a 5 semester units	Area B1 and B3 (lab) 4 semester units*	4 semester units*	Area 5A & 5C 3 semester units	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS *Maximum 4 semester units toward GE and 6 semester units toward transfer for all Physics AP exams passed for CSU } **Maximum 8 quarter/5.3 semester units for all 3 Physics exams for UC					
Psychology	N/A	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Spanish Language	Spanish 1A and 1B 10 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Spanish Literature	N/A	Area C2 3 semester units	6 semester units	Area 3B and 6 3 semester units	8 quarter/5.3 semester units
Statistics	Math 40 3 semester units	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter/2.7 semester units
Studio Art – 2D	Credit for the major may be granted upon petition to the Art Dept. and portfolio review: ART2A, 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
AP STUDIO ART EXAM LIMITATIONS: 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 Score = 5	6	5B (without lab)	5.3
IB Chemistry HL	B1 Score = 5	6	5A (without lab)	5.3
IB Economics HL	D2 Score = 5	6	4B	5.3
IB Geography HL	D5 Score = 5	6	4E	5.3
IB History (any region) HL	C2 or D6 Score = 5	6	3B or 4F	5.3
IB Language A1 HL	C2 Score = 4 (any language)	6	3B (any language) 3B and 6A (any language except English)	5.3
IB Language A2 HL	C2 Score = 4 (any language)	6	3B (any language) 3B and 6A (any language except English)	5.3
IB Language B (any language) HL*	N/A	6	6A	5.3
IB Mathematics HL	B4 Score = 4	6	2A	5.3
IB Physics HL	B1 Score = 5	6	5A (without lab)	5.3
IB Psychology HL	D9 Score = 5	3	4I	5.3
IB Theatre HL	C1 Score = 4	6	3A	5.3

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

DEGREES AND CERTIFICATES

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

Associate Degrees

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

Associate in Arts Degree

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

Associate in Science Degree

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

Transfer with an Associate Degree

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

AA/AS Occupational Programs

The courses of study within these programs prepare for direct job entry, and can normally be completed in a two-year period by a full-time student (carrying at least 15 units per semester). For a list of AA/ AS Programs see the "Transfer, Degree and Certificate Programs" chart in this

Catalog. Students may also develop with a counselor an Individual Occupational Major which must be approved by the Dean of Student Services.

DEGREE REQUIREMENTS

Associate in Arts and Associate in Science

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

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

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

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

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

General Education Reciprocity Program with Community Colleges

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

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

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

**LAS POSITAS COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE IN ARTS DEGREE
2013 – 2014 (Effective Fall 2013)**

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED			N	IP	C
LANGUAGE AND RATIONALITY ENGLISH COMPOSITION Complete with a grade of 'C' or higher or 'P' 3 UNITS					
English 1A					
WRITING AND CRITICAL THINKING Complete 1 course from below 3 UNITS					
English 4, 7					
COMMUNICATION AND ANALYTICAL THINKING Complete 1 course from below 3 UNITS					
American Sign Language 1A, 1B Business 52, 55 CIS 50, 80 Computer Science 1	Electronics Technology 50 Foreign Language 1A, 1B Industrial Technology 74 Mass Communications 1, 32A	Mathematics 1, 2, 3, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55A, 55B, 65, 65B, 71 Speech 1, 2B, 10, 46 Theater Arts 3, 25			
MATHEMATICS Proficiency in Mathematics may be met in one of the ways specified below					
<ol style="list-style-type: none"> 1. Demonstrate eligibility for one level above intermediate algebra or higher using multiple measures such as the LPC Placement Examination and previous course work; or 2. Submit documentation that a course equivalent to one of the mathematics courses listed below has been completed (with a grade of "C" or higher or "P") at another college/university; or 3. Complete one of the following courses (with a grade of "C" or higher or "P"): Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55B 					
NATURAL SCIENCES Complete 1 course from below 3 UNITS <i>* Meets either the Natural Sciences or Social and Behavioral Sciences requirement</i>					
Anatomy 1 Anthropology 1, 13* Astronomy 1, 10, 20, 30 Biology 1, 5, 10, 20, 31, 50 Botany 1	Chemistry 1A, 30A, 31 Ecology 10 Environmental Studies 5 Geography 1*, 1L, 8, 15* Geology 1, 1L, 3, 3L, 5, 7, 12, 12L	Microbiology 1 Physics 2A, 8A, 10, 10L Physiology 1 Psychology 20* Zoology 1			
HUMANITIES Complete 1 course from below <i>* Meets Humanities and/or American Cultures requirement</i> 3 UNITS					
American Sign Language 2A Art History 1, 4, 5 Arts 2A, 3A, 10, 23 English 11, 12A, 12B, 13, 20, 32, 44*, 45 French 2A	History 1, 2 Humanities 3, 6, 7, 10, 28, 44 Music 1, 4*, 5*, 12, 14, 43, 44, 45, 46A, 46B Philosophy 1, 2, 3, 4, 5	Photography 67 Religious Studies 1, 2, 3, 11 Spanish 2A Speech 2A, 5, 11* Theater Arts 1A, 1B, 4*, 10, 12, 47, 48 Welding Technology 71			
SOCIAL AND BEHAVIORAL SCIENCES Complete 1 course from below 3 UNITS <i>* Meets Social & Behavioral Sciences and/or American Cultures requirement</i> <i>** Meets either Natural Sciences or Social & Behavioral Sciences requirement</i>					
Anthropology 1, 2, 3, 4, 5*, 12, 13** Business 30 Early Childhood Development 15, 52, 56, 62, 79* Economics 1, 2, 5, 10	Geography 1**, 2, 5, 12, 15** History 25, 28*, 32* Mass Communications 5, 31 Political Science 7, 12*, 20, 25, 30	Psychology 1, 2, 3, 4, 6, 12, 13, 15, 20** Psychology-Counseling 3*, 8*, 13* Sociology 1, 3*, 4, 5, 11, 12, 13 Women's Studies 1*, 2			
WELLNESS Complete 3 units from AREAS OF HEALTH and 1 unit from Kinesiology* 4 UNITS <i>*Exemption is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office. Students who hold an AA/AS Degree or higher are exempt. Wellness waived for Veterans with DD214 honorable discharge.</i>					
Areas of Health: Health 1, 3, 55 (2 units); Nutrition 1; KIN 30; Psyc 10	Kinesiology*: 31-51; Dance 1, 2A/B, 3; any KIN activity course listed in the 2012-2014 Catalog or 2012-2014 Addendum				
AMERICAN INSTITUTIONS (AI) Complete 1 course from below; <i>partially satisfies CSU AI requirement</i> 3 UNITS					
History 7, 8, 25, 32	Political Science 7				
AMERICAN CULTURES Complete 1 course from below with a grade of 'C' or higher or 'P' <i>Where appropriate, the course can simultaneously satisfy 1 other graduation or subject area requirement</i>					
Anthropology 5 English 44 Early Childhood Development 79	History 14, 28, 32 Music 4, 5 Political Science 12 Psychology-Counseling 3, 8, 13	Sociology 3 Speech 11 Theater Arts 4 Women's Studies 1			

LAS POSITAS COLLEGE ASSOCIATE IN ARTS DEGREE GRADUATION REQUIREMENTS

1. Minimum of 60 units with a cumulative grade point average of 2.0 or better (12 units must be completed at Las Positas College).
2. All requirements for the Major (minimum of 18 units) plus electives to total 60 units. All courses required for the Major must be completed with at least a 'C' or 'P.'
3. General Education Requirements for the Associate in Arts Degree listed above.

**LAS POSITAS COLLEGE GENERAL EDUCATION PATTERN FOR ASSOCIATE IN SCIENCE DEGREE
2013-2014 (Effective Fall 2013)**

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED			N	IP	C
LANGUAGE AND RATIONALITY ENGLISH COMPOSITION Complete with a grade of 'C' or higher or 'P' 3 UNITS					
English 1A					
COMMUNICATION AND ANALYTICAL THINKING Complete 1 course from below 3 UNITS					
American Sign Language 1A, 1B Business 52, 55 CIS 50, 80 Computer Science 1	Electronics Technology 50 Foreign Language 1A, 1B Industrial Technology 74 Mass Communications 1, 32A	Mathematics 1, 2, 3, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55A, 55B, 65, 65B, 71 Speech 1, 2B, 10, 46 Theater Arts 3, 25			
MATHEMATICS Proficiency in Mathematics may be met in one of the ways specified below					
<ol style="list-style-type: none"> 1. Demonstrate eligibility for one level above intermediate algebra or higher using multiple measures such as the LPC Placement Examination and previous course work; or 2. Submit documentation that a course equivalent to one of the mathematics courses listed below has been completed (with a grade of "C" or higher or "P") at another college/university; or 3. Complete one of the following courses (with a grade of "C" or higher or "P"): Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 38, 42, 44, 45, 55, 55B, 					
NATURAL SCIENCES Complete 1 course from below 3 UNITS <i>* Meets either the Natural Sciences or Social and Behavioral Sciences requirement</i>					
Anatomy 1 Anthropology 1, 13* Astronomy 1, 10, 20, 30 Biology 1, 5, 10, 20, 31, 50 Botany 1	Chemistry 1A, 30A, 31 Ecology 10 Environmental Studies 5 Geography 1*, 1L, 8, 15* Geology 1, 1L, 3, 3L, 5, 7, 12, 12L	Microbiology 1 Physics 2A, 8A, 10, 10L Physiology 1 Psychology 20* Zoology 1			
HUMANITIES Complete 1 course from below 3 UNITS <i>* Meets Humanities and/or American Cultures requirement</i>					
American Sign Language 2A Art History 1, 4, 5 Arts 2A, 3A, 10, 23 English 11, 12A, 12B, 13, 20, 32, 44*, 45 French 2A	History 1, 2 Humanities 3, 6, 7, 10, 28, 44 Music 1, 4*, 5*, 12, 14, 43, 44, 45, 46A, 46B Philosophy 1, 2, 3, 4, 5 Photography 67	Religious Studies 1, 2, 3, 11 Spanish 2A Speech 2A, 5, 11* Theater Arts 1A, 1B, 4*, 10, 12, 47, 48 Welding Technology 71			
SOCIAL AND BEHAVIORAL SCIENCES Complete 1 course from below 3 UNITS <i>* Meets Social & Behavioral Sciences and/or American Cultures requirement</i> <i>** Meets either Natural Sciences or Social & Behavioral Sciences requirement</i>					
Anthropology 1, 2, 3, 4, 5*, 12, 13** Business 30 Early Childhood Development 15, 52, 56, 62, 79* Economics 1, 2, 5, 10	Geography 1**, 2, 5, 12, 15** History 25, 28*, 32* Mass Communications 5, 31 Political Science 7, 12*, 20, 25, 30	Psychology 1, 2, 3, 4, 6, 12, 13, 15, 20** Psychology-Counseling 3*, 8*, 13* Sociology 1, 3*, 4, 5, 11, 12, 13 Women's Studies 1*, 2			
Kinesiology Complete 1 unit from below* 1 UNIT					
Kinesiology 31-51; Dance 1, 2A/B, 3; any KIN activity course listed in 2012-2014 Catalog or 2012-2014 Addendum. <i>*Exemption is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office. Students who hold an AA/AS Degree or higher are exempt. Requirement waived for Veterans with DD214 honorable discharge.</i>					
PROGRAM-BASED GENERAL EDUCATION REQUIREMENT 3 UNITS					
Course is specific to each A.S. Degree Major. See 2012-2014 Addendum or A.S. program coordinator.					
AMERICAN CULTURES Complete 1 course from below with a grade of 'C' or higher or 'P' <i>Where appropriate, the course can simultaneously satisfy 1 other graduation or subject area requirement.</i>					
Anthropology 5 English 44 Early Childhood Education 79	History 14, 28, 32 Music 4, 5 Political Science 12 Psychology-Counseling 3, 8, 13	Sociology 3 Speech 11 Theater Arts 4 Women's Studies 1			

LAS POSITAS COLLEGE ASSOCIATE IN SCIENCE DEGREE GRADUATION REQUIREMENTS					
1. Minimum of 60 units with a grade point average of 2.0 or better (12 units must be completed at Las Positas College).					
2. All requirements for the Major (minimum of 18 units) plus electives to total 60 units. All courses required for the Major must be completed with at least a 'C' or 'P.'					
3. General Education Requirements for the Associate in Science Degree listed above.					

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 majors (those that are competitive for admission) may require all or most major preparatory courses to be complete before transfer. ASSIST* (www.assist.org) lists the articulation agreements of these major preparatory courses for the UC and CSU campuses. The lower-division major requirements may differ depending on the institution; therefore, it is important for students to review the agreements for each university considered. *See ASSIST information that follows.

III. ELECTIVES

Electives are additional transferable courses completed in order to meet the total number of units required to transfer.

Transferability of Courses

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

Course Identification Numbering System (C-ID)

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

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

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

ASSIST

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

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.

CALIFORNIA STATE UNIVERSITY (CSU)

Admission Requirements for Transfer to CSU

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

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

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

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

- Earn a grade point average of 2.0 or better in all transferable college units completed;

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

CSU General Education Requirements

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

Students may complete one of the following patterns:

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

Priority Application Filing Dates for CSU

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

NOTE: Not all campuses admit students every semester/quarter

CSU Resources

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

UNIVERSITY OF CALIFORNIA (UC)

Admission Requirements for Transfer to UC

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

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

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

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

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

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

*Visit ASSIST.org for eligible courses.

UC General Education Requirements

Students may complete one of the following:

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

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

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

Priority Application Filing Dates for UC

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

NOTE: Not all campuses admit students every semester/quarter

UC Resources

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

Certification of General Education for Transfer to UC and CSU

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

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

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

TRANSFER SERVICES

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

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

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

Counseling Office

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

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 2016 must submit a UC TAG request during September 2015. 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. 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/

Certificate of Achievement University Transfer - CSU General Education Breadth

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

CSU - General Education Areas	Semester Units (minimum)
AREA A - English Language Communication and Critical Thinking (3 courses)	9
AREA B - Scientific Inquiry and Quantitative Reasoning (3-4 courses)	9
AREA C - Arts and Humanities (3 courses)	9
AREA D - Social Sciences (3 courses)	9
AREA E Lifelong Learning and Self Development (1-2 courses)	3
CSU GRADUATION REQUIREMENT US History, Constitution and American Ideals (0-2 courses)*	0-7
TOTAL UNITS (minimum)	39

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

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)			
LAS POSITAS COLLEGE 2013- 2014 (EFFECTIVE FALL 2013)			
MAY BE USED FOR GENERAL EDUCATION CERTIFICATION FOR THE UNIVERSITY OF CALIFORNIA AND/OR THE CALIFORNIA STATE UNIVERSITY			
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N = NEED IP = IN PROGRESS C = COMPLETED			
	N	IP	C
AREA 1: ENGLISH COMMUNICATION			
CSU: Select 3 courses, 1 from Group 1A and 1 from Group 1B, and 1 from Group1C, total of 9 units required			
UC: Select 2 courses, 1 from Group 1A and 1 from Group 1B, total of 6 units required			
GROUP 1A: English Composition (3 units)	English 1A		
GROUP 1B: Critical Thinking/English Composition (3 units)	English 4 or 7		
GROUP 1C: Oral Communication - CSU only (3 units)	Speech 1 or 46		
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING			
Select 1 course from below; minimum 3 units required			
Mathematics 1, 2, 3, 5, 7, 10, 20, 33, 34, 42, 44, 45			
AREA 3: ARTS AND HUMANITIES			
Select 3 courses from below, at least 1 course from Arts, 1 course from Humanities; minimum of 9 units total			
3A: ARTS Select at least 1 course 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>		3B: HUMANITIES Select at least 1 course from below: American Sign Language 2A, 2B English 20, 32, 44, 45 French 2A, 2B Humanities 3, 6, 10, 28, 44 Philosophy 1, 2, 3, 4, 5 Religious Studies 1, 2, 3, 11 Spanish 2A, 2B	
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES			
Select 3 courses from below, from at least 2 different disciplines, minimum of 9 units total			
4A: Anthropology & Archaeology Anthropology 1*, 2, 3, 4, 5, 12		4G: Interdisciplinary, Social & Behavioral Sciences Early Childhood Development 52, 56 Mass Communications 5, 31 Psychology-Counseling 13 Sociology 5 Women's Studies 1, 2	
4B: Economics Economics 1, 2, 5, 10		4H: Political Science, Government & Legal Institutions Political Science 7, 12, 20, 25, 30	
4C: Ethnic Studies Psychology-Counseling 13		4I: Psychology Psychology 1, 2, 3, 4*, 6, 12, 13, 20	
4D: Gender Studies History 32 Psychology 13 Women's Studies 1, 2		4J: Sociology & Criminology Sociology 1, 3, 4, 6, 11, 12, 13	
4E: Geography Geography 2, 5, 12		<i>*Courses may be listed in more than one area but will NOT be certified more than once</i>	
4F: History History 1, 2, 7, 8, 14, 25, 28, 32			
AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE			
Select 1 Physical Science Course and 1 Biological Science Course from below; minimum 7 units;			
1 course must include a laboratory indicated with an underline			
<i>*Courses may be listed in more than one area but will NOT be certified more than once</i>			
5A: PHYSICAL SCIENCE 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>		5B: BIOLOGICAL SCIENCE Anatomy <u>1</u> Anthropology 1*, <u>1L</u> , 13 Biology <u>1</u> , <u>5</u> , <u>10</u> , 20, <u>31</u> , <u>50</u> Botany <u>1</u> Ecology 10 Microbiology <u>1</u> Physiology <u>1</u> Psychology 4* Zoology <u>1</u>	
5C: Laboratory Science Requirement At least one course from 5A or 5B must incorporate a laboratory component or take a corresponding lab course. Lab courses are indicated by an underline.			
AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY			
Proficiency in a language other than English may be met in one of the ways listed below			
1. Complete 1 of the following courses or a higher level: ASL 1A, French 1A, Italian 1A, Spanish 1A.			
2. Complete 2 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. See counselor for details.			
AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY			
Complete 1 of the combinations below. <i>These courses may also be applied to Area 4.</i>			
GROUP 1: History 7 and History 8			
GROUP 2: Political Science 7 and one of the following: History 7, 8, 25, 32			
PLEASE NOTE THIS IMPORTANT INFORMATION			
1. For a course to meet an IGETC requirement, the course must be on the IGETC list 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 of completing the CSU General Education Breadth requirements. Students who are UC-bound have the option of completing the general education requirements of the destination UC campus or the minimum UC transfer admission requirements as listed on ASSIST.org > select Las Positas College and UC Transfer Admission Eligibility Courses.

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

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

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

A Minimum Admission Requirements:

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

Q Will all UC and CSU campuses accept IGETC?

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

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

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

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

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

**California State University General Education (GE) Breadth Requirements
Las Positas College 2013 - 2014 (Effective Fall 2013)**

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED **N** **IP** **C**

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Select at least 1 course from each Group below, total 9 units required; must be completed with a grade of C or better.

A1: Oral Communication Speech 1, 46

A2: Written Communication English 1A

A3: Critical Thinking English 4, 7 or Speech 46

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Select at least 1 course from each Group listed below, minimum 9 units required

B1: Physical Science

Astronomy 1, 10, 20, 30;
Chemistry 1A, 1B, 12A,
12B, 30A, 30B, 31;
Environmental Studies 5;
Geography 1, 1L, 8;
Geology 1, 1L, 3, 3L, 5, 7,
12, 12L;
Physics 2A, 2B, 8A, 8B,
8C, 8D, 10, 10L

B2: Life Science

Anatomy 1;
Anthropology 1*, 1L, 13;
Biology 1, 5, 10, 20, 31,
40, 50;
Botany 1; Ecology 10;
Microbiology 1;
Physiology 1;
Psychology 4*; Zoology 1
*Also listed in Area D but can
only be used in one area.

**B3: Physical Or Life
Science Laboratory**

One of the courses selected
from Group B1 or B2 must
include a laboratory.

Underlined courses are lab
courses. Lab must be
associated with the lecture
course.

**B4: Mathematics/
Quantitative
Reasoning**

Select 1 course;
must be completed with a
grade of C or better.

Mathematics 1, 2, 3, 5, 7,
10, 20, 33, 34, 38, 42, 44,
45

AREA C: ARTS AND HUMANITIES

Select 3 courses from below, min 9 units; at least 1 course from Arts, 1 course from Humanities, 1 from either

C1: Arts Select at least 1 course from below

Art History 1, 4, 5
Arts 2A, 3A, 10, 11
Music 1, 4, 5, 6, 8A, 8B
Photography 67
Theater Arts 1A, 4, 10, 11, 12, 25, 40
Welding Technology 71

C2: Humanities Select at least 1 course from below

American Sign Language 2A, 2B
English 11, 12A, 13, 20, 32, 44*, 45
French 2A, 2B
History 1*, 2*;
Humanities 3, 6, 10, 28, 44
Philosophy 1, 2, 3, 4, 5
Religious Studies 1, 2, 3, 11
Spanish 2A, 2B
Speech 2A, 5
*Also listed in Area D but can only be used in one area.

AREA D: SOCIAL SCIENCES

Select 3 courses from below, minimum 9 units from at least 2 different subjects from groups D0 through D9

D0: Sociology and Criminology

Sociology 1, 3, 4, 6, 11, 12, 13

D1: Anthropology and Archeology

Anthropology 1*, 2, 3, 4, 5, 12
*Also listed in Area B but can only be used in one area.

D2: Economics

Economics 1, 2, 5, 10

D3: Ethnic Studies

Anthropology 5
Early Childhood Education 79
English 44*
History 14, 25, 28
Psychology-Counseling 13
Sociology 3
Speech 11
*Also listed in Area C but can only be used in one area.

D4: Gender Studies

History 32; Sociology 11; Psychology 13;
Women's Studies 1, 2

D5: Geography

Geography 2, 5, 12, 15

D6 – History

History 1*, 2*, 7, 8, 14, 25, 28, 32
*Also listed in Area C but can only be used in one area

**D7: Interdisciplinary Social or Behavioral
Science**

Business 30
Early Childhood Development 52, 56**, 62, 79
Marketing 50
Mass Communications 5, 31
Psychology-Counseling 3, 13
Sociology 5
Speech 11
Women's Studies 1, 2

**D8: Political Science, Government & Legal
Institutions**

Administration of Justice 50, 60
Political Science 7, 12, 20, 25, 30

D9: Psychology

Early Childhood Development 15***
Psychology 1, 2, 3, 4*, 6, 12**, 13, 15***, 20
Psychology-Counseling 3

*Also listed in Area B but can only be used in 1 area
** Also listed in Area E but can only be used in 1 area
*** ECD 15 + Psych 15, maximum credit 3 units

**California State University General Education (GE) Breadth Requirements
Las Positas College 2013 - 2014 (Effective Fall 2013)**

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP=IN PROGRESS C=COMPLETED

N IP C

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT Select 3 units from below

Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer.

Early Childhood Development 54, 56**
Dance* 2A/B, 3
Health 1, 3
Health Science 55
Nutrition 1
Kinesiology 24, 30
Kinesiology Activity* AAQE, AB, AQA, AQJD, ASA, AWT, BC1, BD, BK, BKL, BKP, BL, BRD, BX, CL, CP, CSVB, CW, DBS, DE, DRJ, DS, DT, FC, FD, FFL, FL1, FN1, FN2, FN3, FSC, FS1, FW1, GBW, GF, GSR, HHA, ID, JW, LDF, LDFI, LG, OF, PM, QFF, QY1, QYO, RC, SB, SCF, SC1, SD, SI, SS, SWA, SW1, SW2, SW3, SWF1, TCC, TCT, TK, TN, TS, TT, TTT, UF1, VB1, WMB, WP1, WT1, WTW1, YOF, YO1, 50

Psychology 10, 12**, 24
Psychology-Counseling 7***, 10, 11
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.

AMERICAN INSTITUTIONS REQUIREMENT: Complete 1 of the groups below

Completion of the United States History, Constitution, and American Ideals Requirement is required for graduation from any CSU Campus. All CSUs will allow up to 6 of the units taken to meet this requirement to be credited toward satisfying the General Education Breadth Requirements in Area D.

GROUP 1 – History 7 + History 8

GROUP 2 – Political Science 7 + History 7, 8, 25, or 32

PLEASE NOTE THE FOLLOWING:

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

Transfer, Degree and Certificate Programs¹

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

¹ **KEY**

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

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

¥ Approval by State Chancellor's Office is pending.

Career Certificate:

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

Transfer, Degree and Certificate Programs¹

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

¹ KEY

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

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

¥ Approval by State Chancellor's Office is pending.

Career Certificate:

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

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.

KEY TO COURSE INFORMATION

Course Scheduling

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

Registration

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

Semester Units

All courses in this Catalog are described in semester units.

Prerequisites

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

Numbering System

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

9	Colloquia
29	Independent Study (Transfer)
49	Contemporary Studies
99	Special Studies
100-149	Basic Skills*
150-199	Continuing Education Studies
200-299	Community Interest Studies (Non-Credit)
400-499	Community Services (Fee-Based, Non-Credit)

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

Course Notation

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

Course Description Annotations

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

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

The following information explains how to interpret these codes.

The grading option for a course is indicated as follows:

OP May be taken for a letter grade or pass/no pass

GR Must be taken for a letter grade only

P/NP Must be taken for pass/no pass only

Transfer credit is indicated as follows:

UC University of California

CSU California State University

University of California Transfer Limitations

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

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

Make sure you are up-to-date

The information in this catalog is correct to the best of our knowledge. However, new courses and degrees may be added, and other changes may occur during the course of the catalog's life.

Please check on the website or with a counselor for the most recent information.

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:
 - 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.

AA – Administration of Justice

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
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

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

Degree Applicable, Credit Grading Option: GR

AJ 71 NARCOTICS AND DRUG ENFORCEMENT 3 UNITS

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

Degree Applicable, Credit Grading Option: OP

AJ 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

ADMINISTRATION OF JUSTICE LAW ENFORCEMENT ACADEMY

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

BASIC ACADEMY COURSE

AJ 9997 LAW ENFORCEMENT ACADEMY 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

Students may initiate the application process by contacting the Regional Training Center at 925-551-6972.

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

PEACE OFFICER STANDARDS AND TRAINING (POST) ACADEMY COURSES

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

AJ 9964 [99.64] POST CONTINUING PROFESSIONAL TRAINING 1 UNIT

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

AJ 9954	WEAPONLESS DEFENSE INSTRUCTOR COURSE	2 UNITS
AJ 9955	OFFICER SAFETY: FIELD TACTICS FOR UNIFORM ASSIGNMENTS	1 UNIT
AJ 9956	IMPACT WEAPONS INSTRUCTOR UPDATE	0.75 UNIT
AJ 9957	BASIC S.W.A.T.	1 UNIT
AJ 9959	SURVIVAL SHOOTING INSTRUCTOR COURSE	1 UNIT
AJ 9960	OFFICER SAFETY: FIELD TACTICS FOR PLAINCLOTHES ASSIGNMENTS	1 UNIT
AJ 9961	OFFICER SAFETY: FIELD TACTICS FOR UNIFORM ASSIGNMENTS	1 UNIT
AJ 9962	WEAPONLESS DEFENSE: INSTRUCTOR UPDATE	0.75 UNIT
AJ 9964	POST CONTINUING PROFESSIONAL TRAINING	1 UNIT
AJ 9965	INTERNAL AFFAIRS INVESTIGATION	1.5 UNITS
AJ 9966	BASIC DEFENSE TACTICS	2 UNITS
AJ 9967	S.W.A.T. LEADERSHIP	1 UNIT
AJ 9968	ENHANCED BASIC S.W.A.T.	2 UNITS
AJ 9969	FIREARMS INSTRUCTOR	2 UNITS
AJ 9971	DYNAMIC CLEARING TACTICS	2 UNITS
AJ 9972	DELIBERATE CLEARING TACTICS	2 UNITS
AJ 9973	S.W.A.T. TEAM LEADER	1 UNIT
AJ 9974	TECHNIQUES OF TEACHING	1 UNIT
AJ 9976	CANINE HANDLING	1 UNIT
AJ 9977	INSTRUCTOR DEVELOPMENT	1 UNIT
AJ 9978	TACTICAL BREACHING	2 UNITS
AJ 9979	BASIC POLICE CYCLIST	1 UNIT

AJ 9980	BASIC SNIPER/OBSERVER	1 UNIT
AJ 9981	GROUND CONTROL WEAPONLESS INSTRUCTORS COURSE	1.5 UNITS
AJ 9982	PATROL RIFLE INSTRUCTOR	1.5 UNITS
AJ 9983	ADVANCED SNIPER/OBSERVER	0.5 UNIT
AJ 9984	FIREARMS INSTRUCTOR UPDATE	1 UNIT
AJ 9987	BASIC S.W.A.T.	2 UNITS
AJ 9988	DYNAMIC CLEARING TACTICS	0.75 UNIT
AJ 9989	OFFICER SAFETY: FIELD TACTICS FOR PLAINCLOTHES ASSIGNMENTS	0.5 UNIT
AJ 9990	TACTICAL SHOTGUN OPERATOR	0.5 UNIT
AJ 9991	SUBMACHINE GUN OPERATOR	1 UNIT
AJ 9992	IMPACT WEAPON INSTRUCTOR	2 UNIT
AJ 9994	TACTICAL SHOTGUN INSTRUCTOR	1.5 UNITS
AJ 9995	PATROL RIFLE/CARBINE OPERATOR	0.75 UNIT
AJ 9996	SUBMACHINE GUN INSTRUCTOR	1 UNIT
AJ 9998	POST BASIC SUPERVISORY	4 UNITS

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

ADMINISTRATIVE MEDICAL ASSISTANT

About the Program

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

Certificate of Achievement

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

INTN 2 (Internship Field Placement)	1-3
Total units required	27-30

AMERICAN SIGN LANGUAGE

About the Program

The 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

ANATOMY

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

Note: The department Rubric (ANAT) and course numbering will be changing in the Fall of 2015. See the 2015 Catalog Addendum for the most current information.

Anatomy Courses (ANAT)

ANAT 1 GENERAL HUMAN ANATOMY 5 UNITS

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

ANTHROPOLOGY

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

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

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

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 archaeological 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

Degree Applicable, Credit

Grading Option: OP

ANTR 3 SOCIAL AND 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: ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D1, D7; IGETC: 4A, 4G

Degree Applicable, Credit

Grading Option: OP

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, AND 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 of life, birth and death, and with the relationship of humans to each other and to their universe. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D1; IGETC: 4A
Degree Applicable, Credit Grading Option: OP

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

APPRENTICESHIP

About the Program

The Las Positas College Apprenticeship Program provides students related classroom instruction for those who are interested in trade apprenticeship. This partnership between the college and employers provides applied job skills and job training while taking quality courses. Some apprenticeship programs are also designed to assist students who desire to earn a certificate or degree (Associate in Arts or Associate in Science).

Current apprenticeships include:

- Automotive (APAU)
- Carpentry (APCA)
- Millwrights (APMW)
- Pile Drivers (APPD)

ART

ART (ARTS)

ART HISTORY (ARHS)

DEGREE

About the Program

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

See also: Photography, Visual Communications

Degrees/Certificates

- Degree:
 - AA 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 in Art: Emphasis in Painting

FRESHMAN YEAR

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

SOPHOMORE YEAR

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

Total units required 60

Arts Courses (ARTS)

ARTS 2A INTRODUCTION TO DRAWING 3 UNITS

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

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

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

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 S 3 UNITS

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 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: CSU, UC
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
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
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 Program

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

Career Opportunities

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

Transferability

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

Astronomy Courses (ASTR)

ASTR 1 PRINCIPLES OF ASTRONOMY AND ASTROPHYSICS 3 UNITS

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

ASTR 10 INTRODUCTION TO ASTRONOMY: THE SOLAR SYSTEM 3 UNITS

Introduction to history and physical principles of astronomy, focusing on our Solar System. Includes view of heavens, historical development of scientific models of the sky, telescopes, formation and evolution of the solar system, and the possibilities for life in space. Designed for non-majors in mathematics or physical science. A companion science laboratory, 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: STARS AND THE UNIVERSE 3 UNITS

Introduction to the study of stars, galaxies, and cosmology. Includes the nature of light, telescopes, spectroscopy, stellar formation and evolution, galaxies, quasars, and cosmology. Designed for

non-majors in mathematics or a physical science. A companion science laboratory, Astronomy 30, is also available. 3 hours lecture. AA/AS GE. Transfer: CSU, UC*; CSU GE: B1; IGETC: 5A. *No UC credit for ASTR 10 or ASTR 20 if taken after ASTR 1. Degree Applicable, Credit Grading Option: OP

ASTR 30 INTRODUCTION TO ASTRONOMY LABORATORY 1 UNIT

Introduction to laboratory principles and techniques in astronomy. Includes telescope operation and measuring stellar magnitudes, spectral lines, motions of the sun, moon and planets. Prerequisite: 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:
 - o AS – Automotive Electronics Technology
- Certificates:
 - o Automotive Service Technician
 - o Automotive Technician
- Career Certificate:
 - o 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

FRESHMAN YEAR

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

SOPHOMORE YEAR

AUTO 67A (Advanced Diagnosis and Troubleshooting of Automotive Systems)	4
AUTO 67B (Special Advanced Diagnosis and Troubleshooting of Automotive Systems).....	3
AUTO 65 (Automotive Brake and Safety)	3
AUTO 66 (Automotive Steering and Suspension Systems).....	3
General Education Courses*	
Total units required	60

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

Recommended Electives

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

*meets a General Education requirement

**Certificate of Achievement
Automotive Service Technician**

AUTO 55 (Automotive Service)	3.5
AUTO 60A (Automotive Electrics/Electronics I)	4
AUTO 60B (Automotive Electrics/Electronics II).....	4
AUTO 61A (Fuel Induction, Emission and Computer Control Systems I).....	4
AUTO 61B (Fuel Induction, Emission and Computer Control Systems II).....	4
AUTO 73 (Reading Automotive Service Manuals).....	3
Total units required	22.5

**Certificate of Achievement
Automotive Technician**

AUTO 55 (Automotive Service).....	3.5
AUTO 60A (Automotive Electrics/Electronics)	4
AUTO 60B (Automotive Electrics/Electronics II).....	4
AUTO 61A (Fuel Induction, Emission and Computer Control Systems I).....	4
AUTO 61B (Fuel Induction, Emission and Computer Control Systems II).....	4
AUTO 62 (Automotive Air Conditioning, Cooling and Heating Systems)	3
AUTO 65 (Automotive Brake and Safety Inspection)	3
AUTO 66 (Automotive Steering and Suspension Systems).....	3
AUTO 67A (Advanced Diagnosis and Troubleshooting of Automotive Systems)	4
AUTO 67B (Special Advanced Diagnosis and Troubleshooting of Automotive Systems)	4
Total units required	36.5

**Career Certificate§
California Smog Program**

AUTO 70A (Basic Clean Air Course).....	3.5 units
AUTO 70B (Enhanced Clean Air Car Course).....	1.5 units
AUTO 71A (Automotive Electrical and Electronic Systems)	1.5 units
AUTO 71B (Engine Performance Systems)	1.5 units
AUTO 71C (Advanced Engine Performance Systems)	1.5 units
AUTO 99.70 (Current Smog Update Class).....	0.5 units
Total units 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 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 60A AUTOMOTIVE ELECTRICS/ELECTRONICS I 4 UNITS

Automotive electrical/electronic systems, including electrical circuits, ohms law, battery, starting, charging, ignition, fuel, accessories, and wiring systems. Emphasis on diagnosis of electrical troubles, assembly, and repair of components and diagnostic

equipment usage. Students are encouraged to enroll in AUTO 56 (Automotive Laboratory) concurrently. Prerequisite: AUTO 55 (may be taken concurrently). 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

AUTO 60B AUTOMOTIVE ELECTRONICS 4 UNITS

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

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

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

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

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 CONDITIONING, COOLING AND HEAT SYSTEMS HVAC 3 UNITS

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

AUTO 64 ALTERNATIVE FUEL SYSTEMS 4 UNITS

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

AUTO 65 AUTOMOTIVE BRAKE AND SAFETY INSPECTION 3 UNITS

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

AUTO 66 AUTOMOTIVE STEERING AND SUSPENSION 3 UNITS

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

AUTO 67A ADVANCED DIAGNOSIS AND TROUBLESHOOTING OF AUTOMOTIVE SYSTEMS 4 UNITS

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

AUTO 67B SPECIAL ADVANCED DIAGNOSIS AND TROUBLESHOOTING OF AUTOMOTIVE SYSTEMS 4 UNITS

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

AUTO 69 AUTOMOTIVE TESTING AND DIAGNOSIS 4 UNITS

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

AUTO 70A BASIC CLEAN AIR CAR COURSE 3.5 UNITS

This course covers the basic understanding of vehicle emissions systems including their computers and how to identify and diagnose them effectively. This course will also cover advanced diagnostic and repair procedures on 2nd Generation On Board Diagnostic (OBD II) vehicles using the latest electronic interface diagnostic equipment as well as rules and regulations in the revision of the Smog Check Manual. This course is a combination of the previous Basic Clean Air Car Course, the 2003 Update Course, and the OBD II Update Course. Industry Advisory: In order to be eligible to take the State Licensing Exam at completion of the course/

program, students must also have one-year trade experience in engine performance/ emissions, or 9 semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. 2.5 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

AUTO 70B ENHANCED CLEAN AIR CAR COURSE 1.5 UNITS

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

AUTO 71A AUTOMOTIVE ELECTRICAL AND ELECTRONIC SYSTEMS 1.5 UNITS

This is a Bureau of Automotive Repair approved alternative to the ASE A-6 certification required for obtaining and maintaining smog technician licenses. This course focuses on diagnosis and repair of automotive electrical and electronic systems. The course is designed to help the student understand how electricity works in today's modern automobile. Industry Advisory: Students entering the course are expected to have a firm background in automotive engine theory and operation. In order to be eligible to take the State Licensing Exam at completion of the course/program, they must also have one year trade experience in engine performance/emissions, or 9 semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. 1 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 72A POWERTRAINS: ENGINES AND TRANSMISSIONS 4 UNITS

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

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

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

AUTO 72C POWERTRAINS: MODIFICATION FOR PERFORMANCE 4 UNITS

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

AUTO 99 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY 0.3-3 UNITS

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

BIOLOGY

DEGREE

Note: The department Rubric (BIO) and course numbering will be changing in the Fall of 2015. See the 2015 Catalog Addendum for the most current information.

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 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, 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, 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
 - AA – Biology (Emphasis in Allied Health)

Career Opportunities

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

Transferability

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

AA - Biology

FRESHMAN YEAR	
BOTN 1 (General Botany)	5

ZOOL 1 (General Zoology)	5
CHEM 1A (General College Chemistry I)	5
CHEM 1B (General College Chemistry II)	5
General Education Courses	
SOPHOMORE YEAR	
BIO1 1 (Introduction to Cell Biology)	5
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

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	
ANAT 1 (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	
MICR 1 (Microbiology)	5
PHSI 1 (Human Physiology)	5
General Education Courses	
Total units required	60

Biology Courses (BIOL)

BIOL 1 INTRODUCTION TO CELL BIOLOGY 5 UNITS

Basic principles of biology with emphasis on the experimental approach to solving modern problems in biology. Includes cell physiology, biochemistry, molecular genetics, DNA and evolution. Prerequisite: ZOOL 1 or BOTN 1 (completed with a grade of "C" or higher). Strongly recommended: CHEM 1B or concurrent enrollment; PHYS 2A or concurrent enrollment, and eligibility for ENG 1A. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B2, B3; IGETC: 5B & 5C
Degree Applicable, Credit Grading Option: GR

BIOL 5 MARINE BIOLOGY 4 UNITS

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. AA/AS GE. Transfer: CSU, UC; CSU GE: B2, B3; IGETC: 5B & 5C
Degree Applicable, Credit Grading Option: OP

BIOL 10 INTRODUCTION TO THE SCIENCE OF BIOLOGY 4 UNITS

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. *BIOL 10 and BIOL 31 combined: max UC credit, one course
Degree Applicable, Credit Grading Option: OP

BIOL 20 CONTEMPORARY HUMAN BIOLOGY 3 UNITS

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

BIOL 31 INTRODUCTION TO COLLEGE BIOLOGY 4 UNITS

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 or MATH 65Y and eligibility for ENG 1A. 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B2, B3; IGETC: 5B & 5C. *BIOL 10 and BIOL 31 combined: max UC credit, one course

Degree Applicable, Credit Grading Option: GR

BIOL 40 FIELD BIOLOGY 3 UNITS

California ecosystems and living vertebrates, their behavior, evolution and ecology, and their interactions with humans. 2 hours lecture, 3 hours laboratory. Transfer: CSU; CSU GE: B2, B3

Degree Applicable, Credit Grading Option: GR

BIOL 50 ANATOMY AND PHYSIOLOGY 4 UNITS

Structure and function of the human body are studied. Emphasis on human anatomy and physiological principles at the cellular and systemic level. Designed primarily for majors in paramedic and medical assisting programs and pre-medical students who wish to explore the realm of anatomy and physiology. 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B2, B3; IGETC: 5B & 5C. *BIOL 50 combined with ANAT 1 and PHSI 1: max UC credit, 2 courses

Degree Applicable, Credit Grading Option: GR

BOTANY

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

Note: The department Rubric (BOTN) and course numbering will be changing in the Fall of 2015. See the 2015 Catalog Addendum for the most current information.

Botany Courses (BOTN)

BOTN 1 GENERAL BOTANY 5 UNITS

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 MATH 55Y or an appropriate skill level demonstrated through the mathematics assessment process. Strongly recommended: BIOL 31. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B2, B3; IGETC: 5B & 5C

Degree Applicable, Credit Grading Option: GR

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

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.

AA - Administrative Assistant

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

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)

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

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

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

Career Certificate - Bookkeeping§

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

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 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

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**

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**

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 Degree Applicable, Credit Grading Option: OP

BUSN 1B MANAGERIAL ACCOUNTING 4 UNITS

A study of the use and reporting of accounting data for managerial planning, cost control, and decision making purposes. Includes broad coverage of concepts, structures, classifications, and behaviors of costs. Topics include; cost systems, job costing, process costing, activity based costing, relationship between cost, volume and profitability, relevant range, standard costing, profit planning and budgeting, static and flexible budgeting, responsibility accounting and segment reporting, absorption and variable costing and capital expenditure decisions. (Formerly known at Principles of Accounting II) Prerequisite: 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 important 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 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 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

USN 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 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

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 lab. Transfer: CSU 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

CHEMISTRY

☑ DEGREE

About the Program

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

Degrees/Certificates

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

Career Opportunities

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

Transferability

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

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

AS – Chemistry (Transfer Preparation)

FRESHMAN YEAR

CHEM 1A** (General College Chemistry I).....	5
CHEM 1B (General College Chemistry II).....	5
MATH 1* (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 BIOL 31 (Introduction to College Biology) or CS 1 (Computing Fundamentals 1)	
Total units required	60

*Recommended Electives:

PHYS 8B (General Physics II) or PHYS 8C (General Physics III)¥
PHYS 8D (General Physics IV)
MATH 5 (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

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

COMMUNITY INTEREST STUDIES

About the Program

Community interest courses are non-credit and 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 200 through 299.

COMMUNITY SERVICES PROGRAMS

Community Services Programs are fee-supported, not-for-credit sequences of classes. For more information, see the Community Services Programs section after Zoology.

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
- 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

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

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

Certificate of Achievement Computer Applications Software (Microcomputers)

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

*Programming and Web Design Options

Select from the following for a minimum of 6 units:

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

**Electives

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

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

Career Certificate Project Management§

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

*Electives

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

- CIS 43 (Professional Communications)

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

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

Career Certificate Web Development§

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

*Electives

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

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

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

Computer Information Systems Courses (CIS)

CIS 8 ESSENTIAL COMPUTING SKILLS 2 UNITS

What everyone needs to know. Fundamental computer competency course designed to develop the basic computer skills and knowledge required in today's technological world. Basic computer competency is no longer a nicety, but rather a necessity. Topics include: essentials of computing, hardware and software concepts, the Internet, ethical issues, and information protection. Practical hands-on applications will introduce students to the fundamentals of word processing, spreadsheets, presentation software, and email communication. Use of the technology to identify, gather, and analyze information and for communication, and understanding the legal, ethical, and societal implications of technology. No previous experience with computers is required. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 43 PROFESSIONAL COMMUNICATIONS 4 UNITS

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

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

Want to Play? You have played plenty of games. Now it is time

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

CIS 48 INTRODUCTION TO GAME PROGRAMMING CONCEPTS 3 UNITS

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

CIS 50 INTRODUCTION TO COMPUTING AND INFORMATION TECHNOLOGY 3 UNITS

A comprehensive introductory overview of computers and information technology. Topics include: basic computer concepts and terminology, hardware, software, data and procedures, data communications, Internet, computer programming concepts, the system development process and new emerging technologies. Students will interactively solve applied problems utilizing software productivity tools such as: word processors, spreadsheets, databases, Email, WWW, and programming languages such as Visual Basic or HTML. Introduce the analytical, written and oral communication skills necessary to communicate effectively in a computing environment. 3 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CIS 54 EXCEL: INTRODUCTION TO SPREADSHEETS 4 UNITS

Introductory level spreadsheet class using Microsoft Excel to create a variety of spreadsheets with emphasis on business application programs. Identification of an Excel worksheet, adding numbers and text to a worksheet, calculations using functions and formulas, modify, change and format cell entries, save, retrieve and print a worksheet. Includes functions, templates, data query, charts, and macros. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 55 INTEGRATING OFFICE APPLICATIONS 4 UNITS

Develop a beginning/intermediate level of skills using the Microsoft Office features of Word, Excel, Access, and PowerPoint to

design, produce and integrate: documents, worksheets, databases and professional presentations. The use of Object Linking and Embedding (OLE) to create integrated office documents that promote information sharing and collaboration are covered along with how to create simple integrated office documents on the Web. This course emphasizes workplace communications and information processing skills and standards. Students will complete integrated projects that apply technology to business tasks and represent what is required in an actual business environment using the components of Microsoft Office (Word, Excel, PowerPoint, Access). Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 55B ADVANCED MS OFFICE SKILLS 3 UNITS

Provide students an opportunity for advanced study using the MS Office software suite. Portions of the course will be devoted to an overview of advanced topics in Word, Excel, PowerPoint and Access. Extends the fundamental knowledge of MS Office to incorporate and emphasize the integration capabilities among the individual applications. This class offers a case-based, problem-solving approach to learning the essentials of how to use the components of the Office suite together to build a portfolio of documents for a company that demonstrate your ability to use and integrate Word, Excel, PowerPoint and Access. This may include business cards, letterhead, brochures, spreadsheets, databases, invoices, presentation reports, web pages and more. Strongly recommended: CIS 55. 2 hours lecture and 3 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CIS 55C MICROSOFT OFFICE: WHAT'S NEW 2 UNITS

Explore the new features, enhancements, and added functionality of the latest version of Microsoft Office! Students already familiar with Word, Excel, PowerPoint, and Access applications, will explore the differences, new functionality and new features of the newest release of Word, Excel, PowerPoint, Access, and supporting Office 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: 2 UNITS
DHTML/XHTML, CSS, JAVASCRIPT

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 4 UNITS
AND AJAX

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 2 UNITS
OPERATING SYSTEMS

By performing numerous hands-on labs, students in this class will gain an understanding of desktop operating systems using command line and GUI interfaces, such as Windows XP, 2003, 2008, Win7, UNIX/Linux, Apple, and other emerging operating systems, including online web-based desktops and cloud computing. Students will use virtualization software VMware, MS VirtualPC, or Sun VirtualBox to install and configure operating systems and user applications on a microcomputer system. Students will also experiment with online desktops-like AjaxWindows, Schmedley, Glide, Google Docs, eyeOS. Operating systems for cell phones (Google Android Chrome O'S, Iphone) will be demonstrated. The role of hardware, application software and the operating system and how they interact with each other will be explored. Students who have completed or are enrolled in CNT 50 may not receive credit. Strongly recommended: CIS 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 66 NETWORKING FUNDAMENTALS 3 UNITS

This course is a foundation course that explains and describes how computer networks are designed, installed, and administrated. Introduction to communications concepts, data communications, networking, and Internetworking. Review of major network components: hardware, software, protocols (TCP/IP, IPX/SPX, NETBEUI), topologies, and cabling. Overview of LAN administration, setup, and installation. Preparation for the Network+ certification exam. Students may receive credit for either CIS 66 or CNT 52, but are limited to a total of two times in any combination. Strongly recommended: CIS 50. 3 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CIS 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 SYSTEMS [9001] 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 SQL PROGRAMMING [9002] 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 PROGRAMMING WITH PL/SQL [9003] 3 UNITS

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 ADMINISTRATION [9004] 3 UNITS

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 MICROSOFT SQL SERVER [9010] 2 UNITS

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 WITH TECHNICAL PROFICIENCY 0.5 -2 UNITS

"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 2 UNITS
WORKPLACE

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

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

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

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 4 UNITS

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

CNT 50 INTRODUCTION TO DESKTOP OPERATING SYSTEM 2 UNITS

By performing numerous hands-on labs, students in this class will gain an understanding of desktop operating systems using command line and GUI interfaces, such as Windows XP, 2003, 2008, Win7, UNIX/Linux, Apple, and other emerging operating systems, including online web-based desktops and cloud computing. Students will use virtualization software VMware, MS VirtualPC, or Sun VirtualBox to install and configure operating systems and user applications on a microcomputer system. Students will also experiment with online desktops-like AjaxWindows, Schmedley, Glide, Google Docs, eyeOS. Operating systems for cell phones (Google Android Chrome O?S, Iphone) will be demonstrated. The role of hardware, application software and the operating system and how they interact with each other will be explored. Students who have completed or are enrolled in CIS 65 may not receive credit. Strongly recommended: CIS 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CNT 51A COMPTIA A+ ESSENTIALS CERTIFICATION 2 UNITS

Designed to take students from the just-a-user level to the I-can-fix-it level for most common PC hardware issues. This class covers the objectives for the CompTIA A+ Essentials exam number 200-701: Hardware; Troubleshooting, Repair & Maintenance; Operating Systems & Software; Networking; Security; Operational Procedure. In addition, students learn communication skills and professionalism required of all entry-level IT professionals. Students will have the knowledge and skills required to identify hardware, peripheral networking, system problems and employ basic troubleshooting methodology, and practice proper safety procedures. Strongly

recommended: CNT 50. 2 hours lecture, 1 hour laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

CNT 51B COMPTIA A+ PRACTICAL APPLICATION CERTIFICATION 2 UNITS

This class covers the objectives for the CompTIA A+ Practical Application certification exam. This is the second of the two exams for the CompTIA A+ certification. It is an extension of the knowledge and skills identified in CompTIA A+ Essentials Certification, with more of a hands-on orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems. Students learn to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Students utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Strongly recommended: CNT 51A. 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, administering 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 WINDOWS SERVER 2003 3 UNITS

In this class, students learn to install and configure the current Windows client workstation for a professional business network using virtualization and/or online using virtual labs. Students install applications and learn to configure laptop computers. Course content follows the Microsoft Official Academic course curriculum and is intended to prepare students to take the Microsoft client component of the Microsoft Certified IT Professional (MCITP), Microsoft Certified Technology Specialist (MCTS), or the Microsoft Certified Systems Engineer (MCSE) certification exam. Topics include creation of user and group accounts, group policies, administering access to shared resources, configuration of hardware devices, monitoring of system resources, troubleshooting, and ensuring data integrity and security. 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 IMPLEMENTING WINDOWS NETWORK INFRASTRUCTURE 3 UNITS

This course will enable students to install, configure, manage, and support a network infrastructure that uses the Microsoft Windows Server products. The course focuses heavily on TCP/IP and related services including DHCP server, DNS server, WINS, network security protocols, Public Key Infrastructure (PKI), Internet Protocol Security (IPSec), and remote access. This course also enables a student to configure Windows as a network router, configure Internet access for a network, configure a Web server, and manage a Windows deployment using Remote Installation Service (RIS). The student will also learn to enable network connectivity between NetWare, Macintosh, and UNIX networks. Strongly recommended: Computer Network Technology 54 and Computer Network Technology 55. 2.5 hours lecture, 1.5 hours laboratory. Transfer CSU

Degree Applicable, Credit Grading Option: OP

CNT 57 IMPLEMENTING WINDOWS ACTIVE DIRECTORY SERVICES 3 UNITS

Students will learn to install, configure, and administer Microsoft Windows Active Directory services. This course focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Students will use Group Policy to configure and manage the user desktop environment, to configure and manage software and implement and manage security settings. Students will install and manage Windows domains and domain controllers through Active Directory. Strongly recommended: Computer Network Technology 54 and Computer Network Technology 55. 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 2 parts in the Cisco Certified Network Associate (CCNA) curriculum, and the objectives of the CCNA 640-821 INTRO certification exam. This course will cover the fundamental 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 RIP, EIGRP, and IGRP routing protocols, distance vector and link state routing, routing loop issues, routing theory, TCP/IP basics, IP addressing, subnetting, router IOS and configuration, switching concepts, CDP and SCMA-CD. Students will get hands-on experience configuring Cisco routers and switches. Students should have basic computer skills and knowledge of Internet use. Strongly recommended: CIS 50. 3 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

CNT 62B CISCO NETWORKING ACADEMY CCNA II 4 UNITS

This course covers the third and fourth parts of the Cisco Certified Network Associate (CCNA) curriculum, and the objectives of the CCNA 640-811 ICND exam. It covers Internetwork topology and design, configuring LAN switches, STP, VLANs and trunking, TCP/IP suite, VLSM / CIDR IP addressing and subnetting, advanced routing concepts and configuration for RIP, EIGRP, IGRP, and static routes. Also includes WANs using Frame Relay, ISDN, dial-on-demand routing, PPP, PAP/CHAP authentication, and network address translation. Network security, best practices, router-switch security, passwords, and remote access concepts. This class includes hands-on experience using Cisco routers and switches. Prerequisite: CNT 62A (completed with a grade of "C" or higher) or completion of Cisco Networking Academy 1 & 2 at a Cisco Academy. 3 hours

lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit

Grading Option: OP

CNT 67 WIFI CISCO & CWNA 3 UNITS

This course will prepare students to plan, purchase, and install a small to medium-sized wireless or WIFI HotSpot network and secure it, and meets the needs of small businesses, SOHO (Small Office, Home Office) workers, telecommuters, and home wireless networks. Subjects covered include: wireless network access, modems, routers, firewalls, war-driving, security, compatibility, site survey and network planning, basic network administration, basic network troubleshooting, and objectives of the CWNA wireless networking exam. Strongly recommended: CIS 50 or CNT 55. 2.5 hours lecture; 1.5 hours laboratory. 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

Following the Sec+ certification objectives, 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 62B, CCNA certification or equivalent. 2.5 hours lecture; 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit Grading Option: OP

CNT 70 COMPUTER FORENSICS II 3 UNITS

A practical course in the detection and investigation of incidents involving computers 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, and 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. 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 4 UNITS
[7210] CERTIFICATION PREP

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

VoIP (Voice over Internet Protocol) offers a cost-effective alternative to plain old telephone service. What is it, how does it work and what does it mean? This class is for all business, SOHO and computer users interested in using this technology, and will provide a guide for selecting, setting up and using IP phone services. It 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, providing basic need-to-know information about getting the most out of VoIP services. Strongly recommended: CIS 50. 3 hours lecture; 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

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

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, 4 UNITS
[7401] LINUX+

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 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

CS 41 and/or CNT 74.01 (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

CNT 75.1 WHITEHAT HACKER PENETRATION 4 UNITS
[7501] TESTING

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 4 UNITS
[7502] AND NETWORK TROUBLESHOOTING

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 4 UNITS
[7601] DHTI+

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 4 UNITS
[7701] VIRTUAL MACHINES

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 1-3 UNITS
PRACTICUM

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 1 UNIT SEMINAR

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

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

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
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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
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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
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

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
Select one course from the following:	
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

Programming Fundamentals:

CS 1 (Computing Fundamentals I)	4
Intermediate Courses in two Programming Languages—Select 2:	
CS 21 (Assembly Language) or CS 30 (C++ Programming) or CS 31 (Java Programming) or CS 32 (Visual Basic Programming)	8

Advanced Course in any Programming Language—Select 1:

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
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Professional Competence:

CIS 60 (Systems Analysis and Design)	3
CS 43 (Professional Communications)	4
CS 45 (Database Programming)	4
CS 47 (Capstone Project)	3
Total Units	30

Certificate of Achievement Computer Programming for the Web

Programming Fundamentals:

CS 1 (Computing Fundamentals I)	4
CS 31 (Java Programming)	4
Scripting Languages/Imaging (Select 1):	
CS 38 (Perl and CGI) or CS 39 (Java Servlets and JSP) or CS 40 (VBScript, ASP, Active X)	2

Professional Competence:

Visual Communications 53 (Photoshop I for Design)..... 2
 CS 37 (Web Programming) 4
 CS 43 (Professional Communications)..... 4
 CS 44 (Advanced Web Programming) 4
 CIS 60 (Systems Analysis and Design)..... 3
 CS 45 (Database Programming) 4
 CS 47 (Capstone Project) 3
 Total Units34

Computer Science Courses (CS)

CS 1 COMPUTING FUNDAMENTALS I 4 UNITS

Introduction to programming and problem-solving using C++. Problem solving techniques and algorithms; program design, development, style, testing and debugging. C++ syntax covered includes: variables; data types; operators and expressions; control structures; library and user-defined functions; basic input/output; arrays; user-defined data structures. Strongly recommended: Mathematics 107 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. AA/AS GE. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 2 COMPUTING FUNDAMENTALS II 4 UNITS

Object-oriented programming methods applied to intermediate-level problems using C++. Pointers and dynamic allocation; classes; encapsulation; inheritance and polymorphism; object and function overloading; recursive algorithms; introduction to searching and sorting; introduction to abstract data types. Strongly recommended: Computer Science 1. 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 7 INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS 3 UNITS

An introductory course in computer programming for non-science majors and for students requiring additional preparation before taking Computer Science 1. Hardware, system software basics, the history of computing, computer ethics, basic computer operations, number systems, design of algorithms, pseudocoding, flowcharting, and programming constructs such as variables, expressions, input/output, decision-making, loops. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 16 MOBILE APPLICATION DEVELOPMENT: IPHONE 3 UNITS

Object-oriented programming in Objective C for the iPhone and related platforms (e.g., iPad, iPod Touch) at a beginning to intermediate level. Introduction to the iOS mobile platform. Introduction to Objective C syntax and concepts and the Cocoa Touch application programming interface (API), including: classes, objects, inheritance, protocols, selectors, strings, arrays, dictionaries, sets and memory management; creating user interfaces; using graphics, audio and video. Recommended for students with substantial prior programming experience in C, C++ or Java. Strongly recommended: Computer Science 1. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

CS 17 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, MATH 10 may not receive credit Prerequisites: MATH 1 and CS 1 (may be taken concurrently and must be completed with a grade of "C" or higher). 4 hours lecture. AA/AS-GE. Transfer: CSU, UC; CSU GE: B4; IGETC: 2A Degree Applicable, Credit Grading Option: GR

CS 20 ADVANCED PROGRAMMING METHODS WITH DATA STRUCTURES USING C++ 4 UNITS

Design and implementation of larger programs in C++ using software engineering principles. Emphasis on definition and use of data structures. Includes specification of abstract data types, recursion, dynamic memory allocation, stacks, linked lists, queues, binary trees, random access files, and use of hash codes. Prerequisite: Computer Science 2 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 21 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING 4 UNITS

Basics of machine architecture, machine language, assembly language, operating system and higher level language interface. Data representation, instruction representation and execution, addressing techniques and use of macros. Space and time efficiency issues. Input/output including video modes. Procedures including parameter passing and linkage to higher level languages. Prerequisite: Computer Science 1 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 30 C++ PROGRAMMING 4 UNITS

Applications programming in C++ for the student already familiar with the concepts of programming. The following concepts are introduced: Object-oriented programming, encapsulation, inheritance and polymorphism; introduction to data abstraction and structures; pointer; file I/O. Prerequisite: Computer Science 1 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Note: This course will not be offered at this time. Students are advised to take CS 1 instead. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 31 JAVA PROGRAMMING 4 UNITS

Applications programming in Java for students already familiar with the concepts of programming. Topics will include in Applets and Swing, multimedia, presenting data files over the web, elementary data structures (queues, linked list, stacks) and vectors, binary searching, sorting, JDBC (Java Data Base Connectivity), Remote Method Invocation (RMI), and Java Beans. Prerequisites: Computer Science 1 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC Degree Applicable, Credit Grading Option: OP

CS 32 VISUAL BASIC PROGRAMMING 4 UNITS

Applications programming in Visual Basic to create Windows oriented applications for student already familiar with the concepts of programming. Emphasis on algorithms, I/O, multimedia capabilities, data file I/O, loops, decision-making, string processing, functions, control objects (such as sliders, combination boxes, radio buttons), ActiveX controls, Object Linking and Embedding (OLE), use of the grammar and syntax for a foundation for VBScript and Visual Basic for Applications. Prerequisite: Computer Science 1

(completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

CS 34 ADVANCED JAVA PROGRAMMING 4 UNITS

This is an advanced course in Java programming. Contents include advanced topics that will build on the skills acquired in earlier courses. It will cover advanced topics in Java: design and implementation of graphical user interfaces, exception handling, multithreading, database connectivity (JDBC), Servlets, networking, data structures, utility packages, collections, and JavaBeans. Prerequisite: Computer Science 31 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

CS 35 ADVANCED VISUAL BASIC PROGRAMMING 4 UNITS

This is an advanced course in Visual Basic programming. The contents will build on the skills acquired in earlier courses. Topics include advanced OOP, class libraries, Input and Output, graphics, files, multimedia, database, prototyping, interface design. Prerequisite: Computer Science 32 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

CS 36 WINDOWS AND MFC PROGRAMMING 4 UNITS

This is an advanced course in Windows programming using C++. Teaches Applied Windows Programming in C++. This course presents a comprehensive introduction to the Windows C++ programming and its role in the Internet and database programming. A variety of OOP topics covered will include building basic Windows applications including menus, dialog boxes, main window, buttons, MFC Wizards, ODBC, OLE-DB/ADO, DHTML, and ActiveX. Prerequisite: Computer Science 30 or Computer Science 2 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CS 37 WEB PROGRAMMING 4 UNITS

The objective of this course is to develop skills and understanding in designing Web Pages using "static" and "dynamic" HTML tags for page layouts, hypertext links, site navigation, multimedia presentations, and audiovisual special effects. To enhanced web site appearance and functionality, JavaScript will also be introduced. Participants will learn to use various web programming tools such as HTML editors, graphic image editors, graphic animators, and image map makers. Participants will also learn proper web design principles and develop web pages based upon current mainstream browser capabilities and limitations. Prerequisite: Computer Science 1 (completed with a grade of "C" or higher). 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CS 38 PERL AND CGI PROGRAMMING 2 UNITS

Introductory course in Programming Evaluation and Reporting Language (PERL) and its use in elementary Common Gateway Interface on a UNIX server. Topics include basic PERL grammar and syntax, creating CGI scripts and HTML calls. Prerequisite: Computer Science 1 (completed with a grade of "C" or higher). Strongly recommended: Computer Science 41, Computer Science 37. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

CS 39 JAVA SERVLETS AND JSP 2 UNITS

Introduction to basic Java Servlet capabilities as an alternative to Common Gateway Interface (CGI) to create interactive web pages including secure access to the web site, database interactivity,

generate dynamic web pages and maintain client session data (i.e., cookies). Prerequisites: Computer Science 31 and Computer Science 37 (both completed with a grade of "C" or higher). 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CS 41 INTRO TO LINUX/UNIX, LINUX+ 4 UNITS

This course provides hands-on training covering basic installation, management, configuration, security, documentation and hardware topics for the Linux/UNIX operating system on workstations in a LAN environment. The objectives for basic technician certifications such as RHCT, CompTIA Linux+ are covered. Topics include desktop security objectives and major types of security vulnerabilities, physical security, file protection, basic system and network configuration, account security, logging, backups, Linux/UNIX desktop security features and useful utilities, detecting and preventing DOS attacks, hacking, authentication and data recovery. Students may enroll in Computer Science 41 and/or CNT 74.1 (7401) for a total of two times for credit. Strongly recommended: CIS 50. 3 hours lecture; 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

CS 43 PROFESSIONAL COMMUNICATIONS 4 UNITS

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

CS 44 ADVANCED WEB PROGRAMMING 4 UNITS

The objective of this course is to develop skills and understanding in designing eCommerce websites. This is a programming course that goes beyond mere "formatting" of web pages found with HyperText Markup Language (HTML). This course extends web page "functionality" with interactivity, multimedia, security, and database capability using prior knowledge of a scripting language (HTML, JavaScript, etc.). The participant will learn about database sorting and filtering capabilities of eXtensible Markup language (XML) that identifies data fields (e.g., <automfg> to refer to auto manufacturers). The participant will also learn eXtensible Stylesheet Language (XSL) - which specifies the presentation of a class of XML documents by describing how an instance of the class is transformed into an XML document that uses the formatting vocabulary. 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" of 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

DANCE

About the Program

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 2 UNITS

INTERMEDIATE

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
- 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, and ECD 83.

The courses in the Early Childhood Program are designed to satisfy the recommendations of the Department of Social Services, Title 22, regarding child care personnel and the higher standards required by the Commission on Teacher Credentialing.

AA – Early Childhood Development

FRESHMAN YEAR

ECD 50 (Early Childhood Principles and Practices)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
General Education Courses	

SOPHOMORE YEAR

ECD 54 (Child Health, Safety, and Nutrition)	3
ECD 60 (Introduction to the Young Child with Exceptional Needs)	3
ECD 69 (Child Study through Observation)	3
ECD 90 (Practicum—Supervised Experience)	4
ECD 95** (Work Experience)	1-3
ECD 96*** (Work Experience Seminar)	1
General Education Courses	
Total ECD units required for AA degree	31
Total units required for AA degree	60

*Suggested ECD Electives

Select from the following for a minimum of 4 units:

ECD 15 (Abnormal Child Psychology)
ECD 52 (Childhood and Adolescence)
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)
ECD 78 (Language Development)
ECD 80 (Advanced Topics in Childhood Development)
ECD 83 (Adult Mentoring and Supervision)

***See Work Experience section in this Catalog for details on Work Experience enrollment requirements

AS-T – Early Childhood Education

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
Electives	
General Education Courses	
Total Units	60

AA – Early Childhood Intervention

FRESHMAN YEAR

ECD 50 (Early Childhood Principles and Practices)	3
ECD 54 (Child Health, Safety and Nutrition)	3
ECD 56 (Child Growth and Development)	3
ECD 62 (Child, Family and Community)	3
ECD 63 (Early Childhood Curriculum)	4
General Education Courses	

SOPHOMORE YEAR

ECD 40 (Social and Emotional Foundations for Early Learning)	3
ECD 60 (Intro to the Young Child with Exceptional Needs)	3
ECD 67 (Infant and Toddler Development and Caregiving)	3
ECD 90 (Practicum: Supervised Experience)	4
ECD 91 (Adaptable Curriculum for Children with Exceptional Needs)	3
General Education Courses	
Required in addition to the above:	
ECD 69 (Child Study: Observation and Assessment)	3
ECD 79 (Teaching in a Diverse Society)	3
Total units required	60

Suggested Electives:

ECD 83 (Adult Mentoring and Supervision)	2
ECD 95 (Work Experience)	1-3
ECD 95 (Work Experience Seminar)	1

Recommended General Education Courses:

PSYC 4 (Brain, Mind, and Behavior)	3
PSYC 15 (Problems of Childhood)	3

Certificate of Achievement

Associate Teacher

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

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
<i>Select one of the following for 3 units:</i>	
ECD 40 (Social and Emotional Foundations for Early Learning) or ECD 54 (Child Health, Safety, and Nutrition) or ECD 69 (Child Study: Observation and Assessment) or ECD 79 (Teaching in a Diverse Society)	3
ECD 95*** (Work Experience)	1
ECD 96*** (Work Experience Seminar).....	1
ECD 90 (Practicum—Supervised Experience)	4
Total units required	25

***See Work Experience section in this Catalog for details on Work Experience enrollment requirements

Certificate of Achievement Early Childhood Intervention Assistant

ECD 40 (Social and Emotional Foundations for Early Learning) ..	3
ECD 50 (Early Childhood 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

It is strongly recommended that students complete an additional Early Childhood Development course listed below. With this additional course and the required General Education courses, a student would be eligible for the Master Teacher Permit on the Child Development Permit Matrix.

ECD 83 (Adult Mentoring and Supervision)	2
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Certificate of Achievement Family Child Care

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 (Problems of Childhood)
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 PROBLEM OF CHILDHOOD 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. C-ID#: CDEV110.
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
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 Americas, 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
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: ECS 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 (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

ECOLOGY

Ecology 10 is one of many courses offered by the Biology Department. It fulfills various degree, certificate, transfer, and/or career requirements. For more details about how Ecology 10 fits into different pathways, please see “Biology” in this Catalog.

Note: The department Rubric (ECOL) and course numbering will be changing in the Fall of 2015. See the Catalog Addendum for the most current information.

Ecology Courses (ECOL)

ECOL 10 HUMANS AND THE ENVIRONMENT 3 UNITS

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

ECONOMICS

About the Program

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

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

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 Program

The Electronics programs are designed to prepare students for a variety of career opportunities in the fields of electronics, computers, and related technologies. Students may prepare for direct job entry as technicians in computer sales, installation, and repair. The Electronics Telecommunications Systems AS and Certificate 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.

Electronics Technology Courses (ELEC)

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. Prerequisite: ELEC 50 (completed with a grade of "C" or higher). 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

Telecommunications Courses (ELEC)

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. Prerequisite: ELEC 50 (completed with a grade of "C" or higher). 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

F.A.C.E.T. Courses (ELEC)

The F.A.C.E.T. (Fault Assisted Circuits for Electronics Training) program is an independent, self-paced, interactive computer-based training program in the field of electronics. This course of study allows students to earn college credit in electronics. Enrollment in the F.A.C.E.T program is open-ended throughout the semester. Courses numbered 85, 86, and 87 are F.A.C.E.T. courses.

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 1.5 UNITS
FUNDAMENTALS
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 1.5 UNITS
APPLICATIONS
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

Emergency Medical Technician-Paramedic (NREMTP). The NREMTP coursework is currently offered in a not-for-credit Community Services format. Please see the Community Services section in this catalog after Zoology. Students who complete the Community Services program are eligible to participate in the National Registry Examination Process, 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 and Paramedic Programs is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and approved by the Alameda County EMS Agency.

Additional courses are available in Community Cardiopulmonary Resuscitation leading to certification designed to prepare students to respond as "Citizen Responders" to emergencies in both the home and workplace environments. This course is ideal for students in ECD programs. A course in Basic Life Support for the Health Care Provider is also offered for all students of other health science programs as training necessary for maintaining employment within their fields.

Career Opportunities

Health Science is one of the most promising growth career areas in the United States. The EMT and the EMT-Paramedic get jobs in the public sector as an employee of a Fire Department or Health Department, or in the private sector of an Emergency Department, Trauma Center, Emergency Medical Health Clinic or responding under contract with a county emergency ambulance service. Many fire departments offer emergency medical services as a significant component of their duties and responsibilities. The EMS 61 and EMS 81 courses are also ideal for students whose ambition is to work in the fields of Public Safety, as Police Officers, Correctional Officers and/or Specialized Rescuers (i.e., Lifeguards, Ski Patrol, Water Craft Rescue Personnel and Air Medical - Helicopter and Fixed Wing Flight Crews).

For more information on Paramedical Training, see the Community Services Program section after Zoology.

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 may begin their training by completing the first career related courses within the program, EMS 61, "Emergency Medical Responder" with "Emergency Medical Responder" certification provided through the American Association of Orthopedic Surgeons (AAOS), and EMS 81, "Emergency Medical Technician" with certification provided through the National Registry of Emergency Medical Technicians.

The program also includes the coursework necessary to prepare students to become a Nationally Registered

Emergency Medical Services Courses (EMS)

EMS 61 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 Association of Orthopedic Surgeons (AAOS) "Emergency Medical 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 81 EMERGENCY MEDICAL TECHNICIAN 6.5 UNITS

Provides training in the foundation skills and knowledge required of the EMT scope of practice. The EMT certification is the minimum requirement for ambulance attendants and most entry level firefighter positions. EMT certification is also required for entry into paramedic training. This training program is accredited by the Alameda County Emergency Medical Services District. Prerequisite: Emergency Medical Services 61 (completed with a grade of "B" or higher or current Emergency Medical Responder certification and Basic Life Support CPR Recognition with AED). 5 hours lecture, 4.5 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

EMS 91 EMERGENCY MEDICAL TECHNICIAN 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.

Career Opportunities

Engineers are responsible for developing a range of projects and designs from "simple" everyday items (cell phones, appliances) to complex (satellites, medical imagery instrumentation) systems. A career in engineering offers many options in disciplines that include Aerospace, Biomedical, Chemical, Civil, Computer, Electrical, Environmental, Industrial, Materials and Mechanical Engineering, plus others.

Transferability

The Engineering Transfer Program includes the required lower division courses similar to, if not identical to, the same courses offered in the first two years at four year institutions. In general, and unlike most other majors, Engineering Transfer students do not complete all of their General Education courses before transfer. Selection of essential General Education courses should be determined carefully, with the assistance of a counselor or advisor. Note that most four-year institutions want students to begin as freshmen straight from high school, or as juniors after completing the lower-division equivalent of the first two years of college.

Engineering Requirements (Transfer Preparation)

FRESHMAN YEAR

CHEM 1A* (General College Chemistry)	5
ENGR 10 (Introduction to Engineering).....	2
ENGR 22 (Engineering Design Graphics)	3
MATH 1 (Analytic Geometry and Calculus I).....	5
MATH 2 (Analytic Geometry and Calculus II).....	5
PHYS 8A (General Physics I)	5
PHYS 8B (General Physics II).....	5
CS 1 (Computing Fundamentals I)	4-5

SOPHOMORE YEAR

ENG 1A (Critical Reading and Composition)	3
ENGR 35 (Statics)	3
ENGR 44 (Introduction to Circuit Analysis).....	4
ENGR 46 (Materials of Engineering)	3
MATH 3 (Multivariable Calculus)	5

MATH 5 (Differential Equations with Computer Applications).....	3.5
MATH 7*** (Elementary Linear Algebra).....	3.5
MATH 10*** (Discrete Mathematics).....	4
PHYS 8C (General Physics III)	5
PHYS 8D** (General Physics IV)	3
SPCH 1 (Fundamentals of Speech Communication)	3

*Chemical Engineering and Materials Engineering majors should also take Chemistry 1B

**Physics 8D may not be required by some universities for specific engineering majors

***Mathematics 7 and 10 may not be required by some universities for specific engineering majors.

Engineering Courses (ENGR)

ENGR 10 INTRODUCTION TO ENGINEERING 2 UNITS

Introduction to careers, activities, and topics related to the field of engineering, including computer applications to design and problem solving. Strongly recommended: Eligibility for English 1A or 52A. 2 hours lecture. Transfer: CSU, UC. *ENGR 10 and 15 combined: max UC credit; one course 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 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

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 th Century to the Present).....	3
Restricted Electives*	14
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)	1.5-2
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

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 th Century to the Present).....	3

LIST B

Select from the following for 3-6 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)	1.5-2
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: English 104 or 105 with a “Pass”; ESL 25 with a “C” or better; equivalent course or appropriate skill level demonstrated through the English assessment process also acceptable. 3 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU/UC; CSU GE: A2; IGETC: Area 1A. C-ID#: ENGL100.
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: English 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A3; IGETC: 1B. C-ID#: ENGL105, ENGL120.
Degree Applicable, Credit Grading Option: GR

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

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: ENG 1A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A3; IGETC: 1B. C-ID#: ENGL105.
Degree Applicable, Credit Grading Option: GR

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

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: 3 UNITS
INTERMEDIATE**

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 LITERARY MAGAZINE 1.5-2 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. 1 hour lecture, 1.5 or 3 hours laboratory. (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: 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 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: OP

**ENG 35 MODERN AMERICAN 3 UNITS
LITERATURE**

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
Degree Applicable, Credit Grading Option: GR

**ENG 41 WORLD LITERATURE: 3 UNITS
17TH CENTURY TO THE PRESENT**

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
Degree Applicable, Credit Grading Option: GR

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

Degree Applicable, Credit

Grading Option: OP

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

Preparatory Reading and Writing

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

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/N

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/N

ENGLISH AS A SECOND LANGUAGE

About the Program

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 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.

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 ELS 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 16 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

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:
 - AA – 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.

ENVIRONMENTAL SCIENCE (EVSC)

DEGREE

AS – Environmental Science

FRESHMAN YEAR

BIOL 1 (General Biology)	5
CHEM 1A (General College Chemistry I)	5
CHEM 1B (General College Chemistry II).....	5
GEOL 1 (Physical Geology).....	3
GEOL 1L (Physical Geology Laboratory).....	1
ECON 1 (Principals of Microeconomics)	3
General Education Courses	

SOPHOMORE YEAR

BOTN 1 (General Botany)	5
ZOOL 1 (General Zoology)	5
MATH 1 (Calculus I)	5
MATH2 (Calculus II)	5
PHYS 2A (Introduction to Physics I)	4
PHYS 2B (Introduction to Physics II)	4
EVST 5 (Energy and Sustainability)	3
General Education Course	
Program Based General Education requirement:	
ECOL 10.....	3
Total units required	60

ENVIRONMENTAL STUDIES

DEGREE

About the Program

The AA Degree program in Environmental Studies is a multi-disciplinary program which provides students the academic foundation for understanding the scientific and technological basis of energy technology, as well as the political, environmental, and economic factors that underlie the energy policy choices, at both the national and global levels, our students will make throughout their professional careers and also as informed citizens. This transferable program provides a well-rounded foundation by featuring a diverse array of classes in the degree pattern from the natural and physical sciences in such associated disciplines as geology, geography, ecology, biology, chemistry, statistics, philosophy, and economics. Students can further expand this foundation by selecting electives from other disciplines such as anthropology and political science.

Degrees/Certificates

- Degree:
 - AA – Environmental Studies (Transfer Preparation)

Career Opportunities

Career opportunities include Environmental Planners, Environmental Consultants, and Greenhouse Gas Emissions Permitting Consultants. Graduates will also have the potential to specialize in related areas such as water, air, and forestry resource management, finance, energy, and transportation analysis, waste management, low impact construction, and environmental remediation.

Transferability

All of the program courses are transferable to most four-year colleges in the state.

AA – Environmental Studies (Transfer Preparation)

FRESHMAN YEAR

BIOL 31 (Introduction to College Biology)	4
CHEM 31 (Introduction to College Chemistry)	4
GEOL 1 (Physical Geology).....	3
GEOG 1 (Introduction to Physical Geography).....	3
EVST 5 (Energy and Sustainability)	3
Electives*.....	0-6
General Education courses	

SOPHOMORE YEAR

ECOL 10 (Humans and the Environment)	3
MATH 40 (Introduction to Probability and Statistics) or	
MATH 44 (Statistics and Probability)	3-5
ECON 1 (Principles of Microeconomics)	3
PHIL 2 (Introduction to Philosophy: Ethics)	3
Electives*.....	0-6
Internship	
General Education courses	

***Electives**

Select from the following courses for a minimum of 6 units:

- ANTR 1 (Physical Anthropology)
- ANTR 2 (Introduction to Archaeology: Prehistory and Culture Growth)
- ANTR 3 (Social and Cultural Anthropology)
- BIOL 40 (Field Biology)
- GEOG 15 (Introduction to Geographic Information Systems)
- GEOL 3 (Historical Geology)
- GEOL 5 (Environmental Geology: Hazards & Disasters)
- GEOL 7 (Environmental Geology: Resources, Use Impact & Pollution)
- GEOL 12 (Introduction to Oceanography)
- HUMN 6 (Nature and Culture)
- POLI 7 (Introduction to American Government)
- POLI 12 (Introduction to California State and Local Government)
- SOC 5 (Global Change)

Environmental Studies Courses (EVST)

EVST 5 ENERGY AND SUSTAINABILITY 3 UNITS

Introduction and exploration of Energy production, utilization, management, and the effects on society, and the environment. This course will also compare and contrast current and future renewable and non renewable methods of energy generation, auditing, and conservation. Strongly recommended: Eligibility for English 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: B1; IGETC: 5A

Degree Applicable, Credit

Grading Option: GR

FIRE SERVICE TECHNOLOGY

DEGREE CERTIFICATE

About the Program

The Fire Service Technology program prepares the student for a career in the Fire Service, through the provision of highly specialized curriculum which involves both cognitive and psychomotor applications of education and training. The necessary knowledge and skills sets of a desired educational background for an opportunity of employment or advancement into several different fire service career paths may be achieved through the successful completion of the different Fire Service Technology courses provided for in the program. The program includes curriculum normally recognized as the Firefighter I Academy, as well as curriculum leading to a variety of certifications often required for recognition for entry or advancement within these different fire service career paths. Some of these certifications include "CAL Fire Basic Firefighter," Academy Certificate along with the National Wildland Coordinating Group (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

FRESHMAN YEAR

FST 50* (Fire Protection Organization)	3
FST 51* (Fire Service Operations)	3
FST 52* (Firefighter Safety and Public Education)	3
FST 53* (Fire Behavior and Combustion)	3
FST 54 (Fire Prevention Technology)	3
FST 65** (First Responder Hazardous Materials/Incident Command ICICS 200)	3
FST 86A* (Wildland Firefighter I--Basic)	3
EMS 61* (Emergency Medical Responder)	3
KIN FSC* (Fire Service Conditioning and Physical Agility Development)	1
General Education Courses§	

SOPHOMORE YEAR

FST 55 (Fire Protection Equipment and Systems)	3
FST 56 (Fundamentals of Building Construction for Fire Protection)	3
EMS 81* (Emergency Medical Technician)	6.5
FST 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 86A, 90A, 90B, and 90C courses (Fire Fighter I Certification Preparation)

KIN FSC Fire Service Conditioning.....1 unit

Course is designed to allow students to prepare for the physical demands placed upon Firefighters and will prepare them for entry into a Fire Academy and to pass the desired Nationally Recognized CPAT (Certified Physical Agility Test) required by most Fire Service Agencies across the country for advancement in the Pre-Employment Examination Process.

Certificate of Achievement Fire Service Technology

FST 50** (Fire Protection Organization)	3
FST 51** (Fire Service Operations)	3
FST 52** (Fire Safety and Public Education)	3
FST 53** (Fire Behavior and Combustion)	3
FST 54 (Fire Prevention Technology)	3
FST 55 (Fire Protection Equipment and Systems)	3

FST 56 (Fundamentals of Building Construction for Fire Protection)	3
EMS 61 (Emergency Medical Responder)	3
EMT 81** (Emergency Medical Technician)	6.5
Electives*	2-3
Total Units Required	32.5-33.5

***Electives**

Select from the following for a minimum of 2 units:

- FST 65 (First Responder Hazardous Materials/ Incident Command ICS 200)
- FST 74A (Fire Investigation 1A)
- FST 86A (CAL Fire Basic Firefighter (2010))

**Fulfills the Fire Fighter I Certification requirements and required for entry into the Fire Service Technology 90A, 90B, and 90C courses (Fire Fighter I Certification Preparation)

Fire Service Technology Courses (FST)

Fire Service Technology courses may be scheduled alternating years. Students may be required to take day and evening classes to complete the Associate Degree.

FST 50 FIRE SERVICE TECHNOLOGY 3 UNITS

Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Introduction to Incident Command System with ICS 100 and NIMS 700 Compliance Certification. Cultural Diversity; including discrimination and harassment laws and regulation. Course complies with State Board of Fire Services requirements (1999). 3 hours lecture plus a total of 12 hours laboratory for the semester. Typical contact hours: 52.5 lecture, total 12 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

FST 51 FIRE SERVICE OPERATIONS 3 UNITS

Fundamentals of fire department organization, management and resources; fire company organization; resources to control various emergencies; multi-agency coordinating systems; support and regulatory agencies; strategy and tactics applied to structural fire fighting; wildland fire fighting and hazardous material emergencies; and safety conditions to be considered. Prerequisite: 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

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 Program

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

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 1-2 UNITS FOR POTENTIAL TEACHERS**

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 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

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 in Geology

About the AA 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.

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 in Geography

FRESHMAN YEAR

GEOG 1 (Introduction to Physical Geography).....	3
GEOG 1L (Introduction to Physical Geography Laboratory).....	1
GEOG 2 (Cultural Geography).....	3
GEOL 1 (Physical Geology) or ANTR 3 (Social/Cultural Anthropology)	3
General Education Courses	20

SOPHOMORE YEAR

GEOG 5 (World Regional Geography).....	3
GEOG 8 (Introduction to Atmospheric Science).....	3
GEOG 12 (Geography of California).....	3
GEOG 15 (Introduction to GIS).....	3
General Education Courses	18
Total Units	60

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
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.
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
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
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
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

Geology 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

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

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

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 LABORATORY 1 UNIT

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 Program

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. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *HLTH 1 and 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 experiences and the factors involved with both population level health outcomes and personal decision-making. Focus on empowerment for primary prevention. 3 hours lecture. AA/AS GE. Transfer: CSU, UC*; 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.

Health Science Courses (HSCI)

HSCI 50 ORIENTATION TO HEALTH CARE DELIVERY SYSTEM 2 UNITS

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 MEDICAL TERMINOLOGY 4 UNITS

Introduction to the nature of disease and to the structural and functional changes of diseases as they affect the systems of the body; discussion of causes, symptoms and treatment of disease. Prerequisite: Health 51A. 4 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: OP

HSCI 52 BASIC MEDICAL TERMINOLOGY FOR ALLIED HEALTH 3 UNITS

A basic course in medical terminology designed for students in studying for Allied Health careers such as Surgical Technologist, Paramedic, Pre-nursing, and Radiology Technician. Medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis on word dissection, definitions as applied to the body systems including the terminology used in surgical procedures. Concepts focus on comprehensive terminology, pronunciation and spelling core. Students who are currently enrolled in or have received credit for Health 52 or Emergency Medical Services 62 may not receive credit. 3 hours lecture. Transfer: CSU Degree Applicable, Credit Grading Option: GR

HSCI 55 ORIENTATION TO HEALTH CARE 2 UNITS

Examine physiological, psychological, ethical, social, and public health issues. Introduce the workings of the human body and mind and explore the relationship between health and larger cultural and societal issues. Introduce medical terminology. Review diseases, including causes, symptoms, how they affect the body systems, and treatment options available. Investigate, analyze, and evaluate professional opportunities, educational requirements and personal characteristics with the intent to acquire insight into careers in the allied health field, with specific focus on transfer science, clinical programs (pre-nursing, EMT, surgical technology, medical assisting), and health administrative support. Gain the academic framework and perspective necessary to pursue a career in health sciences, as well as benefit anyone confronting health care issues in today's complex world. 2 hours lecture. AA /AS GE. Transfer:

CSU; CSU GE: Area E
Degree Applicable, Credit

Grading Option: GR

HSCI 57 ALLIED HEALTH CAREER EXPLORATION 1.5 UNITS

Introduction to Allied Health through an exploration of jobs and skills required for those jobs. This orientation to Allied Health is designed to promote self-awareness through career assessments and discussion and interpretation of interests. 1 hour lecture, 1.5 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

HEALTH AND HUMAN SERVICES

See **Psychology-Counseling**.

HISTORY

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

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
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
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
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
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

FRESHMAN YEAR

HORT 50 (Introduction to Horticulture).....	3
HORT 51 (Fall Plant Material Identification).....	3
HORT 52 (Spring Plant Material Identification).....	3
HORT 53 (Plant Disease and Pest Control).....	3
Horticulture Options*.....	6-7
General Education Courses§	

SOPHOMORE YEAR

HORT 54 (Planting Media and Nutrition)	2
HORT 55 (Horticulture Management and Operations)	3
HORT 95 (Work Experience).....	2
HORT 96 (Work Experience Seminar)	1
Horticulture Concentration Options*	6-7
General Education Courses§	
Total units required	60

§ Program-based General Education 3 unit requirement. See a counselor.

*Horticulture Concentration Options

Complete 1 of the 3 Horticulture Concentration Options

HORTICULTURE CONCENTRATION OPTION 1

Landscape Installation and Maintenance.....	13 units
Horticulture 56 (Arboriculture)	
Horticulture 57 (Landscape and Turfgrass Management)	
Horticulture 58 (Landscape Construction)	
Horticulture 59 (Landscape Design)	
Horticulture 60 (Landscape Irrigation Systems)	

HORTICULTURE CONCENTRATION OPTION 2

Nursery Management and Operations	13 units
HORT 56 (Arboriculture)	
HORT 57 (Landscape and Turfgrass Management)	
HORT 59 (Landscape Design)	
HORT 60 (Landscape Irrigation Systems)	
HORT 67 (Interior Plantscapes)	
VWT 10 (Introduction to Viticulture)	

HORTICULTURE CONCENTRATION OPTION 3

Floristry	12 units
HORT 64 (Basic Floristry)	
HORT 65 (Intermediate Floristry)	
HORT 66 (Advanced Floristry)	
HORT 67 (Interior Plantscapes)	

Certificate of Achievement Horticulture

HORT 50 (Introduction Horticulture)	3
HORT 51 (Plant Materials I)	3
HORT 52 (Plant Materials II)	3
HORT 53 (Plant Disease and Pest Control)	3
HORT 54 (Planting Media and Nutrition)	2
HORT 55 (Horticulture Management and Operations)	3
Horticulture Electives*	5
Total units required	22

*Horticulture Electives:

Select any 2 courses from the 3 Horticulture Concentration Options shown under AS – Horticulture degree information.

Horticulture Courses (HORT)

HORT 50 INTRODUCTION TO HORTICULTURE 3 UNITS

Introduction to general horticulture, ornamental horticulture and landscape gardening. Includes vocational and hobby values of horticulture, history of horticulture, plant structure, function, growth, reproduction, and development. Plant classification, identification, propagation, and nutrition. Soils, water management, climate adaptation, ecology, pest and disease control, propagation, planting, and maintenance. 2.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 51 FALL PLANT MATERIAL IDENTIFICATION 3 UNITS

Identification, landscape and garden use, growth habit, climatic adaptation, ornamental value, maintenance and care of trees, shrubs, vines and other plants adapted to the northern and coastal valleys of California. Prerequisite: Horticulture 50 (may be taken concurrently). 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 52 SPRING PLANT MATERIAL IDENTIFICATION 3 UNITS

Identification, landscape and garden use, growth habit, climatic adaptation, ornamental value, maintenance and care of vines, ground covers, flowers, shrublike plants and flowering trees, adapted to the northern and coastal valleys of California. Prerequisite: Horticulture 50 (completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 53 PLANT DISEASE AND PEST CONTROL 3 UNITS

Concepts of plant pathology, entomology, and weed science. Identification, symptoms, diagnosis, and control methods of plant diseases, insects, and weed pests. Methods and techniques of disease and pest management, chemical and non-chemical control related to garden, landscape, and other horticulture crops and plants.

Disease and pest control materials with emphasis on safe handling, application, and environmental protection. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

HORT 54 PLANTING MEDIA AND NUTRITION 2 UNITS

Soil classification, formation, and natural characteristics. Physical and chemical properties of soil and effect on plant growth and development. Propagating and planting media, soil substitutes and amendments to improve and promote plant growth. Methods and materials related to plant, soil, water, and nutrient relationships to enhance plant growth and development. Plant nutrition,

Degree Applicable, Credit

Grading Option: OP

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)

FRESHMAN YEAR

HUMN 3 (Film, Drama, Music, Visual Arts, Lyric Poetry).....	3
ANTR 5 (Cultures of the U.S. in Global Perspective).....	3
PHIL 1 (God, Nature, Human Nature)	3
HUMN 10 (The American Style).....	3
RELS 1 (Religions of the World)	3
ARTS 4 (Art History: Ancient)	3
General Education Courses	

SOPHOMORE YEAR

HUMN 28 (The Classic Myths)	3
PHIL 2 (Introduction to Philosophy: Ethics)	3
HIST 1 (History of Western Civilization to 1600)	3
HIST 2 (History of Western Civilization since 1600)	3
ARTS 5 (Art History: Renaissance to Modern).....	3
HUMN 44 (Narrative Film Music)	3
General Education Courses	
Total units required	60

Humanities Courses (HUMN)

HUMN 3 FILM, DRAMA, MUSIC, VISUAL ART, LYRIC POETRY 3 UNITS

Dramatic literature, the theater including filmic art, an introduction into the experience and appreciation of works of musical and visual art and lyric poetry. 3 hours. AA /AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B
Degree Applicable, Credit Grading Option: GR

HUMN 6 NATURE AND CULTURE 3 UNITS

An examination of the aesthetic value of the natural environment leading to the development of an individual critical aesthetic of the natural world. Studies in visual art, including painting, photography, sculpture, land art, mixed media, film, literature, and music. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: 3B
Degree Applicable, Credit Grading Option: GR

HUMN 7 CONTEMPORARY HUMANITIES 3 UNITS

Visual, literary, and musical works of art that reflect the issues and concepts of the twentieth and twenty-first centuries. A perspective through exploration of chosen works. 3 hours lecture. AA/AS GE. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

HUMN 10 THE AMERICAN STYLE 3 UNITS

Humanities of the United States. Major works of literature, painting, sculpture, architecture, films, music, philosophy, science, religion and political and social institutions. Particular attention to values and meanings that reflect the American cultural experience. 3 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B
Degree Applicable, Credit Grading Option: GR

HUMN 28 THE CLASSIC MYTHS 3 UNITS

Introduction to mythic themes recurring in literature, the visual arts, and music; gods, humans, heroes; their origins, variations, historical development, and full expression in classical times and continued presence in the arts. 3 hours. AA /AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B
Degree Applicable, Credit Grading Option: GR

HUMN 44 NARRATIVE FILM MUSIC 3 UNITS

An examination of the function of music in cinema. A discovery of the contributions of classical, popular, and folk composers to the art of film-making and the influence of film music on the general culture of our time. 3 hours. AA /AS GE. Transfer: CSU, UC; CSU GE: C2; IGETC: Area 3B
Degree Applicable, Credit Grading Option: GR

INDEPENDENT STUDY

INDEPENDENT STUDY 0.5 – 2 UNITS

Independent Study courses are open to all students and employ many combinations of media and educational techniques to create individualized, self-pacing education. Up to 18 units may be counted toward graduation. Check with the Counseling Center, Building 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

INDUSTRIAL TECHNOLOGY

Industrial Technology Courses (INDT)

INDT 61 MANUFACTURING PROCESSES 2 UNITS

Examination of machine shop, welding and general manufacturing processes; practice in the use of hand tools, basic machine tools and welding equipment; understanding the relationship between manufacturing processes and design. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

INDT 74 MEASUREMENTS AND CALCULATIONS 3 UNITS

Calculator techniques for whole number and decimal arithmetic problem solving, fraction-decimal conversion, percentages, ratio and proportion, algebra, geometry, areas and volumes, English metric conversion, and numerical trigonometry as applied in the industry. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

INTERIOR DESIGN

DEGREE CERTIFICATE

About the Program

The Interior Design program prepares individuals for entry-level positions in the field of Interior Design. Most employment opportunities are in established interior design firms or in the retail or wholesale areas of interior furnishing and accessories. Designed for direct job entry, courses in the program provide knowledge in the specifics of interior design, as well as general education to provide a breadth of knowledge suitable for living in today's society. Work experience or internships are encouraged.

Degrees/Certificates

- Degree:
 - AS – Interior Design
- Certificate of Achievement
 - Interior Design

Transferability

While units in the program are transferable to many institutions, students should consult a counselor for information.

AS – Interior Design

FRESHMAN YEAR

INTD 51 (Drafting for Interior Design).....	3
INTD 52 (History of Interiors and Furnishings).....	3
INTD 54 (Principles of Interior Design).....	3
INTD 55 (Introduction to Textiles).....	3
SPCH 1* (Fundamentals of Speech Communication).....	3
General Education Courses	

**Program-based General Education requirement: Speech 1*

SOPHOMORE YEAR

INTD 50 (Residential Space Planning).....	3
INTD 56 (Professional Practices).....	3
INTD 58 (Fundamentals of Lighting).....	3
INTD 60 (Materials and Resources).....	3
INTD 61 (Computer Aided Design for Interior Design).....	3
VCOM 51 (Color for Digital Design).....	2
General Education Courses	
Total units 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

INTD 51 (Drafting for Interior Design).....	3
INTD 52 (History of Interiors and Furnishings).....	3
INTD 54 (Principles of Interior Design)	3
INTD 55 (Introduction to Textiles).....	3
INTD 56 (Professional Practices)	3
INTD 58 (Fundamentals of Lighting).....	3
INTD 60 (Materials and Resources)	3
INTD 61 (Computer Aided Design for Interior Design).....	3
VCOM 51 (Color for Digital Design)	2
Electives*.....	6
Total units 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

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 CERTIFICATE

About the Program

Kinesiology is the scientific study of human movement and physical activity. Kinesiology draws upon anatomy, physiology, physics, psychology, and sociology to understand how humans move, what motivates human movement, and the physiological and psychological benefits of physical movement. The field of Kinesiology includes a variety of subfields including exercise physiology, biomechanics, motor control and motor learning, exercise psychology, and the socio-cultural study of movement.

A lack of adequate physical activity negatively impacts the physiological and psychological state of humans. Las Positas College therefore offers a variety of physical activity classes to complement students' academic pursuits.

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 – Physical Education (Transfer Preparation)
- Career Certificates
 - Coaching
 - Sports Medicine

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 – Physical Education (Transfer Preparation)

FRESHMAN YEAR

CHEM 30A (Introductory and Applied Chemistry).....	4
BIOL 31 (Introduction to College Biology).....	4
KIN 17 (Introduction to Athletic Training).....	3
KIN 20 (Introduction to Physical Education).....	3
KIN 24 (Sports Psychology).....	3
Kinesiology Activity or Kinesiology Intercollegiate Athletics Courses.....	0-4
General Education Courses	

SOPHOMORE YEAR

ANAT 1 (General Human Anatomy).....	5
PHSI 1 (Human Physiology).....	5
NUTR 1 (The Science of Nutrition) or NUTR 3 (Nutrition for Health and Wellness).....	3
HLTH 1 (Introduction to Health).....	3
KIN 27 (Principles of Coaching).....	2
KIN 28 (Components of Physical Fitness—The Human Body).....	3
Kinesiology Activity or Kinesiology Intercollegiate Athletics Courses.....	0-4
General Education Courses	
Total Units.....	60

Career Certificate Coaching §

KIN 23 (Sports Officiating).....	2
KIN 24 (Sports Psychology).....	3
KIN 27 (Principles of Coaching).....	2
KIN 28 (Components of Physical Fitness—The Human Body).....	3
KIN 20 (Introduction to Physical Education).....	2
WRKX 95 (Work Experience).....	1-3
WRKX 96 (Work Experience Seminar).....	1
Total Units Required.....	14

**Career Certificate
Sports Medicine §**

BIOL 50 (Anatomy and Physiology) or PHSI 1 (Human Physiology)	4-5
NUTR 1 (The Science of Nutrition) or NUTR 3 (Nutrition for Health and Wellness)	3
KIN 17 (Introduction to Athletic Training)	3
KIN 28 (Components of Physical Fitness—The Human Body) or KIN 24 Sports Psychology	3
Kinesiology Activity or Kinesiology Intercollegiate Athletics Courses.....	0-4
Total Units Required	15-16

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

Kinesiology Activity Courses (KIN)

KIN 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 AIE ADAPTED INDIVIDUALIZED EXERCISE 0.5-2 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. 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 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 0.5-2 UNITS

Student will participate in a variety of upright exercises in the shallow and deep water of a pool. Water specific movements, which take advantage of the unique characteristics of water, will help students improve cardiorespiratory endurance, muscle endurance/strength, flexibility and body composition, while minimizing impact on the body. Students need not be swimmers to participate in this class; however students must feel comfortable in the water. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses.

Credit, Degree Applicable Grading Option: OP

KIN AQJD AQUA JOGGING--DEEP WATER 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 0.5-2 UNITS

An opportunity for students with disabilities to improve muscle strength and endurance through the correct application of sound training principles. Students will be learning the importance of weight lifting and exercise to maintain a healthy lifestyle. This class is designed for students with limitations and disabilities who would not be able to find success in other activities. Students must have a current clearance from their doctor to participate in this class. An individual exercise program will be developed by the instructor and student to meet the student's goals. 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 BA BALLET 0.5-2 UNITS

Develop and practice basic techniques in ballet. 27-108 laboratory hours per semester. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN BC BOOT CAMP 0.5-2 UNITS

Improve core conditioning, muscle strength, muscle endurance and cardio-respiratory endurance through a variety of drills and military style movements. Functional training delivered in an intense environment. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN BC2 BOOT CAMP FOR AEROBIC CONDITIONING 0.5-2 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. 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 BC3 BOOT CAMP FOR POWER & STRENGTH TRAINING 0.5-2 UNITS

Improve muscle strength & power through a variety of drills and military style movements. Functional training delivered in an intense environment. 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 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 BRD BALLROOM DANCE 0.5-2 UNITS

An introductory course in ballroom dancing. Students will study, analyze, practice and develop social dance technique, proficiency and etiquette in the fundamentals of ballroom dancing. Typical dances covered include: waltz, samba, rumba, foxtrot, tango, rock-n-roll, and east coast swing. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units

of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN BK BASKETBALL 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 BKL BASKETBALL LEAGUE 0.5-2 UNITS

This multi-level course is designed to provide the student with an opportunity to develop the basic skills and understanding of basketball. Skills such as dribbling, passing, shooting, defensive and offensive strategies will be presented and practiced in a team setting. Team play and sportsmanship are important priorities that are emphasized in this class. 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 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 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 CL CHEERLEADING 0.5-2 UNITS

A combination of motions, cheers, chants, basic stunts, dance moves and routines designed to increase individual athletic ability and provide an opportunity for participation in a team activity. Includes cardio-respiratory endurance and tones major muscle groups to increase level of fitness. 27-108 laboratory hours. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max credit, 4 transfer 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 0.5-2 UNITS
VOLLEYBALL BADMINTON

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 0.5-2 UNITS
WALKING

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 DBS DANCE AEROBICS/BODY 0.5-2 UNITS
SCULPTING

A combination of energizing aerobic dance and specific resistance training. Improves cardio-respiratory endurance and tones major muscle groups. 27-108 hours laboratory 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 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 DRJ DANZAN RYU JUJITSU 0.5-2 UNITS

A blend of traditional Japanese martial art schools which emphasize balance, position, timing, and the principle of minimum effort for maximum effect. The techniques are not strength based and primarily involve the use of joint and nerve manipulation, precision striking, and leverage to subdue an attacker. 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 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 DT DANCE TECHNIQUES 0.5-2 UNITS

Dance warm-up exercises followed by combinations including

elements of jazz, ballet, and modern dance forms. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN DV1 SPRINGBOARD DIVING 0.5-2 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). 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 FN1 FENCING I 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 FFL FIT FOR LIFE—FIFTY PLUS 0.5-2 UNITS

Using elements of dance, low-impact aerobics, and exercises for strength and flexibility, this course is designed to increase and maintain stamina and the overall fitness level in the mature adult. This course is designed for beginning students with emphasis placed on stretches and self-help exercises such as warm-up and cool down for aerobics and strengthening. 27-108 hours laboratory

per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E;
*Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN FL1 FLAG FOOTBALL 1 0.5-2 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. 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 FL2 FLAG FOOTBALL 2 0.5-2 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 FL (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 FL3 FLAG FOOTBALL 3 0.5-2 UNITS

This is an intermediate/advanced course designed to teach students the principles of long-field flag football. Instruction will include: rules, regulations, and concepts of play for 7-on-7 and 8-on-8 flag football. 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 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 0.5-2 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. 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 FS2 ADVANCED FUTSAL 0.5-2 UNITS

This is an intermediate/advanced course. Students will learn, practice and play Futsal, with an emphasis on positions, strategies, skills and movements used in this game. Strongly recommended: KIN FS1 (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 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 0.5-2 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. 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 FW2 FITNESS WALKING 2 0.5-2 UNITS

This is an intermediate level course in fitness walking. All activity will be directed to increase endurance and speed. It is expected that each student will establish a consistent and dedicated workout program. Strongly recommended: KIN FW1 (completed with a grade of "C" or higher). 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 FW3 FITNESS WALKING 3 0.5-2 UNITS

This is an advanced walking course that involves intensive training. The purpose is to prepare the student to be competitive in extracurricular race events. Emphasis will be on speedwork and hill training. Strongly recommended: KIN FW1 (completed with a grade of "C" or higher). 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 GBW GUTS AND BUTTS WORKOUT 0.5-2 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. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity

courses.
Degree Applicable, Credit

Grading Option: OP

KIN GF GOLF 0.5-2 UNITS

Introduction to the skills of golf at the local driving range with the optional choice to complete a local 9-hole executive course as well as an 18-hole course of their choosing. Course is designed for the beginner, although intermediate and advanced players are welcome and encouraged to enroll. Emphasis is on rules, etiquette, safety, skills, course management, and strategies for club selection. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit

Grading Option: OP

KIN GSR GENTLE STRETCH/RELAXATION 0.5-2 UNITS

This course is designed to present to the student a selection of stretching and strengthening exercises to promote strength, flexibility, balance, and coordination in a relaxing atmosphere. Through consistent practice, the student will improve in strength and become aware of improved breathing patterns and methods of relaxation. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN HHA HIP HOP AEROBICS 0.5-2 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. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN ID INTRODUCTION TO DANCE 0.5-2 UNITS

Introduction to the distinct movements and techniques characteristic of ballet, modern dance, and jazz dance. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN JDB JAZZ DANCE BEGINNING 0.5-2 UNITS

Practice in basic jazz dance techniques and routines. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN JDI JAZZ DANCE INTERMEDIATE 0.5-2 UNITS

Practice in intermediate jazz dance techniques and routines. This course builds on the content introduced in Jazz Dance Beginning. Strongly recommended: KIN JDB-Jazz Dance Beginning. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN JW JOG/WALK 0.5-2 UNITS

Jogging or walking efforts will be improved through consistent practice and training. This course provides a cardiovascular activity that will benefit anyone, regardless of age or fitness level. Individualized programs will be designed to promote general overall fitness. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN LDF LINE DANCE FITNESS 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 0.5-2 UNITS

Continued study of the Pilates Method of body conditioning. Defined as "complete coordination of the body, mind, and spirit",

the Pilates exercises focus on developing the core stabilizing muscles of the abdomen, or powerhouse. Using the principles of Pilates as a base, this class offers variations to traditional exercises as well as adding props to increase difficulty. Strongly recommended: KIN PM (completed with a grade of "C" or higher). 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 PM PILATES MATWORK 0.5-2 UNITS
Introduction to the guiding principles of Pilates. Students will be presented instruction on how to implement the guiding principles of Pilates to increase core strength, flexibility and balance. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN RC ROCK CLIMBING 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 0.5-2 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. 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: GR

KIN SC2 OUTDOOR SOCCER 0.5-2 UNITS
Students will practice higher level of soccer skills such as kicking, dribbling, passing, trapping, heading and controlling the ball at all times; a higher level of offensive and defensive strategies will be explored and put into practice the governing rules of outdoor soccer play. Strongly recommended: KIN SC1. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SCF STEP CARDIO FITNESS .5-2 UNITS
A high energy aerobic class utilizing a step platform for variety of movements and intensity. Students will use equipment including the step, hand weights, tubing and mats to improve all components of fitness (cardiovascular endurance, muscular strength and endurance, flexibility and body composition) through correct and safe application of sound exercise principles. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses
Degree Applicable, Credit Grading Option: OP

KIN SD SALSA DANCE 0.5-2 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. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: E. *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN SI SOCCER – INDOOR 0.5-2 UNITS
Students will practice the skills of kicking, passing, trapping and heading necessary for controlled indoor soccer play; discuss and employ basic offensive and defensive strategies and tactics; and put into practice the rules governing indoor soccer play. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN SS SKI/SNOWBOARD CONDITIONING 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 0.5-2 UNITS
(Formerly SWL) 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 aquatic safety methods. 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 SW2 SWIMMING 2 0.5-2 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). 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 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 0.5-2 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 (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 SWA SWIMMING ADVANCED 2 UNITS
This is an advanced course designed to enhance the overall knowledge and fitness for the advanced swimmer. The emphasis

will be on training for competition (Intercollegiate, High School, Open Water, Triathlon, USA Swimming, and Recreational League). Instruction will also include refining the competitive strokes, starts, and turns. Strongly recommended: Physical Education SWBI (Beginning/Intermediate Swimming) or Physical Education SWF (Swimming for Fitness). 6 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN SWB SWIMMING – BEGINNING 0.5-2 UNITS

An introductory course designed to teach fundamental swimming skills. Emphasis will be on developing proper swimming techniques, including non-competitive and competitive swim strokes (freestyle, side-stroke, backstroke, breaststroke, and butterfly). Students will also learn aquatics safety methods and the fundamentals of starts and turns. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 transfer units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN SWF1 SWIMMING FOR FITNESS 1 0.5-2 UNITS

This course is designed to introduce students to conditioning for swimming. This is a broad level course that will utilize a variety of strokes to increase cardiovascular fitness, as well as introduce the students to different training methodologies. Strongly recommended: KIN SW2. 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 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 0.5-2 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 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 SWF4 SWIMMING FOR FITNESS 4 0.5-2 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 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 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 TCT TRAINING AND CONDITIONING FOR TRACK AND FIELD 0.5-2 UNITS

Introduces students to the study and principles of track and field. Class will include strategies, participation, drills and activities related to training and conditioning for intercollegiate track, field, and cross country. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN 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 TN TENNIS 0.5-2 UNITS

Basic fundamentals of tennis including the forehand, backhand, and serve. Includes singles and doubles strategy. Open to all levels of skills. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit

Grading Option: OP

KIN 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 TT TABLE TENNIS 0.5-2 UNITS

Introduction to the skills of table tennis. Course is designed for the beginner, although intermediate and advanced players are welcome and encouraged to enroll. Emphasis is on rules, etiquette, safety, skills, paddle selection, equipment maintenance, and strategies for service, service return, and volley play. An important aim of the class will be to create and promote interest in table tennis as a leisure time activity. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN TTT TABLE TENNIS TOURNAMENT 0.5-2 UNITS

Course is designed for the intermediate and advanced players with emphasis on Offensive and Defensive strategies for tournament play. Rules, etiquette, safety, skills, paddle selection, equipment maintenance, and strategies for service, service return, and volley play will be reviewed. An important aim of the class will be to create and promote interest in table tennis as a competitive activity. 27-108 hours laboratory per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.
Degree Applicable, Credit Grading Option: OP

KIN 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 0.5-2 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 an introduction to offensive and defensive strategies. Strongly recommended: KIN UF1. 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 UF3 ULTIMATE FRISBEE 3 0.5-2 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. 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 UF4 ULTIMATE FRISBEE 4 0.5-2 UNITS

This is an advanced level course designed to prepare students for tournament play in the sport of ultimate frisbee. Instruction will include increasing a strong emphasis on physical conditioning: agility, speed, and endurance. Instruction will also include game

management and coaching philosophy. Strongly recommended: KIN UF3. 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 VB1 VOLLEYBALL BEGINNING 0.5-2 UNITS

Provides instruction on the individual and team skills and strategies of volleyball. 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 VB2 VOLLEYBALL INTERMEDIATE 0.5-2 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). 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 VB3 VOLLEYBALL ADVANCED 0.5-2 UNITS

Advanced techniques of volleyball with emphasis on competitive play. Strongly recommended: KIN VB2 (completed with a grade of "C" or higher). 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 WMB WELLNESS AND MOVING BODY 0.5-2 UNITS

This course provides a unique combination of dance and mind-body awareness principles. Emphasis is on achieving proper body alignment, muscular strength, core stability, and flexibility. This course is designed to increase the overall fitness level in the mature adult. 27-108 laboratory hours per semester. AA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: OP

KIN WP1 WATER POLO 1 0.5-2 UNITS

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). 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 WP2 WATER POLO 2 0.5-2 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 SW2 and KIN WP1 (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 WP3 WATER POLO 3 0.5-2 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 SW2 and KIN WP1 (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 WT1 WEIGHT TRAINING 1 0.5-2 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. 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 WT2 WEIGHT TRAINING 2 0.5-2 UNITS

This is an intermediate level course. Students will learn how to improve muscle strength and muscle endurance through the correct application of intermediate level weight training principles. Strongly recommended: KIN WT1 (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 WTW WEIGHT TRAINING FOR WOMEN 0.5-2 UNITS

An opportunity for the female student to improve strength and endurance through the correct application of sound training principles. Students will be presented instruction on how to 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. 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 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 0.5-2 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 YO2 (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 YOF YOGA FITNESS 0.5-2 UNITS

This course provides a unique combination of yoga and fitness principles. Emphasis is on developing muscle endurance, muscle strength, body alignment, balance, flexibility, and core stability through a series of exercises and poses. 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 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 increase focus and mind-body awareness for athletic competition. 27-108 laboratory hours per semester. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit, 4 units of KIN activity courses.

Degree Applicable, Credit Grading Option: GR

Kinesiology Theory Courses (KIN)

KIN 5 SPORTS MANAGEMENT 3 UNITS

This course consists of how to organize, manage, plan, staff, direct, and control a sports program. The course also includes such areas as Title IX, budget, facilities management, sports law, scheduling, officials, sports marketing, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fund raising. In addition, this course will provide an overview of the many careers available in the sports management industry. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: E

Degree Applicable, Credit Grading Option: GR

KIN 6 PERSONAL TRAINER 3.5 UNITS

This course emphasizes the theoretical and hands on skills required of personal trainers, coaches and fitness professionals. This course will bridge the gap between exercise science, kinesiology and practical hands-on learning by integrating the latest in scientific and physiologically based research. This class will have lectures, labs, group work/discussions and blackboard-enhanced assignments. 3 hours lecture, .5 hours laboratory. AA/AS GE.

Transfer: CSU; CSU GE: E
Degree Applicable, Credit Grading Option: OP

KIN 15 FIRST AID AND SAFETY 1.5 UNITS

This course has been designed to help you acquire the knowledge and skills you will need to effectively respond to emergency situations. Topics Include: recognition and treatment for cardiac and respiratory emergencies, first aid for bleeding, shock, burns, poisoning, stroke, and various injuries. American Red Cross Standard First Aid and Community CPR/AED certificates issued upon successful completion of Red Cross requirements. 1 hour lecture, 1.5 hours laboratory. AA/AS GE. Transfer: CSU, UC*; *Max UC credit, 4 units of KIN activity courses

Degree Applicable, Credit Grading Option: OP

KIN 16 THE SUCCESSFUL STUDENT ATHLETE 1 UNIT

This course is designed to assist the student-athlete in developing realistic expectations and goals of college, explore academic programs, and understand what is necessary to succeed in college while competing in an intercollegiate sport. The rules and regulations of the Commission on Athletics (COA), National Collegiate Athletic Association (NCAA), and the National Association of Intercollegiate Athletics (NAIA) will be defined and explored to bring awareness to the student-athlete regarding eligibility and transferring to a four-year institution. 1 hour lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

KIN 17 INTRODUCTION TO ATHLETIC TRAINING AND SPORTS MEDICINE 4 UNITS

Basic taping skills, introduction to modality usage, and basic rehabilitation principles of athletic training. Designed to be preparatory for further education and a career in Athletic Training and

or other Sports Medicine related fields. May include work with intercollegiate sports programs. 3 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

KIN 18 ATHLETIC TRAINING PRACTICUM 2 UNITS

Introduces students to basic care, prevention, treatment and rehabilitation of athletic injuries. This class will include work with intercollegiate athletes, high school athletes and a limited exposure with patients at Valley Care Health facility. This class is designed for majors and non-majors alike. It is strongly recommended that the student be able to lift and perform physical activities. 1 hour lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

KIN 20 INTRODUCTION TO PHYSICAL EDUCATION 3 UNIT

Survey of Physical Education with emphasis on basic elements, foundations, specialty areas of further study, career opportunities and the relationship of Physical Education to other fields. This course will broaden student's understanding of how the philosophies and programs of physical education, exercise and sport have evolved to their current status. 3 hours lecture. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

KIN 21A SOCCER THEORY AND PRACTICE I 0.5-2 UNITS

The examination and analysis of theories and strategies in international soccer. This course includes examination of offensive and defensive strategies, and playing styles used at many different levels of soccer play such as: club, amateur, and collegiate. Students will also be exposed to the evolution and history of soccer in the United States. AA/AS GE. Transfer: CSU, UC* CSU GE: E. *Any combination of KIN 21, 23 and 27: Max UC credit, 8 units.
Degree Applicable, Credit Grading Option: OP

KIN 21B SOCCER THEORY AND PRACTICE II 0.5-2 UNITS

The examination and analysis of theories and strategies in international soccer. The emphasis of this course will be placed on the mental aspect of soccer, team play, biomechanics and film study. Different strategies (offensive and defensive) will be presented as well as different playing styles used at the existing different levels with emphasis on the professional level. Strongly recommended: KIN 21A. AA/AS GE. Transfer: CSU, UC*, CSU GE: E. *Any combination of KIN 21, 23 and 27: Max UC credit, 8 units.
Degree Applicable, Credit Grading Option: OP

KIN 23 SPORTS OFFICIATING 2 UNITS

Theory and practical applications of sports officiating. Discussion, study, and Implementation of rule enforcement, mechanics, and techniques used by officials In officiating athletic contests. 1 hour lecture, 3 hours laboratory. Transfer: CSU, UC*. *Any combination of KIN 21, 23 and 27: Max UC credit, 8 units.
Degree Applicable, Credit Grading Option: OP

KIN 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 Psychology 24 may not receive credit. 3 hours

lecture. Transfer: CSU; CSU GE: Area E
Degree Applicable, Credit

Grading Option: OP

KIN 27 PRINCIPLES OF COACHING & SPORTS OFFICIATING 3 UNITS

Theory, principles, and ethics of coaching sports with emphasis on the fundamentals and techniques of coaching. Course completion 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 28 COMPONENTS OF PHYSICAL FITNESS—THE HUMAN BODY 3 UNITS

Introduction to the science of exercise including basic anatomy, exercise physiology, kinesiology, body mechanics, and nutrition. Applied principles of exercise science including physical fitness assessment, exercise program design, body composition assessment, and professionalism in the fitness field. 3 hours lecture. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

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 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. 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 31B FALL INTERCOLLEGIATE BASKETBALL—MEN 1 UNIT

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 BASKETBALL—MEN 1 UNIT

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 0.5-2 UNITS
INTERCOLLEGIATE MEN'S SOCCER

Students will work on advanced 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. 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 38C POST-SEASON 0.5-2 UNITS
INTERCOLLEGIATE MEN'S SOCCER

Students will learn and develop the 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. 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 41A PRE-SEASON CONDITIONING 0.5-2 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. 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 41B INTERCOLLEGIATE BASKETBALL— 1 UNIT
WOMEN

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— 1 UNIT
WOMEN

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 0.5-2 UNITS
INTERCOLLEGIATE WOMEN'S BASKETBALL

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. 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 46 INTERCOLLEGIATE ATHLETICS: 2 UNITS
WOMEN'S CROSS COUNTRY

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 0.5-2 UNITS
INTERCOLLEGIATE WOMEN'S SOCCER

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. 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 48B INTERCOLLEGIATE ATHLETICS: 0.5-2 UNITS
WOMEN'S SOCCER

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. 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 0.5-2 UNITS
INTERCOLLEGIATE WOMEN'S SOCCER

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 50 INTERCOLLEGIATE SWIMMING 2 UNITS
AND DIVING

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— 0.5-2 UNITS
SWIMMING AND DIVING

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. SAA/AS GE. Transfer: CSU, UC*; CSU GE: Area E; *Max UC credit is 4 units of KIN activity.

Degree Applicable, Credit Grading Option: OP

LEARNING SKILLS

About the Program

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 DISABILITY SERVICES AND PROGRAMS 0.5 UNITS

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 DISABILITIES/MEMORY AND LEARNING 1 UNIT

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—WRITING STRATEGIES 2 UNITS

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—BASIC MATHEMATICS 2 UNITS

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 with also be addressed. 2 hours lecture. Nondegree Applicable, Credit Grading Option: P/N

LRNS 119B LEARNING SKILLS—PRE-ALGEBRA CONCEPTS 2 UNITS

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 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 appropriate 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
 - 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.

OPTION A

ASSOCIATE IN ARTS DEGREE 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 General Education Pattern for Associate in Arts Degree” chart in this Catalog for details on General Education, Graduation and Proficiency Requirements.

OPTION B

CSU/GE: 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. Please consult with a counselor for specific information regarding your intended major at the specific college or university of your choice.

Requirements

Minimum units necessary to meet CSU/GE Certification requirements (see the “California State University General Education (GE) Breadth Requirements” chart in this Catalog).

Complete remaining Las Positas College General Education, Graduation, and Proficiency Requirements (see “Las Positas College General Education Pattern for Associate in Arts Degree” chart in this Catalog).

OPTION C

GETC: 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. Please consult with a counselor for specific information regarding your intended major at the specific college or university of your choice.

Requirements

Minimum units necessary to meet IGETC Certification requirements (see “Intersegmental General Education Transfer Curriculum (IGETC)” chart in this Catalog)

Complete remaining Las Positas College General Education, Graduation, and Proficiency Requirements (see the “Las Positas College General Education Pattern for Associate in Arts Degree” chart in this Catalog)

Areas of Emphasis:

- 18 units required from one Area of Emphasis listed below
- Courses selected can be used to also fulfill GE areas.
- All courses below transfer to CSU
- Courses in BOLD also transfer to UC
- Electives may be necessary to total 60 overall units required for the Associate Degree

Areas of Emphasis

1. Business

Minimum 18 units required

Minimum three units from both disciplines

These courses emphasize the integration of theory and practice within the field of business. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business within the global economy. Students will critically apply ethical standards to business practices and decisions. With this degree, students will be prepared to pursue a baccalaureate major or immediately begin a dynamic career in the rewarding and growing fields of marketing, management, business administration and accounting.

Business:	1A, 1B, 18, 20, 30*, 40, 43, 48, 51A, 51B, 52*, 53, 55*, 56, 58, 60, 75.1, 75.2, 75.3, 75.4, 75.5, 75.6, 76, 81, 84, 85, 88, 95, 96
Marketing:	50, 60, 61, 63, 64

2. Computer Studies

Minimum 18 units required

Minimum three units from each of the three disciplines

These courses emphasize the integration of theory and practice within the field of computer applications, computer networking, and computer science. Students will develop the ability to effectively use computer applications, manage and maintain networks, and develop software applications. Students will demonstrate an understanding of the place of technology within the global economy. Students will critically evaluate the impact of technology on the workplace, on their lives, and on society as a whole.

Students will be prepared to pursue a baccalaureate major in Information Technology, Management Information Systems, Computer Engineering, Networking and Data Communications, and Software Engineering. Career opportunities include but are not limited to: administrative assistant, computer programmer, computer technician, customer service representative, database administrator, help desk specialist, network administrator, receptionist, technical support specialist, and web site designer/webmaster.

Computer Information Systems: 8, 43, **48**, **50***, 54, 55, 55B, 57, 59AB, 60, 65, 66, 68, 69, 72A, 72B, 77, 78, 79, **80***, 88A, 88B, 89A, 89B, 95, 96

Computer Science: **1***, **2**, **7**, **20**, **21**, **30**, **31**, **32**, **33**, **34**, **35**, 36, 37, **38**, 39, 40, 41, 42, 43, 44, 45, 47, **48**, 95, 96

Computer Networking Technology: 43, 50, 51AB, 52, 54, 55, 56, 57, 62AB, 63, 64, 65, 66, 67, 68, 69, 70, 72, 73.1, 73.2, 74.1, 75.1, 75.2, 77.1, 95, 96

3. Humanities

Minimum 18 units required

Minimum six units from the Arts and six units from Humanities

Maximum three units of credit for studio/performance courses

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Career opportunities include, but are not limited to: design consultant, graphics designer, interior decorator, interpreter/translator, layout editor, teachers' aide, photographer, set construction worker, theatre set designer, travel guide, and web site designer. Majors at a 4-year institution appropriate for this Area of Emphasis include but are not limited to: Classical Civilization, Design, Dramatic Arts, Film Studies, Literature, Music, and Philosophy.

ART

Art: **1***, **2A***, **2B**, **3A***, **3B**, **3C**, **3D**, **4***, **5***, **7A**, **7B**, **7C**, **7D**, **10***, **11**, **12A**, **12B**, **12C**, **12D**, **13A**, **13B**, **13C**, **13D**

Creative Arts: **10***

Foreign Language: French **1A***, **1B***, **2A***, **2B***, Italian **1A***, **1B***,

Spanish: **1A***, **1B***, **2A***, **2B***

Music: **1***, **2***, **4***, **5***, **6**, **8A**, **8B**, **10A**, **10B**, **12***, **14***, **15**, **16**, **20**, **21A**, **21B**, **23A**, **23B**, 25, 26, 27, 28, **30**, **31**, **33**, 38, 39, 40, **42**, **43***, **44***, **45**, **46A***, **46B***, **47**

Theater Arts: **1A***, **1B***, **3***, **4***, **5**, **10***, **11**, **12***, **14**, **25***, **30**, **39**, **40**, 41, 46, **47***, **48***

Visual Communications: 50, **51**, **52**, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 63IN, 64, 65, 65IN

Photography: **50**, 51, 52, 56, 58, **60**, 64A, 66, **67***, 68, 72

HUMANITIES

Humanities: **1***, **3***, **7***, **10***, **28***, **35***, **40***, **44***

History: **1***, **2***

Library Studies: **4**, **5**, **6**, **7** (unit limitations apply to UC Transfer)

Philosophy: **1***, **2***, **3***, **4***, **5***, **7***, **25***

Religious Studies **1***, **2***, **3***, **11***

4. Language Arts

Minimum 18 units required

Minimum three units from at least two disciplines listed below

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, reading and listening effectively.

Students will be able to integrate important concepts of critical thinking as related to the development of analytical and critical evaluation, being able to reason inductively and deductively, enabling them to make important decisions regarding their own lives and society at large.

Career opportunities include, but are not limited to: announcer, assistant copywriter, communications specialist, copy writer, human resources specialist, journalist, lobbyist, sales representative, teacher, and teacher's aide. Majors at a 4-year institution appropriate for this Area of Emphasis include, but are not limited to: English, Journalism, Linguistics, Mass Communication, Rhetoric, and Speech.

American Sign Language:	1A*, 1B*, 2A*, 2B
English:	1A*, 3*, 4*, 7*, 11*, 12*, 13*, 19, 20*, 43, 44*, 45*
English as a Second Language:	23, 24, 25, 26
Mass Communications:	1*, 2, 3, 5*, 15, 15L, 16, 31, 32*, 32B, 33A, 33B, 34, 35, 72
Speech:	1*, 2A*, 2B*, 3, 5, 43, 46*, 48

5. Mathematics and Science

Minimum 18 units required

Minimum six units from Science and six units from Mathematics

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Career opportunities include, but are not limited to: entry-level technician for biological, chemical, biotech, or pharmaceutical companies, data analyst, teacher's aide, and tutor. Majors at a 4-year institution appropriate for this area of emphasis include, but are not limited to: Animal Science, Biology, Engineering, Geology, Nursing, and Physics.

SCIENCE

Anatomy:	1*
Astronomy:	1*, 10*, 20*, 30*, 40
Biology:	1*, 5*, 10*, 20*, 31*, 40, 50*
Botany:	1*
Chemistry:	1A*, 1B, 12A, 12B, 30A*, 30B, 31*
Ecology:	10*
Geography:	1*, 1L*, 8*, 1*5
Geology:	1*, 1L*, 3*, 3L*, 12*, 12L*
Microbiology:	1*
Physics:	2A*, 2B, 8A*, 8B, 8C, 8D, 10*, 10L*
Physiology:	1*
Zoology:	1*

MATHEMATICS

Mathematics:	1*, 2*, 3, 5, 7, 10*, 20*, 33*, 34*, 38*, 40, 41*, 40*, 45*
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6. Social Science

Minimum 18 units required

Minimum of three units from three different disciplines

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social sub-groups operate.

Degrees in Social Science can lead to career opportunities in law enforcement, human services, education, non-profit organizations, and business. Majors at a 4-year institution appropriate for this area of emphasis include, but are not limited to: Administration of Justice, Anthropology, Child Development, Government, History, Psychology, and Social Work.

Administration of Justice:	50, 51, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 77, 79, 81, 82, 84, 86, 89, 99.97
Anthropology:	1*, 1L*, 2*, 3*, 5*, 12*, 13*
Early Childhood Education:	40, 51*, 52*, 60, 62*, 79*
Economics:	1*, 2*, 5*, 10*
Geography:	2*, 5*, 12*
General Studies:	25, 25L
History:	7*, 8*, 14*, 25*, 28*, 32*
Political Science:	7*, 12*, 20*, 25*, 30*, 45
Psychology:	1*, 2*, 3*, 4*, 6, 10*, 12*, 15*, 16, 20*, 24
Psychology-Counseling:	3*, 5, 6, 7, 8*, 13*
Sociology:	1*, 3*, 4*, 5*, 6, 7, 11*

LIBRARY STUDIES

About the Program

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: OP

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: OP

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: OP

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: OP

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

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
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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

- Degree:
 - 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 in Mass Communications

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 32L (Radio Production)	1-2
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

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
MSCM 32L (Radio Production Laboratory)	1-2

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.

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

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

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

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 19A LITERARY MAGAZINE 1.5-2 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. 1 hour lecture, 1.5 or 3 hours laboratory. (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 32L RADIO PRODUCTION LAB 1-2 UNITS

Procedures and practices in a modern radio broadcast studio. Extended study of various aspects of radio production, including editing and announcing, producing a live entertainment program, producing a live newsmagazine interview program, producing pre-recorded newscasts or feature interview story, managing station operations, preparing live radio programming, 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, publishing recordings online and producing ad spots and promotional posts. 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. 3 to 6 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

MSCM 33A INTRODUCTION TO TELEVISION STUDIO OPERATIONS 3 UNITS

Introduction to the theory, terminology, and operations within a television studio and control room. This introduction includes television directing, the operation of television audio equipment, TV cameras, and television switcher, fundamentals of TV lighting, graphics, video control, and video tape recording for TV and documentaries. 2 hours lecture, 3 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

MSCM 33B INTERMEDIATE TELEVISION STUDIO OPERATIONS 3 UNITS

Further experience in television studio operations, control room procedures, and basic program production. Designed to improve skills in operating television equipment and producing and directing TV programs. Emphasis is placed upon theory and practice in television production, including planning, writing, producing, staging, and directing interviews, commercials, public service announcements, dramatic pieces, multimedia, and other program segments. Prerequisite: 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

Degree Applicable, Credit

Grading Option: OP

MSCM 72 BEGINNING PHOTOJOURNALISM 2 UNITS

Photography exploring the documentary approach. Survey of photojournalism as a medium of mass communications. Understanding and applying photojournalistic and basic technical and visual skills in the making of successful reportage photographs. Consideration of the work of major 20th century photojournalists. Strongly recommended: PHTO 50 or MSCM 14. 1 hour lecture, 4 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: GR

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.

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

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

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, in addition to traditional lecture.

MATH X AND Y LEARNING MODE 1-5 UNITS

Self-paced learning in mathematics using programmed materials under instructor supervision. Mathematics classes taught in this mode will have SECTION numbers starting with an X or Y. For example, a section of MATH 65A taught in the MATH X mode may have a section number of X01. Courses offered in the MATH X mode include Mathematics 55, 55A, 55B, 65, 65A, 65B, 71A, 71B, 107A and 107B and can earn 1.5 to 5 units. Due to the nature of the self-paced program, students can complete one course and begin work on or complete a second course in the MATH X mode during the same semester. Non-transferable. For more information, please see the Math Department Website:
<http://www.laspositascollege.edu/math/>
Grading Option: See individual courses for grading options

DISTANCE EDUCATION LEARNING MODES

Classes can be taken in a variety of hybrid modes. Schedule notes for the class will specify what portion will be dedicated to face-to-face instruction and what portion will be via distance education. Mathematics classes taught in this mode will have SECTION numbers starting with a DE; for example, MATH 55 DE1 is a hybrid section. Courses offered in the distance education mode include MATH 55 and MATH 65, which are non-transferable, and MATH 40, which is transferable. For more information, please see the Math Department Website:
<http://www.laspositascollege.edu/math/>
Grading Option: See individual courses for grading options

Mathematics Courses (MATH)

MATH 1 CALCULUS I 5 UNITS

An introduction to single-variable differential and integral calculus including: functions, limits and continuity; techniques and applications of differentiation and integration; differentiation and integration of trigonometric, exponential and logarithmic functions; the Fundamental Theorem of Calculus; areas and volumes of solids of revolution. Prerequisite: Mathematics 20 (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. 5 hours, 0-1 laboratory hour. AA/AS GE. Transfer: CSU, UC*; CSU GE: B4; IGETC:

Area 2. *MATH 1, 33, and 34 combined: max UC credit, one course. 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; parametric equations; polar coordinates; sequences, series, power series and Taylor series. Introduction to Cartesian coordinates in three dimensions and operations with vectors. Primarily for mathematics, physical science and engineering majors. Prerequisite: Mathematics 1 (completed with a grade of “C” or higher) or an appropriate skill level demonstrated through the Mathematics placement process. 5 hours lecture, 0-1 laboratory hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGETC: Area 2. 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, applications. Prerequisite: Mathematics 2 (completed with a grade of “C” or higher). 5 hours. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGETC: Area 2. 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: Mathematics 36 or 36Y or Mathematics 38 (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. 5 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B4; IGETC: Area 2. *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: Mathematics 55 or 55B or 55Y (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. May not receive credit if either Mathematics 36 or 36Y has been completed. 5 hours lecture, 1 hour laboratory. AA/AS GE. Transfer: CSU; CSU GE: B4.
Degree Applicable, Credit Grading Option: GR

MATH 40 STATISTICS AND PROBABILITY 4 UNITS

Descriptive statistics, including measures of central tendency, dispersion and position; elements of probability; confidence intervals; hypothesis tests; two-population comparisons; correlation and regression; goodness of fit; analysis of variance; applications in various fields. Introduction to the use of a computer software package

to complete both descriptive and inferential statistics problems. 4 hours lecture, 1 hour laboratory. Prerequisite: Mathematics 55, 55B or 55Y (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. AA/AS GE. Transfer: CSU, UC; CSU GE: B4; IGETC: Area 2A
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 55, 55Y, 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 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. Prerequisite: Math 65 or 65B or 65Y (completed with a grade of "C" or higher) or an appropriate skill level demonstrated through the Mathematics assessment process. May not receive credit if Mathematics 55B or 55Y have been completed. 5 lecture hours, 1 laboratory hour. 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. Prerequisite: Math 65 or 65B or 65Y (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 55 or 55X has been completed. 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. Prerequisite: Math 55A or 55X (completed with a grade of "C" or higher). May not receive credit if either Mathematics 55 or 55Y has been completed. 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. 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 65B or 65Y has been completed. 5 hours lecture, 1 hour laboratory. AA/AS GE. Non-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 Non-degree Applicable, Credit Grading Option: OP

MATH 65B ELEMENTARY ALGEBRA B 2.5 UNITS

Concepts covered in the second half of Mathematics 65 Elementary Algebra, including: integer exponents; operations with polynomial expressions; factoring techniques; quadratic equations and modeling with quadratic equations; and an introduction to rational expressions. Prerequisite: Mathematics 65A or 65X (completed with a grade of "C" or higher). May not receive credit if either Mathematics 65 or 65Y has been completed. 2.5 hours lecture, 1 hour laboratory. AA/AS GE. Non-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 INDY 74 has been completed. 1.5 lecture hours. AA/AS GE (if MATH 71A + 71B completed) Degree Applicable, Credit Grading Option: OP

MATH 100 PRE-ALGEBRA AND ALGEBRA REVIEW 1 UNIT

Review basic mathematics and algebra content prior to taking the assessment exam for placement into a mathematics course or as a refresher prior to taking a mathematics course after a significant amount of time has passed since taking the prerequisite course or assessment. The course will consist of small group lecture and/or independent study using a computer program to review and refine those concepts as needed by each student. 3 hours laboratory. Non-degree Applicable, Credit Grading Option: P/N

MATH 107 PRE-ALGEBRA 4 UNITS

This course is intended to serve as a bridge between arithmetic and Elementary Algebra. It includes a review of arithmetic, operations involving signed integers, fractions and decimals, variables and variable expressions, simple linear equations and their graphs, percent and proportion, introduction to statistics, geometry and measurement, and application problems. 3 hours lecture, 3 hours laboratory. Non-Degree Applicable, Credit Grading Option: OP

MATH 107A PRE-ALGEBRA A 2 UNITS

This course is intended to serve as a bridge between arithmetic and Elementary Algebra. It includes a review of concepts covered in the first half of Mathematics 107 Pre-Algebra, including: review of arithmetic, operations involving signed integers, fractions, variables and variable expressions, and simple linear equations. 1.5 hours lecture, 1.5 hours laboratory. Non-degree Applicable, Credit Grading Option: OP

MATH 107B PRE-ALGEBRA B 2 UNITS

This course is intended to serve as a bridge between arithmetic and Elementary Algebra. It includes a review of concepts covered in the second half of Mathematics 107 Pre-Algebra, including: decimals, graphs of simple linear equations, percent and proportion, introduction to statistics, geometry and measurement, and application problems. Prerequisite: Mathematics 107A or 107X (completed with a grade of "C" or higher). May not receive credit if either Mathematics 107 or 107Y has been completed. 1.5 hours lecture, 1.5 hours laboratory. Non-degree Applicable, Credit Grading Option: OP

MICROBIOLOGY

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

Note: The department Rubric (MICR) and course numbering will be changing in the Fall of 2015. See the 2015 Catalog Addendum for the most current information.

Microbiology Courses (MICR)

MICR 1 MICROBIOLOGY 5 UNITS

Bacteria, fungi, protozoans, parasites, and viruses with an emphasis on their relationship to humans. Cultivation, control, metabolism, body's defense against disease, microbial genetics, laboratory tests, and contemporary diseases are discussed. Methods used in the laboratory include staining, investigation, cultivation, identification of unknowns, and sensitivity testing. Prerequisite: BIOL 31, and CHEM 30A or CHEM 1A (both completed with a grade of "C" or higher). Strongly recommended: ANAT 1, eligibility for ENG 1A or ENG 52A. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC; CSU GE: B2 & B3; IGETC: 5B & 5C
Degree Applicable, Credit Grading Option: GR

MUSIC

DEGREE CERTIFICATE

About the Program

The Music major offers a secure foundation for further study in music. Courses in the Music Department are designed to fulfill the needs of music majors, professional musicians, and those whose interest is avocational or recreational. Students are encouraged to contact a counselor and consult the Catalog for guidance when planning to transfer to a four-year institution in this major.

Degrees/Certificates

- Degree:
 - AA - Music
- Certificate of Achievement
 - Teaching Beginning Piano
 - Teaching Intermediate Piano

AA - Music

FRESHMAN YEAR

MUS 8A (Harmony and Musicianship I)	4
MUS 8B (Harmony and Musicianship II).....	4
MUS 21A (Beginning Piano)	1
MUS 21B (Beginning Piano-Intermediate)	1
Music Electives*	2
Performance Electives**.....	2-3
General Education Courses	

SOPHOMORE YEAR

MUS 10A (Chromatic Harmony and Musicianship)	4
MUS 10B (Post-Romantic and Twentieth Century Harmony)	4
Music Electives*	2
Performance Electives**.....	2-3
General Education Courses	
Total units required	60

Music Electives*

Select course(s) from the following, for a minimum of 4 units:

- MUS 1 (Introduction to Music)
- MUS 23A (Elementary Voice I)
- MUS 23B (Elementary Voice II)
- MUS 30 (Study of Guitar)
- MUS 31 (Study of Piano)
- MUS 33 (Study of Voice)
- MUS 38 (Individual Study)
- MUS 39 (Music Theater Workshop)

Performance Electives**

Select course(s) from the following, for a minimum of 4 units:

- MUS 12 (College Band)
- MUS 14 (Jazz Ensemble)
- MUS 15 (Jazz Band)
- MUS 16 (Orchestra)
- MUS 44 (Concert Choir)
- MUS 45 (Chamber Choir)
- MUS 46A (Beginning Jazz Choir)
- MUS 46B (Advanced Jazz Choir)

Certificate of Achievement Teaching Beginning Piano

MUS 25 (Teaching Beginning Piano).....	2
MUS 26 (Methods and Materials for Piano Teachers).....	2
MUS 8A (Harmony and Musicianship I)	4
MUS 8B (Harmony and Musicianship II)	4
MUS 38* (Individual Study)	2
Total units required	14

*Two semesters required

Certificate of Achievement Teaching Intermediate Piano

MUS 27 (Teaching Intermediate Piano)	2
MUS 28 (Keyboard Skills)	1
MUS 10A (Chromatic Harmony and Musicianship)	4
MUS 10B (Post-Romantic and 20th Century Harmony)	4
MUS 1 (Introduction to Music)	3
MUS 38* (Individual Study)	2
Total units 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 4 JAZZ IN AMERICAN CULTURE 3 UNITS

History, trends and influences of the phenomenon of jazz through integration of the cultures of (but not limited to) African-American, European-American and the Latin-American communities. Required listening, reading and concert attendance will guide the student to value jazz as a form of self expression and improve the ability to listen and understand the various eras in jazz from pre-Dixieland to present day. 3 hours lecture. AA/AS GE. Transfer:

CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit

Grading Option: OP

MUS 5 AMERICAN CULTURES IN MUSIC 3 UNITS

Music in twentieth century United States through the study of contributions of three selected groups from the following: African-Americans, Latin-Americans, Asian-Americans, European-Americans, and Native Americans. Emphasis on understanding diverse styles, and on integrating these styles into American music. Concert, religious, and folk-pop music will be included. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C1; IGETC: 3A
Degree Applicable, Credit

Grading Option: P/NP

MUS 6 BASIC MUSIC SKILLS 2 UNITS

Essentials of music through notation, times elements, melody, harmony, and tonality, texture, dynamics and knowledge of the keyboard. Sight singing and ear training. 2 hours lecture. Transfer: CSU, UC; CSU GE: C1
Degree Applicable, Credit

Grading Option: OP

MUS 8A HARMONY AND MUSICIANSHIP I 4 UNITS

Elements of diatonic harmony through part writing and ear training exercises as typified by musical practice from 1600 to the present. Includes keys, modes, scales, tonality, intervals, solfeggio, consonance/dissonance, rhythmic organization, chord structure, chord and interval recognition, melodic and rhythmic dictation, voice leading principles, non-chord tones, four-part voice leading with selected primary and secondary chords, and figured bass realization. Strongly recommended: 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, diatonic four-part voice leading, and figured bass realization. Introduces harmonic dictation, cadential elaboration, non-dominant seventh chords, and tonicization/modulation to the dominant. Prerequisite: 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 AND MUSICIANSHIP 4 UNITS

Elements of both diatonic and chromatic harmony through part writing and ear training exercises as typified by musical practice from 1600 to the present. Continues solfeggio; chord recognition; melodic, rhythmic, and harmonic dictation; and figured bass realization. Introduces chorale dictation, chromatic four-part voice leading, chord progression and succession techniques, non-chord tones using figuration and rhythmic displacement, and mode mixture. 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 AND 20TH CENTURY HARMONY 4 UNITS

Continues chromatic harmony through part writing and ear training exercises as typified by musical practice from 1600 to the present. Furthers study in solfeggio; melodic, rhythmic, and chorale dictation; chromatic four-part voice leading; figured bass realization; and chord succession and progression techniques. Introduces secondary dominants; diatonic modulation, extended chords; Neapolitan, augmented sixth, augmented, and altered dominant

chords; chromatic embellishing chords; and chromaticism in larger contexts. 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 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 COLLEGE ORCHESTRA 1 UNIT

Survey of string and symphonic orchestra literature through rehearsal and performance of selected works. Emphasis on the development of ensemble playing and technique. Designed for those with proficiency in playing an orchestral instrument. 3 hours laboratory. 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 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 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/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 IVNs should consult their instructor.

Transferability

While units in the program are transferable to many institutions, students should consult a counselor for information.

AS – Occupational Safety and Health

FRESHMAN YEAR

OSH 50 (Introduction to Occupational Safety and Health)	3
OSH 67 (Comprehensive Regulatory Requirements and Human Factors)	3

CHEM 1A (General College Chemistry) or
CHEM 30A (Introductory and Applied Chemistry) 4-5
CIS 50 (Intro to Computing and Information Technology) 3
FST 54 (Fire Prevention Technology) 3
Electives* 3-5
General education courses§

SOPHOMORE YEAR

OSH 60 (Elements of Industrial Hygiene) 3
OSH 62 (Physical Hazards) 3
PHYS 2A (Introduction to Physics) or
PHYS 10 (Descriptive Physics) 3-4
RADS 40ABC (Radiation Safety) 4
PSYC 1 (General Psychology) 3
Electives* 3-5
General education courses§

§ Program-Based General Education Requirement:

ECOL 10 (Humans and the Environment) 3
Total units required 60

***Electives**

Select one course from Group A and one course from Group B, for a minimum of 6 units:

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

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)

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

PARAMEDICS

See the *Community Services Programs* sections on page 23 in the front of the catalog and page 189 following the *Academic Services Programs*.

PHARMACY TECHNICIAN

See the *Community Services Programs* sections on page 23 in the front of the catalog and page 189 following the *Academic Services Programs*.

PHILOSOPHY

DEGREE

CONTACT: Dr. Marilyn Flores, Dean 925.424.1382

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

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)

PHIL 1 GOD, NATURE, HUMAN NATURE 3 UNITS

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

PHIL 1H HONORS PHILOSOPHY 1: GOD, NATURE, HUMAN NATURE 3 UNITS

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 PHILOSOPHY 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 Degree Applicable, Credit Grading Option: GR

PHOTOGRAPHY

CERTIFICATE

Contact: Dr. Marilyn Flores, Dean 925.424.1382

About the Program

The Las Positas College Photography program offers a broad array of course opportunities crossing a full spectrum of the imaging field.

The Certificate assures a solid grounding in photography fundamentals upon which to build one's further photographic field experiences.

Students become familiar with traditional film-based and digital (electronic) imaging technologies for making artistically rendered, captivating photographic images (both black & white and color) used in all areas of visual communications and media. Students do hands-on work in the College's well-equipped studio, darkroom and computer laboratory. They master digital imaging in preparation for print and web distribution, create short programs in videography, and work with artificial lighting for portrait and commercial applications.

Most students take a history of photography class and a course concentrating on doing documentary work. Short-term courses on special photographic topics, each focusing on a unique aspect of photography or tutorial study with well-known professionals, are also offered on a regular basis.

Degrees/Certificates

- Career Certificate
 - Photography

See also: Arts, Visual Communications

Career Certificate Photography§

PHTO 50 (Introduction to Photography).....	3
PHTO 51 (Individual Projects)	1
PHTO 56 (Introduction to Digital Photography)	2

PHTO 60 (Black & White Materials and Processes)	3
PHTO 64 (Artificial Light Photography)	3
Electives*	4
Total units required	16

***Electives:**

Select from the following for a minimum of 4 units:

- Photo 58 (Introduction to Videography)
- PHTO 66 (Digital Imaging)
- PHTO 67 (History of Photography) or
- PHTO 68 (Color Slide Photography)
- PHTO 72 (Documentary Photography)
- PHTO 99 (Photographic Topics)

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

Photography Courses (PHTO)

PHTO 50 INTRODUCTION TO PHOTOGRAPHY 3 UNITS

Introduction to the history and development of photography, basic process, various types of cameras, materials, basic shooting, processing developing, and printing of photographs. 2 hours lecture, 4 hours laboratory. Transfer: CSU, UC
Degree Applicable, Credit Grading Option: OP

PHTO 51 INDIVIDUAL PROJECTS 1 UNIT

Individual projects in digital or film-based photography at the intermediate to advanced level. Development of knowledge and skills acquired in previous or current photography work with emphasis on current projects. Strongly recommended: Photography 50 or 56. 4 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

PHTO 52 BEGINNING CAMERA USE 2 UNITS

Camera handling techniques, basic exposure principles, camera accessories, photographic composition, and slide presentation. 2 hours. Transfer: CSU
Degree Applicable, Credit Grading Option: P/N

PHTO 56 INTRODUCTION TO DIGITAL PHOTOGRAPHY 1.5 UNITS

Basics for the beginner's use of digital cameras, film and 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 2 UNITS

Photography exploring the documentary approach. Survey of photojournalism as a medium of mass communications. Understanding and applying photojournalistic and basic technical and visual skills in the making of successful reportage photographs. Consideration of the work of major 20th century photojournalists. Strongly recommended: Camera/photography experience. 1 hour lecture, 4 hours laboratory. Transfer: CSU
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

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

PHYSIOLOGY

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

Note: The department Rubric (PHSI) and numbering will be changing in the Fall of 2015. See the 2015 Catalog Addendum for this information at that time.

Also see: **Anatomy and Microbiology**

Physiology Courses (PHSI)

PHSI 1 HUMAN PHYSIOLOGY 5 UNITS

Cellular and systemic body functions. Emphasis placed on physico and electro chemical and clinical methods, collection and analysis of data, extrapolations and conclusions. Working models, including human responses, computer simulations are studied. Prerequisite: CHEM 30A and ANAT 1 (both completed with a grade of "C" or higher). Strongly recommended: CHEM 30B and eligibility for ENG 1A or ENG 52A. 3 hours lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU, UC*; CSU GE: B2 & B3; IGETC: 5B & 5C. *PHSI 1, ANAT 1 & BIOL 50 combined, max UC credit, 2 courses.

Degree Applicable, Credit

Grading Option: GR

POLITICAL SCIENCE

About the Program

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. 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

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:
 - 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

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 Degree Applicable, Credit Grading Option: OP

PSYCHOLOGY-COUNSELING

CERTIFICATE

About the Program

Psychology-Counseling courses were developed to help educate students about the programs and resources of Las Positas College. These courses enable students to explore and develop a personal career plan, and improve and enhance study skills for success in college. These courses are also offered to increase students' knowledge in multiculturalism. Additionally, they provide students with a means to learn theoretical knowledge, gain hands-on experience, and explore career opportunities in the field of Health and Human Services.

Degrees/Certificates

- Certificate of Achievement
 - Health and Human Services

Certificate of Achievement Health and Human Services

PSCN 5 (Introduction to Human Services)	3
PSCN 3 (Theories and Concepts of Counseling: An Introduction) 3	
PSCN 6 (Introduction to Counseling Case Management for Human Services)	3
PSCN 8 (Theories and Concepts of Group Process)	3
PSCN 13 (Multicultural Issues in Contemporary America or SOC 3 (Cultural and Racial Minorities)	3
INTN 1 (Internship Seminar)	1
INTN 2 (Internship Field Placement)	1
Electives*	2-3
Total units required	19-20

***Electives**

Select from the following for a minimum of 2 units:

- ANTR 3 (Social and Cultural Anthropology)
- ECD 62 (Child, Family and Community)
- HSCI 55 (Orientation to Health Care)
- INTN 2 (Internship Field Placement)
- PSYC 1 (General Psychology)
- PSYC 6 (Abnormal Psychology)
- PSYC 12 (Lifespan Psychology)

PSCN 7 (Contemporary Issues)
PSCN 10 (Career and Educational Planning)
PSCN 11 (Interpersonal Relationships)
PSCN 19 (A Case Management Approach to Addiction, Recovery and Prevention)
SOC 4 (Marriage and Family Problems)
SOC 6 (Social Problems)

Psychology – Counseling (PSCN)

PSCN 3 THEORIES AND CONCEPTS OF COUNSELING: AN INTRODUCTION 3 UNITS

This is an introductory course to the theories and concepts, as well as the historical foundations of counseling with an emphasis on fundamental principles of the therapeutic process. There will be a major focus on multicultural principles and major diagnostic categories, problems, and solutions relating to recovery in counseling. Ethics in counseling, as well as legal implications will also be introduced and examined. 3 hours lecture. AA/AS GE. Transfer: CSU; CSU GE: D7 or D9
Degree Applicable, Credit Grading Option: OP

PSCN 5 INTRODUCTION TO HUMAN SERVICES 3 UNITS

Course examines the history, theory, ethics, values and principles at work in the Human Services field. Emphasis is placed on modern theory, methods, and critical skills that lead to effective human service work. Students will examine theoretical systems, agency and community resources, a multicultural approach to diverse populations, personal motivation and professional characteristics needed to succeed in Human Services. 3 hours lecture. 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 educational/career planning focusing on personal career development through self-assessment, psychological testing, and individual counseling. Emphasis on clarification of individual interests, values, needs, and abilities and investigation of occupational opportunities in the world of work. Designed for those undecided or uncertain about their career and educational plans. May not receive credit if PSCN 10A or PSCN 10B have been completed. 2 hours lecture. 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

Introduction to the resources and planning process needed to ease transition from community college to a four-year college or university. Development of a transfer action plan. Preparation for major and general education requirements. Application cycles and important deadlines. Recommended for those transferring to four-year colleges or universities. 0.5-1 hours lecture. Transfer: CSU, 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 rights and responsibilities, and student educational planning. Designed for first time college students in order to enhance their transition into college and maximize their academic/vocational potential. 0.5 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: P/N

PSCN 28 ORIENTATION FOR INTERNATIONAL STUDENTS 1 UNIT

Exploration of practical strategies for academic success and to experience a positive transition into the American educational system and culture focusing on the new international student. Examines goal setting, cultural adjustment, college policies, graduation requirements, campus resources, programs and services, student rights and responsibilities, introduction to the California systems of higher education, student educational planning and other topics as needs are identified. Designed for first-time international college students in order to enhance their transition into American society and maximize successful matriculation through college toward their academic goals. Required for all foreign-visa students. 1 hour lecture.

Degree Applicable, Credit

Grading Option: OP

PSCN 40 LIFE SKILLS: PERSONAL FINANCE 1 UNIT

Promoting financial responsibility and the application of math skills to everyday money matters. Emphasis on learning and understanding basic banking skills, including balancing a checkbook, credit card use, and the difference between needs versus wants, which will contribute to financial stability for individuals and the communities they live in. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

PSCN 100 BRIDGE TO COLLEGE AND CAREERS 1 UNIT

Examine self-efficacy issues and begin to develop strong self-efficacy behaviors. Develop behaviors that lead to academic and career success, such as understanding individual learning styles, building and working in diverse learning style teams, effective and appropriate methods of communication, effective and appropriate behaviors in the classroom and the workplace. Course is based on curriculum used to train executives in large companies to develop professional behaviors. 3 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

RADIATION SAFETY

About the Program

The Radiation Safety sequence is a modularized series of courses designed to provide basic radiation safety instruction. Knowledge gained from taking the sequence of classes includes identification of the sources of radiation and radioactive materials, the nature of ionization radiation, biological effects, risk assessment, protection strategies, environmental impacts, and waste handling.

Career Opportunities

The Radiation Safety sequence of classes could be taken by students seeking careers in radiology, radiation safety, occupational safety and health, industrial hygiene, certified safety professional, emergency response, and hazardous materials control.

Transferability

Course credits are transferable to the California State University System.

Radiation Safety Courses (RADS)

RADS 40ABC RADIATION SAFETY 2-4 UNITS

A modularized course designed to provide basic radiation safety instruction. Includes identification of the sources of radiation and radioactive materials, the nature of ionization radiation, biological effects, risk assessment, protection strategies, environmental impacts, and waste handling. 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**

Recreation and Leisure Services Courses (RECL)

RECL 71L FUNDAMENTALS OF BACKPACKING 2 UNITS

Introduction to concepts and techniques associated with backpacking. Skills emphasized in this course are designed to increase recreation leadership potential in outdoor recreation and education careers. 1.5 hours lecture, 2 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

RELIGIOUS STUDIES

See also: Humanities, Philosophy

Religious Studies Courses (RELS)

RELS 1 RELIGIONS OF THE WORLD 3 UNITS

Introduction to religion by examining several religions; basic principles of each shown by fundamental scriptures and works in the visual and musical arts. 3 hours 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

SOCIAL SCIENCE

DEGREE

About the Program

Social Science is designed to provide a broad interdisciplinary foundation for further study. This is a general field that includes courses in Anthropology, Economics, Cultural Geography, History, Political Science, Psychology and Sociology.

It can also serve as a foundation from which students continue study in specialized fields.

- Degrees/Certificates
 - AA – Social Science

Transferability

Students may complete lower-division requirements for transfer in general in individual social science disciplines. Some variation in requirements may exist at a particular four-year college or university; therefore, it is essential that students refer to the catalog of the prospective transfer institution and consult a counselor. General Education courses should be carefully selected to meet the requirements of the intended transfer institution; some transfer institutions require more General Education units than required by this AA degree.

AA in Social Science (General)

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)

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

FRESHMAN YEAR

SOC 1 (Principles of Sociology)	3
List B Options (see list below)	6
General Education	

SOPHOMORE YEAR

List A Options (see list below)	7-9 units
List C Options (see list below)	3
General Education	
Total Units for Major	29-21
Total Units for CSU GE or IGETC	37-39
Total Units for Degree	60

LIST A OPTIONS

Select two from the following for a minimum of 7 units

SOC 6 (Social Problems)	3
MATH 44* (Statistics and Probability)	5

SOC 13 (Research Methods)	4
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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: DO; IGETC: 4J. C-ID#: SOC1110.

Degree Applicable, Credit Grading Option: OP

SOC 3 CULTURAL AND RACIAL MINORITIES 3 UNITS

Analysis of racial and ethnic relations in the United States. Includes race, ethnicity, prejudice, discrimination and stereotyping, as well as theories and patterns of intergroup relations. Focus on contemporary minorities; African Americans, Chicano/Latinos, Asian Americans, and Native Americans. Strongly recommended: 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#: SOCI120.

Degree Applicable, Credit

Grading Option: OP

SPANISH

About the Program

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: GR

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

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)

SPCH 1	FUNDAMENTALS OF SPEECH COMMUNICATION	3 UNITS
	Fundamentals of speech communication; emphasis on developing, stating, organizing, and researching ideas, and presenting to an audience; includes developing the faculties of critical listening and problem-solving. Strongly recommended: Eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A1; IGETC: 1C	
	Degree Applicable, Credit	Grading Option: OP
SPCH 2A	ORAL INTERPRETATION OF LITERATURE I	3 UNITS
	Development of skill in reading quality literature aloud; practice in writing scholarly criticism of the literature presented orally. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: C2	
	Degree Applicable, Credit	Grading Option: OP
SPCH 2B	ORAL INTERPRETATION OF LITERATURE II	3 UNITS
	Further development of skills and knowledge of individual oral interpretation from more difficult and specialized literary sources. Explores other forms of performance such as duet reading and chamber theater. Development of dialect and further vocal characterization. Prerequisite: SPCH 2A (completed with a grade of "C" or higher). 3 hours lecture. AA/AS GE. Transfer: CSU, UC.	
	Degree Applicable, Credit	Grading Option: OP
SPCH 3	GROUP COMMUNICATION	3 UNITS
	Communication in small group situations. Role of communication in various group processes, including norms, roles, leadership and decision-making, with application to modern concepts of organizational communication. Includes participation in simulation exercises and group activities. 3 hours lecture. Transfer: CSU, UC	
	Degree Applicable, Credit	Grading Option: OP
SPCH 5	READERS THEATER	3 UNITS
	Introduction to various media and techniques used in readers theater and the arrangement and programming of literature. Performance and/or arrangement of programs for specific audiences; children, young adults, and adults by using live theater presentation, television, and/or radio. 3 hours lecture. AA/AS GE. Transfer: CSU, UC.	
	Degree Applicable, Credit	Grading Option: OP
SPCH 10	INTERPERSONAL COMMUNICATION	3 UNITS
	Exploration, discussion, and evaluation of the components of the verbal and non-verbal communication process. Strongly recommended: eligibility for ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: E	
	Degree Applicable, Credit	Grading Option: OP
SPCH 11	INTERCULTURAL COMMUNICATION	3 UNITS
	Intercultural communication with a focus on the analysis and comparisons of message perception and transmission in interactions between people from different cultures. Emphasis on practical application of skills for effective communication between people of different domestic and international cultures. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: D3 and D7.	
	Degree Applicable, Credit	Grading Option: GR

SPCH 43 PROFESSIONAL COMMUNICATIONS 4 UNITS

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

Degree Applicable, Credit Grading Option: OP

SPCH 46 ARGUMENTATION AND DEBATE 3 UNITS

Analysis of contemporary questions through written and spoken discourse. Analysis, criticism, and synthesis of contemporary moral, political, economic and philosophical issues of a diverse, multicultural society, using traditional and modern models of argumentation. Strongly recommended: ENG 1A. 3 hours lecture. AA/AS GE. Transfer: CSU, UC; CSU GE: A1 or A3; IGETC: 1C

Degree Applicable, Credit Grading Option: OP

SPCH 48 ACTIVITIES IN FORENSICS 1-4 UNITS

Intercollegiate competition in the areas of public speaking and oral interpretation. Other activities include performance in workshops, festivals, concert readings, and the community. 4-16 hours laboratory Transfer: CSU

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 189 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 in Theater Arts

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 in Theater Arts

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 47 (College Theater Acting) or	
THEA 48 (College Theater Technical)	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)

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 3 THEATER IMPROVISATION 3 UNITS

Introduction to Improvisation. Workshop exercises in theater experience through the operational structure of the game. Mimes, characterizations, scene setting, mood and material for extended ensemble improvisation. Recommended for non-theater as well as theater majors. 3 hours lecture. Transfer: CSU, UC. Degree Applicable, Credit Grading Option: GR

THEA 4 AMERICAN CULTURES IN THEATER 3 UNITS

The history, representation and contributions of various ethnic groups in American theater and the study of theater as an instrument for expressing and understanding cultural identity. The focus will be on: African American, Asian American, and Latino theater. Strongly recommended: Eligibility for 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 1-3 UNITS

Introduction to the techniques of formal children's theater. Creation and performance of a theatrical production designed for children. Casting subject to audition. 1-3 hours. Transfer: CSU Degree Applicable, Credit Grading Option: OP

THEA 10 INTRODUCTION TO DRAMATIC ARTS 3 UNITS

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 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 5 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 39 MUSICAL THEATER WORKSHOP 3 UNITS

Training in performance skills for the musical theater, with emphasis on acting and stage movement. Corequisite: MUS 39. 3 hours lecture 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— 4 UNITS
INTERMEDIATE

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— 4 UNITS
ADVANCED

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 2 UNITS
THEATER

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 47 COLLEGE THEATER ACTING 3 UNITS

Participation in cast of scheduled major production. Enrollment is for the duration of the production. Enrollment by audition only. 3-18 hours laboratory. AA/AS GE Transfer: CSU, UC

Degree Applicable, Credit Grading Option: OP

THEA 48 COLLEGE THEATER TECHNICAL 3 UNITS

Participation in scheduled productions as crew members and/or constructing its technical elements. Enrollment is for the duration of the production. 3-18 hours laboratory. AA/AS GE Transfer: CSU, UC

Degree Applicable, Credit

Grading Option: OP

TUTORING

About the Program

The Las Positas College Tutorial program offers all students free tutoring in many classes and is dedicated to students' educational success. All tutors must take a training class at the beginning of their tutorial experience in order to know how to manage tutorial sessions, understand the ethics of tutoring, enhance communication and listening skills, work with each learning style and avoid common mistakes in tutoring. Tutor training is conducted through a variety of educational means to best meet the schedules and learning needs of the tutors. Advanced levels of training are available for those wishing to learn more about learning disabilities, leadership and innovative techniques. The training is designed to fulfill the College Reading and Learning Association's (CRLA) certification requirements. Students who pass classes with an "A" or "B" grade and enjoy working with people are encouraged to be tutors. Tutoring may be done for pay or college credit.

Tutoring Courses (TUTR)

TUTR 15 TRAINING FOR TUTORS 2 UNITS

Training for college tutors to acquire specific skills and techniques for tutoring in academic and vocational subject matter areas and basic skills. Required course for tutors participating in the College's Tutorials Instructional Program. 2 hours.

Degree Applicable, Credit Grading Option: P/N

TUTR 17 TUTOR TRAINING 0.5 UNITS

An introduction to tutoring and tutoring skills. The course will provide a conceptual frame work of tutoring to guide student's work in leading effective tutoring sessions. Total of 3 lecture hours and 25 laboratory hours per semester. Transfer: CSU

Degree Applicable, Credit Grading Option: P/N

TUTR 29 INDEPENDENT STUDY-TUTORING 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.

IGETC Areas	Semester Units (minimum)
Area 1	
English Communication (2-3 courses).....	6 (UC) or 9 (CSU)
Area 2	
Mathematical Concepts and Quantitative Reasoning (1 course).....	3
Area 3	
Arts and Humanities (3 courses)	9
Area 4	
Social and Behavioral Sciences (3 courses).....	9
Area 5	
Physical Science and Biological Science (2 courses).....	7
Area 6	
Language Other Than English (UC only) 0-1 course)	0-5

CSU Graduation Requirement

U.S. History, Constitution and American Ideals (0-2 courses)*	0-7
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*Courses may be also applied to Area 4

Total Units (minimum)	34
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Earning this Certificate of Achievement will not replace the "IGETC Certification" document. The "Certification of IGETC" is a separate process. The student must request IGETC Certification in the Counseling Office after admission to the transfer institution.

University Transfer - CSU General Education Breadth

Students transferring to the California State University have the opportunity to complete their lower division general education requirements at Las Positas College. This pattern

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

CSU - General Education Areas	Semester Units (minimum)
Area A	
English Language Communication and Critical Thinking (3 courses)	9
Area B	
Scientific Inquiry and Quantitative Reasoning.....	9
(3 courses)	
Area C	
Arts and Humanities (3 courses)	9
Area D	
Social Sciences (3 courses)	9
Area E	
Lifelong Learning and Self Development (1-2 courses).....	3

CSU Graduation Requirement

US History, Constitution and American Ideals (0-2 courses)*	0-7
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*Courses may also be applied to Area D

Total Units (minimum)	39
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Earning this Certificate of Achievement will not replace the "CSU GE Certification" document. The "Certification of CSU General Education Breadth" is a separate process. The student must request CSU GE Certification in the Counseling Office after admission to the transfer institution.

VISUAL COMMUNICATIONS

DEGREE CERTIFICATE

About the Program

The Visual Communications (VCOM) program encompasses all the visual arts—drawing, painting, photography—but instead of traditional tools and media, students use computers and industry standard software. All areas of design and composition, typography, photographic specification and manipulation, drawing, print and web page layout, and an array of technical skills using the newest versions of Illustrator, Photoshop, InDesign, Acrobat, Dreamweaver and Flash are taught through project-based work. Starting at the intermediate level, students gain direct experience creating client-based work for print, web or screen, contracted through VCOM's business, the Design Shop. In terms of vocation, VCOM students develop a broad base of

creative, technical, aesthetic and practical business skills while building a professional-level portfolio. Certificate graduates are ready to enter the field of visual communications design; degree graduates often transfer to a four-year college. Please visit our websites for more information about the program: <http://lpcdesignshop.com/vcom/> and the Design Shop, <http://lpcdesignshop.com/>.

Skills development courses, mainly designed for professionals who wish to learn new technical skills, or ramp up skills in the latest versions of our software, and those wishing to explore the field, should refer to courses denoted "100" and above. These courses have identical content to, and are scheduled simultaneously with, corresponding degree and certificate courses. Most prerequisites have been relaxed to allow ease of access. Refer to specific course descriptions for details of skills necessary for success.

See also: Art, Photography

Degrees/Certificates

- Degree:
 - AA in Visual Communications
- Certificates of Achievement:
 - Visual Communications, Emphasis in Print
 - Visual Communications, Emphasis in Web

AA – Visual Communications

FRESHMAN YEAR

VCOM 48 (Introduction to a Design Studio)	0.3
VCOM 50 (Visual Communications and the Process of Design) ..	2
VCOM 51 (Color for Design).....	2
VCOM 52 (Introduction to Typography).....	3
VCOM 53 (Photoshop I for Design)	2
VCOM 54 (Illustrator I for Design)	2
VCOM 55 (Web Design I).....	3
VCOM 56 (Design Concepts I).....	3
General Education Courses	

SOPHOMORE YEAR

VCOM 57 (Design Concepts II).....	3
VCOM 58 (Photoshop II for Design) or VCOM 59 (Illustrator II for Design)	3
VCOM 60 (Creative Portfolio and Self-Promotion).....	3
VCOM 64 (InDesign I and Layout Techniques)	3
General Education Courses	
Total units required	60

**Certificate of Achievement
Visual Communications**

VCOM 48 (Introduction to a Design Studio)	0.3
VCOM 50 (Visual Communications and the Process of Design) ..	2
VCOM 51 (Color for Design).....	2
VCOM 52 (Introduction to Typography).....	3
VCOM 53 (Photoshop I for Design)	2
VCOM 54 (Illustrator I for Design)	2
VCOM 55 (Web Design I).....	3
VCOM 56 (Design Concepts I).....	3
VCOM 57 (Design Concepts II).....	3

VCOM 58 (Photoshop II for Design) or VCOM 59 (Illustrator II for Design)	3
VCOM 60 (Creative Portfolio and Self-Promotion).....	3
Options*	8-16
Total Units Required	34.3-42.3

**To receive a Certificate Emphasis in Print or Web, complete 1 of the 2 Visual Communications Options for a minimum of 8 units.*

Option 1 - Emphasis in Web

VCOM 62** (Web Design II)	
VCOM 63** (Web Site and Multimedia Production)	
VCOM 63IN** (Internship in Web Site and Multimedia Production)	

Option 2 - Emphasis in Print

VCOM 64** (InDesign I and Layout Techniques)	
VCOM 65** (Electronic Pre-Press and Print Production)	
VCOM 65IN** (Internship in Electronic Pre-Press and Print Production)	

***Students may receive an additional Certificate if they complete both options: Emphasis in Multimedia, VCOM 63 and 63IN 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
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
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 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

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

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** (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
General Education Courses §	

§Program-based General Education requirement:
BOTN 1 (General Botany)

SOPHOMORE YEAR

VWT 20 (Introduction to Enology)	3
VWT 31 (Fall Vineyard Operations)	3
VWT 32 (Spring Vineyard Operations)	3
VWT 35 (Vineyard Pest and Disease Management).....	3
VWT 29 (Independent Study) or WRKX 95 (Occupational Work Experience Education) and WRKX 96 (Work Experience Seminar)	2-4
Electives*	2-3
General Education Courses §	
Total Units Required.....	60

*Electives

Select from the following for a minimum of 2 units:

VWT 38 (Vineyard Management)
VWT 47 (Wine Regions and Wines of California)
VWT 48 (Winery Management)
VWT 50 (Wine Marketing and Sales)

**Meets General Education Requirements

Certificate of Achievement Viticulture

VWT 10 (Introduction to Viticulture) or HORT 70 (Introduction to Viticulture)	3
VWT 12 (Vineyard Soils, Fertilizers and Irrigation).....	3
VWT 14 (Applied Viticultural Practices)	3
VWT 20 (Introduction to Enology)	3
VWT 31 (Fall Vineyard Operations)	3
VWT 32 (Spring Vineyard Operations)	3
VWT 33 (Summer Vineyard Operations)	3
VWT 35 (Vineyard Pest and Disease Management).....	3
BIOL 10 (Introduction to the Science of Biology) or BIOL 31 (Introduction to College Biology) or BOTN 1 (General Botany).....	4-5
CHEM 30A (Introductory and Applied Chemistry) or GEOG 1 (Introduction to Physical Geography) and GEOG 1L (Introduction to Physical Geography Lab) or GEOG 15 (Intro to Geographic Information Systems).....	3-4
VWT 29 (Independent Study) or WRKX 95 (Occupational Work Experience Education) and WRKX 96 (Work Experience Seminar)	2-4
Electives*	2-3
Total Units Required.....	34-39 Units

*Electives

Select from the following for a minimum of 2 units:

VWT 38 (Vineyard Management)
VWT 47 (Wine Regions and Wines of California)
VWT 48 (Winery Management)
VWT 50 (Wine Marketing and Sales)

AS in Enology

FRESHMAN YEAR

VWT 20 (Introduction to Enology)	3
VWT 25 (Sensory Analysis of Wine)	3
CHEM 30A** (Introductory and Applied Chemistry I)	4
CHEM 30B (Introductory and Applied Chemistry II)	4
BIOL 10** (Introduction to the Science of Biology) or BIOL 31** (Introductory to College Biology)	4
Electives*	0-2
General Education Courses§	

SOPHOMORE YEAR

VWT 10 (Introduction to Viticulture) or HORT 70 (Introduction to Viticulture)	3
VWT 41 (Winery Operations I)	3
VWT 42 (Winery Operations II)	3
VWT 44 (World Viticulture and Wines)	3
VWT 45 (Food and Wine Pairing)	2
VWT 29 (Independent Study) or WKX 95 (Occupational Work Experience Education) and WRKX 96 (Work Experience Seminar)	2-4
Electives*	0-2
General Education Courses§	
Total Units 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

VWT 10 (Introduction to Viticulture) or HORT 70 (Introduction to Viticulture)	3
VWT 20 (Introduction to Enology)	3
VWT 25 (Sensory Analysis of Wine)	3
VWT 41 (Winery Operations I)	3
VWT 42 (Winery Operations II)	3
VWT 44 (World Viticulture and Wines)	3
VWT 45 (Food and Wine Pairing)	2
BIOL 10 (Introduction to the Science of Biology) or BIOL 31 (Introduction to College Biology)	4
CHEM 30A (Introductory and Applied Chemistry I)	4
CHEM 30B (Introductory and Applied Chemistry II)	4
VWT 29 (Independent Study) or WRKX 95 (Occupational Work Experience Education) and WRKX 96 (Work Experience Seminar)	2-4
Electives*	2-3
Total Units Required	35-38 Units

*Electives

Select from the following for a minimum of 2 units:

VWT 38 (Vineyard Management)
VWT 47 (Wine Regions and Wines of California)
VWT 48 (Winery Management)
VWT 50 (Wine Marketing and Sales)

Viticulture and Enology Preparation for Students Transferring to UC Davis

FIRST YEAR

CHEM 1A (General College Chemistry I)	5
CHEM 1B (General College Chemistry II)	5
VWT 10 (Introduction to Viticulture)	3
VWT 20 (Introduction to Enology)	3
ENG 1A (Critical Reading and Composition)	3
MATH 1 (Calculus I)	5
MATH 2 (Calculus II)	5
General Education Requirements*	

SECOND YEAR

PHYS 2A (Introduction to Physics I)	4
PHYS 2B (Introduction to Physics II)	4
BIOL 1 (Introduction to Cell Biology)	5
BOTN 1 (General Botany)	5
CHEM 12A (Organic Chemistry I)	5
CHEM 12B (Organic Chemistry II)	5
SPCH 1 (Fundamentals of Speech Communication)	3
General Education Requirements*	

*Students are advised to consult with a counselor for advice about the appropriate General Education pattern of courses.

Viticulture and Enology Preparation for Students Transferring to CSU Fresno

FIRST YEAR

CHEM 1A** (General College Chemistry I)	5
CHEM 1B (General College Chemistry II)	5
VWT 10 (Introduction to Viticulture)	3
VWT 20 (Introduction to Enology)	3
ENG 1A (Critical Reading and Composition)	3
BIOL 31** (Introduction to College Biology)	4
MATH 45 (College Algebra) or MATH 40 (Introduction to Probability and Statistics)**	3
General Education Requirements*	

SECOND YEAR

PHYS 10 (Descriptive Physics)	3
PHYS 10L (Descriptive Physics Laboratory)	1
BOTN 1 (General Botany)	5
CHEM 12A (Organic Chemistry I)	5
CHEM 12B (Organic Chemistry II)	5
SPCH 1 (Fundamentals of Speech Communication)	3
General Education Requirements*	

*Students are advised to consult with a counselor for advice about the appropriate General Education pattern of courses.

Viticulture and Winery Technology Courses (VWT)

VWT 10 INTRODUCTION TO VITICULTURE 3 UNITS

An introduction to viticulture; growing grapes, including historical aspects of grape cultivation wine grapes, grape species and varieties; botany, anatomy, propagation, climate, cultivation, vineyard management, plant-soil-water relations, irrigation, fertilization, pruning, weed, insect pest and disease control; establishment, training and pruning grape vines, harvest and post

harvest operations. Brief overview of wine making. 3 hours lecture.
Transfer: CSU, UC
Degree Applicable, Credit Grading Option: GR

VWT 12 VINEYARD SOILS, FERTILIZERS AND IRRIGATION 3 UNITS

Introduction to the basic principles of soil science, mineral nutrition, components installation, and plant/water relationships for grape production. Planning, design and maintenance of sprinklers and drip irrigation systems for winery vineyards. 3 hours lecture.
Transfer: CSU
Degree Applicable, Credit Grading Option: OP

VWT 14 APPLIED VITICULTURAL PRACTICES: GRAPEVINE CULTIVARS, CLONES, AND ROOTSTOCKS, GRAPEVINE PROPAGATION, PRUNING, AND TRELLISING AND CANOPY MANAGEMENT 3 UNITS

Introduction and evaluation of vitis vinifera cultivars and clones, and the rootstocks suitable to this area. Introduction to the theory and practices of grapevine propagation, including field budding, T-budding, side-whip grafting, root cutting, and cuttings to change varieties. Introduction to trellising options for vinegrape production including principles and practices of canopy management which focus on the improvement of winegrape quality. Introduction to the theory and practice of pruning grapevines. 2.5 hours lecture, 1 hour laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: OP

VWT 20 INTRODUCTION TO ENOLOGY 3 UNITS

Introduction to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; legal compliance. Students must be 21 years of age or older to participate in wine tasting. Introduction to wine and winemaking. This course provides an introduction to wine producing regions, wine history and geographical distribution, sensory evaluation of wine, grape varieties and wine types, influence of climate and soil, basic concepts of wine fermentation, handling, storage and bottling methods, wine disorders, winery sanitation and legal compliance. Students must be 21 years of age or older to participate in wine tasting. 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

Vineyard practices for the fall session. This class operates the Las Positas College Campus Hill vineyard, with an emphasis on the practical applications of viticulture. Specific viticulture practices for the fall and winter seasons will include harvesting, pruning, varietal selection, erosion control, fertilization, weed control, propagation, and vineyard development. There is a strong emphasis on practical applications of viticulture. 2 hours lecture, Prerequisite: VWT 10 (with a grade of "C" or higher). 3 hours laboratory.
Transfer: CSU
Degree Applicable, Credit Grading Option: GR

VWT 32 SPRING VINEYARD OPERATIONS 3 UNITS

Vineyard practices for the spring session. This class operates the Las Positas College Campus Hill vineyard, with an emphasis on the practical applications of viticulture. Specific viticulture practices for the spring season will include weed control, bud break, training and trellising, canopy management, nutrition, irrigation systems, disease control, quality control methods, vineyard equipment use and vineyard development. There is a strong emphasis on practical applications of viticulture. Prerequisite: VWT 10 (with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory.
Transfer: CSU
Degree Applicable, Credit Grading Option: GR

VWT 33 SUMMER VINEYARD OPERATIONS 3 UNITS

Vineyard practices for the summer session. Class operates the Las Positas College Campus Hill vineyard, with an emphasis on the practical applications of viticulture theory including vine training, canopy management, assessment of insect and disease problems specific to the appellation, irrigation applications relating to soil and leaf moisture, crop estimation and harvest preparations. There is a strong emphasis on practical applications of viticulture. 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

Winery operations for the Spring season, including wine analysis; blending; bottling; the handling and storage of new wines; maintenance of wines from previous vintages; sensory analysis techniques; general cellar practices. Student must be 21 years of age or older to participate in wine tasting. Prerequisite: VWT 20 (complete with grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU
Degree Applicable, Credit Grading Option: GR

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

Total units required 60

§Program-based General Education 3 unit requirement: See a counselor.

** Offered alternating years

Certificate of Achievement Welding Technology

WLDT 61A (Beginning Arc, Flux-Core Welding, and Blueprint Theory).....	1
WLDT 61AL (Beginning Arc and Flux-Core Welding Skills).....	2
WLDT 61B (Advanced Stick, Flux-Core Welding, and Blueprint Reading Theory).....	1
WLDT 61BL (Advanced Stick, Flux-Core and Blueprint Reading Skills).....	2
WLDT 62A (Beginning TIG, MIG Welding and Blueprint Reading Theory).....	1
WLDT 62AL (Beginning TIG, MIG Welding and Blueprint Reading Skills).....	2
WLDT 62B (Advanced TIG, MIG Welding and Blueprint Reading Theory).....	1
WLDT 62BL (Advanced TIG, MIG Welding and Blueprint Reading Skills).....	2
WLDT 63 (Welding Layout and Fitting).....	2
WLDT 67A (Welding Skills Laboratory).....	2
WLDT 67B (Advanced Welding Skills Laboratory).....	2
DNST 55 (Blueprint Reading and Sketching).....	2
INDT 74 (Measurements and Calculations) or MATH 71 (Applied Mathematics for Technicians).....	3
Total units required.....	23

Welding Technology Courses (WLDT)

WLDT 61A BEGINNING ARC, FLUX-CORE WELDING, 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: WLDTy 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

WLDT 62BL ADVANCED TIG AND MIG WELDING SKILLS 2 UNITS

Advanced skills in TIG (GTAW) and MIG (GMAW) welding of ferrous and non-ferrous alloys in the horizontal, vertical and overhead positions to A.W.S. codes. Safety and proper use of TIG and MIG equipment, oxy-fuel welding and cutting, plasma cutting. Blueprint usage in welding shop environment. Pipe and tubing fit-up and welding. Prerequisite: WLDT 62AL (completed with a grade of "C" or higher). Corequisite: WLDT 62A or WLDT 62B. 6 hours laboratory. Transfer: CSU Degree Applicable, Credit Grading Option: OP

WLDT 63 WELDING LAYOUT AND FITTING 2 UNITS

Interpretation of welding blueprints by making welding layouts and fitups. Current methods, practices, and recommended procedures. Use of jigs, fixtures, holding devices, and welding sequences. Methods of straightening and restoring dimensions to finished product. Laboratory includes Arc, MIG, TIG, and Flux-core welding, plasma and fuel cutting. Prerequisite: WLDT 62BL (completed with a grade of "C" or higher). 1 hour lecture, 3 hours laboratory.

Transfer: CSU
Degree Applicable, Credit

Grading Option: OP

WLDT 66 WELDING INSPECTION AND TESTING 2 UNITS

Theory and skills in performing inspections and tests using destructive and nondestructive methods. Tensile and hardness testing; dye penetrant, magnetic particle, radiographic, ultrasonic, and metallographic inspection. Prerequisite: WLDT 62BL (completed with a grade of "C" or higher). 1 hour lecture, 3 hours laboratory.

Transfer: CSU
Degree Applicable, Credit

Grading Option: OP

WLDT 67A WELDING SKILLS LABORATORY 2 UNITS

Development and improvement of skills in Arc (SMAW), Flux-core (FCAW), MIG (GMAW), and TIG (GTAW) welding. Prerequisite: WLDT 61AL (completed with a grade of "C" or higher). 6 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

WLDT 67B ADVANCED WELDING SKILLS LABORATORY 2 UNITS

Advanced development and improvement of skills in Arc (SMAW), Flux-core (FCAW), MIG (GMAW), and TIG (GTAW) welding. Prerequisite: WLDT 67A (completed with a grade of "C" or higher). 6 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

WLDT 68 CERTIFICATION PREPARATION 2 UNITS

Welding processes preparation for certification exams. Theory of American Welding Society D1.1, American Society of Mechanical Engineers Section IX, American Petroleum Institute 1.104. 6 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

WLDT 69A FABRICATION AND INSTALLING PIPING SYSTEMS 3 UNITS

Theory and practical application of: pipe joint preparation and design, API (American Petroleum Institute) and AWS (American Welding Society) welding codes specification for pipe and pipe fittings, analysis of joint configuration, plasma and flame cutting of pipes, wire and electrodes selections, beginning of pipe welding blue print and welding symbols, SMAW, GMAW, and GTAW of pipe joints, non-destructive and destructive test and qualitative concepts of evaluation. Prerequisite: WLDT 61BL or WLDT 62BL (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

WLDT 69B ADVANCED PIPE WELDING 3 UNITS

Theory and practical application of pipe joint preparation and design; API (American Petroleum Institute) and AWS (American Welding Society) welding codes specifications for pipe and pipe fittings; geometric curve design for branched join of piping systems; wire and electrodes selections; advanced welding blue print and pipe welding symbols, SMAW, GMAW, and GTAW of pipe joints; metallurgical transformation of WLDT Heat Affected Area (HAA); welding discontinuities and defects; destructive and non-destructive testing; and methods of inspection and testing. Prerequisite: WLDT 69A (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory.

Degree Applicable, Credit

Grading Option: OP

WLDT 70 INTRODUCTION TO WELDING 2 UNITS

Arc, TIG, MIG, Flux-core, gas and braze welding, plasma and fuel gas welding and cutting. Theory and care of welder's equipment with emphasis on safe practices. 1 hour lecture, 3 hours laboratory.

Transfer: CSU
Degree Applicable, Credit

Grading Option: OP

WLDT 71 WELDING FOR THE ARTS 3 UNITS

Provides basic welding, shop skills and instruction that artistically inclined individuals should know in order to be effective in the process of creating metal art and sculpture. Provides instruction on types of metals (aluminum, iron, steel, cast iron, bronze, stainless steel, etc.), mechanical fastenings, cutting and permanent joining together of metals and alloys through welding processes such as SMAW, GMAW, GTAW, FCAW, oxyacetylene and braze welding, plasma and fuel gas cutting. Instruction includes general shop safety, equipment use, finishing, welding electricity fundamentals, welding consumable identification, and hazardous materials regulation. 1 hour lecture, 6 hours laboratory. AA/AS GE. Transfer: CSU; CSU GE: C1

Degree Applicable, Credit

Grading Option: OP

WLDT 75 CONSTRUCTION SAFETY 1 UNIT

This course provides the safety knowledge required to operate safely in a construction workplace environment. This course will emphasize hazard identification, avoidance and control as means to proactively create a safe workplace environment. OSHA safety standards will be emphasized throughout to maintain consistency with workplace environment. This course meets/exceeds the 10 hour OSHA construction safety training requirements. 1 hour lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 79 MANUFACTURING PROCESSES 2 UNITS

This course examines the processes and equipment used in modern manufacturing. This course provides an excellent introduction to today's manufacturing processes, as well as an overview of the processes and equipment used in modern manufacturing. The course concentrates on the five major types of industrial materials; metals, plastics, ceramics, woods, and composites. It provides thorough coverage of the forming, separating, fabricating, conditioning, and finishing processes related to each material. The course also includes the materials and manufacturing processes used in packaging finished goods. The proper and safe use of hand tools, basic shop tools, manufacturing and welding equipment will be covered. Understanding the relationship between manufacturing processes, materials properties, materials processing and design. 1.5 hours lecture, 1.5 hours laboratory. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WLDT 80 THE WELDING BUSINESS 2 UNITS

This course explores the combination of materials, labor and machines. This course examines the unique aspects associated with the operation of a successful welding business. This course provides a basic understanding of the flow of work through a welding operation from the initial customer contact through the completed component arriving at the customers receiving facility. A discussion of who the customer base is, how does the company locate work that fits their capability, the request for quotation, the processes of bidding on work, estimating, quotations, contract documents, codes, specifications, customer requirements, manufacturing travelers, quality control, manufacturing methods, labor, raw material sources, subcontractors, finishing, transportation, materials handling, packaging, and the process for getting paid for doing the work. Basic definitions of business concepts such as accounting, labor laws, compliance, taxes, cash flow, payroll accounts receivable, accounts payable, balance sheet, as well as profit and loss as they relate to a welding business. 2 hours lecture. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WORK EXPERIENCE

Work Experience Requirements

To participate in Work Experience Education programs, students must:

- Pursue a planned program of Work Experience that includes new or expanded responsibilities or learning opportunities beyond those experienced during periods of previous employment;
- Have paid or volunteer employment in any field;
- Have the approval of the instructor/coordinator.

Additionally, students must meet the requirements of either of the following plans.

I. Parallel Plan

- A. Be enrolled in a minimum of 7 units including Work Experience;
- B. Be currently enrolled in a course in their major or planned academic program which is related to the Work Experience.

Under the Parallel Plan, one unit of credit is granted for 5 hours of work each week to a maximum of 3 units for 15 or more hours each week. Students must also attend a one hour weekly seminar class.

II. Alternate Plan

- A. May not be enrolled in more than one additional course;
- B. May not transfer from the alternative plan to the parallel plan, or vice versa, without having completed 7 units in between plans.

Under the Alternate Plan, students may earn four to eight units of credit for working 20 to 40 hours each week. Regularly scheduled meetings with the instructor are required throughout the semester.

For either plan a cumulative total of 16 units may be earned (including the seminar units).

See also: **Business**

Computing

Early Childhood Development

Fire Service Technology

Horticulture

Viticulture and Winery Technology

Work Experience Courses (WRKX)

WRKX 95 WORK EXPERIENCE 1-3 UNITS

Earn college credit while working. College supervised on-the-job training for work in a business related occupation. Through the cooperation of the work supervisor, contract to accomplish new learning objectives or broaden experiences in work field. Corequisite: Concurrent enrollment in Work Experience 96. 5-15 hours of paid employment per week or 4-12 hours of volunteer work each week. Maximum units for all work experience course, combined (95, 96 and 98) total of 16 units. Refer to program requirements in this section. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WRKX 96 WORK EXPERIENCE SEMINAR 1 UNIT

Earn college credit while working. Focal point for the coordination of curriculum with college supervised part-time or full-time employment in the major field. Case studies, job related problems, student cases and presentations, and material related to employment, organizations, and management discussed; emphasis on building strong working relationships with supervisors, subordinates, and co-workers Corequisite: Work Experience 95. 1 hour lecture Maximum units for all work experience course, combined (95, 96 and 98) total of 16 units. Refer to program requirements in this section. Transfer: CSU

Degree Applicable, Credit

Grading Option: OP

WRKX 98 OCCUPATIONAL WORK EXPERIENCE:4-8 UNITS ALTERNATE PLAN

College supervised on-the-job training enabling students to attend college full time one semester and work full time the following semester. The on-the-job experience must be related to the students educational and occupational goals or college major. The training may be paid or volunteer. 20-40 hours of work experience each week are required. Maximum units for all work experience course, combined (95, 96 and 98) total of 16 units. Refer to program requirements in this section. Transfer: CSU

Degree Applicable, Credit

Grading Option: GR

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

COMMUNITY SERVICES PROGRAMS

Community Services Programs are fee-supported, not-for-credit sequences of classes that prepare students with the knowledge and skills needed to be eligible to sit for industry/national board examinations. Community Services classes are authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of title 5, section 55002, for which state apportionment is not claimed and credit is not awarded.

PARAMEDICS

The Paramedics program provides coursework necessary to prepare a student to become a Nationally Registered Emergency Medical Technician-Paramedic (NREMT-P). A student who completes the program is eligible to participate in the National Registry Examination Process, and a successful student will be eligible for licensure as an Emergency Medical Technician-Paramedic (EMT-P) in the state of California. The Paramedic program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEM-SP) and approved by the Alameda County EMS Agency.

Paramedics Program List

Course #	Course Name	Hours
PARA 450	EMT-P PREPARATORY THEORY	90 hours
PARA 451	EMT-P HUMAN SYSTEMS	72 hours
PARA 452	EMT-P PHARMACOLOGY AND AIRWAY	105 hours
PARA 453	EMT-P MEDICAL SYNDROMES	120.5 hours
PARA 454	EMT-P ABD & NEURO SYSTEMS	105 hours
PARA 455	EMT-P CARDIAC & RESP SYNDROMES	105 hours
PARA-456	EMT-P TRAUMA & SHOCK	105 hours
PARA 457	EMT-P SPECIAL PATIENT POPULATIONS	105 hours
PARA 458	EMT-P PARAMEDIC FIELD TRAINING	480-600 hours

Paramedic Courses (PARA)

PARA 450 EMT-P PREPARATORY THEORY 90 HOURS

Overview of the emergency health care profession and the role of the Paramedic within the Emergency Medical Service (EMS) system. Development of communication competency skills in the use of radio equipment and when speaking to adjunct medical staff and EMS partner. Emphasis on legal issues and medical emergency record keeping. Principles and application of the language and terminology of medicine. Overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms. Emphasis on evaluation and documentation skills used in the delivery of emergency care. Prerequisites: EMS 81

(completed with a grade of "B" or higher) or current valid certification as an EMT-Basic, and BIOL 50 and EMS 62 (completed with a grade of "C" or higher). Typical Contact Hours: 90 lecture.

PARA 451 EMT-P HUMAN SYSTEMS 72 HOURS

Overview of the structure and function of the major body systems, organization of the body, immunological and homeostatic mechanisms. Discussion of the underlying pathophysiological principles of emergent conditions. Prerequisite: EMS 50 (completed with a grade of "C" or higher), or PARA 450. Typical Contact Hours: 70 lecture.

PARA 452 EMT-P PHARMACOLOGY AND AIRWAY 105 HOURS

Basic principles of pharmacology, drug classifications, action of drugs, clinical uses, administration of drugs, and advanced airway techniques. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics, Prerequisite: EMS 51 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 52.5 lecture, 52.5 laboratory.

PARA 453 EMT-P MEDICAL SYNDROMES 120.5 HOURS

Overview of the patient assessment techniques for the paramedic. Overview of the medical patient and presentation of principle of toxicology and infectious diseases and their management in a prehospital setting. Prerequisite: EMS 50 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 70 lecture, 52.5 laboratory.

PARA 454 EMT-P ABD AND NEURO SYSTEMS 105 HOURS

Overview of the abdominal, genitourinary, gastrointestinal, hematological, nervous, and endocrine systems of the human body for the field paramedic. Discussion of the emergencies that affect the systems and how to manage them in the pre-hospital environment. Supervised clinical sessions at a hospital emergency department, labor and delivery suite, pediatric clinic, to include exposure to emergency cardiac, surgical, obstetric, and pediatric patients with a clinical preceptor. Prerequisite: EMS 50 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 52.5 lecture, 52.5 laboratory.

PARA 455 EMT-P CARDIAC AND RESPIRATORY SYNDROMES 105 HOURS

Overview of prehospital evaluation and management of patients experiencing cardiac and respiratory emergencies, including monitoring and interpretation of ECG's. Comprehensive treatment through the use of advanced airway management, cardiac pharmacology, rapid defibrillation, and utilization of cardiac monitoring in the clinical setting. Supervised clinical sessions at a hospital emergency department, labor and delivery suite, pediatric clinic, to include exposure to emergency cardiac, surgical, obstetric, and pediatric patients with a clinical preceptor. Prerequisite: EMS 50 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 52.5 lecture, 52.5 laboratory.

PARA 456 EMT-P TRAUMA AND SHOCK 105 HOURS

Overview of prehospital evaluation and management of patients experiencing trauma emergencies, including monitoring and interpretation of ECG's, placement of intravenous lines. Comprehensive treatment through the use of advanced airway management, fluid resuscitation and shock treatment in the clinical setting. Supervised clinical sessions at a hospital emergency department, labor and delivery suite, pediatric clinic, to include exposure to emergency cardiac, surgical, obstetric, and pediatric

patients with a clinical preceptor. Prerequisite: EMS 50 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 52.5 lecture, 52.5 laboratory.

PARA 457 EMT-P SPECIAL PATIENT POPULATIONS 105 HOURS

Overview with an emphasis on evaluation and in hospital management of patients presenting with behavioral emergencies. Emphasis on the special medical needs of the geriatric patient. Focus on ambulance operations to include hazardous incidents, multi-casualty incidents and mass casualty incidents caused by weapons of mass destruction or acts of terrorism. Supervised clinical sessions at a hospital emergency department, labor and delivery suite, pediatric clinic, to include exposure to emergency cardiac, surgical, obstetric, and pediatric patients with a clinical preceptor. Prerequisite: EMS 50 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 52.5 lecture, 52.5 laboratory.

PARA 458 EMT-P PARAMEDIC FIELD TRAINING 480-600 HOURS

Clinical internship and field phase of paramedic training with a demonstration of advanced life support skills in a variety of emergency situations. Emphasis on clinical evaluation and intervention in the pre-hospital setting, Emergency Department, Psychiatric Emergency Services, Cardiac Intensive Care Unit, Labor and Delivery Trauma, Operating Room Anesthesia and Pediatric Clinic. Prerequisite: EMS 50 (completed with a grade of "C" or higher) or PARA 450. Typical Contact Hours: 480 to 600 laboratory.

PHARMACY TECHNICIAN

The Pharmacy Technology program prepares individuals to become pharmacy technicians. These allied health professionals assist and support licensed pharmacist in providing medications and other health care products to patients. In California, a Pharmacy Technician must complete a training program or pass a national board examination. Students who successfully complete the Pharmacy Technician program satisfy the training program requirements towards application for license by the California State Board of Pharmacy.

Pharmacy Technician Program List

Course #	Course Name	Hours
PTECH 400	PHARMACY TECHNICIAN TRAINING	240 hours
PTECH 401	PHARMACY TECHNICIAN TRAINING CLINICAL PRACTICE	360 hours

Pharmacy Technician Courses (PTECH)

PTECH 400 PHARMACY TECHNICIAN TRAINING 240 HOURS

Pharmacy technician training including drug classification and uses; pharmacy laws; rules, regulations and ethics; storage of drugs; recordkeeping of prescriptions and medications; pharmacy math and dosage calculation; medical terminology; abbreviations and symbols; advanced drug calculations; review of drug uses

and side effects; intravenous drug and chemotherapeutic agents' admixtures; reading, evaluating, and filling prescriptions; compounding; assisting pharmacist in medication therapy management; maintaining inventory control systems; resume writing, job hunting and interview skills; anatomy, physiology, and pharmacology relating to the central nervous system, cardiovascular, pulmonary, gastrointestinal, endocrine and reproductive systems; review of inflammation and pain management; antibiotic, vitamins, and chemotherapy used in treating various cancers. Prerequisite: ENG 100A or ESL 23, and MATH 65 (completed with a grade of "C" or higher or placement in ENG 100B or MATH 55 or higher on LPC assessment test). Strongly recommended: BIOL 50, EMS 62, and CIS 8. Typical Contact Hours: 240 lecture.

PTECH 401 PHARMACY TECHNICIAN TRAINING CLINICAL PRACTICE 360 HOURS

Application of pharmaceutical knowledge, pharmacy law, mathematics, dosage calculation, medical terminology to various practice settings, inventory control, drug storage, recordkeeping, preparing and packaging medications accordingly and accurately. Prerequisites: PTECH 400. Typical Contact Hours: 360 hours externship.

SURGICAL TECHNOLOGY

The Surgical Technology Program provides coursework necessary to prepare students to become surgical technologists. Surgical technologists are members of surgical operating room teams, and assist surgeons, registered nurses, or other surgical personnel during medical procedures. A student who completes the program is eligible to participate in the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Examination to become a Certified Surgical Technologist (CST). The Surgical Technology program is accredited by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and Committee on Accreditation of Allied Health Education Programs (CAAHEP).

Surgical Technology Program List

Course #	Course Name	Hours
STECH 450	BASIC AND BIOMEDICAL SCIENCES FOR SURGICAL TECHNOLOGY	126 hours
STECH 451	SURGICAL PATIENT CARE CONCEPTS	432 hours
STECH 452	SURGICAL SPECIALTIES	96 hours
STECH 453	CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY	Minimum of 125 Clinical Cases

Surgical Technology Courses (STECH)

STECH 450 BASIC AND BIOMEDICAL SCIENCES FOR SURGICAL TECHNOLOGY 126 HOURS

The basic science part of this course reviews human anatomy as it relates to surgical procedures and is followed by an introduction to physiology and common disease states requiring surgical intervention. Further covered are the basic principles of medical microbiology with emphasis on infection control in the operating room. The biomedical science part of the course includes an introduction to conceptual physics, electricity and robotics to provide an understanding of the workings of surgical technology. The class is designed to prepare students for later clinical experience. Prerequisites: ANAT 1 and MATH 65, (both completed with a grade of "C" or higher) and EMS 62 (may be taken concurrently). Strongly recommended: Eligibility for ENG 1A. Typical Contact Hours: 72 lecture, 54 laboratory.

STECH 451 SURGICAL PATIENT CARE CONCEPTS 432 HOURS

This course consists of lectures and discussions of topics regarding the care of patients before, during, and after surgery and the role the surgical technologist plays in providing this care. Labs will cover the purpose, function, and applications of supplies and equipment such as surgical instruments, dressings, sutures, the operating room furniture, drains and catheters. An emphasis will be placed on the safety of patients and personnel with regards to potential hazards from the use of lasers or electrical machines, chemicals, or infectious microorganisms. Students will explore theoretical concepts of physiological and pathophysiological functions and the interventions provided by the surgical team. Examples of these interventions include, but are not exclusive to, maintaining normal physiological parameters, and the control of hemorrhage. Additional discussion will cover the legal, ethical and professional issues that surround the practice of surgical technology. Prerequisite: STECH 450 . Typical Contact Hours: 108 lecture, 324 laboratory.

STECH 452 SURGICAL SPECIALTIES 96 HOURS

This course provides the student with a systematic approach to a given surgical procedure. Addressed in this course are the most common surgical procedures of General Surgery, Gynecological and Obstetrical Surgery, Genitourinary Surgery, Otorhinolaryngology, Ophthalmology, Plastic Surgery, Neurosurgery, Orthopedics, Cardiothoracic Surgery, Peripheral Vascular Surgery, Oral and Maxillofacial Surgery. For each surgical procedure, lectures, discussions, and demonstrations, include but are not exclusive to, the surgical anatomy and pathophysiology, anesthetic considerations, positions, prepping, supplies, equipment, instrumentation, specimens, wound closure, dressings, post-operative care and complications. Steps of the surgical procedures and their rationales are explained using multimedia. Prerequisite: STECH 451. Corequisite: STECH 453. Typical Contact Hours: 96 lecture.

STECH 453 CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY 125 MINIMUM CLINICAL CASES

This course consists of clinical experience in the operating room and provides students with the skills necessary to function as a beginning surgical technologist. Students will have exposure to the overall operation, policies, and procedures of practice. Under direct supervision and guidance of preceptors, students will gain proficiency in establishing and maintaining a sterile field, draping materials, use of needles, sutures and basic instrumentation,

preparation and sterilization of supplies and anticipation of the surgeon's needs. Application of knowledge gained in previous courses will provide an opportunity for skill acquisition, safe practice, and the development of professional behaviors. Prerequisite: STECH 451. Corequisite: STECH 452.

FACULTY

Lawrence F. Aguiar (1977)	BS, California State University, Hayward; MA, Stanford University; Physical Education	James L. Dobson (2001)	AA, College of DuPage, Illinois; BS, Northern Arizona University; MA, California State University, Chico; Speech
Angela L. Amaya (2008)	BA, College of St. Benedict; MLIS, San Jose State University; Librarian	Richard J. Dry (1999)	BA, University of California, Berkeley; MA, San Francisco State University; English
Kevin M. Ankoviak (2000)	BS, University of Michigan; MS, UCLA; PhD, UCLA; Physics	Catherine M. Eagan (2003)	BA, University of California, Berkeley; PhD, Boston College; English
Michael A. Ansell (2002)	BS, California State University, Chico; MS University of Oregon; PhD, University of Oregon; Chemistry	David R. Everett (2005)	VWT Coordinator; Viticulture and Winery Technology
Robert H. August, Jr. (2001)	BS, Armstrong Atlantic State University; MS, Western Kentucky University; Mathematics; MFA, University of California, Davis; Acting	Debbie J. Fields (1990)	AA, Penn State University; BS, Virginia Commonwealth University; MBA, Golden Gate University; Computer Information Systems
Carolyn Slutz Baranouskas (1990)	AA, Chabot College; BA, DePauw University; Design/Drafting Technology	Adeliza E. Flores (2006)	BS, University of California, Davis; MS, San Francisco State University; Chemistry
TeriAnn Bengiveno (2001)	BA, San Jose State University; MA, San Jose State University; PhD, University of Hawaii; History	Joel M. Gagnon (2011)	BA, University of California, Santa Barbara; MA, St. Mary's College of California; Counseling
R. Toby Bielawski (1999)	BA, Smith College; MA, Mills College; English	Justin C. Garoupa (2006)	BA, University of California, Davis; MFA, University of California, Davis; English
Howard L. Blumenfeld (2008)	BA, University of California, San Diego; MA, San Diego State University; Mathematics	Heike Gecox (2011)	AA, Las Positas College; BA, California State University, Hayward; MS, California State University, Hayward; Counseling
Jeremiah H. Bodnar (2007)	AA, Saddleback College; BA, University of California, Los Angeles; MA University of Chicago; Philosophy	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
Janet A. Brehe Johnson (1986)	BA, San Diego State University; MA, San Francisco State University; Speech	John S. Gonder (2002)	Cisco Certification; Computer Networking Technology
Jonathan D. Brickman (2006)	BA, University of Wisconsin; MA, San Francisco State University; English as a Second Language	Michelle C. Gonzales (2005)	BA, Mills College; MFA, Mills College; English
Jill E. Carbone (2006)	BA, University of California, Santa Cruz; MS, University of California, Davis; Biology	Jennie Graham (2013)	B.S. University of California, Davis; M.S. California State University, East Bay; Mathematics
Rajeev Chopra (2008)	BCOM, Guru Nanak Dev University, India; MCOM, Kurukshetra University, India; MS, California State University, Hayward; Business	Mark Grooms (2013)	BS, Indiana University; MBA, University of California – Irvine; Business
Elena C. Cole (1997)	AA, Ohlone College; BA, University of California, Berkeley; MA, San Francisco State University; English	Richard H. Grow (2006)	BS, California State University, Hayward; MS, California State University, San Francisco; PhD, University of California, Riverside; Chemistry
Jason B. Craighead (2009)	AA, Santa Rosa Junior College; BS, UC Santa Barbara; MSS, United States Sports Academy; Physical Education/Swimming Coach	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
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		

Ruth L. Hanna (1991)	AA, Hartnell Community College; BS, University of California, Davis; MS, University of California, Davis; Geology	Melissa A. Korber (1999)	BA, Montana State University; JD, University of Pacific McGeorge School of Law; MA, San Francisco State University; English (Creative Writing); English/Mass Communications
Eric W. Harpell (1988)	BA, University of California, San Diego; MS, University of California, Los Angeles; Physics	Craig A. Kutil (2006)	BA, Humboldt State University (Liberal Studies); BA, Humboldt State University (Mathematics); MS, Humboldt State University; Mathematics
LaVaughn M. Hart (2000)	AA, Las Positas College; BA California State University, Sacramento; Computer Information Systems	Christina H. Lee (2006)	BA, University of California, Berkeley; MS, San Francisco State University; Counselor
Lauren W. Hasten (2004)	BA, Brooklyn College; MA, Columbia University; Anthropology	Keith B. Level (2007)	BS, Stanford University; MS, Stanford University; Engineering
Timothy D. Heisler (1995)	AA, Chabot College, Hayward; BA, California State University, Hayward; MA, California State University, Hayward; Speech	Marina M. Lira (2011)	AS, Santa Rosa Junior College; BA, Sonoma State University; MSW, University of California, Berkeley; Counseling
Teresa D. Henson (2000)	BA, University of Colorado; MS, University of Colorado; Mathematics	Titian Lish (2013)	BA, San Francisco State University; MA, San Francisco State University; Theater Arts
Ann Hight (2013)	BA, University of California, San Diego; MA, San Jose State; PhD, University of California, Davis; Physiology	Ruchira Majumdar (2008)	BS, University of Calcutta; MS, University of Calcutta; PhD, Iowa State University; Mathematics
Nan Ho (1995)	BS, Stanford University; MS, Stanford University; Biology	Marilyn M. Marquis (1991)	AA, Peirce College; BA, California State University, Northridge; MA, California State University, Dominguez Hills; English/English as a Second Language
Elizabeth M. Hopkins (2008)	BA, Chapman University; MPH, University of California, Los Angeles; Health	Jane C. McCoy (1994)	BA, Loyola University, Chicago; MA, California State University, Hayward; History
Deanna A. Horvath (2009)	BA, CSU East Bay; Photography	Stuart J. McElderry (2000)	BA, University of California, Berkeley; MA, San Francisco State University; PhD, University of Oregon; History
Frances M. Hui (2000)	BA, San Diego State University; MLS, University of California, Los Angeles; Librarian	Ashley D. McHale (2008)	BS, Elon University; MS, Texas Tech University; Mathematics
Tina E. Inzerilla, Ph.D. (2007)	AA, Chabot College; BS, California State University, Hayward; MLIS, San Jose State University; PhD, Queensland University of Technology; Librarian	Scott A. Miner (2006)	AA, Chabot College-Valley Campus; BS, California Polytechnic State University; Materials Engineering
Ronald J. Johansen (2005)	AA, Chabot College; Fire Service Technology; AA, Chabot College; Fire Service Technology	Jason M. Morris (2001)	BA, University of Texas; MA, University of New Mexico; Mathematics
Terry K. Johnson (1999)	Automotive Certification, College of Alameda; Automotive Technician Program, Chabot/Las Positas College; ASE Master Technician; CA Smog Instructor	Barbara J. Morrissey (1991)	BS, University of Hawaii; MS, University of California, Davis; MS, California State University, Hayward; Counselor
Ernest D. Jones (1991)	AA, Contra Costa Community College; BA, San Francisco State University; MS, San Francisco State University; Psychology	Martin J. Nash (2009)	BA, Kansas State University; MFA, California College of the Arts; English
Cynthia M. Keune (2004)	BA, Cornell College; MS Iowa State University; MBA, San Diego State University; Mathematics	Steven J. Navarro (1995)	BA, Chapman University; MA, California State University, Long Beach; Physical Education
Candace L. Klaschus (2005)	AA, Columbia Junior College; BA, San Francisco State University; MA, San Francisco State University; PhD, University of New Mexico; Humanities	Maureen P. O'Herin (2003)	BA, St. Mary's College; MA, San Francisco State University; English

Thomas M. Orf (2005)	BA, University of Northern Colorado; MS, University of Northern Colorado; PhD, University of Kentucky; Geography	Randolph J. Taylor (1990)	BA, California State University, Sacramento; MS, California Polytechnic State University, San Luis Obispo; MS, California Polytechnic University; MS, University of California, Berkeley; Computer Science, Mathematics
Jim Ott (2013)	AA, West Valley College; BA San Jose State; MA, San Jose State; English	Sarah K. Thompson (1996)	BA, Hamilton College; MA, Rutgers University; Sociology
Brian H. Owyong (1997)	BA, California State University, Hayward; MA, University of San Francisco; ThM, Dallas Theological Seminary; PsyD, California School of Professional Psychology; Counselor, Disabled Students Programs and Services	Kimberly A. Tomlinson (2001)	BA, University of Minnesota; MA Luther Theological Seminary, St. Paul; CalWORKS, Religious Studies
William Paskewitz, Jr. (1988)	BFA, Cooper Union; MFA, Queens College; Art	Paul S. Torres (2001)	AA, DeAnza College; BA, San Jose State University; MA, University of California, Riverside; Political Science
Cecelia A. Browne Rosefield (2006)	AA, Los Medanos College; BA, California State University, Hayward; MA, Washington State University; Music	Angella VenJohn (1999)	BS, University of Iowa; MA, California State University, Sacramento; Student Interventions Counselor
Zina L. Rosen-Simon (2001)	BS, Michigan State University; MAT, Oakland University; Early Childhood Development, Special Education	Gilberto N. Victoria (1995)	AA, Chabot College; BA, University of California, Irvine; MS, California State University, Hayward; Counselor
Cynthia W. Ross (2001)	BS, Baylor University; MS, California State University, Hayward; Psychology	Lisa T. Weaver (2004)	BS, Minor State University, ND; MBA, Concordia University; PhD, Concordia University; Business/Economic Development
Robin E. Roy (2008)	BA, Connecticut College; MS, Old Dominion University; PhD, University of Vermont; Psychology	Grazyna "Gina" Webster (2005)	BS, Agricultural University of Warsaw; MS, Agricultural University of Warsaw; MS, University of California, Berkeley; PhD, University of California, Berkeley; Economics
John D. Ruys (2006)	BS, University of California, Davis; MS, University of California, Davis; PhD, University of California, Davis; Psychology	Kristine W. Woods (2003)	BS, Willamette University; MA, California State University, Hayward; Mathematics
Michael R. Sato (2002)	BA, University of California, Santa Cruz; MA, California State University, Sacramento; English	Barbara C. Zingg (1997)	BS AKAD, Zurich; DVM, University of Berne; PhD, University of California, Davis; Biology
Colin G. Schatz (2008)	BA, Swarthmore College; MS, Stanford University; Ph.D, Stanford University; Computer Science		
Paula M. Schoenecker (2008)	BA, California State University, Hayward; MS, California State University, Hayward; Learning Disabilities Specialist, Instructor, DSPS		
Michael J. Schwarz (2006)	AA, Santa Rosa Junior College; AB, University of California, Davis; MA, University of San Diego; Counselor		
Geoffrey C. Smyth (1990)	BA, University of the Pacific, Stockton; MA, University of the Pacific, Stockton; Physical Education		
Karin S. Spirn (2005)	BA, University of California, Berkeley; MA, University of Michigan; PhD, University of Michigan; English		
Catherine A. Suárez (2006)	BA, University of the Pacific; ME, University of the Pacific; Foreign Languages		
Mark S. Tarte (2002)	BA, St. Mary's College; Business Administration, ME.d, Concordia University, Administration of Justice		
Nadiyah Taylor (2009)	BA, Macalester College; MA, Pacific Oaks College; Early Childhood Development		

PAST PRESIDENTS

Barbara Adams	1990-1993
Susan Cota	1993-2001
Karen Halliday	2002-2010
DeRionne Pollard	2008-2010
Kevin Walthers	2011-2013

EMERITI

Byford H. Scott Instructor	1962- 1979
Stuart J. Inglis Instructor	1965-1984
Georgia E. Owens Instructor	1964-1985
Virginia I. Maccrossen Admissions and Records Clerk II	1973-1986

Hal Lubin Instructor	1961-1988	Barry J. Deadder Security Supervisor	1982-1998
Marjorie R. O’Leary Executive Secretary	1971-1989	Ruth S. Feldman Instructor	1969-1999
George Anna Tow Counselor/Instructor	1975-1989	David A. Wright Instructor	1965-1999
Gerald D. Friedel Instructor	1967-1991	Karen O. Albertson Instructional Computer Laboratory Specialist	1981-1999
Irving Batz Dean of Student Services	1968-1991	Linda L. Lucas Dean of Academic Services	1969-2000
Donald V. Nilsen Instructor	1974-1991	LaVere H. Adams Instructor	1980-2000
Faye L. Gleason Secretary I	1980-1991	Esther S. Goldberg Instructor	1970-2001
EMERITI			
John T. Healey Instructor	1966-1992	Janice E. Winegarner Student/Staff Liaison, Office Specialist/Secretary II	1990-2001
Louie C. Abaitua Assistant Maintenance Supervisor	1972-1992	Arthur S. Deleray Instructor	1970-2002
John R. Rodriguez Grounds Technician	1965-1993	Robert J. Wood Instructor	1970-2002
Joan M. Campanile Secretary to the President	1966-1993	Dee D. Roshong Dean of Student Services	1965-2003
Margaret C. Emery Instructor	1975-1993	Aileen T. Furuyama Librarian	1992-2003
Elizabeth E. Inglis Instructional Assistant II	1976-1993	Juliette A. Bryson Instructor	1971-2004
John William Rath Dean of Academic Services	1984-1993	Anne M. Powell Instructor	1974-2004
Mason C. Layman Counselor/Instructor	1975-1994	Carol E. Clough Instructor	1977-2004
William H. Cox Lead Custodian	1984-1994	Carol L. Abert Instructional Assistant II	1979-2004
Juanita R. Focha Instructor	1967-1995	Alene H. Hamilton Counselor/Instructor	1980-2004
Edward G. Cates Instructor	1970-1995	Jane E. Benham Instructional Assistant II	1989-2004
Jerald T. Ball Instructor	1964-1996	Walter T. Mara Instructor	1984-2004
Robert E. Dahl Instructor	1967-1996	Richard I. Solomon Instructor	1991-2004
Janice M. Albert Instructor	1962-1979	Donald R. Milanese Vice President of Academic Services	1970-2005
Patricia J. Richmond Counselor Assistant I	1979-1997	James H. Adams Science Education Technician	1979-2005
Joan H. Long Instructor	1989-1997	Ronald E. Liljedahl Instructor	1980-2005
Lola Bermudez Acting Dean, Academics Services	1981-1997	Connie A. Bish Instructional Assistant II	1982-2005
Phillip “Babe” M. Castillo Assistant Custodial Supervisor	1962-1998	James L. Landre Instructor	1982-2005
Robert P. Dickinson, Jr. Instructor	1977-1998	Gary F. Svihula Instructor	1982-2005
Joan D. Newsom Cashier/Buyer Bookstore	1981-1998		

Margaret E. Riley Instructor	1985-2005	Abigail McCann Instructor	1990-2009
William R. Dunn Instructor	1987-2005	Ken Ross Instructor	1990-2009
Sharon A. Cadwalader Executive Assistant to the President	1986-2005	Donna J. Impey Instructional Assistant II	1991-2009
Alice Y. Kwan Admissions and Records Assistant II	1988-2005	Sharon R. Keick Custodial Supervisor	1992-2009
William McCarthy Security Officer	1990-2005	Alice M. Moyer Instructional Assistant II	1992-2009
Denise Van Horn-Landre Articulation Officer	1995-2005	Martha L. Peterson Accompanist	1996-2009
Maria Elena Pellinen Instructor	1975-2006	Gale "Jackie" Fitzgerald Instructor	1997-2009
Arthur S. Tenbrink Counselor/Instructor	1980-2006	Margaret Egan Counselor Assistant I	1999-2009
Lucy A. Sponsler Instructor	1991-2006	Ken Ross Instructor	1990-2009
Eric Golanty Instructor	1993-2006	Richard D. Butler Director of Safety & Security	1999-2010
Peggy C. Carter Librarian	1989-2007	Nancy Wright Counselor	2000-2010
James A.R. Forcier Instructor	1976-2007	Dale Boercker Instructor	1988-2011
Lettie J. Camp Career/Transfer/Employment Coordinator	1979-2007	Martha K. Konrad Executive Assistant	1991-2011
Barbara W. Hardy Librarian	1988-2007	Carolyn I. Smutny Staff Assistant	2002-2012
Sharron L. Dupree International Admissions Specialist	1993-2007	Mary E. Campbell Instructor	1990-2011
Judith K. Hanson Academic Services Specialist II	1988-2007	Judy Martinez Staff Assistant	1997-2011
Keith E. Jolly Instructor	1984-2008	Philip Manwell Dean of Academic Services	1997-2011
Robert F. Breuer Instructor	1990-2008	Connie Reding Staff Assistant	1995-2012
Patrick L. Pohl Instructor	1971-2009	Leslie Gravino Work Based Learning Program Coordinator	1998-2012
Linda L. Peifer Administrative Assistant II	1975 -2009	Cheryl Warren Librarian	2004-2014
Sophie C. Rheinheimer Instructor	1975-2009		
Steven E. Bundy Counselor/Instructor	1976-2009		
Karen B. Pihl Instructor	1976-2009		
David B. Vigil Laboratory Technician IV	1980-2009		
James B. Heiner Instructor	1981-2009		
Mary Straight Assessment Specialist	1984-2009		
Lindell R. Bruce Instructor	1985-2009		
Theresa M. Costa Student Counseling Assistant I	1990-2009		

CLASSIFIED STAFF

Las Positas College

Cynthia A Ahre	Instructional Assistant III
John M Armstrong	Student Records Evaluator- Outreach Specialist
Cynthia J Balero	Program Coordinator- International Students
Valerie Ball	Administrative Assistant II
Lesley A Barron	Learning Resources Assistant III
Haywood Beard	Computer Network Support Specialist II

Donna G Best	Student Records Evaluator
Cindy S Black	Laboratory Technician II-Microbiology
Bruce Brown	Security Officer
Melissa J. Brown	EOPS Counselor Assistant II
Jeff W Burns	Security Officer
Brandon K Butler	Laboratory Technician II
Janice A Cantua	Admissions & Records Assistant III
Peter R Cardin	Library Technician I
Neil P Carey	Instructional Assistant II
Ethan L Castor	Computer Network Support Spec II
Frankie L Danner	Security Communications Dispatch
Sharon A Davidson	College Administrative Assistant
Sean P Day	International Admissions Specialist
Joseph A Dazhan	Security Officer
Andres M De La Cruz	Computer Network Support Specialist II
Frances M DeNisco	Program Coordinator Community Ed
Thomas M Dodge	Laboratory Tech II-Science
Theresa A Dubord	Security Officer
Dianne M Duffy	Instructional Assistant II
Deborah G Earney	Admissions & Records Assistant II
William S Eddy	Physical Ed/Athletics Assistant
Carol J Edson	Laboratory Technician II
Virginia F Edwards	Learning Resources Assistant III
Jennifer L Farber	Instructional Assistant II
Michael T Furuyama	Instructional Systems Technician
Sharon V Gach	Administrative Assistant II - Confidential
Gerry L Gire	Science Education Technician
Stephen J Gunderson	Senior Instructional Network Systems Specialist
Mary E Hargiss	Administrative Assistant II
Kathy J Harris	Instructional Assistant II
Donna S Hawkinson	Student Counseling Assistant II
Alesia High	Fiscal & Administrative Services Technician
Constance F Hildebrand	Counselor Assistant I
Gregory S Johns	Instructional Computer Lab Specialist
Pamela J Johnson	Physical Ed/Athletics Assistant
Ann A Jones	Student Services Specialist II
Amanda Ingold	Counselor Assistant II
Larysa V Karpylovych	Instructional Assistant II
Kimberley Kim	Instructional Assistant II
Diana N Kleinschmidt	Library Services Specialist

Natasha R Lang	College Admin Services Officer
Jeffrey T Lawes	Admissions & Records Assistant II
Jadin Lee-Forbes	Telephone Operator/Receptionist
Sherman Lindsey	Instructional Systems Specialist
Jodi L Mascaro	Early Childhood Specialist
Carmen L Mc Cauley	Administrative Assistant II
Andrea M Migliaccio	Curriculum & Scheduling Specialist II
Sheri L Moore	Staff Assistant
Cheri Morrell	Instructional Assistant II
Jeffrey G Nelson	Security Officer
Ernesto Nery	Student Services Specialist II
Eva Ng	Laboratory Technician II
Renee L Pegues	Executive Assistant, Vice President Administrative Services
Maria E Pena-Bradford	Admissions & Records Assistant I
Sean I Prather	Security Supervisor
Teresita C Rabon	Telephone Operator/Receptionist
Amy Rel	Student Services Specialist II
Dana S Richards	Administrative Assistant II
Mike J Rinaldi	Technical Theater-Performing Arts Instructional Specialist
Virginia P Ripplinger	Administrative Assistant II
Karin J Rose	Administrative Assistant II
Cheryl A Rothman	Administrative Assistant II
Celestine L Rowe-Smith	Counselor Assistant I
Jocelyn M Santos	Admissions & Records Assistant II
Hermina Sarkis-Kelly	Instructional Assistant II
Andi P Schreiberman	Financial Aid Officer
Carolyn Y Scott	Executive Assistant, Vice President Academic Services
Katie Smith	Instructional Assistant II
Jeffrey B Sperry	Instructional Tech Support Specialist
Todd A Steffan	Veterans Program Coordinator
Thanh Thao Nguyen	Instructional Assistant II
Terrance M Thompson	Workability III Employment Dev
Marcus W Thompson	Instructional Assistant II
Julie C Thornburg	Executive Assistant, Vice President Student Services
Virginia M Tsubamoto	Early Childhood Specialist
Heidi Ulrech-Bedker	Telecommunications Coordinator
Daysi A Valle	Student Services Specialist II
Scott A Vigallon	Instructional Technology/Open Learning Coordinator
Kristine Vanderhoof	Instructional Assistant II
Jeanne M Virgilio	Early Childhood Development Professional Development Coordinator
James D Weston	Laboratory Technician Iv

Gary D Wilkes	Laboratory Technician II
Karen M Zeigler	Alternative Media Tech Specialist

Chabot-Las Positas Community College District

Allan K Ambrecht	Maintenance Supervisor
Rodolfo V Apostol	Custodian I
Benito N Aquino	Lead Custodian
Charles F Bender	Maintenance Supervisor
Pamela J Bracy	Custodian I
Robert C Brusstar	Custodian II
Rita G Carson	Administrative Assistant I
Gregory L Correa	Maintenance Technician
Richard E Davenport	Custodian I
Richard R Duchscherer	Custodial Manager
Ed Antonio F Erestand	Custodian I
Stacey L Followill	Senior Programmer Analyst II
Catherine A Gould	Senior Programmer Analyst II
Michael J Halleck	Custodian II
Theresa A Hirstein	Computer Operations Supervisor
Liem T Huynh	Programmer Analyst II
Marietta Laurella	Custodian I
David C Ozment	Grounds Supervisor
Karen G Pena	Admin Systems Analyst II
Joseph Pimental	Custodian I
Amanda M Pisani	Admin Systems Analyst I
Pongpant Pungchai	Programmer Analyst II
Walter A Rexroad	Grounds Worker I
Rodney L Ribali	Grounds Worker II
Sonia A Rios	Custodian II
Elizabeth Salas	Custodian I
Don Saugar	Custodial Supervisor
Raymond G Salas	Lead Warehouse Worker
Mark C Smythe	Network Systems Specialist II
James B Soles	Maintenance Manager
Revoyda Starling	Network Systems Specialist
Eric V Stricklen	Senior Programmer Analyst III
Katherine L Tollefsen	User Support Specialist
Danita A Troche	Senior Programmer Analyst II
Rachel A Ugale	Admin Systems Analyst II
Carl KYamasaki	Lead Grounds Worker

Las Positas College Bookstore

Nolan Howe	Manager
Jessica Halatsis	Course Materials Manager

Las Positas College Health Center

Dayna Barbero	Nurse Practitioner, ValleyCare
Monica Clifford	Health Assistant
Katie Duarte	Health Assistant

ADVISORY BOARDS

Administration of Justice

Dr. Lisa Everett	Las Positas College
Shay Galletti	Tri-Valley ROP
Deputy Floyd Gill	Tri-Valley ROP/Dublin Police Services (ret.)
Sgt. Keith Graves	Livermore Police Department
Chief Michael Harris	Livermore Police Department
Bruce Harter	Las Positas College
Captain Howard Jacobson	ACSO Regional Training Center
Dave Lang	Tri-Valley ROP
Comm. Tom McCarthy	Dublin Police Services
Chief Mike McQuiston	Albany Police Department, Las Positas College
James Meehan	Alameda County District Attorney's Office
Lt. Tara Russell	ACSO Regional Training Center
Timothy Rien	Attorney
Kathy Ryals	Alameda County Public Defender's Office
Chief David Spiller	Pleasanton Police Department/Las Positas College
Gena Steward	Livermore Police Department/Las Positas College
Mark Tarte	Las Positas College

Automotive Technology

Patrick Chad	Region II Manager, BAR
Henry Chan	State Referee
Don Danner	Tri-Valley ROP
Chuck Depew	Monument Car Parts
Dr. Lisa Everett	Las Positas College
Jon Fowkes	Automotive Industry Apprenticeship
Manuel Franko	Las Positas College
Bob Furton	Snap-On Tools
Shay Galletti	Tri-Valley ROP
Mike Gannon	Les Schwab Tires
Jeff Gill	Gil's Body Works
Brian Hagopian	Las Positas College
Greg Harrison	Golden Gate Transmission

Sandy Harrison	Golden Gate Transmission
Dean Johnson	D and M Auto Parts
Terry Johnson	Las Positas College
Mike Langholff	America's Tire Company
Ken Limtiaco	Ken's Tires
Bruce Luther	Rock and Roll Auto Recycling
Terry McCune	Big O Tires
Tim Nilson	AAA
Don Nilson	Las Positas College, Retired
Jeff Pawlowski	Allen's Automotive & Towing
George Romero	Tri-Valley Auto Body
Dave VanBrasch	Las Positas College
Howard Veach	Accurate Auto Care
Ed Woodworth	Tri-Valley ROP

Diane Centoni	Tri-Valley ROP
David Coursey	David Coursey Associates
Moh Daoud	Las Positas College
Teresa Donat	Las Positas College
Diane Dorr	Las Positas College
Randy Fewel	Tri-Valley ROP
Debbie Fields	Las Positas College
Sean Fitzgerald	Visual Numerics, Inc.
Garth Gelster	CSU Eastbay
Shay Gialletti	Tri-Valley ROP
John Gonder	Las Positas College
Leslie Gravino	Las Positas College
LaVaughn Hart	Las Positas College
Jenna Heath	Northwestern Mutual
Don Hester	Maze & Associates
Jorja Ivie	Tri-Valley ROP
Michelle Kahn	Sandia National Laboratories
Pavan Manocha	Cympliciti, Inc.
Warren Otte	IT Consultant
Diana Pereia	Sandia National Laboratories
Wayne Phillips	Chabot College
Elena Ravnik	Teradata Corporation
Fred Rutledge	Santa Rita Jail
Colin Schatz	Las Positas College
David Seals	Velosel
Patrick Steven	Lawrence Livermore Laboratory
Skiff Sumner	Consultant
Adam Vasquez	Kaiser Permanente

Business and Marketing

Kirsten Erath Barranti	Barranti Law Group
William Bateson	Las Positas College
Rajeev Chopra	Las Positas College
Bob D'Elena	Las Positas College
Bill Denyer	Las Positas College
Julie Duncan	Tri-Valley ROP
Michael Fanselau	San Ramon Regional Medical Center
Leslie Gravino	Las Positas College
Kayla Hanson	Buckle
Jenna Heath	Northwestern Mutual
Joyce Hoshi	Safeway Corporation
Linda Jarrell	Las Positas College
Steve Kau	Certified Public Accountant
Jessica Kelley	Safeway Corporation
Mary Lauffer	Las Positas College
Raymond D. Lederer	Merrill Lynch
Pat Mayfield	Marketing Consultant
Carmen L. McCauley	Las Positas College
Tina Medeiros	Chase Bank
Heather Mertes	Safeway, Northern CA Division
Rachel Mills	Lawrence Livermore National Laboratory
Ian Myles	Consultant
Dr. Janice Noble	Las Positas College
Julie Stein	Las Positas College
Lisa Weaver	Las Positas College

Disabled Students Programs and Services

Jacqui Barker	Pleasanton Unified School District
Leyda Cedeño	Dept. of Rehabilitation
James Gioia	Las Positas College
Gina Gourley	Pleasanton Unified School District
Leslie Gravino	Las Positas College
Kathy Green	Dept. of Rehabilitation
Brian Owyong	Las Positas College
Kimberly Tomlinson	Las Positas College
Terrence Thompson	Las Positas College

Early Childhood Development

Sheryl Azelton	PUSD – Horizon School Aged Parents
Neva Bandelow	Alameda Child Care Planning Council
Nancy Blair	Livermore Area Recreation & Park District

CIS/Computer Networking Technology

Victoria Austin	Las Positas College
Richard Bliss	Consultant

Ana Del Aguila	Las Positas College & Chabot College
Judy Del Tredici	Tri-Valley ROP (ret.)
Becky Egler	Livermore Area Recreation & Park District
Jackie Fitzgerald	Las Positas College
Shay Galletti	Foothill High School/Tri-Valley ROP
Regina Garcia	CAPE, Inc
Linda Guthrie	Las Positas College
Kathie Hammer	John Knox Co-op Preschool
Debbie Harvey	Amador High School
Becky Hopkins	Gingerbread Preschool
Janice Inman	Livermore High School
Anne Loyola	Las Positas College
Marge Maloney	Las Positas College, Retired
Diana McGregor	Chabot College
Dyan Miller	Las Positas College
Jennifer Montgomery	Holy Cross Preschool
Traci Peterson	Pleasanton Unified School District
Laura Reno	LLESA Children's Center
Zina Rosen-Simon	Las Positas College
Jennifer Rusinko	LLESA Children's Centers
Dawn Scanlon	Livermore ROP
Jamie Smith	Amador High School
Penna Steele	Sonshine Enrichment Center Preschool
Nadiya Taylor	Las Positas College
Christie Verarde	Chabot College
Jeanne Virgilio	Las Positas College
Dr. Beth Walters	Pleasanton Unified School District
Catherine Wolfe	Granada High School

Robert Jasinski	LiftSafe Inc.
Dr. James S. Johnson	JSJ and Associates/Las Positas College
Gregory Jones	Lawrence Livermore National Laboratory/Las Positas College
Tan Matosian	State of CA, Cal/OSHA, Las Positas College
Steve McConnell	Lawrence Livermore National Laboratory/Las Positas College
Stephen Motzko	Simpson Strong-Tie
Alvin Oey	Guittard Chocolate Co.
Kathleen Shingleton	Lawrence Livermore National Laboratory

Extended Opportunities Programs and Services

Alexandra David	Abode Services
Lorraine Dietrich	Livermore City Council
Ann Jones	Las Positas College
Louise Martinez	CSU East Bay
Leslie D. May	Consultant/Counselor
Diana Rodriguez	Las Positas College
Michael Schwarz	Las Positas College
Bob See	LVJUSD
Christina Tinsley	Transfer Alliance Project Coordinator
Kimberly Tomlinson	Las Positas College

Fire Service Technology/EMS

Lori Jean Adkins	Las Positas College
Asst. Chief Dan Benfield	Alameda County Fire Department
Dr. Evan Bloom	California Emergency Physicians/ Falck – Medical Director
Mary Kay Dunn	ValleyCare Health System
Chris Eberle	San Ramon Valley FDP/Las Positas College
Dr. Neal Ely	Las Positas College, Emeritus
Dr. Lisa Everett	Las Positas College
Lt. George Freelen	Las Positas College/Oakland Fire Department
Julie Haslam	Paramedics Plus
Zel Helstrom	Las Positas College
Dr. Gene Hern	ACMC - Highland
Capt. Terrance Hogue	San Francisco Fire Department, Las Positas College
Ronald Johansen	Las Positas College/San Francisco Fire Department
Donna Koon	ValleyCare Emergency Department
Tim Kordes	Livermore-Pleasanton Fire Department/Las Positas College

Engineering

Carolyn Baranouskas	Las Positas College
Anita Behnke	National Security Technologies
Dr. Tim Briggs	Sandia National Laboratories
Dr. Lisa Everett	Las Positas College
Keith Level	Las Positas College
Dr. Gary R. Martin	University of the Pacific
Dr. Saeid Motavalli	California State University, East Bay
Alec Willis	Sandia National Laboratories, Retired

Environment/Safety and Health

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Phillip Broughton	University of California, Berkeley Las Positas College
Dr. Lisa Everett	Las Positas College
Arlynn R. Grimm	Kaiser Permanente, Retired

Deputy Chief Derek Krause	San Ramon Valley Fire Protection District/Las Positas College
John McPartland	BART/Oakland Fire Department (ret.)
Jane Moorhead	Las Positas College
Deputy Chief David Rocha	Alameda County Fire Department
Deputy Chief Joe Rodondi	Livermore-Pleasanton Fire Department
Chief Demetrious Shaffer	Alameda County Fire Department
Capt. John Torres	Alameda County Fire Department/Las Positas College
Battalion Chief John Walsh	Alameda County Fire Department/Las Positas College
Sebastian Wong	Las Positas College/San Francisco Fire Department
Robert Young	Las Positas College
Chief Jeff Zolfarelli	Livermore-Pleasanton Fire Department/Las Positas College

Carole Frost	Alden Lane Nursery
Mike Gatzman	Gatzman Consulting Services
John Kinney	Occasio Winery/Las Positas College
Dyan Miller	Las Positas College
Splend A. Sblendorio	Sblendorio Estate & Vineyard/Livermore Valley Winegrowers Association
Jacque Williams-Courtright	Alden Lane Nursery

Interior Design

Gail Callahan	AllNatural Stone
Susan Cooke	Susan Cooke Interior Design Group
Barbara Daher	Chabot College Instructor
Veronica Fenchel	The Design Place; Las Positas College
Melanie Hannigan	Shea Design Studio
Jo Ann Hirsch	Kaleidoscope Interior Design
Jill Hornbeck	Las Positas College
Karin King	King Designs & King Brothers Real Estate; Las Positas College
Rita Lezama	Altera Design & Remodeling
Lydia Lopez-Astrov	Lopez Fashion Design
Denise Owen	Ohlone College
Charlene Walker	Livermore High School
Nancy Wallrath	Wallrath Design
Michelle Webber	Livermore High School
Catherine Wolfe	Granada High School

Health Sciences

Joe Carlucci	ValleyCare Health System
Dave Curtis	Palo Alto Medical Foundation
Bryce Custodio	Dublin High School
Edine Davis	Kaiser Permanente
Julie Duncan	Pleasanton School District
Laurie Erceg	Tri-Valley ROP
Melanie Firpo	ValleyCare Health System
Randy Geddings	California Medical Assistants Association
Shay Galletti	Tri-Valley ROP
Jeff Hughes	Palo Alto Medical Foundation
Jorja Ivie	Tri-Valley ROP
Susan Komanetsky	Las Positas College
Karen Lounsbury	ValleyCare Health System
Carmen McCauley	Las Positas College
Barbara Morrissey	Las Positas College
Dr. Janice Noble	Las Positas College
Matthew Reed	ValleyCare Health System
Susanne Scott	Dept. of Veteran's Affairs

Mass Communications/Journalism

Trish Bell	Internet Radio-KABL960.com
Jeff Bennett	Oakland A's
Gina Channel-Allen	Embarcadero Publishing Co.
Shay Galletti	Tri-Valley ROP
Melissa Korber	Las Positas College
Les Mahler	Freelance, Journalist, PR Manager
Chris Meyer	Tri-Valley ROP/Dublin High School Instructor
Melissa Tench-Stevens	TV 30 (Tri-Valley TV)
Marcus Thompson	Contra Costa Times/ Las Positas College
Jin Tsubota	Las Positas College

Horticulture/Viticulture and Winery Technology

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Dr. Linda Ault	Cedar Mountain Winery
Chris Chandler	Livermore Valley Winegrowers Association
Dr. Neal Ely	Las Positas College, Emeritus
David Everett	Las Positas College

Pharmacy Technology

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Barry Fong	Stoneridge Pharmacy
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Carey Kopay	Las Positas College

Maryam Maghsoodria	Curascript
Carmen McCauley	Las Positas College
Dr. Janice Noble	Las Positas College
Dr. Dennis Ong	ValleyCare Health System
Vicki Shipman	Las Positas College

Shay Galletti	Tri-Valley ROP
Justin Garoupa	Las Positas College
Tito Hamze	Guy-3 Hooligan Productions
Jorja Ivie	Tri-Valley ROP
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Rob Stiles	Goon Squad Pictures, Inc.

Surgical Technology

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Lisa Everett	Las Positas College
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Karen Hendricks	Las Positas College
George Johnson	ValleyCare Health System
Dr. Yen-Chung A Lee	ValleyCare Health System
Joe Snelling	Las Positas College
Teresa Wagner	ValleyCare Health System
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Dr. Barbara Zingg	Las Positas College

Welding Technology

Leonel Aquino	Bay Ship & Yacht
Gil Badilla	Pleasanton Steel & Supply
Dale Bilyeu	Boilermakers Union
Javier Campos	Sheetmetal Workers Union
Brian Colombo	Ironworkers Union
Reno Dellacqua	Lawrence Livermore National Laboratory
William Doyle	Ryerson Metals
Balbir Gakhal	Las Positas College
Johnny Gallon	Boilermakres Union
Dan Geissbuhler	Miller Electric
Robert Giddens	Cal Weld
Mike Grabowski	Pacific Coast District Metal Trades Council
Robert Grenier	Heath Welding Supplies
Mark Harris	Alliance Welding Supply
Bill Hausburg	Ryerson Metals
Tom Johansing	Johansing Iron Works
Allen Lindgren	Smith Equipment
Tom Lipton	Lawrence Berkeley National Laboratory
Dan McKenzie	Pro-Tek Manufacturing
Lonnie Mecham	Peterson Tractor
Mark Miller	Airgas
Scott Miner	Las Positas College
Robert Nickerson	Therma Flite
Rich Olazaba	Cal Weld
Mike Potter	Therma Flite
Randy Potter	Unico Services
Jack Ravazza	Peterson Tractor

Transfer

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Louise Martinez	California State University, East Bay
Angelica Moore	St. Mary's College
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Cindy Rosefield	Las Positas College
Michael Schwarz	Las Positas College

Visual Communications

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Mark Sloan	Boilermakers Union
John Smugersek	Sandia National Laboratory (Ret.)
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Administrative and Financial Support Manager



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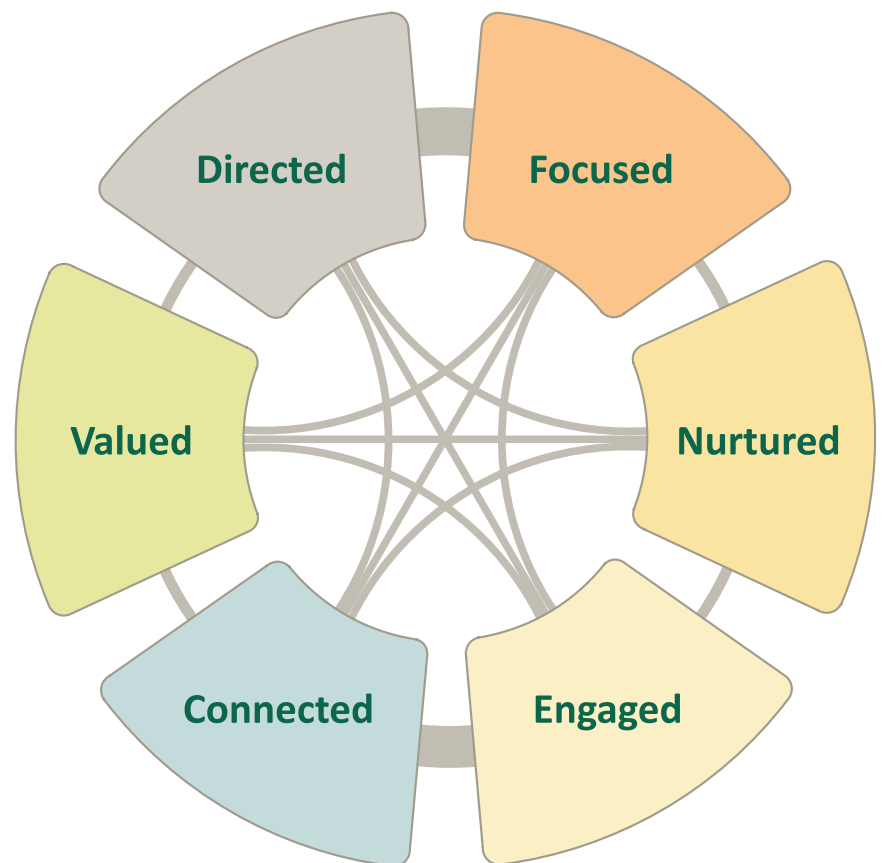
Student Support (Re)defined

Equitable
Integrated
Cost Effective

Six Success Factors that Support Student Achievement

Research on community college support indicates that students are more likely to achieve their goals when “six success factors” are present.

- ▶ **Directed** — students have a goal and know how to achieve it
- ▶ **Focused** — students stay on track, keeping their eyes on the prize
- ▶ **Nurtured** — students feel somebody wants and helps them to succeed
- ▶ **Engaged** — students actively participate in class and extracurriculars
- ▶ **Connected** — students feel like they are part of the college community
- ▶ **Valued** — students’ skills, talents, abilities and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated



What do 900 California community college students think about these success factors? For more information, visit www.rpgroup.org/projects/student-support

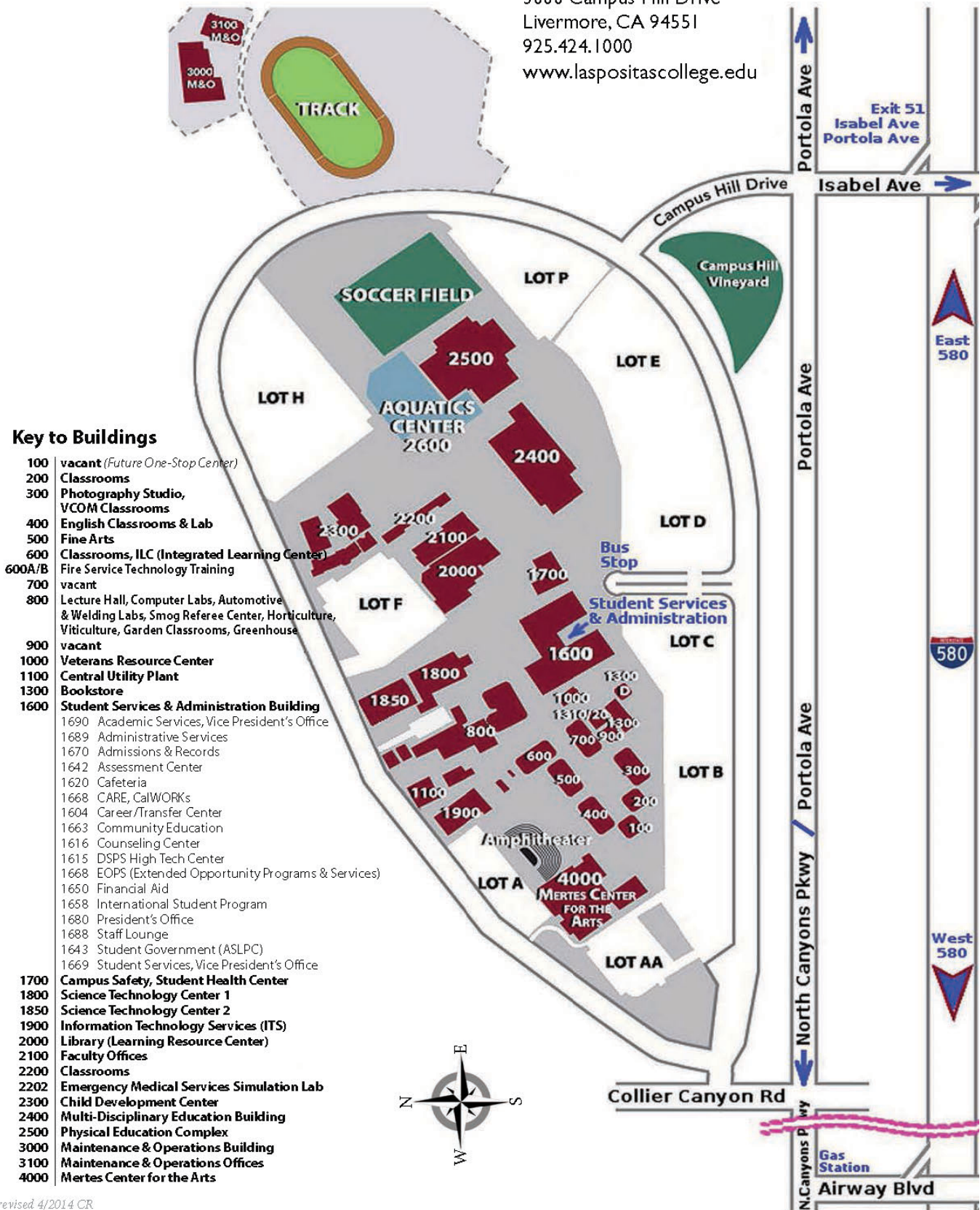
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the Research & Planning Group
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