

Chabot College

2008-2010 Catalog



STUDENT NON-DISCRIMINATION POLICY

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45 CFR 86), Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1974 and its own statements of philosophy and objectives, Chabot College does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap.

Inquiries regarding the College's equal opportunity policies and procedures may be directed to the Vice-President of Student Services, Room 208, Building 200, telephone (510) 723-6744 (student matters); Human Resources Director and District Affirmative Action Officer, telephone (925) 485-5235 (employment matters); or to the Director of the Office of Civil Rights, U.S. Department of Education, 230 "C" Street, S.W., Washington, D.C. 20201.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHABOT COLLEGE

25555 HESPERIAN BOULEVARD
HAYWARD, CALIFORNIA 94545
TELEPHONE: (510) 723-6600

CHABOT COLLEGE WORLDWIDE WEB

URL: [HTTP://WWW.
CHABOTCOLLEGE.EDU](http://www.chabotcollege.edu)
FAX: (510) 782-9315

DISTRICT OFFICE

5020 FRANKLIN DRIVE
PLEASANTON, CALIFORNIA 94588
TELEPHONE: (925) 485-5208

**THIS CATALOG IS AVAILABLE IN ALTERNATE FORMAT. CONTACT THE DISABLED
STUDENT RESOURCE CENTER, BUILDING 2400 OR CALL 510-723-6725.**

CHABOT COLLEGE

SERVING THE . . .

Castro Valley Unified School District
Dublin Unified School District
Hayward Unified School District
Livermore Valley Joint Unified School District
New Haven Unified School District
Pleasanton Unified School District
San Leandro Unified School District
San Lorenzo Unified School District
Sunol Glen Elementary School District

Celia Barberena

President Chabot College



Welcome to Chabot College!

As the new president of Chabot College, I am proud to be part of this wonderful institution. It is my joy and honor to have been selected as the first woman to hold this position in Chabot's 47-year history.

I have come to Chabot at a challenging and exciting time. As a result of the passing of Measure B several years ago, I am now surrounded by the sights and sounds of a whole new campus emerging. Thanks to your support, we are experiencing \$250 million worth of physical changes through the upgrading, refurbishing, and enhancing of older buildings, as well as building new structures.

Plans for the new buildings include the college's future signature building, the Community and Student Services Center, a \$30 million, two-story facility that will house all student-oriented services.

Even while the college is under construction, we are continuing to provide the excellent education that we have built our reputation on. Here at Chabot, our students learn from communication and contact with dedicated instructors whose rich life experiences motivate and inspire. Our students come to us from diverse ethnic backgrounds and ages, and we help them with whatever they need—from finding a field of study to finding the resources to finance their education.

We hope you will come to Chabot and experience everything we have to offer.

Celia Barberena

Celia Barberena, Ph.D.
President



The Chabot-Las Positas Community College District is governed by a Board of Trustees that is responsible for all policy decisions. Those serving on the board in 2008 are Isobel Dvorsky; Carlo Vecchiarelli, president; Dr. Arnulfo Cedillo; Dr. Barbara Mertes; Dr. Alison Lewis; Dr. Hal G. Gin, secretary; and Donald L. “Dobie” Gelles

Dr. Cedillo has been a member of the board since 1985, representing Trustee Area 3. He resides in Union City.

Mrs. Dvorsky has represented Trustee Area 2 since her first election to the board in 1985. She resides in San Leandro.

Mr. Donald L. “Dobie” Gelles was elected in 1998 to represent Trustee Area 4. He resides in Castro Valley.

Dr. Gin was appointed in August 2005, representing Trustee Area 6. He resides in San Lorenzo.

Dr. Lewis has been a member of the board since 1991, representing Trustee Area 1. She resides in Hayward.

Dr. Mertes was first elected to the board in 2000, representing Trustee Area 7. She resides in Livermore.

Mr. Vecchiarelli has been a member of the board since 2004, representing Trustee area 5. He resides in Pleasanton.

TRUSTEES EMERITI

Edward E. Martins.....	1961–1967	Dorothy S. Hudgins.....	1967–1987
William A. Tenney.....	1961–1967	Lawrence R. Jarvis*.....	1975–1987
Fredrick T. Sullivan.....	1961–1971	Margaret R. Wiedman.....	1977–1989
James S. Martin.....	1969–1975	Fred M. Duman.....	1967–1991
Ann H. Duncan.....	1971–1984	Elva M. Cooper.....	1987–1996
E.J. “Jay” Chinn*.....	1961–1985	Barry Schrader.....	1988–2000
L. Arthur Van Etten*.....	1961–1985	Gary R. Craig.....	1985–2005

*Deceased

TABLE OF CONTENTS

CALENDAR 2008–2009	7
COLLEGE INFORMATION DIRECTORY	9
GENERAL INFORMATION	11
DEGREES AND CERTIFICATES	16
DEGREE AND CERTIFICATE PROGRAMS	17
GRADUATION REQUIREMENTS	20
TRANSFERRING TO A BACCALAUREATE DEGREE GRANTING INSTITUTION	24
STUDENT SERVICES	33
Admissions	33
Bookstore	34
Counseling	35
Financial Aid	36
Matriculation	38
Registration	38
Registration Policies	40
Safety and Security	42
SPECIAL STUDENT PROGRAMS AND SERVICES	47
Aspire Program (TRIO Student Support Services)	47
Associated Students (ASCC)	47
BAY Career Project	47
CalWORKs	47
Children’s Center	47
Disabled Student Program and Services	48
Educational Talent Search	48
Extended Opportunities Programs and Services EOPS & CARE)	48
Foster Youth Success Initiative	49
Health Services	49
International Students Program	49
Intercollegiate Athletics	49
STUDENT PROGRAMS AND SERVICES	50
Learning Connection—PATH (Tutorials)	50
Quest	50

TABLE OF CONTENTS

Student Life	50
Student Online Services	51
Teacher Preparation Program	51
Veterans Educational Assistance	51
Women’s Studies	52
COMMUNITY EDUCATION AND SERVICES	53
ACADEMIC REGULATIONS	54
Scholastic Standards	54
STUDENT RIGHTS AND RESPONSIBILITIES	59
Americans with Disabilities Act	59
Campus Posting	59
Non-Discrimination Policy	60
Student Conduct and Due Process Policy	60
Student Conduct and Due Process Procedures	62
Student Grievance Policy	64
Student Rights and Privacy	67
Sexual Harassment Policies	68
COURSES OF INSTRUCTION	
Learning Communities	69
Courses and Programs	70
DISTRICT AND COLLEGE FOUNDATIONS	179
ADMINISTRATION, FACULTY AND STAFF	181
District	181
Faculty	181
Faculty Emeriti	185
Classified Staff	186
Classified Staff Emeriti	188
INDEX	190
Location Map: Chabot College	inside back cover

FALL SEMESTER 2008

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
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31						

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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30						

DECEMBER						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Orientation Week	
August 14, 15.....	New Faculty Orientation
August 18.....	District Convocation
August 19.....	Division Day
August 20.....	INSTRUCTION BEGINS
August 23**.....	Instruction Begins Saturday Classes
August 30**.....	No Saturday Classes
September 1*.....	Labor Day-Holiday
September 5.....	Last Day to Withdraw from Classes with a No-Grade-of-Record in-person
September 7.....	Last Day to Withdraw from Classes with a No-Grade-of-Record online
September 8.....	CENSUS DAY
September 28.....	Deadline for Petitioning to Complete Classes on a “Pass/No Pass”*** Basis
October 7.....	Flex Day
November 7.....	Last Day to Withdraw from Class with Automatic “W” in-person
November 9.....	Last Day to Withdraw from Class with Automatic “W” online
November 10*.....	Veterans Day-Holiday No Instruction
November 26*, 27*, 28*, 29*.....	Thanksgiving Recess- No Instruction
December 13.....	Last day of Saturday Instruction
December 16.....	LAST DAY OF CLASSES
December 20**.....	Final Examination Saturday Classes
December 17–23.....	FINAL EXAMINATION PERIOD
January 7.....	Deadline for instructors to file Fall Grades
December 24–January 19.....	Semester Recess- No Instruction

*Holiday-All Employees
 **Saturday Only Classes
 ***Formerly “Credit/No Credit”

NOTE:

For deadline dates for short term and late start classes, consult instructor, Admissions and Records, or go to website www.chabotcollege.edu.

SPRING SEMESTER 2009

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

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1	2	3	4	5	6	7
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MARCH

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29	30	31				

APRIL

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26	27	28	29	30		

MAY

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24	25	26	27	28	29	30
31						

JUNE

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- January 19 Martin Luther King Holiday
- January 20 INSTRUCTION BEGINS
- January 24** Instruction Begins Saturday Classes
- February 6 Last Day to Withdraw from
Classes with a No-Grade-of-Record in person
- February 8 Last Day to Withdraw from
Classes with a No-Grade-of-Record online
- February 9 CENSUS DAY
- February 12 Flex Day
- February 13*, 14**, 16* Presidents' Weekend-No Instruction
- February 20 Deadline for Petitioning to Complete
Classes on a "Pass/No Pass"*** Basis
- April 6–11 Spring Break–No Instruction
- April 17 DEADLINE TO APPLY FOR GRADUATION
END OF SPRING SEMESTER 2009
- April 17 Last Day to Withdraw from
Classes with Automatic "W" in-person
- April 19 Last Day to Withdraw from
Classes with Automatic "W" online
- May 16** Last Day of Saturday Classes
- May 21 LAST DAY OF CLASSES
- May 23** Final Examinations Saturday Classes
- May 22–29 FINAL EXAMINATION PERIOD AND
FILING OF GRADES
- May 29 Commencement
- June 4 Deadline for instructors to file Spring Grades

*Holiday-All Employees
 **Saturday Only Classes
 ***Formerly "Credit/No Credit"

NOTE:
 The 2009–2010 calendar will appear in a catalog addendum to be published spring 2009.

NOTE:
 For deadline dates for short term and late start classes, consult instructor, Admissions and Records, or go to website www.chabotcollege.edu.

TELEPHONE (510) 723-6600

TELEPHONE NUMBER	TELEPHONE NUMBER
PRESIDENT..... 723-6640	Dean, Arts and Humanities..... 723-6828
Institutional Planning	Architecture, Art, Art History, Dance, Digital Media,
Program Review	Graphic Design, Humanities, Interior Design, Mass
Institutional Research	Communications, Music (Applied), Music (Literature,
Marketing and Community Relations	Theory, and Musicianship), Music (Performance),
Grant Development	Philosophy, Photography, Religious Studies, Theater
College Foundation	Arts.
Alumni Association	Community Education
Staff Development	Performing Arts Center
	Radio Station
	TV Station
	<i>The Spectator</i>
BUSINESS SERVICES	Dean, Health Physical Education
Vice-President, Business Services 723-6618	and Athletics 723-7202
Fiscal Services	Dental Hygiene, Health, Health Information
Budget Development and Management	Technology (<i>suspended</i>), Medical Assisting,
Purchasing Control	Nursing, Nutrition, Physical Education.
College Bookstore	Athletics
College Box Office	Dental Hygiene Clinic
College Bursar	Fitness Center
College Master Calendar	Nursing Skills Lab
Facilities Rental	Dean, Language Arts..... 723-6805
College Mailroom	English Composition, English Learning Skills,
College Maintenance and Operations	English Literature, English As A Second Language
College Capital Construction	(ESL), Foreign Languages (<i>Chinese, French, German,</i>
College Switchboard	<i>Italian, Japanese, Portuguese, Spanish</i>), General
Director, Campus Safety 723-6771	Studies, Library Skills, Sign Language, Speech,
Director, Media Services 723-6756	Tutoring.
Publication Graphics	Language Center
Duplicating Center	Learning Connection/PATH
Manager, Bookstore 723-6925	Library
Assistant Manager, Bookstore 723-6925	Interdisciplinary Studies in Letters and
	Science (<i>suspended</i>)
ACADEMIC SERVICES	Dean, Science and Mathematics..... 723-6897
Vice-President..... 723-6626	Astronomy, Biological Sciences (<i>Anatomy, Biology,</i>
Dean, Applied Technology and	<i>Biotechnology, Environmental Science, Microbiology,</i>
Business 723-6652	<i>Physiology</i>), Chemistry, Computer Science,
Accounting, Apprenticeship (Electricians, Automotive,	Engineering, Geology, Mathematics, Physical
Roofers, Telecom), Automotive Technology,	Science, Physics.
Business, Computer Application Systems, Design	Dean, Social Sciences 723-6669
Technology (<i>suspended</i>), Electronics and Computer	Administration of Justice, Anthropology, Early
Technology (<i>suspended</i>), Construction Electricians	Childhood Development, Economics, Ethnic
Training Program (CELT), Engineering Technology	Studies, Geography, History, Political Science,
(<i>suspended</i>), Fire Technology, Industrial Technology,	Psychology, Recreation and Rehabilitation
Machine Tool Technology, Real Estate, Welding	Therapies, Social Science, Sociology.
Technology, Work Experience.	CARI, Foster Care, Independent Living
Contract Education (including liaison with Economic	PACE
Development)	QUEST
Instructional Technology Center/Distance Education	
Tech Prep	
2+2 Programs	
Vocational Education (CCCAOE, Advisory Committees)	
VTEA	

INFORMATION DIRECTORY

	TELEPHONE NUMBER
STUDENT SERVICES	
Vice-President	723-6744
Community Outreach	723-7502
Dean, Counseling	723-6717
Academic Counseling	
Articulation	
Assessment	
Career Counseling	
Crisis Intervention and Referral	
Matriculation	
New Student Orientation	
Personal Counseling	
Psychology-Counseling (Instruction/Curriculum)	
Student Follow-Up	
Transfer Employment (Career Services Center)	
Director, Admission and Records	723-6703
Academic Programs (Human Services, Liberal Arts, Psychology-Counseling)	
Admissions	
Attendance Accounting and Grades	
Concurrent Enrollment	
Cross-Registration with Transfer Institutions	
Evaluations	
Health Science Admissions	
International Student Admissions	
Records Disposition, Security, and Maintenance	
Registration	
Special Admissions	
State Attendance Reporting	
Student Accounts	
Student Online Services Center (SOS)	
Transcript/Enrollment Verifications	
Veterans Services	723-6910
Director, Financial Aid	723-6714
Academic Competitiveness Grant (ACG)	
B.O.G. Fee Waiver Program	
Cal Grant Program	
Chafee Grant (Foster Youth)	
Community and Campus Outreach	
Federal and State Grant Programs	
Stafford Loans	
Title IV	
Dean, Special Programs and Services	723-6916
Bringing Academics to Youth Career Program (BAY)	
CalWORKS/TANF	
ELS Language Center Liaison	
EOPS/CARE	
Learning Communities (Daraja Program, Puente Project)	
Student Discipline	
Summer Youth Sports Program (SYSP)	
TRIO/ASPIRE Student Support Services	
TRIO/Talent Search	

	TELEPHONE NUMBER
Director of Student Life	723-6914
ASCC Flea Market	
Cheerleaders	
Food Services Liaison	
Inter-club Council (ICC)	
Photo ID Center	
Scholarship Programs	
Student Activities	
Student Ambassadors	
Student Clubs	
Student Government (ASCC)	
Student Health Center	
Manager, Children's Center	723-7483
Child Care Services, Day/Evening	
Education (CCAMPIS, Food Program, Health Care, WestEd/PITC)	
Family Resources Coordination	

DISTRICT OFFICE

(Use Area Code 925 for telephone numbers with a 485 prefix.)

BUSINESS OFFICE/FISCAL SERVICES/PURCHASING	
Vice Chancellor	Lorenzo Legaspi 485-5203
Director of Business Services	John Nahlen 485-5231
Accounting	Karen Esteller 485-5224
Manager, Purchasing/Warehouse	Andrew Howe 485-5233
Buyer	Annie Harris 485-5205
Director, Maintenance & Operations	Tim Nelson 723-6648
CHANCELLOR	
Chancellor	Joel L. Kinnamon 485-5206
(Board of Trustees, Operation of District)	
ECONOMIC DEVELOPMENT AND CONTRACT EDUCATION	
Director	Julia Dozier 485-5234
EDUCATIONAL SERVICES AND PLANNING	
Vice Chancellor	485-5204
HUMAN RESOURCE SERVICES	
Information and Questions	Judy Hansen 485-5506
Human Resources Director ...	Mary Anne Gularte 485-5235
Supervisor, Employment	Lydia Penaflor 485-5240
Manager, Employee Benefits	Alice Noriega 485-5209
Manager, Payroll Services	Lori Lewis 485-5228
INFORMATION TECHNOLOGY SERVICES	
Chief Technology Officer	Jeannine Methe 485-5213
723-6698	
PUBLIC INFORMATION AND MARKETING	
District Director	Jennifer L. Aries 485-5215
FACILITIES PLANNING AND MANAGEMENT	
Vice Chancellor	Jeff Kingston 485-5244

THE CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

HISTORY

The Chabot-Las Positas Community College District is in its 46th year of providing educational opportunities to residents of the Bay Area.

The formation of a “junior college district” was approved by the voters on January 10, 1961, and the first board of trustees elected on April 18, 1961. Chabot College opened for classes on September 11, 1961, on a seven and one-half acre temporary site in San Leandro with an enrollment of 1,163 students. The 94-acre Chabot College site on Hesperian Boulevard in Hayward opened for its first day of classes on September 20, 1965.

Chabot College primarily serves residents of Alameda County in the East Bay area, including the district communities of Castro Valley, Hayward, San Leandro, San Lorenzo and Union City.

The site for Las Positas College on 147 acres in Livermore was purchased in October, 1964, and the college-known then as Chabot College’s Valley Campus-opened for instruction on March 31, 1975, in four buildings designed for 600 students. Las Positas College was designated California’s 107th community college by the California Community Colleges Board of Governors in October, 1988. Las Positas College primarily serves residents of Alameda County and a portion of Contra Costa County in the Tri-Valley area, including the district communities of Dublin, Livermore, Pleasanton and Sunol.

The 2007 fall semester registration totaled 22,800 day, evening and Saturday students at Chabot College and Las Positas College. The district serves 18 public high schools and four parochial schools.

ACCREDITATION

Chabot College is accredited by the Western Association of Schools and Colleges. Chabot College is also accredited by the Council on Dental Education, American Dental Association, the Committee on Allied Health Education and Accreditation in collaboration with the American Hospital Health Information Management Association and the American Medical Assisting Association. The Program in Nursing is accredited by the California Board of Registered Nursing. The college is approved by the California State Department of Education and is a member of the American Association of Community and Junior Colleges and the Community College League of California.

Appropriate courses are fully accepted on transfer by the University of California, the state university system, and by private four-year colleges and universities.

The College is approved for the training of veterans and for the education of foreign students.

BOARD PRIORITIES

The Chabot-Las Positas Community College District’s Board of Trustees will work as an ethical and cohesive team in supporting the Chancellor’s maintenance of a fiscally sound and creative learning environment for students and a productive and rewarding environment for staff. The Board joins with the Chancellor in judging their effectiveness by:

1. Requiring regular and accurate fiscal reports that include all major expenditures which affect the economic health of the colleges and the District;
2. Adhering to Board Policies that require regular, timely and consistent evaluations in order to improve staff and student performance;
3. Requiring all Board reports to be well documented, timely, and thoughtfully prepared with all appropriate and accurate legal information so that the Board Members will have a solid basis upon which to make fair decisions;
4. Operating in an open, honest, and ethical decision-making process;
5. Maintaining open communication channels with the local communities through the formation of working partnerships with business, industry, education, and government;
6. Keeping informed on appropriate State and Federal policies affecting community colleges.

(2006-08)

CHABOT COLLEGE VISION, MISSION AND VALUE STATEMENTS

VISION

Chabot College is a learning-centered institution with a culture of thoughtfulness and academic excellence, committed to creating a vibrant community of life-long learners.

MISSION

Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the global community. The college furthers student learning and responds to the educational needs of our local population and economy. The college serves as an educational leader, contributing its resources to the intellectual, cultural, physical, and economic vitality of the region. Recognizing that learning is a life-long journey, the college provides opportunities for the intellectual enrichment and physical well-being of all community members who can benefit.

VALUES

The colleges’ vision and mission are supported by the following collective values:

LEARNING AND TEACHING

- supporting a variety of teaching philosophies and learning modalities

- providing an environment conducive to intellectual curiosity and innovation
- encouraging collaboration that fosters learning
- engaging in ongoing reflection on learning, by students and by staff
- cultivating critical thinking in various contexts
- supporting the development of the whole person

COMMUNITY AND DIVERSITY

- building a safe and supportive campus community
- treating one another with respect, dignity, and integrity
- practicing our work in an ethical and reflective manner
- honoring and respecting cultural diversity
- encouraging diversity in our curriculum and community of learners

INDIVIDUAL AND COLLECTIVE RESPONSIBILITY

- taking individual responsibility for our own learning
- cultivating a sense of social and individual responsibility
- developing reflective, responsible and compassionate citizens
- playing a leadership role in the larger community
- embracing thoughtful change and innovation

STRATEGIC PLAN AND EDUCATIONAL MASTER PLAN

The college's current Strategic Plan and the Educational Master Plan can be accessed on the college website, www.chabotcollege.edu, or by calling 510-723-6640.

COLLEGEWIDE LEARNING GOALS

Collegewide Learning Goals are statements of the knowledge, skills, and abilities the individual student will possess and can demonstrate upon completion of a learning experience or sequence of learning experiences (e.g., course, program, degree).

Global and Cultural Involvement

- Aesthetic responsiveness
- Environmental
- Familiarity with multiple paradigms and methodologies
- Human context

Civic Responsibility

- Informed citizenship in a democracy
 - Cultural
 - Economic
 - Historical
 - Political
- Promoting the development of values, integrity, and ethical behavior

Communication

- Information technology
- Language and linguistics
- Reading
- Respectful and ethical communication
- Speaking

- Writing

Critical Thinking

- Analysis of multiple paradigms and methodologies
- Information literacy
- Logic and rhetoric
- Problem solving
- Quantitative and qualitative reasoning

Development of the Whole Person

- Creativity and innovation
- Integration of mind, body, and spirit for healthy quality of life
- Lifelong learning for increasing employability and continuing education
- Personal responsibility in the learning and planning process
- Personal, professional, and self development
- Timeliness and punctuality

STATEMENT OF THE OBJECTIVES OF THE GENERAL EDUCATION PROGRAM

General education programs have come to be 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 which introduces the student to areas of study that mature the mind, enrich family and widen social and ethnic relationships, and develop skills and aptitudes that can aid the student in furthering personal and social usefulness, and to live in the environment as a thinking and contributing citizen.

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, cultural, social and political problems.

EDUCATIONAL PROGRAM

In keeping with its Philosophy and Objectives, Chabot College offers a two-year curriculum designed to (1) permit students to transfer typically as juniors, to leading four-year colleges and universities; (2) provide technical training to prepare students for employment in occupations requiring two years of study or less, or to assist persons already employed; (3) make continuing education available to residents desiring to increase their knowledge and skills. (A list of Degree and Certificate Programs may be found on pages 17–19. Special courses and instructional services are also available to students with ethnic interests.

DEGREES AND CERTIFICATES

Chabot College is authorized by the Board of Governors of the California Community Colleges to confer the *Degree of Associate in Arts or Associate in Science* 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 on pages 20-23.

The *Certificate of Achievement* is awarded upon successful completion of a minimum of 18 semester units of prescribed study, with a grade-point average of 2.0 or higher.

The *Certificate* or *Certificate of Proficiency* is awarded upon successful completion of a minimum of 10 semester units of prescribed study, with a grade-point average of 2.0 or higher.

Students may develop an Individual Occupational Major, by working out the program with a counselor, for approval by the Division Dean of the Occupational Major and the Dean of Counseling.

Application for the Associate in Arts, Associate in Science and Certificates requires the student to submit a petition in the admission and records office by the appropriate date. (Students should refer to the College Calendar to verify dates.)

CITIZENS' ADVISORY BOARDS

Citizens' Advisory Boards, composed of leaders in business, industry, labor, public agencies, and the professions are working with the administration to develop curricula.

The Advisory Boards assure that instructional programs are developed in accordance with the needs of business, industry and professions in the District.

The Advisory Boards advise the colleges on the need or desirability of a particular educational program or course, content of such programs or courses, performance standards, equipment and facilities, selection of students, placement of students, technical information evaluation, teacher recruitment and financial and legislative matters.

The following advisory boards and committees presently operate: Accounting and Business, Administration of Justice, Architectural, Automotive Technology, Computer Applications Systems, Dental Health Programs, Disabled Students Programs and Services, Early Childhood Development, Electronics, Engineering, EOPS/CARE/CalWORKs, Film Production, Fire Technology, Graphic Design, Interior Design, Machine Tool Technology, Medical Assisting, Nursing, Radio and Television Broadcasting, Real Estate, Service to Seniors, Welding Technology. As new needs are identified, other Advisory Boards will be appointed to assist the college in developing appropriate programs.

CHABOT COLLEGE

Chabot College offers students a unique educational opportunity. The facilities have been planned to take advantage of new approaches to learning, to facilitate the

development of experimental programs and to be adaptable to changes brought about by new technology.

As the college's population has grown since its opening in 1961, many modifications have taken place to accommodate changing curriculum and to help ensure students' academic success. Students can now go to the Math Lab (tutoring across the curriculum, Building 1600), PATH Center (tutoring across the curriculum, Building 2300), or to the WRAC Center (Writing and Reading Across the Curriculum, Building 2300) for additional help with their studies. (*For more information on The Learning Connection, go to Page 50.*) A newly renovated Disabled Student Resource Center offers high-tech equipment and personal counseling. The Employment and Career Services Center helps students find jobs and look toward their future. A state-of-the-art computer lab in the Library has more than 120 Internet-ready computers available to students, along with other computer labs.

The Media Center contains a television studio equipped to send closed circuit educational television programs to many classrooms throughout the campus and to send programming over cable television.

Work was completed on a \$6 million project to remove architectural barriers to disabled students which includes the construction of elevators, and installation of new door-knobs and electric doors, and renovation of 70 restrooms.

Chabot's newest facility is the 40,000-square-foot computer and science building. Many other buildings are under renovation or construction since the passage of the district's facilities bond in 2004. A new Community and Student Services Center will be completed in Fall 2010.

Campus buildings house classrooms and laboratories for social science, language arts, humanities, international language, art, music, drama, physics and mathematics and physical education. Additional buildings house the student center, bookstore, and faculty and administration offices.

Special features include a 1,500-seat Performing Arts Center, a planetarium, two gymnasiums, five athletic fields, tennis courts, strength-training facilities, a 400-meter track, and a state-of-the-art fitness center.

The 1,500-seat Performing Arts Center was financed jointly under an agreement with the Hayward Area Recreation and Park District.

LIBRARY

The Chabot College Library is located in Building 100 and offers an extensive range of services to students, faculty, and staff. Print, non-print and electronic resources are available. Remote access to many of these resources, including the catalog of books and audiovisual materials and the magazine, journal and newspaper databases, is available via the Library's web page (www.chabotcollege.edu/library). Contact the Reference Desk for details (510) 723-6764. The Library has courses in library research skills and-Internet skills. The librarians, in collaboration with instructional faculty, offer orientations tailored to

specific class needs. There is an electronic classroom for this purpose. Additionally, the Library has a large student computer lab, an audiovisual center, and group study rooms.

MEDIA SERVICES CENTER

The center provides multimedia products and services designed to support and enhance faculty instruction, class projects, and campus events. Some of the services provided are graphic arts, desktop publishing, offset printing, digital reproduction, media installation and circulation, and audiovisual system maintenance.

OFF-CAMPUS PROGRAMS

Chabot College offers a number of classes at various locations in Hayward and in surrounding communities. The San Leandro Center, located 8 miles north of the Hayward campus at 1448 Williams Street in San Leandro, is our newest location in the community, and has now served over 500 students. The Center offers a wide range of Chabot courses that meet requirements for four-year college and university transfer, general education, and the AA/AS degree or certificate.

DISTANCE EDUCATION

Distance Education (DE) is an alternative mode of course delivery which provides students a flexible means of receiving education. At Chabot College, DE courses are presented in online, telecourse, CD-ROM, and multimedia formats.

OCCUPATIONAL WORK EXPERIENCE EDUCATION

The Occupational Work Experience Program enjoys a wide participation 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 opportunity to examine and utilize the latest techniques, procedures, and equipment in community agencies and business firms makes the student's classwork even more functional and relevant. Close coordination and supervision by the college insures that the Work Experience Program becomes a real learning opportunity related to that area of the student's studies.

RELATED OCCUPATIONAL WORK EXPERIENCE COURSES

The plan allows students to concurrently enroll in college courses while working. The course descriptions are found on page 178.

Work Experience Education is a requirement for graduation in many of the Occupational programs at the college. Students majoring in a program requiring Work Experience should enroll in that program's Work Experience course. All other students seeking elective or transferable credit may enroll in the Occupational Work Experience Courses.

Regulations governing the operation of Work Experience Education programs require that students meet the following:

1. Pursue a planned program of Work Experience which includes new or expanded responsibilities or learning opportunities beyond those experienced during periods of previous employment.
2. Have paid or volunteer employment in a field directly related to the college major.
3. Have the approval of the instructor/coordinator.

Additionally students must meet the following:

1. Students must be enrolled in a minimum of 7 units including Work Experience.
2. Be currently enrolled in a course in their major or planned academic program which is related to the Work Experience.

Under the Program 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. A cumulative total of 16 units may be earned (including the seminar units).

Additional information may be obtained from the Office of the Dean of Applied Technology and Business at (510) 723-6653).

GENERAL EXPENSES

Every effort is made by the colleges to keep student expenses as low as possible. Major costs will be for books, supplies, and enrollment fees. Students who desire to park on college parking lots must also purchase a parking permit. The total cost to a typical full-time student for these things is estimated to be \$800 per semester or \$1,600 per year. Partial costs of some textbooks can be recovered by reselling them to the college bookstore. Students are encouraged, however, to retain their books for future reference. Costs for room, board, transportation, clothing, recreation, medical and dental care, phone calls, postage, and spending money must be considered as standard living expenses incurred by all college students.

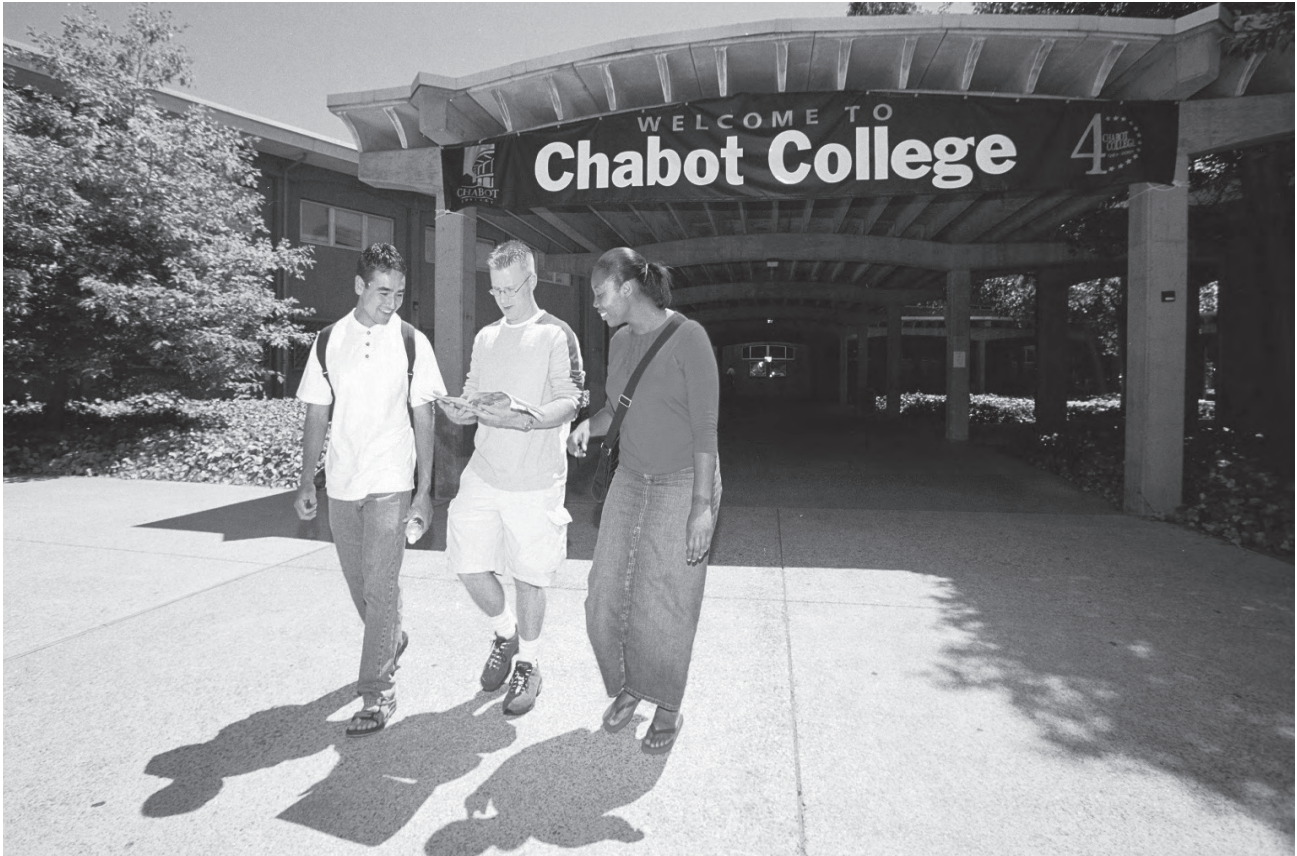
FEES

Enrollment Fee: \$20.00 per unit (subject to change).

Nonresident Tuition: Out-of-state students are required to pay \$180.00 per semester unit in addition to the enrollment fee and basic fees.

International, Non-immigrant Visa Tuition: International students and non-immigrant aliens attending on other visa types are required to pay \$180.00 per semester unit in addition to the enrollment fee and basic fees.

Mailing Fee: Students may pay a \$3.00 optional mailing charge each semester. This money is used for mailing costs for the registration card, grade report and registration appointment cards.



Student Body Fee: This is an optional \$5.00 fee.

Parking Fees: Students who wish to park their vehicles on College parking lots must purchase their parking permit or a ticket for each day that parking is desired. The fee is \$30.00 per semester—4-wheel vehicle; \$15.00 per semester—motorcycle, and \$2.00 for daily parking.

Student Health Fee: Mandatory health service fee of \$13 per semester and \$9 for Summer Session to support health services for enrolled students. Information on exemptions may be obtained from the Director of Student Life, Room 2355, Building 2300.

Admissions and Records Fees:

Transcripts.....	\$ 3.00
On-demand transcript.....	\$10.00
(includes one copy of transcript)	
Application fee for international students	\$100.00

FEES ARE SUBJECT TO CHANGE

Enrollment fees are regulated by the State 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. Updates to fee information will be made available on the College website at www.chabotcollege.edu or by contacting the Office of Admissions and Records.

DEGREES AND CERTIFICATES

The academic and vocational programs at Chabot College reflect the diverse educational/career goals of our student population. Whether students are attending Chabot College to prepare to transfer to a four-year institution, gaining technical skills to enter a vocational field, or enriching their lives by pursuing an individualized education plan, they have the opportunity to have their efforts acknowledged by being awarded an Associate Degree, a Certificate of Achievement or a Certificate of Completion.

The program of study leading to the **Associate in Arts Degree (A.A.)** and the **Associate in Science Degree (A.S.)** has two primary components, (1) a focus of study in some field of knowledge (the major) and (2) a broad exposure to additional subject areas that are designed to prepare the student to acquire a greater understanding of the self, the physical and the social world (general education requirements). Students are eligible to receive an Associate in Arts or Associate in Science Degree after they have successfully completed an outlined program of study of a minimum of 60 semester units with a grade-point average of 2.0 or better and meet the graduation requirements as set forth on pages 20-23.

A **Certificate of Achievement** is designed to offer the student an opportunity to develop skills in a specific technical and/or vocational field. A Certificate of Achievement is awarded to those students who have successfully completed a minimum of 18 semester units of specifically approved courses, with a grade-point average of 2.0.

A **Certificate or Certificate of Proficiency** is designed to augment other degrees or occupational areas by targeting a very specific series of courses in the academic, vocational and/or technical field. A Certificate or Certificate of Proficiency is awarded to those students who have completed a minimum of 10 semester units of specifically approved courses, with a grade-point average of 2.0.

An **Individual Occupational Major** may be developed with a counselor, for approval by the appropriate Division Dean and the Dean of Counseling.

Students earning a certificate, A.S., or A.A. degree in an Occupational/Technical area must complete a minimum of 12 units in residency at Chabot College within the degree major or certificate program. Students in articulated degree/transfer or Liberal Studies programs will need a total of 12 units of residency at Chabot College in general education, major, or elective courses.

Grades earned in non-degree-applicable courses (numbered 100–299) will not be used when calculating a student's degree applicable grade point average. No courses below the English 1A requirement are degree applicable.

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 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 which shall 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 or two quarters during the academic year on a continuing basis without a break of more than one semester excluding summer session. Any academic record symbol (A-F, NP, 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 Chabot-Las Positas Community College Catalog Requirements and Continuous Attendance policy does 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.

GENERAL EDUCATION RECIPROCITY WITH COMMUNITY COLLEGES

Effective Fall 2007, the Chabot-Las Positas Community College District has entered into a mutual agreement with seven 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 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), and West Valley College (Saratoga).

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 in Arts and/or the Associate in Science Degree. No additional general education course work will be required if the certification is officially presented. Students will still be required to complete all courses or 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 at Admissions and Records, Building 100. This agreement will be reviewed periodically.

DEGREE AND CERTIFICATE PROGRAMS

Program	Associate in Arts	Associate in Science	Certificate of Achievement	Certificate of Proficiency	Certificate
Accounting		X			
Accounting Technician			X		
Administration of Justice	X				
Administrative Assistant		X	X		
Aquatics			X	X	
Architecture	X	X			
Art (General)	X				
Art—Emphasis in Ceramics	X				
Art—Emphasis in Painting	X				
Art—Emphasis in Sculpture	X				
Automotive Technology		X			
Automotive Maintenance Technology			X		
Automotive Chassis Technology			X		
Automotive Drivetrain Technology			X		
Automotive Engine Machining			X		
Automotive Engine Performance Technology			X		
Behavioral Science (General)	X				
Biology	X				
Biology—Emphasis in Allied Health	X				
Bookkeeping					X
Business—Emphasis, General Business		X			
Business—Emphasis, Management		X			
Business—Emphasis, Marketing		X			
Business Administration	X				
Business Graphics				X	
Case Management for Human Services				X	
Chemistry		X			
Coaching			X	X	
Computer Science (General)	X	X			
Computer Science (Emphasis in Mathematics)	X	X			
Creative Writing					X
Dental Hygiene	X				
Digital Design				X	
Digital Media					X
Early Childhood Development	X				
Early Childhood Development (Basic Teacher)			X		
Early Childhood Development (Associate Teacher)				X	
English—Emphasis in Literature	X				

DEGREE AND CERTIFICATE PROGRAMS

Program	Associate in Arts	Associate in Science	Certificate of Achievement	Certificate of Proficiency	Certificate
Ethnic Studies	X				
Fire Technology	X	X	X		
Fire Prevention Inspector	X	X	X		
Fitness Instructor			X	X	
French	X				
Geographic Information Systems				X	
Geography	X				
Graphic Design				X	
Human Services (see also Case Management and Multi-cultural Awareness)	X	X			
Humanities (General)	X				
Illustration					X
Industrial Technology		X			
Inspection and Pipe Welding				X	
Interior Design		X	X		
International Studies	X				
Journalism	X				
Kitchen and Bath Design			X		
Liberal Arts	X				
LVN to RN Nursing Program	X				
Machine Tool Technology		X			
Machinist			X		
Management			X		
Marketing			X		
Mass Communications	X				
Mathematics	X	X			
Medical Assisting	X		X		
Multicultural Awareness/Relations for the Service Provider				X	
Multicultural Awareness/Self-Reflection				X	
Music	X				
Numerical Control		X			
Numerical Control Programmer (Machinist)			X		
Nursing	X				

DEGREE AND CERTIFICATE PROGRAMS

Program	Associate in Arts	Associate in Science	Certificate of Achievement	Certificate of Proficiency	Certificate
Nursing Program, LVN to RN	X				
Office Technology			X	X	
Photography	X			X	
Physical Education	X				
Radio and Television Broadcasting	X				
Real Estate	X		X		
Retail Management		X	X		
Retailing				X	
Small Business Management				X	
Social Science (General)	X				
Software Specialist		X	X		
Spanish	X				
Speech Communication	X				
Sports Injury Care			X	X	
Tool Maker			X		
Welding				X	
Welding Technology		X			
Writing					X

MATHEMATICS PROFICIENCY:

Proficiency in mathematics must be demonstrated by either
1) Passing the Math Proficiency Test or 2) Passing one of the following courses with a grade of “C” or higher or “P”. When appropriate, the course can simultaneously satisfy other graduation or disciplinary requirements.

Business 16

Electronics and Computer Technology 65

Industrial Technology 74

Mathematics 1, 2, 20, 31, 32, 33, 35, 36, 37, 40, 43, 54, 54L, 55, 55A, 55B, 55L, 57, 65, 65B, 65L

Psychology 5

II. ADDITIONAL REQUIREMENTS

1. For career majors, all requirements for the major must be met plus electives to total 60 semester units.
2. In reference to unit requirements the Title 5 regulations state that at least 12 semester units must be completed in residence at the college granting the degree.
3. All transcripts from other colleges must be submitted to the Admissions and Records Office before a graduation evaluation may be made.

Students earning a certificate, A.S. or A.A. degree in an Occupational/ Technical area must complete a minimum of 12 units in residency at Chabot College within the degree major or certificate program. Students in articulated degree or Liberal Arts programs will need a total of 12 units of residency at Chabot College in general education, major, or elective courses.

III. OTHER GRADUATION INFORMATION

1. Commencement exercises are held in late May or early June. All students receiving degrees during the current academic year are cordially invited to participate.
2. Students may receive degrees or certificates at the end of any semester or the summer session. Students should petition no later than the fifth instructional week of the semester in which they plan to complete the requirements. “Request for course evaluation for A.A./A.S. degree or certificate” forms are available at the Admissions and Records Office or online at <http://www.chabotcollege.edu/admissions/evaluation/requestdegcert.asp>



REQUIREMENTS FOR THE DEGREE OF ASSOCIATE IN SCIENCE

A student is eligible for graduation with the ASSOCIATE IN SCIENCE DEGREE after completing all General Education requirements and all MAJOR requirements, plus electives to total 60 semester units of work with a cumulative grade point average of 2.0 or better. The General Education Requirements for the Associate in Science Degree are listed below.

I. ASSOCIATE IN SCIENCE DEGREE (A.S.)

A. LANGUAGE AND RATIONALITY:

1. English Composition. Complete a minimum of 3 SEM UNITS

English 1A

2. Communication and

Analytical Thinking Complete a minimum of 3 SEM UNITS

Business 14, 16, 31	Industrial Technology 74
Chinese 1A*, 1B*	Italian 1A*, 1B*
Computer Application Systems 8, 92A, 92B, 92C, 92D	Japanese 1A*, 1B*
Computer Science 8, 10, 14, 15, 19A, 91, 92	Library Studies 3
Electronics and Computer Technology 65	Mass Communications 8, 32
English 70	Mathematics 1, 2, 12, 20, 31, 32, 33, 35, 36, 37, 40, 43, 54, 54L, 55, 55A, 55B, 55L, 57, 65, 65B, 65L
French 1A*, 1B*	Philosophy 12
Geography 20*, 21*, 22*	Psychology 5
German 1A*, 1B*	Spanish 1A*, 1B*
History 5*, 12*	Speech 1, 2B, 10, 11*, 30, 46
	Theater Arts 3, 25*

** May be used to fulfill one area only.*

B. NATURAL SCIENCE. Complete a minimum of 3 SEM UNITS

Anatomy 1	Geography 1*, 1L, 8, 20*, 21*, 22*
Anthropology 1*, 1L	
Astronomy 1, 10, 20, 30	Geology 1A, 10, 10L
Biology 2, 2A, 2B, 4, 5, 6, 10, 20, 25, 31, 50	Microbiology 1
Biotechnology 20, 30	Physical Education 17
Chemistry 1A, 8, 10, 30A, 30B, 31	Physical Science 15
Environmental Science 10, 11, 12	Physics 2A, 4A, 4B, 4C, 5, 11
	Physiology 1

** May be used to fulfill one area only.*

C. HUMANITIES. Complete a minimum of 3 SEM UNITS

Architecture 2A, 2B, 4A, 4B, 8A, 8B, 12, 14, 16	Italian 1A*, 1B*
Art 2A, 3A, 10, 16A, 17, 54, 56, 57, 58, 59	Japanese 1A*, 1B*
Art History 1, 4, 5, 6, 20, 50, 51, 52	Music 1, 2A, 2B, 2C, 2D, 3, 4, 8, 12A, 14A, 25A, 25B, 26, 27, 43, 44, 45, 50
Chinese 1A*, 1B*	Philosophy 50, 60, 65, 70
English 11, 12, 13, 20, 21, 22, 24, 32, 33, 34, 38, 45, 47, 48	Photography 20, 50, 53A
French 1A*, 1B*, 2A	Religious Studies 7, 50, 64, 65, 70, 72
General Studies 30*, 31	Sign Language 64, 65, 66
German 1A*, 1B*	Spanish 1A*, 1B*, 2A, 5
History 1*, 2*	Speech 2A, 5
Humanities 50, 60, 65, 68, 72, 75	Theater Arts 1, 4, 10, 12, 25*, 47, 48, 50

** May be used to fulfill one area only.*

D. SOCIAL AND BEHAVIORAL

SCIENCES Complete a minimum of 3 SEM UNITS

Administration of Justice 50, 60	History 1*, 2*, 5*, 7*, 8*, 12*, 19, 20*, 21*, 22*, 25*, 27*, 44
Anthropology 1*, 2, 3, 5, 8, 12	Mass Communications 31
Business 12, 17, 36, 40, 42	Political Science 1*, 2*, 12, 20, 25, 30, 40
Early Childhood 40, 51, 62, 69, 79, 87	Psychology 1, 2, 3, 6, 8, 12, 18, 33, 45
Economics 1, 2, 5, 10, 12	Psychology-Counseling, 1, 4, 13
Ethnic Studies 1, 2, 3	Sociology 1, 2, 3, 4, 8, 10, 11, 30, 31, 32
General Studies 30*, 39	Speech 11*
Geography 1*, 2, 3, 5, 12, 21*, 22*	
Health 8	

** May be used to fulfill one area only.*

E. WELLNESS (Areas of Health or Physical

Education) Complete a minimum of 1 SEM UNIT

Health 1 or 4 or Physical Education 18	Physical Education 1, 2, 3, 4, 5, 6, 7, 12, 13, 13R, 14, 30-48, 50, 62
Dance 1	

Students who hold an A.A./A.S. Degree or higher are exempt. Exemption is allowed for illness or physical disability. You must file a "Request for Course Substitution or Waiver" available in the Counseling Office. You will need to provide a physician's statement. See a counselor for assistance.

F. PROGRAM-BASED GENERAL EDUCATION

REQUIREMENT Complete a minimum of 3 SEM UNITS

For the program-based selections for specific Associate in Science Degree Programs, see program listings on pages 32-135.

AMERICAN CULTURES: (Effective Fall 1995 and thereafter)

Complete one course identified as meeting the American Cultures requirement with a grade of "C" or higher or "P". Where it is appropriate, the course can simultaneously satisfy other graduation or disciplinary requirements. Other courses meeting this requirement may be added during the academic year.

Anthropology 5	Humanities 65
Early Childhood Development 79	Music 8
English 32, 33	Psychology-Counseling 1, 13
Ethnic Studies 1	Sociology 1, 3, 30
History 5, 7, 8, 12, 27	Speech 11

MATHEMATICS PROFICIENCY:

Proficiency in mathematics must be demonstrated by either 1) Passing the Math Proficiency Test or 2) Passing one of the following courses with a grade of “C” or higher or “P”. When appropriate, the course can simultaneously satisfy other graduation or disciplinary requirements.

Business 16
Electronics and Computer Technology 65
Industrial Technology 74
Mathematics 1, 2, 20, 31, 32, 33, 35, 36, 37, 40, 43, 54, 54L, 55, 55A, 55B, 55L, 57, 65, 65B, 65L
Psychology 5

II. ADDITIONAL REQUIREMENTS

1. For career majors, all requirements for the major must be met plus electives to total 60 semester units.
2. In reference to unit requirements the Title 5 regulations state that at least 12 semester units must be completed in residence at the college granting the degree.
3. All transcripts from other colleges must be submitted to the Admissions and Records Office before a graduation evaluation may be made.

Students earning a certificate, A.S. or A.A. degree in an Occupational/ Technical area must complete a minimum of 12 units in residency at Chabot College within the degree major or certificate program. Students in articulated degree or Liberal Arts programs will need a total of 12 units of residency at Chabot College in general education, major, or elective courses.

III. OTHER GRADUATION INFORMATION

1. Commencement exercises are held in late May or early June. All students receiving degrees during the current academic year are cordially invited to participate.
2. Students may receive degrees or certificates at the end of any semester or the summer session. Students should petition for graduation no later than the fifth instructional week of the semester in which they plan to complete the requirements. “Request for course evaluation for A.A./A.S. degree or certificate” forms are available at the Admissions and Records Office or online at <http://www.chabotcollege.edu/admissions/evaluation/requestdegcert.asp>



TRANSFER

Chabot College provides the freshman and sophomore years of a baccalaureate degree granting institution (college or university) program. Students intending to transfer to colleges and universities may complete their lower-division general education AND lower division major preparatory courses at Chabot College. The Counseling Office in Building 100, (723-7013) and the TECS Center (Transfer, Employment and Career Services) in Building 100, Room 146 provide the most current transfer information.

Students are advised to meet early and regularly with a counselor to assure 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 three components of the baccalaureate granting institution lower-division requirements are listed below. This three-part combination of requirements may be complex and necessitates transfer students see a counselor to be assured they meet all transfer requirements. Not being fully prepared to meet admission and transfer requirements could prohibit a student from being admitted at the desired transfer institution.

1. General Education Requirements.

To earn a bachelor's (BA/BS/AB) degree from the University of California (UC) or California State University (CSU), each student must complete a program of general education. The pattern for the California State University system is called CSU/General Education (GE) Breadth Requirements (FLYER # 101). The Intersegmental General Education Transfer Curriculum (IGETC) is a GE pattern valid for both the UC and CSU systems (FLYER #129) and is a good choice for students considering either system or who is undecided.

2. Lower-Division Major Requirements

Student may need to fulfill specific lower-division courses required for their chosen major (also called "major preparatory courses"). Impacted majors (competitive majors having more applicants than space available) typically require all or most major preparatory courses to be completed before transfer. The primary web site providing lower-division major preparation for the UC and CSU systems is call ASSIST (www.assist.org). ASSIST lists course-to-course articulation for most majors offered within the UC and CSU systems. Lower-division major preparation requirements MAY DIFFER at different universities for the same major; therefore, it is strongly recommended that students review the agreements with each university they are considering.

3. Electives

Electives are courses taken in addition to the lower-division major preparation and general education

requirements in order to meet the total number of units to transfer. Look for FLYER #100 (CSU transferable course list) and/or FLYER 102 (UC transferable course list) for all of the courses that transfer to CSU or UC respectively and could be used for electives.

TRANSFERRING TO PRIVATE AND/OR OUT-OF-STATE COLLEGES/UNIVERSITIES

Currently there is no specific web site which displays transfer information to private and/or out-of-state colleges/universities. Transfer requirements may be quite different from CSU and UC requirements. Many times transfer preparation is very specific to the target transfer school. Counselor assistance can be invaluable in determining general education and lower division major preparation requirements to private and/or out-of-state colleges/universities.

ARTICULATION AND THE TRANSFERABILITY OF CHABOT COURSES

Students can transfer a maximum of 70 community college transferable semester units to most California public colleges or universities (courses may be taken over 70 units to meet subject and major preparatory requirements). Many baccalaureate level courses offered at Chabot have course-to-course articulation with comparable courses found at the University of California (UC), California State University (CSU) and many private institutions. Current UC and CSU transfer flyers are available in the TECS Center (Building 100, Room 146) and Counseling Center.

- FLYER #100—Alphabetical listing of all transferable courses to CSU
- FLYER #101—CSU/General Education Breadth Certification pattern
- FLYER #102—Alphabetical listing of all transferable courses to UC
- FLYER #129—IGETC (UC/CSU) Certification pattern

ASSIST.org also provides the most up-to-date transfer course lists, course-to-course articulation and major preparation agreements for CSU and UC schools. Students need to review these transfer flyers at the beginning of each academic year to obtain updated information.

ASSIST.ORG

ASSIST (www.assist.org) is a computerized student transfer information system that can be accessed over the internet. It displays reports of how course credits earned at a California community college can be applied when transferring to a public California college or university (CSU/UC). ASSIST is the official repository of articulation information for California public post secondary educational institutions, and therefore, provides the most accurate and up-to-date information about course transfer. Students are advised to meet with a counselor to learn how to use the information posted on ASSIST.

THE ARTICULATION OFFICE

The Articulation Office procures and maintains course-to-course and lower-division major preparation agreements with transfer baccalaureate granting institutions; CSU, UC and private institutions and out-of-state schools. Chabot articulation services are a big component of a seamless transfer for students. The Articulation Office maintains the college's transfer flyers for CSU/GE (FLYER #101), CSU Transfer Course list (FLYER #100), IGETC (FLYER #129) and UC Transfer Course list (FLYER #102) and reports curriculum updates to transfer schools, as well as ASSIST. The Articulation Office also provides resources and assistance for counselors, instructional faculty and students with course transferability and articulation concerns. The Articulation Officer can be reached at (510) 723-6741.

CALIFORNIA STATE UNIVERSITY (CSU)

www.csumentor.edu

ADMISSION REQUIREMENTS FOR TRANSFERS

If you have completed college units after leaving high school, you are considered a "transfer" student. Students who have completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those CSU admission requirements for first-time freshman.

There are two types of transfer students, lower-division transfer and upper division transfer. **Lower-division** transfer students are those who have completed less than 60 transferable semester units (90 quarter units). **Upper-division** transfers have completed 60 or more transferable semester units (90 quarter units).

Lower-Division Transfer Admission Requirements:

You are eligible for admission to the CSU if you:

- Have a college GPA (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, i.e., you are eligible to re-enroll.
- Meet the CSU admission requirements for first-time freshman or have successfully completed necessary course to make up deficiencies you had in high school if you did not complete the 15 course (A-G) pattern of college preparatory subjects.
- Meet the eligibility index required of a first-time freshman to CSU.
- Some CSU campuses require completion of English Composition and GE Math.
- Contact the CSU campus of your choice to determine your status as a lower division transfer student and whether that CSU accepts lower division transfers.

Upper-Division Transfer Admission Requirements:

You are eligible for admission to the CSU if you:

- Complete Areas A.1.(Oral Communication), A.2. (Written Communication), A.3. (Critical Thinking) and B.4. (Mathematics) (See FLYER #101) all with a grade of "C" or better.
- Complete an additional 18 units from CSU/GE Areas A-E (including the units from above (12) for a minimum total of 30 units. All courses would need to have a grade of "C" or better.
- Complete an overall total of 60 semester CSU transferable units with a cumulative GPA of at least a 2.0 ("C").
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
- CSU will apply up to 70 transferable lower-division units toward the baccalaureate degree.

GENERAL EDUCATION REQUIREMENTS FOR CALIFORNIA STATE UNIVERSITY

To earn a bachelor's degree from the California State University, each student must complete a program of general education. Chabot College offers two general education patterns which enable students to meet, prior to transfer, all of the lower-division general education requirements. Students can complete either the Inter-segmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth Requirements. It is strongly recommended that students consult with a counselor to determine which general education pattern is best for their transfer program.

California State University also requires completion of 6 units of U.S. History, Constitution and American Ideals graduation which can be satisfied prior to transfer. See the IGETC Flyer #129 or the CSU/GE Flyer #101 for a list of courses that complete this requirement.

CSU General Education Breadth Requirements FLYER #101

Chabot students have the opportunity to complete all of their lower-division CSU/GE requirements for the baccalaureate degree prior to transfer to any of the 23 California State Universities.

CSU/GE is separated into 5 separate academic areas. Each area requires specific class/unit requirements. More detail regarding the academic areas and the courses associated with those areas can be found on our CSU/GE Flyer #101. Briefly, those areas are:

- Area A: Communications in the English Language (9 units)
- Area B: Physical and Life Sciences and Mathematics (9 units)
- Area C: Arts, Literature, Philosophy and Foreign Language (9 units)

Area D: Human Social, Political and Economic Institutions and Behavior (9 units)

Area E: Understanding and Self Development (3 units)

Area F: California State University also requires completion of 6 units of U.S. History, Constitution and American Ideals for graduation, which can be satisfied prior to transfer. Courses used to complete this area can be also used to satisfy requirements in Area D.

UNIVERSITY OF CALIFORNIA (UC)

www.universityofcalifornia.edu

ADMISSION REQUIREMENTS FOR TRANSFERS

(Effective Fall 1998)

Current Requirements

1. Students who were eligible for admission to the University when they graduated from high school—meaning they satisfied the Subject, Scholarship, and Examination Requirements—are eligible to transfer if they have a “C” (2.0) average in their transferable college coursework.
2. Students who met the Scholarship Requirement and examination requirements but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of “C” or better in each of these required courses, and earn an overall “C” (2.0) average in all transferable college coursework to be eligible to transfer.
3. Students who met the Scholarship Requirement but did not meet the Examination Requirement must complete a minimum of 12 semester (18 quarter) units of transferable work and earn an overall “C” (2.0) average in all transferable college coursework completed.
4. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
 - a. Complete 60 semester or 90 quarter units of transferable college credit with a grade point average of at least 2.4, *and*
 - b. Complete a course pattern requirement to include:
 1. Two transferable college courses (3 semester or 4–5 quarter units each) in English composition; and
 2. One transferable college course (1 semester or 4–5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
 3. Four transferable college courses (3 semester or 4–5 quarter units each) chosen from at least two of the following subject areas; the Arts and Humanities, the Social and Behavioral Sciences, the Physical and Biological Sciences.

Important note: Higher grade point averages than those listed above are required at some campuses and for some majors.

GENERAL EDUCATION REQUIREMENTS FOR THE UNIVERSITY OF CALIFORNIA

To earn a bachelor’s degree from the University of California, each student must complete a program of general education. To meet the general education requirements for most majors within the UC, students can complete either the Intersegmental General Education Transfer Curriculum (IGETC, FLYER #129) or the general education requirements of the transfer campus. It is not advisable for all transfer students to follow IGETC. Some students may be better served by taking courses which fulfill the requirements of the UC campus to which they plan to transfer. Students are advised to consult a counselor for information about the general education pattern that will be best for them. www.assist.org is also a good resource.

Intersegmental General Education Transfer Curriculum (IGETC) Certification FLYER #129

IGETC is separated into six separate academic areas. Each area requires a specific unit/class requirement(s). A grade of “C” or “P” is required for each course used to satisfy IGETC requirements. It is recommended IGETC be completed in its entirety prior to transfer. Students who do not complete the entire program before transfer could be subject to the general education requirements of the campus or college to which they transfer.

The areas for UC/IGETC are:

- Area 1. English Communication
 - 1A: English Composition,
 - 1B: Critical Thinking (6 units)
- Area 2. 2A: Mathematical Concepts and Quantitative Reasoning (Min of 3 units)
- Area 3. Arts and Humanities. (3A: Arts, 3B: Humanities+) (9 units)
- Area 4. Social and Behavioral Sciences (9 units)
- Area 5. Physical and Biological Sciences (5A Physical Sci, 5B Biological Sci) (7-9 units)

Area 6A: Language Other Than English (LOTE).

Students transferring to UC are required to demonstrate competence (proficiency) in a language other than English equal to two years of high school study. Competence may be demonstrated through the following mechanism:

1) Satisfactory completion of two years of high school coursework (US high school or high school in country where the language of instruction is English) in a language other than English, with a grade of “C” or better in each course. The two years must be in the same language.

2) Satisfactory completion of a course (or courses) at a college or university with a grade of “C” or better in each course. Chabot courses: French 1B, or German 1B or Italian 1B or Japanese 1B or Spanish 1B or Sign Language 65 will satisfy this requirement.

3) Satisfactory completion, with “C” grades or better, of two years of formal schooling at the sixth grade level

TRANSFERRING TO A BACCALAUREATE DEGREE GRANTING INSTITUTION

or higher in an institution where the language of instruction is not English. Appropriate documentation must be presented to substantiate that the required coursework was completed.

4) Satisfactory score on the SAT II: Subject Test in languages other than English.

5) Satisfactory score, 3 or higher, in the College Board Advanced Placement examination in languages other than English.

6) Satisfactory score, 5 or higher, in the International Baccalaureate (IB) Higher Level Examinations in language other than English.

7) Satisfactory completion of an achievement test administered by a community college, university or other college in a language other than English (see a counselor for assistance).

8) Language other than English “O” level exam with grade of “A”, “B” or “C”.

9). Language other than English International “A” level exam with a score of 5, 6, 7.

The student is advised to see a counselor for assistance determining the completion of the IGETC Language Other Than English Area 6A requirement.

Using Advanced Placement Scores for IGETC

Advanced Placement (AP) scores of 3, 4, 5 can be used to satisfy IGETC requirements. The Advanced Placement Chart below indicates which AP tests can be used for specific IGETC areas. Only one AP test can be used in any one area. If an AP exam indicates that it clears more than one area (*), it can only be used in one area. Actual AP transfer credit awarded for admission is determined by the CSU and UC. It is important that students work with a counselor in determining how their AP scores/exams are applied to the transfer plan.

AP Examination	IGETC Area	AP Examination	IGETC Area
Art History*	3A or 3B*	U.S. Government & Politics	4H
Biology	5B with Lab	Human Geography	4E
Calculus AB	2A	Italian Language & Culture	3B and 6A
Calculus BC	2A	Japanese Language & Culture	3B and 6A
Chemistry	5A with Lab	Latin Literature	3B and 6A
Chinese Language & Culture	3B and 6A	Latin: Vergil	3B and 6A
Macroeconomics	4B	Physics B	5A with Lab
Microeconomics	4B	Physics C Mechanics	5A with Lab
English Language	1A	Physics C Electricity/Magnetism	5A with Lab
English Literature*	1A or 3B*	Psychology	4I
Environmental Science	5A with Lab	Spanish Language	3B and 6A
European History*	3B or 4F*	Spanish Literature	3B and 6A
French Language	3B and 6A	Statistics	2A
French Literature	3B and 6A	U.S. History*	3B or 4F*
German Language	3B and 6A	World History*	3B or 4F*
Comparative Government & Politics	4H		

CERTIFICATION OF GENERAL EDUCATION FOR TRANSFER TO UC OR CSU

Upon a student's request Chabot College will certify the completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education Breadth Requirements. Students who transfer without certification will have to meet the general education requirements of the specific campus to which they are transferring. Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions and Records Office when final transcripts are sent to the transfer school. Students are encouraged to seek the advice of a Counselor, Building 100.

CERTIFICATION OF CSU/GE BREADTH

Full CSU/GE Certification: Students are eligible for Full CSU/GE Certification when they have completed the required number of units and courses in each GE Area. Students with full certification will not have to complete additional lower-division GE requirements that may be required at the CSU transfer school.

Partial CSU/GE Certification: Partial CSU/GE Certification is granted when one or more GE Area has been completed. A student who transfers to a CSU with partial GE Certification will not have to complete additional GE requirements in the same GE area upon transfer.

Full IGETC Certification: Students are eligible for Full IGETC Certification when they have completed the required number of units and courses in each GE Area. Students with full certification will not have to complete additional lower-division GE requirements that may be required at the CSU or UC transfer school.

Partial IGETC Certification: Partial IGETC certification is defined as completing all but 2 courses on the IGETC pattern. Upon request for IGETC certification, if a partial certification is sent, each UC or CSU will inform a student who has submitted a partial certified IGETC of the specific timelines and courses needed to complete IGETC. The UC or CSU is responsible for verifying that the missing courses are completed. Partial completion of IGETC could jeopardize admission into some UC campuses.

Certification does not happen automatically; the student must request certification at the same time a request for a final transcript to be sent to the transfer school is made. Requests for certification are made with Admissions and Records, Building 100.

INDEPENDENT COLLEGES AND UNIVERSITIES

www.aiccu.edu

Transfer requirements for independent colleges and universities vary from college to college. Students should

consult the transfer institution's catalog and/or website. Chabot College counselors can also advise students on independent college and university requirements and preparation.

TRANSFER, EMPLOYMENT AND CAREER SERVICES CENTER

The Chabot College TECS Center specializes in working with students who intend to transfer to a 4-year college or university. TECS also provides employment services to students for on/off campus work. The TECS Center is located in Building 100, Room 146. For more information, students may call (510) 723-6720. The following resources are available through the TECS Center:

- Transfer assistance and information
- College Catalogs
- Representatives from local universities available for transfer assistance
- Transfer and career related workshops
- University Admission Application information
- Personal statement assistance (UC)
- Transfer application workshops
- University Transfer Day and Transfer Night
- Internet access to national and international transfer opportunities: ASSIST, College Source On-line, University transfer application
- College and University Websites
- Major preparation workshops
- Annual job fair
- Representatives from local businesses seeking employees

TRANSFER ADMISSION GUARANTEE (TAG)

A TAG is a formal, written agreement that outlines the courses a student must complete before transferring, states the grade point average a student must earn, and lists specific requirements for impacted majors. Students who comply with the agreement and apply for admission on time during the appropriate filing period are guaranteed admission. Chabot College has Transfer Admission Guarantees with the following four-year institutions: UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz, CSU East Bay, CSU Monterey Bay, San Jose State University, and Santa Clara University. Please consult with a counselor for additional information about Transfer Admission Guarantees.

CONCURRENT ENROLLMENT AND CROSS REGISTRATION

Chabot College student have the opportunity to take courses at CSU East Bay and Mills College under "Cross Registration" or at UC Berkeley under "Concurrent Enrollment." Information, requirements, applications and assistance is available when you see a Chabot counselor.

CROSS-REGISTRATION WITH

CALIFORNIA STATE UNIVERSITY, EAST BAY

Students who have completed 20 semester units at Chabot College may be eligible to cross-register with California State University, East Bay, while completing the requirements for transfer or an Associate in Arts Degree at Chabot College. Chabot College students who elect to “cross-register” may enroll in courses at the four year institution which are either: (1) upper division or (2) not offered at any time by Chabot College. For further information, contact the Counseling Center, Building 100, (510) 723-7013.

**CROSS-REGISTRATION WITH
MILLS COLLEGE, OAKLAND**

Students who have completed 20 semester units at Chabot College may be eligible to cross-register with Mills College, Oakland, while completing the requirements for transfer or an Associate in Arts Degree at Chabot College. Interested students should contact the Counseling Center, Building 100, (510) 723-7013.

CONCURRENT ENROLLMENT WITH UC BERKELEY

Chabot College students who have completed 20 UC transferable units and have at least a 2.4 G.P.A. in the transferable course work, may be eligible to participate in concurrent enrollment with UC Berkeley. Students will be allowed to take ONE lower division course a semester, for a maximum of two semesters. For further information, contact the Counseling Center, Building 100, (510) 723-7013.

**R.O.T.C. (RESERVE OFFICERS
TRAINING CORP) PROGRAM
CROSS-TOWN AGREEMENT WITH THE
UNIVERSITY OF CALIFORNIA, BERKELEY**

Students may enroll in Army or Air Force R.O.T.C. Programs at the University of California, Berkeley, while attending Chabot College full-time. Students should refer to this year’s University of California catalog for R.O.T.C. course titles and descriptions. Interested students should contact the Director of Admissions and Records, Building 100, Room 170, Chabot College, for further information.

**TRANSCRIPTS FROM OTHER COLLEGES AND
UNIVERSITIES**

Any student enrolled at Chabot College who has academic credit for courses taken at other accredited colleges/universities must submit official transcripts of that work to the Admissions and Records Office. Official transcripts are defined as academic records that are sent from other institutions to Chabot. They can be hand carried by the student, but must be unopened (in the sealed envelope of the institution). If there is evidence that the transcripts have been opened, the

student will be requested to have the former school mail transcripts directly to Chabot.

Transcripts received from other institutions cannot be forwarded. This does not apply to Las Positas College, since academic information from both Chabot and Las Positas Colleges is recorded on the same transcript.

Official transcripts are required for the following academic transactions:

1. AA/AS degree evaluations
2. Academic Renewal petitions
3. Prerequisite verifications or challenges
4. Financial Aid student education plans
5. Certification of CSU/GE or IGETC.

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

1. The course(s) must have been taken at an accredited college/university.
2. 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. (IGETC Certification requires a grade of “C”)
3. The content of the course(s) must be recognized as equivalent to the current Chabot College course standards. The Dean of Counseling at Chabot College shall be responsible for determining course equivalency.

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 Admissions and Records Office at Chabot College. See a counselor for assistance with an unofficial evaluation of your courses and petition for an official evaluation.

Unofficial transcripts (those that have been opened) can be used for:

1. Unofficial evaluation by a counselor
2. Prerequisite over-rides
3. Student Education Plan (SEP) development with a counselor
4. Petitions for course substitutions and waivers



USE OF ADVANCED PLACEMENT EXAMINATIONS

Chabot College grants credit for successful completion of examinations of the Advanced Placement (AP) Program of the College Entrance Examination Board (CEEB). Students who want to receive credit for AP examinations must provide official verification of scores. Students wishing to apply AP exam scores for transfer are strongly advised to see a counselor for assistance. Because individual schools may evaluate AP differently, Chabot does not post AP equivalencies on the student's transcripts; notations about the application of AP to Chabot's programs is available in the student's academic record.

Credit granted on the basis of Advanced Placement exam scores does not necessarily transfer to either elective or specific course credit to other colleges or universities. Students planning to use Advanced Placement credit toward transfer requirements are strongly advised to consult with a counselor or with an appropriate representative of the transfer institution for information regarding individual policies and procedures.

Credit will be allowed at Chabot College as follows:

- Course credit granted for Advanced Placement Examinations can be used to meet the requirements for the AA/AS degree at Chabot College. (*See AP Chart*)

- Courses deemed equivalent to AP courses/exams as determined by Chabot faculty can be used to clear prerequisites. (*See AP Chart*)
- Advanced Placement exam scores may be applied to Intersegmental General Education Transfer Curriculum (IGETC). (*See IGETC AP Chart, Page 27*) Current AP Policy is to accept a score of 3 or higher to clear one course. Students may use only one course earned through Advanced Placement in each IGETC Area (1, 2, 3, 4, 5). Transfer credit is determined by UC. A counselor can assist with determining applicability of AP to IGETC and transfer to UC or CSU.
- Advanced Placement exam scores may be applied for CSU General Education Breadth (CSU/GE) requirements. CSU policy is to grant credit for exam scores of 3, 4, 5 in the GE categories shown in the AP Chart.

Currently, AP credit is granted according to the following chart for AA/AS and CSU/GE. The AP chart for IGETC is found on page 27. The student is advised to meet with a counselor for assistance in petitioning use of AP exams not listed on this chart.

ADVANCED PLACEMENT PROGRAM

Additional Transfer information:

Because each college and university evaluates and applies AP exams scores differently, students should contact the institution to which they are transferring regarding AP exam meeting specific requirements. For example, AP exam scores may meet university GE requirements, but not requirements for specific majors. It is strongly recommended students with AP exam scores work with a counselor.

Students will not receive credit for a course if they have already been granted credit for that course using AP exam results. Transfer institutions may not grant credit for taking a course that was awarded AP exam credit, however in certain majors it may be necessary to actually take the course. Students transferring to UC need to check on www.asist.org for any specific AP exam score information for some specific major AP exam requirements, notably Engineering.

COLLEGE BOARD ADVANCED PLACEMENT (AP) EXAMINATION CREDITS CHABOT COLLEGE AA/AS GE, CSU/GE, PREREQUISITES

AP Examination	AP Score	Chabot Equivalent:	Prerequisite Met For the Following Course(s)	Chabot AA/AS Applicability (Units/GE Area)	CSU/GE
ART, History	3, 4, 5	Art 4 or 5	*n/a	3 units, Satisfies Area C	3 units, Area C1
ART, Studio	3, 4, 5	n/a	n/a	3 units, portfolio review required Satisfies Area C	n/a
BIOLOGY	3, 4, 5	Biology 31	Anatomy 1 Microbiology 1	4 units, Satisfies Area B	3 units, Area B2 (no lab units)
CALCULUS AB	3, 4, 5	Math 1	Engineering 25 Math 2 Math 8 Math 25 Math 35 Physics 4A Physics 25	5 units Satisfies Area A **(C.A.T.) & Math Proficiency	3 units, Area B4
CALCULUS BC	3, 4, 5	Math 2	Math 3 Math 4 Math 6 Physics 4B	5 units Satisfies Area A (C.A.T.) & Math Proficiency	3 units, Area B4
CHEMISTRY	3, 4, 5	Chemistry 1A	Biology 2A Chemistry 1B Engineering 45	5 units Satisfies Area B	6 units, Area B1 & B3 (lab)
ECONOMICS MICRO	3, 4, 5	Economics 1	n/a	3 units Satisfies Area D	3 units, Area D2
ECONOMICS MACRO	3, 4, 5	Economics 2	n/a	3 units Satisfies Area D	3 units, Area D2
ENGLISH Language & Composition	3, 4, 5	English 1A	English 4 or 7	3 units Satisfies Area A #(L&R)	3 units, Area A2
ENGLISH Literature & Composition	3, 4, 5	English 1A	English 4 or 7	3 units Satisfies Area A (L&R)	6 units, Area A2 and Area C2
EUROPEAN HISTORY	3, 4, 5	History 1 or 2	n/a	3 units Satisfies Area C or D	3 units, Area D6
FRENCH Language	3, 4, 5	French 1B	French 2A	5 units Satisfies Area A (C.A.T.) or Area C	6 units, Area C2

ADVANCED PLACEMENT PROGRAM

AP Examination	AP Score	Chabot Equivalent:	Prerequisite Met For the Following Course(s)	Chabot AA/AS Applicability (Units/GE Area)	CSU/GE
GERMAN Language	3, 4, 5	German 1B	n/a	5 units Satisfies Area A (C.A.T.) or Area C	6 units, Area C2
GOVERNMENT & POLITICS United States	3, 4, 5	Political Science 1	n/a	3 units Satisfies Area D or American Institutions	3 units, Area D8 only
GOVERNMENT & POLITICS Comparative	3, 4, 5	Political Science 20	n/a	3 units Satisfies Area D	3 units, Area D8
MUSIC THEORY	3, 4, 5	Music 2A & 2B	Music 2C	8 units Satisfies Area C	3 units, Area C1
PHYSICS B	3, 4, 5	Physics 4A	Engineering 36 Engineering 43 Engineering 45 Physics 4B	5 units Satisfies Area B	6 units, Area B1 & B3 (lab)
PHYSICS C, Mechanical	3, 4, 5	Physics 4A	Engineering 36 Engineering 43 Engineering 45 Physics 4B	5 units Satisfies Area B	3 units, Area B1 & B3 (lab)
PHYSICS, Electricity, Magnetism	3, 4, 5	Physics 4B	Physics 4C	5 units Satisfies Area B	3 units, Area B1 & B3 (lab)
PSYCHOLOGY	3, 4, 5	Psychology 1	n/a	3 units Satisfies Area D	3 units, Area D9
SPANISH Language	3, 4, 5	Spanish 1B	Spanish 2A	5 units Satisfies Area A (C.A.T.) or Area C	3 units, Area C2
STATISTICS	3, 4, 5	Math 43	n/a	4 units Satisfies Area A (C.A.T.) & Math Proficiency	3 units, Area B4
U.S. HISTORY	3, 4, 5	History 7 or 8	n/a	3 units Satisfies Area D or American Institutions	3 units, Area D6 only

*n/a = not applicable

**C.A.T. = Communication and Analytical Thinking requirement

#L&R = Language and Rationality requirement

STUDENT SERVICES

Student Services provides a variety of programs and procedures through which individuals are brought into the college for instruction, assisted in career planning and development, assisted in planning for and pursuing courses of study, provided with avenues for obtaining financial aid and employment, and given an opportunity to participate in many different activities. Student Services is also responsible for record keeping and reporting in matters relating to student progress, attendance, and status, for health and emergency care procedures, and for the general supervision and control of the campus. Additional information about any of the Student Services areas can be obtained by contacting the office of the Vice President of Student Services, Room 208, Building 200, at Chabot College and on the college website at www.chabotcollege.edu.

ADMISSION PROCEDURES AND POLICIES

ADMISSION

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

Students who plan to enroll at Chabot College must complete and submit an Application for Admission. Application forms are available at the Office of Admissions and Records and in the class schedule and online at www.chabotcollege.edu.

Official transcripts of previous academic work are required to assist students to reach their educational objectives at Chabot College. Transcripts are also required for students who are candidates for special admissions programs, e.g., registered nursing, dental hygiene, etc., and/or services such as financial aid and scholarships, veteran's benefits, athletics, concurrent enrollment, EOPS, and international students.

Copies of transcripts received from other colleges and universities cannot be forwarded to a third party (another college/university/person/etc.). Students desiring such transcripts must request them directly from the issuing institution.

ADMISSION WITH ADVANCED STANDING

Credits earned at another accredited college or university will be applied towards an A.A. or A.S. degree from Chabot College upon receipt of official transcripts. Accreditation must have been listed in the Accredited Institutions of Higher Education manual. Credit will also be allowed for college-level courses taken at military service schools if such credit is recommended in the American Council on Education Guide.

READMISSION FROM DISMISSED STATUS

Students on dismissed status from Chabot College must submit a Petition for Readmission from Dismissed Status form. In order to enroll in classes, readmission must be approved by the Director of Admissions and Records. Forms are available at the Office of Admissions and Records.

INTERNATIONAL STUDENT ADMISSION

Chabot College is authorized under Federal Law to enroll international students. Students seeking admission to Chabot College must first obtain an international student application packet, available online at www.chabotcollege.edu/international or from the International Student Program Office, Room 164. The application packet contains form and instructions for providing evidence of the following:

1. provide evidence of having completed the equivalent of a United States high school education
2. demonstrate the ability to read and write English at the 12th grade level (*TOEFL test with a minimum score of 61 iBT or 173 CBT or 500 PBT or the IELTS test with a minimum band score of 5.5*)
3. show means of adequate financial support and medical care
4. provide evidence by means of a physical examination certifying freedom from active tuberculosis
5. proof of voluntary or school mandated medical insurance.

The number of international students admitted will be contingent upon Chabot College's ability to provide services as required. International students will be accepted for admission for either the Fall or Spring semester of each academic year.

For information on international student fees, see the catalog section titled "Fees and Refunds" or consult the current class schedule.

INTERNATIONAL STUDENT APPLICANT REQUIREMENTS

1. Satisfactory completion of appropriate secondary education or the equivalent of a United States high school diploma.
2. Affidavit of financial support showing availability of sufficient funding for a minimum of one year. The certification document must include source of support and must be on official letterhead bearing the stamp or seal of the verifying bank.
3. Students must demonstrate English language competency sufficient to benefit from instruction at Chabot College where all courses are taught in the English language. Although the college does offer ESL courses, a comprehensive ESL program is not available. All applicants must pass either the TOEFL test with a minimum score of 61 iBT or 173 CBT or 500 PBT or the IELTS test with a minimum band score of 5.5.

4. Provide complete academic records, including official secondary school and post secondary academic records. (Contact the International Student Office for the names of certified translation agencies.)
5. A signed international student agreement to comply with all college/immigration requirements.
6. Contact the International Student Office for a complete application packet.

SPECIAL ADMISSION—CONCURRENT ENROLLMENT

The college offers concurrent enrollment education opportunities for selected minor students to enroll in college-level courses. Students who desire to participate in concurrent enrollment must be recommended by their school principal and have written parental permission and medical emergency authorization. For additional information on the Concurrent Enrollment policy and procedures contact the Office of Admissions and Records.

RESIDENCY REQUIREMENTS FOR ADMISSION

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

Residents: Those who have legally resided in California for at least one year and one day prior to the day before the first day of instruction of a new term. Non-citizens and certain visa holders who meet residency requirements must provide documentation from the U.S. Citizenship and Immigration Service. Visa holders should consult the Director of Admissions and Records for further information.

Non-residents (out-of-state and international students): Those who do not meet the California resident requirements as previously outlined. See section on “Fees and Refunds.”

All questions concerning residence status should be referred to the Office of Admissions and Records.

BOOKSTORE

The Chabot College Bookstore is operated as a service to the college community by authorization of the Trustees of the Chabot Las Positas Community College District.

The bookstore staff will assist you in finding the books that are required for your classes, and look forward to serving your educational needs. The bookstore is owned and operated by Chabot College.

Merchandise carried:

- textbooks
- trade books, medical and computer reference books
- dictionaries and study guides
- Apple computers
- computer software
- calculators
- computer supplies
- art, engineering, photo, and general school supplies
- medical and dental supplies
- scantrons and blue books

- greeting cards
- backpacks
- Chabot College clothing and gifts
- class catalogs and schedules
- video rentals for the Distance Education programs
- candy and snack foods

Location:

The Bookstore is located in building 3800 between the cafeteria and the gymnasium just off the student parking lot “B.” Public telephones, local newspaper stands, and a picnic area are situated in front of the store (*see map inside back cover*).

General Information:

Bookstore phone number is (510) 783-9800.

Chabot College catalogues are available for sale in the Bookstore. The Bookstore will mail them to you if you send a check or money order in advance for the purchase plus shipping and handling.

The Bookstore accepts cash, checks, VISA, MasterCard, and the Discover Card for payment for purchases made in the store. You must have a valid California driver’s license or ID and a Chabot College student ID for payment by check. Business checks are not accepted, and all checks must be pre-printed with your name and address. All checks are subject to the SCAN check approval system. The Bookstore may accept your parent’s credit card for payment provided that you have valid identification and a note from your parent authorizing the purchase.

An ATM machine is located in the store which is available for your use whenever the store is open.

Come to the service counter to rent videos, calculators, and for special processing such as EOPS, Veteran’s, book loans, Rehab, Book Scholarships, and New Horizons.

Your personal backpacks and tote bags are not allowed in the store. The Bookstore provides coin return student lockers for your use to secure your belongings while you are shopping in the bookstore. The lockers require 25¢ to operate which is returned to you when you retrieve your belongings. Overnight use of these lockers is not permitted.

Information about the required text and prices for your classes is available two weeks prior to the beginning of class. The Bookstore begins selling textbooks the week before school starts. The textbook section of the store is arranged alphabetically by class subject, then by course and section number. Please bring a copy of your registration with you so that we may assist you in finding the correct books for your class. The Bookstore makes every effort to provide as many used books as possible. Shop early for the best selection of used textbooks.

For textbook inquiry, reservation, or purchase online, go to www.chabotbookstore.com, or to access your personal book list, sign on to CLASS-Web. Go to the “Student detail schedule.” Click on the link “order my Chabot Books.” You may then order your textbooks.

Textbook Return Policy:

At the beginning of the semester the bookstore will post the final date to return or exchange your textbooks for a full refund. Save your receipt. You must present your receipt if you need to return a book or any merchandise in the bookstore. In order to qualify for a full refund, your new textbook must be returned in brand new condition without any markings, scratches, damages, or bent pages. Shrink wrapped or boxed books must be returned in their original packaging in order to be eligible for a full refund. Used books must be returned in salable condition. The Bookstore reserves the right to make a decision on the refund based on the condition or salability of the merchandise.

In order to process your refund, you must present your cash register receipt dated for the current semester and your Chabot College student I.D. or a copy of your current Chabot College registration with your California driver's license or I.D.

Summer refund dates and any changes in the refund policy will be posted in the store.

Used Book Buy Back:

During FINALS WEEK each semester, the Bookstore may buy back your textbooks for up to half of the price that you paid for the books. The price you are offered will vary depending upon whether the book has been adopted for use at Chabot College for the next semester and if the Bookstore still needs to fill our quota. If the book is not being used at Chabot, there may be a market value for the book due to national demand from other colleges, and the Bookstore may buy the book from you at a wholesale price. These books will be sent to a book wholesaler to be distributed to other colleges. If you have an out-of-date edition, your book may not have a market value. The Bookstore does not guarantee the buyback of every book. You do not need to present your receipt for the book during buy back.

The Bookstore may buy your used books at wholesale prices during the first week of classes. You may try to sell your books from prior semesters or from other colleges. Our wholesaler has a computer listing of thousands of titles. The times and dates for this special buyback will be posted in the bookstore. The best prices are offered during finals week.

COUNSELING

Counseling services are provided for students attending day and evening classes. Counselors are available to assist students to establish or clarify appropriate educational and vocational objectives and to help with educational, social or personal problems. Counselors can further assist individuals to participate in the educational process, to make significant choices, and to achieve increasing self-direction.

- **Academic Counseling**

Counselors help students plan their programs of study to reach their educational goals. Counselors offer assistance in exploring life goals, educational planning,

and appropriate course selection. This assistance may include helping students evaluate their aptitudes and interest through the use of tests and interviews.

Students are also encouraged to seek advice from faculty members in the Division of their major interest. However, the final responsibility for the selection of proper courses rests with the student.

- **Career Counseling**

Counselors are available to assist students in identifying their career options. Career Counselors work in conjunction with resources found in Chabot's Employment and Career Services Center. The Center is well stocked with the latest information, including career resource books and video cassettes, computerized systems, university and college catalogs, current career oriented magazines and information brochures.

- **Transfer Counseling**

The Transfer Center provides a wide variety of transfer information, including the latest university and college catalogs, informational programs and an annual Transfer Day and Transfer Night. Representatives from universities and colleges are also available to assist students on a scheduled basis. Students have access to ASSIST Articulation Agreement to 4 year institutions. The world wide web is available to research college and university information. Students have the opportunity to meet with university representatives.

- **Personal-Social Counseling**

Counselors are available to students who need assistance with problems which may be affecting their academic progress. Counselors work with students to alleviate their relationship, health, or emotional concerns. The emphasis is on short term counseling. Appointments are arranged at the Counseling Division receptionist desk in Building 100. Matters discussed by the student and counselor are held in strict confidence. When appropriate, students may be referred to other professional services in the community.

ACADEMIC PROBATION

Probationary Contracts are designed for students who are experiencing sustained academic difficulties. Students are required to meet with a Counselor to review their progress, to discuss any problems that might interfere with their studies and to develop effective strategies to strengthen their academic progress. A Probationary Contract is required each semester a student is on Academic Probation before being cleared for registration.

For Counseling Division hours of operation and contact information, please visit www.chabotcollege.edu/counseling or call (510) 723-6718.

ARTICULATION

The Articulation Office is the liaison with the University of California, California State University and private colleges and universities regarding how Chabot College courses meet general education or major prerequisite requirements. Chabot College has articulation agreements with a large number of 4-year colleges and universities. For further information regarding articulation agreements, contact the Articulation Officer, Building 100, Counseling Office.

ASSESSMENT (TESTING)

The Assessment Center is a vital part of the college's counseling services. Tests are used by counselors to assist students with individual counseling and career exploration. Students are asked to consult a counselor to plan for appropriate test instrument referral to the Assessment Center. The Assessment Center also administers tests in English, Math, and Chemistry for appropriate placement into courses. Additional information can be obtained in the Assessment Center, Building 1800, Room 1840, or at www.chabotcollege.edu/counseling/assessment or by calling (510) 723-6722.

EMPLOYMENT & CAREER SERVICES CENTER

The Transfer, Employment & Career Services Center provides comprehensive employment and career information services to students transitioning from school to work. Included are job preparation, job search, and job placement activities, as well as career/vocational assessment and employability counseling. Students can arrange for individual appointments with career counseling faculty, attend small group workshops, access computerized job search information, and meet with the employers through the Center. On-campus student employment is also available through the Center.

The Center is located in building 100, Room 146. Telephone number: (510) 723-6720.

EARLY DECISION

The Early Decision Program is designed for local high school seniors. The Early Decision Program allows high school seniors to register for classes earlier than regular new Chabot College students. Chabot College counselors visit local high schools to present admissions, assessment, program, and registration information. Students interested in participating in the Early Decision Program should obtain information from their high school counselor or visit the Early Decision website at www.chabotcollege.edu/counseling/ed/.

ORIENTATION

All students are strongly encouraged to attend an orientation session. The orientations program provides students with important information on academic requirements, registration procedures and campus support services to help facilitate the transition into college. It is designed to address new students' questions and concerns.

Please contact the Counseling Office at (510) 723-6718 for more information.

PROGRAM PLANNING

All new, first time in college students can meet with a counselor for assistance with assessment interpretation and/or program planning. At Chabot, program planning is provided in a small group immediately following assessment.

TRANSFER CENTER

The Chabot College Transfer Center specializes in working with students who intend to transfer to a 4-year college or university. Resources include: college catalogs, college applications, CSU and UC workshops on majors/applications/financial aid, the latest information on transition from Chabot College to a 4-year college, as well as the opportunity to meet with representatives from those colleges. The Transfer Center is located in Building 100, Room 146. For more information, students may call (510) 723-6720 or visit us online at www.chabotcollege.edu/counseling/TECS.

FINANCIAL AID

Financial aid is money provided by the Federal Government, the State of California, and administered by the Chabot Financial Aid Office, to help cover costs associated with attending college at Chabot. The college provides financial assistance to eligible students through scholarships, grants, loans and job opportunities: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Work Study (FWS), Federal Stafford Loans, Cal Grants, Bureau of Indian Affairs grants (BIA), and other external scholarships. The CA Board of Governor's Fee Waiver program will waive the fees for eligible CA residents.

Students are responsible for knowing all eligibility and renewal requirements and criteria for each type of aid they apply for or receive. The Chabot website is the best source of current information and updates. Links to apply for financial aid, information regarding state, federal and institutions' policies, and additional Chabot forms for financial aid processes are available through the Financial Aid Office's web page at www.chabotcollege.edu, by clicking on Financial Aid.

Students must apply by March 2nd of each year prior to the fall semester if they wish to be considered for the Cal Grant Program, and for maximum types and amounts of all financial aid programs (including limited SEOG and FWS funds). Students applying later than this date will be considered for aid as it remains available, and in the order their applications are received, processed and awarded. Each student must reapply each year to be considered for financial aid. Students may view current, accurate information regarding their file status, eligibility, and awards on Class Web.

FINANCIAL AND ACADEMIC ELIGIBILITY

To be eligible to participate in the Title IV student financial aid provided by the U.S. Department of Education and the Chabot-Las Positas Community College District, **students must demonstrate both financial and academic eligibility.** Financial eligibility is determined by completion and verification of the Free Application for Federal Student Aid (FAFSA), and academic eligibility is determined by review of academic progress after each term. Maintaining Satisfactory Academic Progress requires all three eligibility criteria are met: minimum 2.00 semester and cumulative grade point average; minimum completion rate of 67% each term; and maximum period of eligibility at 150% of program length in attempted units, or credit hours.

New students are required to provide academic transcripts from prior colleges and universities for review of academic progress by the Financial Aid Office, regardless of whether or not the transcripts are required for the Admissions process, and regardless of whether or not aid was applied for or received for the prior academic attempts.

Students who are determined to be ineligible for financial aid due to failure to demonstrate satisfactory academic progress, or who have exceeded the time limits for eligibility, may request reconsideration if they have extenuating circumstances through an appeal process.

See Chabot College's Financial Aid website for detailed eligibility requirements and policies. See Class Web Financial Aid for individual financial aid file status.



MATRICULATION

Matriculation, Pathways to Success, is the process which brings the college and you, the student, into an agreement for the purpose of developing and realizing your educational objective. This process is designed to help you from the moment you first apply until you complete your studies at Chabot. The agreement acknowledges responsibilities of both the college and the student.

Chabot College agrees to provide a "path to success" which includes:

- An admission process
- An orientation to college instructional programs and student life
- An assessment of basic educational skills
- Counseling and advising for course selection and the development of a Student Educational Plan (SEP)
- Quality Instruction
- Continuous follow-up on your progress with referral to support services when needed
- Institutional research and evaluation which will monitor the effectiveness of all services provided

You, the student, agree to pursue a "path to success" by:

- Expressing a broad educational intent upon admission and declare a specific educational objective within a reasonable period of enrollment.
- Attending classes and completing assigned work.
- Meeting with counselors to discuss educational choices.
- Seeking support services as needed to assist you in completing course work and maintaining progress toward an educational goal based on standards set by Chabot College.

Matriculating students are students who have chosen to:

- Transfer to a four-year college/university (with or without an associate's degree), or
- Obtain a two-year associate/vocational degree (without transfer), or
- Earn a vocational certificate (without transfer), or
- Improve basic skills in English, reading and math, or
- Are undecided in your goal.

EXEMPTIONS

Any student who is enrolling in only one activity or performance course may be exempted from all matriculation components.

Any student who has earned an Associate Degree or higher may be exempted from the all matriculation components, except for Assessment if the student is taking English/math courses.

In addition to the above exemptions, any student may be exempted from individual Matriculation components as follows:

Orientation Exemption

If the student has completed orientation at another college or university (proof required), he/she may be

exempted from the Orientation component.

Assessment Exemption

If the student has an AP English and/or Calculus Test score of 3 or better (a copy of the test results required); and/or

If the student completed a college-level English and/or mathematics course with a grade "C" or higher (transcripts required) he/she may be exempted from the Assessment component.

Counseling Exemption

If the student has already completed a Student Education Plan (proof required), he/she may be exempted from the Counseling component.

Any student who is eligible for exemption from any of the Matriculation components may obtain an exemption form from the office of the Dean of Counseling in Building 100, Room 140.

Students who are exempt from one or more of the matriculation components are still encouraged to participate in the process so as to make their enrollment at Chabot College as enjoyable and beneficial as possible.

Any student who believes he/she has been discriminated against in the matriculation process (assessment, orientation, counseling) may file a grievance with the Dean of Counseling in Building 100, Room 140.

REGISTRATION

NEW STUDENTS

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

1. Complete and submit an application for admission to the Office of Admissions and Records.
2. Complete the assessment process and obtain an orientation schedule.
3. Attend an orientation session.
4. Counseling services will be provided after attending an orientation session to assist students with program planning.
5. Register for classes on or after open registration date.

FORMER STUDENTS

Students who are not enrolled in the current term but who have previously attended the Chabot/Las Positas Community College District will need to complete the following steps for registration.

1. Complete and submit a new application for admission to the Office of Admissions and Records.
2. Former students on probation or dismissal must obtain counselor advisement and approval before proceeding with registration.
3. Former students on dismissal status must submit a Petition to Reenroll to the Director of Admissions and Records.

4. Former students in matriculated exempt status may not be required to obtain counselor approval prior to registration. (*Please note: Exempt status does not exempt students from prerequisite requirements.*)
5. Register for classes on or after open registration date.

CONTINUING STUDENTS

Students who are enrolled in the current semester are considered continuing students. Registration appointment notices will be mailed to all continuing students two to three weeks before the registration period begins. Instructions on how to use the on-line registration system (CLASS-Web—Chabot/Las Positas Automated Services System) are included in the current class schedule and posted on the college website at www.chabotcollege.edu.

Continuing Students at Chabot College will be assigned a registration priority number. The priority number is the total number of units completed at the Chabot/Las Positas Community College District followed by a random digit.

Registration appointment dates for continuing students are based on the students' priority within the following groups:

- Group 1: those who have completed a Student Education Plan (SEP) plus the orientation, assessment components of the matriculation process
- Group 2: those who have completed or are exempt from the matriculation process (assessment, orientation, counseling)
- Group 3: those who have completed 2 of the 3 matriculation components (assessment, orientation, counseling)
- Group 4: continuing students who do not fall under the previous three categories

REGISTRATION METHODS

Students have two ways to register for classes:

- 1) by the Internet using CLASS-Web accessible from www.chabotcollege.edu; or
- 2) in person at the Office of Admissions and Records, Building 100.

SCHEDULE OF CLASSES

Prior to the beginning of each semester, a schedule of classes is published indicating courses to be offered, the time, the instructor, and the room assignment. Important instructions are included in this publication. Class schedule is subject to change. The schedule is available online.

FEES AND REFUNDS

(Fees are subject to Change—Consult the Current Class Schedule)

Enrollment each term is conditional upon full payment of fee assessed.

CALIFORNIA RESIDENTS—ENROLLMENT FEE

California residents, except those exempt by law, will be charged an enrollment fee of \$20 per unit for classes at Chabot College.

NONRESIDENT TUITION

Nonresidents of California are required to pay a tuition fee of \$180 per unit in addition to the enrollment fee.

INTERNATIONAL STUDENT TUITION

The tuition fee for international students, non-immigrant aliens or students on other visa types is \$180 per unit in addition to the enrollment fee. International students (F-1 and M-1 visa) are required to enroll in a minimum of twelve units per semester.

EXEMPTION FROM NONRESIDENT TUITION

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

EXCEPCIÓN DE LA MATRICULA DE NO-RESIDENTE DE CALIFORNIA

Para estudiantes elegibles que se graduaron de una High School de California

(La legislatura aprobó la ley bajo el nombre "AB 540")

INFORMACIÓN GENERAL

Todos los estudiantes (menos los extranjeros que no sean inmigrantes) que cumplen con los requisitos siguientes no tienen que pagar la matrícula de no-residente en las universidades públicas del estado de California, que son: los *California Community Colleges*, *California State University*, y *University of California*.

- Los Requisitos:
 - El estudiante tiene que haber asistido a clases de un *High School* en el estado de California (pública o privada) por lo menos tres años.
 - El estudiante tiene que haberse graduado de un *High School* de California o haber aprobado un examen de graduación (por ejemplo, el *GED* o el examen *California High School Proficiency*) antes del comienzo del periodo académico.
 - Todos los estudiantes que no tengan un estado de inmigración legal deben someter una declaración con la universidad en la cual indiquen que ya han sometido una petición para arreglar tal estado o, si esto no es posible en la actualidad, que lo van a hacer tan pronto califiquen.
- Los estudiantes que tienen visas de no-inmigrantes (las visas de estudiante 'F' y las visas de turista 'B') no califican para esta excepción.
- El estudiante tiene que someter una petición para la excepción con la universidad, incluyendo una declaración legal firmada

en la cual afirma que ha cumplido con todos los requisitos pertinentes. Esta información se mantendrá confidencial al menos cuando la ley requiera que se proporcione.

- Los estudiantes elegibles para esta excepción que piensan cambiarse a otra universidad pública deben someter una nueva petición para esta excepción a cada universidad en la cual se piensen matricular (y si es necesario los documentos necesarios).
- Aunque los estudiantes no-residentes que complen con esos requisitos no tendrán que pagar la matrícula de no-residente, no se convierten en residentes de California a través de esta nueva ley. Siguen siendo *non-residents*.
- La ley AB540 no ofrece a los estudiantes sin documentos la posibilidad de conseguir becas gubernamentales. Estos estudiantes siguen inelegibles para estas becas, tanto al nivel nacional como al nivel estatal.

HEALTH SERVICES FEE

Mandatory health service fee of \$13 per semester and \$9 for Summer Session to support health services for enrolled students.

The only exceptions to not paying the Student Health Fee are as follows:

- Students who are taking classes held only on Saturday or at an off-campus site, including approved apprenticeship programs; or
- Students who rely on prayer for healing in accordance with teachings of a bona fide religious sect, denomination, or organization. To apply for a waiver, students must provide a statement of such reliance from an official of the sect, denomination or organization to the Office of Student Life.

Please contact the Health Center for information about services and referrals. The Center is located in Room 120 in Building 100 or visit the website at <http://www.chabotcollege.edu/HealthCenter/>.

MAILING FEE (OPTIONAL)

There will be a \$3 optional mailing fee assessed of all students each semester or session.

ASSOCIATED STUDENT ACTIVITIES FEE (OPTIONAL)

The Associated Student Activities Fee is an optional fee of \$5, charged per semester. Students paying this fee receive an activity sticker which intends to provide merchant discounts, discounts on student activities and sports. This fee helps finance student activities, Chabot College clubs, scholarships, and other student-related services.

REFUNDS

Enrollment Fee: Students who officially withdraw from classes during the No-Grade-of-Record period (*see Class Schedule for deadlines*) shall be entitled to a full refund less a \$10 processing fee. Our refund policy complies with and is based on California law and the Education Code.

No refund will be given to students who withdraw from classes after the No-Grade-of-Record (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:

Date of Withdrawal or Reduction in Program	Refund
Prior to the first day of instruction in a regular semester, term or session	90%
During the first two weeks of instruction for a regular semester, term or session.	75%
After the second week of instruction for a regular semester, term or session.	NONE

For further information concerning tuition changes and refunds consult the Schedule of Classes.

REGISTRATION POLICIES

PREREQUISITES

Many courses offered by the College require the completion of prerequisite courses taken at Chabot College, or their equivalent at another accredited institution. Students are advised to consult the course descriptions found in the current College Catalog for the identification of the prerequisites for a course. Courses with prerequisites are also designated in the current class schedule.

Important Definitions. If you should see the words *Prerequisite*, *Corequisite* or *Strongly Recommended* in the catalog, it is important for you to understand the definition of these terms.

Prerequisite means a condition of enrollment which a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Corequisite means a condition of enrollment consisting of a course which a student is required to simultaneously take in order to enroll in another course.

Strongly Recommended means a condition of enrollment which a student is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

Conditions for Challenging Prerequisite:

1. Challenging the prerequisite on the grounds that it has not been made reasonably available.
2. Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of the District-approved processes. (*Student documentation required*).
3. The prerequisite is discriminatory or applied in a discriminatory manner (*student documentation required*).

4. Challenging the prerequisite based on a student's knowledge or ability to succeed in the course despite not meeting the prerequisite (*student documentation required*).

For more information, call (510) 723-7013. Challenge forms are available from the Counseling Office or Academic Division offices.

RECOMMENDED SKILL LEVELS

For each course listed in the catalog, recommended basic skill levels have been assigned in reading and writing and, where applicable, in mathematics. Students are advised that they should have at least these skill levels for academic success. Specific course skill levels are available in the Counseling Department, Room 140.

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. Petitions of course substitution or waiver of program requirements are available from the Counseling Office and from the Admissions and Records Office. Approval of the request by the Dean of Counseling at Chabot College is required prior to completion of registration. Approval shall be based on the following criteria:

1. Adequate evidence of competence as supported by transcripts, statements of employers, military or technical school certificates, etc.
2. Statement of an appropriate subject matter instructor, Dean or Counselor to validate course equivalency. Students shall be advised that courses waived receive neither unit or grade credit and that other courses may be needed to satisfy the total number of units required to complete the program of study.

OPEN ENROLLMENT

It is the policy of this District that every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class and who is otherwise eligible for admission at Chabot College.

ENROLLMENT LIMITS

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

LIMITATION ON UNIT LOAD

Eighteen units per semester is considered to be a maximum load for a student. In order to take more than the maximum, approval must be obtained from the counselor.

STUDENT LOAD

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 student**—registered for 9.0 to 11.5 units
- Half-time student**—registered for 6.0 to 8.5 units

BASIC SKILLS COURSE LIMITATION

Basic skills courses (courses numbered above 100) are not degree-applicable. Basic skills courses provide a foundation in reading, writing, mathematics, English as a Second Language, learning and study skills. Students are expected to learn skills necessary to succeed in college-level work. Except as specifically exempted, no student shall accrue more than 30 units of credit for basic skills coursework at the College. (Title 5, section 55756.5)

The following classifications of students are exempted from the 30-unit limitation on Basic Skills coursework:

- Student enrolled in one or more courses of English as a Second Language
- Students identified as learning disabled according to Title 5, sections 56014.

Non-exempt students who have exhausted the unit limitation shall be referred to appropriate alternate educational service providers.

COURSE CONFLICT/COURSE OVERLAP

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

COURSE ADD PROCEDURE

Students may attempt to add into open full-term classes during the first few weeks of instruction. Add Authorization numbers are generated on a random basis for instructors to issue to students. Students are generally added from highest to lowest priority number. See Class Schedule for add deadline and procedures.

DROPPING OR WITHDRAWING FROM CLASSES

Students are responsible for dropping or withdrawing from classes. Failure to follow the withdrawal procedures may result in a grade of "F." Students who drop before the no grade of record period will not have a grade appear on their transcript. Student who drop after the no grade of record ("NGR") deadline and before the withdrawal deadline will have a "W" on their transcript.

Drop and withdrawal deadline dates are listed in Schedule of Classes and also online. Students may drop online, www.chabotcollege.edu go to CLASS Web, or drop at the Office of Admissions and Records.

Withdrawals do not affect the students' grade point average; however, excess "W" notation may result in (1) poor progress or dismissal status, and affect (2) full-time

enrollment status, (3) eligibility for financial aid and other benefits, and (4) athletic eligibility.

WITHDRAWING WITH EXTENUATING CIRCUMSTANCES

Students may withdraw from a class with extenuating circumstances after the Withdrawal deadline and prior to finals week. Documentation must be presented verifying the situation, the instructor must verify that the class is being passed with a minimum of a “D” grade and the Dean of Counseling must approve the request. Circumstances that will be considered are acute medical problem, acute personal or family problem, employment related problem or other similar circumstances preventing a student from completing the class.

MILITARY WITHDRAWAL

If a student is called to active military duty any time during the term, he or she is entitled to military withdrawal (MW). Service men and women must provide copies of their military orders to the Director of Admissions and Records.

TOTAL WITHDRAWAL

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 75% into the term. Refer to the class schedule for deadlines.

INSTRUCTORS’ WITHDRAWAL OPTION

Students who miss the first meeting of a course may be dropped by the instructor. 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 periods and/or two (2) consecutive weeks of instruction.

REPEATING A COURSE

The college recognizes that the most recent completion of a course should most accurately reflect a student’s academic progress, thus, students may repeat for credit those courses taken for which grades of D, F, or NP were received.

NOTE: Except as provided in the catalog for specific courses or in cases of extenuating circumstances, a student, by state law, is limited to ONE ATTEMPT to repeat a course—for the purpose of raising a substandard grade (D, F, or NP).

Students may not repeat courses in which they received passing grades of A, B, C, or P. Under the following specific conditions, the Vice President of Student Services or designee may permit the repetition of courses for which a grade of C or better had been received.

1. 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; or

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

Certain courses designated by the Academic Services may be repeated up to a maximum of three repetitions. Students should consult the course listings in this catalog.

When a student has repeated a course and earned a grade of A, B, C, D, or P, he/she may petition the Director of Admissions and Records to count, for grade point calculation only, the most recently earned grade. 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 other institutions, they may be held responsible for all units attempted.

TEXTBOOKS AND SUPPLIES

All students are required to furnish their own textbooks and supplies which are available at the College Bookstore. Typical costs for books and supplies average \$500 per semester for those persons pursuing a full-time program. Students financially unable to buy their own books and supplies should contact the Financial Aid Office.

COLLEGE TRANSCRIPTS

Students who desire transcripts of their academic record at Chabot College must submit a written request to the Admissions and Records Office indicating the number of transcripts requested and the designated recipient(s). Transcripts are provided only in response to a written request from the student. Official transcripts will be mailed directly to the designated recipient(s).

CAMPUS SAFETY AND SECURITY

MISSION STATEMENT

The Chabot College Department of Campus Safety and security, in partnership with the Hayward Police Department, is committed to providing a safe and secure learning and work environment for all members of the campus community and guests. We recognize our role as service providers and are dedicated to delivering consistent and quality service to diverse groups of people and individuals alike.

ABOUT THE DEPARTMENT OF CAMPUS SAFETY AND SECURITY

The Chabot College Department of Campus Safety and Security is comprised of a unique partnership between Chabot College and the Hayward Police Department. The director is a sworn Hayward police sergeant who is augmented by a staff consisting of a Hayward police officer, classified campus safety officers, classified dispatchers, hourly campus safety officers, and hourly student cadets.

This blend of police and civilian staff affords a greater range of services to our campus community. Officers are on duty at all times when classes are in session, and on weekends and holidays to patrol the campus. Officers enforce the laws of the State of California and regulations adopted by the Board of Trustees of the Chabot/Las Positas Community College District.

Chabot College is concerned about the safety and welfare of all members of the college community and is committed to providing a safe and secure environment. Although the college has been fortunate in not having experienced a significant number of criminal incidents, it would not be honest to assume such incidents could not take place. Therefore, we have developed polices and procedures designed to prevent or minimize the potential for criminal events before they take hold. Please take the time to read the section on crime prevention, safety programs, and crime statistics or contact the Department of Campus Safety and Security for more details.

CONTACTING THE DEPARTMENT OF CAMPUS SAFETY AND SECURITY

The Chabot College Safety and Security Department public office is located in Building 2300, Room 2302 (adjacent to the cafeteria). When the office is closed, the on-duty security officer can be contacted by telephone in the following ways.

- From any off-campus telephone dial (510) 723-6923 or 6923 from any college phone.
- Dial *19 from any campus pay phone.
- Activate any one of the ten emergency call boxes located throughout the campus.
- **FOR EMERGENCIES DIAL 911 FROM ANY PHONE.**

REPORTING CRIMES, SUSPICIOUS ACTIVITIES, OR SAFETY HAZARD

All members of our campus community must share responsibility in reporting crimes, suspicious activities, and safety hazards to keep our campus safe for all. Crimes against persons and violent crimes will be investigated on campus by the Hayward Police Department by the assigned campus police officer or a police officer summoned by a campus safety officer. Crimes against property will be investigated by a campus safety officer unless the incident involves a substantial loss or theft of a motor vehicle. Suspicious activities and safety hazards will be investigated promptly by the on-duty campus safety officer who will delegate the appropriate resources to resolve the incident.

CRIME PREVENTION

The most essential element of any effective crime prevention program is educating the members of the community. We offer several crime prevention tips and brochures published by the Hayward Police Department at the Office of Campus Safety and Security. Another key element to a successful crime prevention program is active participation by members of the community. Each of us can do our part to

prevent crime by taking appropriate preventative measures and promptly reporting crimes or suspicious activities. Here is how you can do your part.

- Avoid isolated, dark, or less traveled areas of the campus.
- Walk in well traveled, lighted areas.
- Try to avoid walking alone at night. Stay in groups or take advantage of our Safe Ride program which offers student escorts.
- Carry a whistle, cellular telephone or other device to summon aid if you detect trouble.
- Stay alert and be aware of your surroundings.
- Become familiar with the locations of phones and emergency call boxes.
- Always lock your car and never leave valuables in sight.
- When returning to your vehicle, always have your keys in hand for a speedy entry. Check the rear seat of your vehicle before entering and immediately lock your car doors upon entering.
- Avoid working or studying in buildings alone at any time.
- Report any suspicious activity to the Department of Campus Safety and Security.

SAFETY PROGRAMS AND MEASURES

Safe Ride Program—The Department of Campus Safety and security offers escorts to the campus community to and from the parking lots. To arrange to have an escort accompany you from your classroom or office to your vehicle, dial 6923 from any college phone, *19 from any campus pay phone, or activate a nearby emergency call box. An escort will be dispatched by radio to meet you at your location.

The Department of Campus Safety and Security sponsors educational programs on a wide variety of issues related to crime prevention and personal safety. Check with the Campus Safety and Security office or Office of Student Life for details on upcoming events. In addition, the Department of Campus Safety and security is committed to keeping the campus community informed about patterns, trends, or incidents that pose a threat or substantial risk to our community. Such information is typically published in special crime bulletins posted at the office of the Department of Campus Safety and security or other campus media such as the campus newspaper, *The Spectator*.

Safety through environmental design is yet another component of effective crime prevention. Our Maintenance and Operations Department works hard at keeping the campus grounds well groomed and adequately lit during darkness. The campus grounds and parking lots are lit at nightfall until 11:00 p.m. during normal days of operation. Emergency Call Boxes and telephones are strategically located throughout the campus for your safety.

Emergency Call Boxes are outdoors in all the parking lots and adjacent to the athletic fields. They can be found by locating the blue "Call Box" signs or illuminated blue light during darkness. Simply follow the directions on the call box for assistance. The location of our emergency call boxes can be found under the parking lots section of this publication.

Emergency Campus Telephones can be found in all of our elevators and buildings. The telephones are marked "Emergency Telephone" and most are contained inside a red or white metal box mounted to the wall. Simply open the box, pick up the phone and follow the printed directions. Elevator phones will dial directly to the Campus Safety and Security Office while other phones require you dial the Campus Safety and Security extension (6923 or 6666). Please familiarize yourself with the locations of the emergency phones in the areas you travel on campus.

CHABOT COLLEGE CRIME STATISTICS

In 1998, the federal government passed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly The Student Right to Know Act of 1990. This law requires colleges and universities receiving federal funding to disclose the reported instances of criminal activity on their campuses. The following table is an accounting of mandatory crime statistics on campus.

CHABOT COLLEGE CRIME STATISTICS				
	2004	2005	2006	2007*
Homicide	0	0	0	0
Rape	0	1	1	0
Robbery.	0	0	1	2
Aggravated Assault.	2	1	2	0
Burglary.	2	4	3	1
Larceny/Theft	66	65	44	42
Motor Vehicle Theft	68	21	20	15
Arson.	0	1	0	0
Liquor Law Violations.	1	9	2	3
Drug Abuse Violations	0	3	2	3
Weapons Possession.	0	0	1	0
Hate Crimes	0	0	0	0

**Unofficial data*

You may contact the Hayward Police Department (510) 293-7272, for crime statistics on public property adjacent to the campus.

LOST AND FOUND

A centralized Lost and Found is located in the Campus Safety Office in room 2302, building 2300. Articles deposited with the Lost and Found are held until the end of each semester. After this period, unclaimed items will be disposed.

PARKING

Parking on campus is a privilege extended by the Board of Trustees to the faculty, staff, student body and guests. To ensure safety and the efficient use of available parking space, parking rules and regulations adopted by the Board are enforced all year round. There are no grace periods or exceptions to the parking rules and regulations without the expressed direction of the Director of Campus Safety and Security. Drivers using college parking

lots shall comply with the rules and regulations adopted by the Board of Trustees pursuant to California Vehicle Code section 21113. Failure to comply with the parking rules and regulations may result in disciplinary action, the issuance of a parking citation and/or cause the vehicle in violation to be towed at the owner's expense. Please refer to the Parking Rules, Procedures, and Information bulletin or contact the Campus Safety and Security Department for more information.

PARKING PERMITS

Parking is by permit only. Student parking permits for each instructional term can be purchased at the College bookstore. Daily parking permits can be purchased for \$1 from dispensers located in all the parking lots. Permits shall be hung from the rearview mirror or displayed on the vehicle dashboard. Permit enforcement hours are Monday through Friday, 7:00 a.m.–10:00 p.m. and Saturday 7:00 a.m.–5:00 p.m. Permit parking is not enforced on Sunday and holidays identified by the college. The following fees have been set for parking in accordance with section 76360 of the California Education Code and adopted by the Board of Trustees.

- Fall/Spring Semester motor vehicle: \$20
- Fall/Spring Semester motorcycle: \$10
- Summer Session: \$10
- Daily Permit: \$ 1

NOTICE: Parking permits do not guarantee a parking space, rather, they authorize parking in available spaces. Lost or stolen parking permits must be replaced at the owner's expense. Parking fees are subject to change. Please refer to your class schedule, the bookstore, or the Campus Safety and Security Department for current fees.

PARKING LOTS

Parking lots are provided and maintained for the convenience of our campus community. Maintenance of the parking lot is funded exclusively by revenue generated through the sales of parking permits and citations. Parking is restricted to designated lots. For example, Faculty/Staff parking lots are restricted to holders of Chabot-Las Positas Faculty/Staff parking permits. Student lots are for use by students, staff, and visitors. All vehicles shall be parked clearly within a designated parking stall (between the white lines) and head in only. Motorcycles must be parked in designated motorcycle parking areas located in all student lots. Designated parking spaces are provided in all campus parking lots for holders of Department of Motor Vehicles disabled license plates or placards.

Do not park in white loading zones, yellow loading zones, or blue disabled spaces or access areas without proper authorization or placards. Never park, stop, or stand in any

red zone, traffic thoroughfare, driveways, grass, or planter areas. Do not park, drive, stop or stand on the inner campus or athletic areas without express consent from the Director of Campus Safety and Security or his/her designee.

There are several features we offer to promote safety in our parking lots. First, the parking lots are lit during darkness up until 11:00 p.m. during days of normal operation. In addition, there are emergency call boxes strategically located throughout the campus and parking lots. Look for the blue “Call Box” signs and blue light to locate the call box nearest you. Simply follow the directions printed on the front of the call box for assistance. The following is a list of emergency call box locations:

EMERGENCY CALL BOX LOCATIONS

- CB101: Student lot B near the tennis courts
- CB102: Staff lot A near the bus stop
- CB103: Student lot E near the Child Care Center (Bldg 3500/3600)
- CB104: Student lot E near Building 3400 and the Depot Road Service Drive
- CB105: Student lot G near the intersection of Depot Rd. and Hesperian Blvd
- CB106: Student lot B near the entrance to the lot from Hesperian Blvd
- CB107: Student lot J near the tennis courts and physical education fields
- CB108: Student lot F near the theatres building 1200/1300
- CB109: Student lot G near the Art building 1000
- CB110: Soccer field area west of Student lot J and north of the football stadium

CAR POOLING

Car pooling and vanpools are encouraged. Carpool information is available at the Office of Student Life in Building 2300, Room 2355.

BICYCLES—MOTORCYCLES

Bicycles and motorcycles are encouraged alternatives to driving automobiles and/or mass transit. Special motorcycle parking areas are located in all of the student lots. Bicyclist can make use of bicycle racks conveniently located in Student Lot B and at buildings 700, 1900, 2900, and 3800. Please observe the rules and regulations governing the use of motorcycles and bicycles on or about the campus. Contact Campus Safety and Security in Building 2300, Room 2302 for more information.

PUBLIC TRANSPORTATION

AC Transit currently offers bus route 92 from the downtown Hayward BART station to the bus loop right in front of Chabot College. The current travel time from the BART station to Chabot College takes between 12 and 20 minutes

depending on the time of the day. AC Transit also offers several bus routes to Chabot College from various points throughout the country. Bus schedules and passes are available in the Office of Student Life, Building 2300, Room 2355 or the Disabled Student Resource Center located in Building 2400. Please contact AC Transit for current schedules and rates at : (510) 817-1717 or check out their website: www.actransit.org.

We have collaborated with the Bay Area Rapid Transit District (BART) and the Alameda County Transit Authority (AC Transit) to provide easy access to Chabot College. BART tickets may be purchased in the Office of Student Life, Building 2300, Room 2355. For more information regarding schedules, tickets, or connections, contact BART directly at (510) 441-2778 or check out their website: www.transitinfo.org/BART.

VISITOR'S PARKING

A 20-minute visitor parking zone is provided at the entrance to Chabot College. Long-term visitor parking is available on each student lot when a daily parking permit is purchased from the \$1.00 ticket dispenser and displayed on the dashboard on the driver's side. Those visitors who have a DMV issued Handicapped Placard may purchase a daily parking permit and park in Handicapped designated areas of student lots.

ACCESS TO COLLEGE FACILITIES

The college's normal hours of operation are printed on signs at every entrance to the campus. There are typically special events that take place after the normal hours of operation, however, access is restricted to the special event(s). Individuals who need to be in campus buildings or areas outside normal hours of operations must obtain authorization from their supervisor and must notify the on-duty campus safety officer of their presence. All students, faculty and staff have been issued ID cards which they may be asked to produce if there is a question about their authorization to be in a specific areas before, during, or after the normal hours of operation.

Many college buildings, classrooms and labs are protected by intrusion alarms. Do not enter the area until an instructor or authorized person has deactivated the alarm. Report any problems with safety or security of our building, facilities, or areas promptly to the Campus Safety and Security office.

VISITORS TO THE COLLEGE

Visitors to the campus are welcome but must register with the Campus Safety and Security Office, Room 2302, Building 2300, during the hours of 8 a.m.—10 p.m., Monday through Friday, on the Chabot College Campus.

Visits to the classroom are by permit only. Non-students must obtain a permit from the Vice President of Student



Services, Room 208, Building 200. **Prior permission from the instructor is also required.**

Chabot College students may visit a class other than those in which registered by obtaining prior permission from the instructor.

Permission to enter upon the property of the District, either stated or implied in other policies or practices, is subject to control of time, place and manner.

USE OF FACILITIES

It is the policy of the Board of Trustees to encourage full use of the College facilities by community groups at such times as they are not required for the educational program. It is also the policy of the Board of Trustees that such usage must be on a cost-reimbursement basis. The Office of Business Services located in Room 223, Building 200, provides information and processes applications for the community use of Chabot College facilities.

PETS

No live animal, fowl or reptile, whether or not on a leash or in a cage, shall be allowed in any room or area where food or beverages is prepared, stored, kept or served.

Only with a special permit issued by the Vice-President of Student Services at Chabot College, shall dogs, birds, or reptiles be permitted in any building of the campus. *Seeing-Eye dogs used by the blind are exempt from the restrictions of this rule.* No owner or keeper of a dog shall allow or permit such dog to come on campus unless it is securely restricted by a substantial leash not to exceed six feet in length. The dog shall be in the charge of and under the control of a person competent to keep it under effective charge and control. Under no circumstances shall dogs be tethered and left unattended.

Any dogs on campus in violation of this regulation may be impounded by the College for ultimate transfer to the Alameda County Animal Control Service.

Horses, ponies, mules, donkeys or other such animals are prohibited on the campus at any time, except when authorized by special permit issued in advance by the Vice President, Business Services, and cleared with the Campus Security Service.

SPECIAL STUDENT PROGRAMS AND SERVICES

ASPIRE PROGRAM

(TRIO STUDENT SUPPORT SERVICES)

This program was designed to help low-income and first-generation college students and individuals with disabilities graduate from college with baccalaureate degrees. ASPIRE participants receive assistance with securing financial aid; personal, academic and career counseling; tutoring; and assistance with applying to four-year colleges and universities. Higher education students are now being served at 796 colleges and universities nationwide. For information, call (510) 723-7628.

ASSOCIATED STUDENTS

STUDENT GOVERNANCE AND CLUBS

Each currently registered student is a member of the Associated Students at Chabot College. The Student Senate is responsible for bringing student concerns to the academic divisions and College committees. The Student Senate coordinates the participation of students in the governance of the college and also seeks to provide them with additional scholastic, cultural, social, and recreational activities. The Associated Students are responsible for encouraging students to participate in the out-of-class activities as important educational experience. Representatives of the Associated Students serve as members of several regional and state-wide organizations.

The Interclub Council (I.C.C.) is responsible for the coordination of clubs relating to special interests of students and for the conduct of a wide variety of on-campus social activities and events. All College clubs must be officially recognized by I.C.C. to use the College name and to participate in campus activities.

Students interested in leadership, clubs, entertainment, or just helping should contact the Associated Students President, the I.C.C. Chairperson, or the Coordinator of Student Activities upstairs in the Student Center, Building 2300.

BRINGING ACADEMICS TO YOUTH (BAY)

CAREER PROJECT

ALAMEDA COUNTY YOUTH PROJECT

This is a pilot project in collaboration with Chabot College, Las Positas College, Pivotal Point Youth Services, the Community College Foundation, and Tri Valley Community Foundation. Participants are WIA eligible emancipated former foster youth, teen parents and other at-risk youth residing in Alameda County, excluding Oakland, and must be assessed at a 7th to 8th grade (or above) level in reading

and math. Students will begin with a bridge program consisting of Intro to College/Life Skills, Extended Opportunities Programs and Services (EOP&S)/Independent Living Program (ILP), computer skills and soft skills. The cohort will have one semester of intensive contextualized education in developmental Reading, English, and Math for a minimum of 12 college units. In the second semester the cohort will begin their education in the selected high growth/high demand field with continued support from the program in the form of counseling, part-time job placement, case management and referrals. At the end of their education, the students will be assisted with job placement in their chosen field and encouraged, as appropriate, to continue their education and career growth. For more information, call (510) 723-6912.

CALWORKS

CalWORKs (California Work Opportunities and Responsibility to Kids) is the statewide comprehensive education/job training, job services, and job placement program. TANF (Temporary Assistance to Needy Families) provides time-limited benefits to TANF recipients who must be involved in work/job training activities as part of the Federal Welfare Reform.

Chabot provides training programs in collaboration with the County of Alameda for TANF/CalWORKs adult recipients in one- and two-parent families. Individualized education/training plans are developed which include classes that provide skills required for success in college and prepare the student for entering the workforce.

Support services include counseling, tutoring, career assessment, job search/preparation, and job placement. The goal of the individualized education and training program is gainful employment. Through cooperation with the Alameda County Social Services Agency, other support services, such as child care and transportation can be provided.

For further information, contact the Cal WORKs Office located in Building 200, Room 221, or call (510) 723-6909.

CHILDREN'S CENTER

The Chabot College Children's Center is located in the 3500 Building on the Chabot College Campus. The Chabot College Children's Center serves Southern Alameda County and provides quality care for the children of students, faculty, staff, and community. We are also a laboratory school for the Early Childhood Department and we provide practicum training to students in early childhood development. Admissions priority goes to lower income families and students, and we are able to offer subsidized funding due to contributions from the state and federal governments. We provide a safe environment that meets the developmental needs of children from infancy to preschool.

We nurture their curiosity and love of learning and engage their critical thinking skills through the use of emergent curriculum. The Center reflects sensitivity to issues of diversity. Information is located at our Center.

DISABLED STUDENT PROGRAMS AND SERVICES

**(THIS CATALOG IS AVAILABLE IN ALTERNATE
FORMAT. CONTACT THE DISABLED
STUDENT RESOURCE CENTER,
BUILDING 2400 OR CALL 510-723-6725.)**

DISABLED STUDENT RESOURCE CENTER

The Disabled Student Resource Center (DSRC) offers support services for students with disabilities. Any student with a verified physical, communication, psychological, or learning disability is eligible for services. Support services include direct services, programs, and campus and community referrals.

Counselors are available in the Center to assist students with academic and vocational goals. Counselors are also available for personal counseling and community referrals. Direct services include assistance with academic planning, registration, new student orientation, mobility, interpreters, reader services, and alternative testing. Available for student use are braille writers, closed circuit TVs for visually impaired, TDDs and Phonic Ears for hearing impaired, and an extensive High Tech Center with adapted computer equipment.

Students are encouraged to participate in the Able-Disabled Club. The Club sponsors activities for both disabled and non-disabled members at Chabot College.

The DSRC is located in our new Building 2400. The telephone number is (510) 723-6725 or TDD (510) 723-7199.

HIGH-TECH CENTER

Computers with state-of-the-art adaptive hardware and software make up the High-Tech Center. Programs include screen readers, screen magnifiers, voice recognition software for students who cannot use a keyboard, and a program to assist students in reading textbooks by use of a scanner. The Center also provides other programs to help students learn keyboarding and word processing, as well as software assigned by other instructors.

LEARNING SKILLS CENTER

The Learning Skills program is designed to assess students to determine if there is a Learning Disability and to provide instruction to prepare students academically for college courses. The program includes the initial assessment of English 116, English 117—Reading, English 118A and 118B—Reading and Writing; English 119—Computing Skills/Problem Solving/Math; and English 120, 121 which are support classes for academic English and Math courses.

ADAPTIVE PHYSICAL EDUCATION

DSPS offers students an opportunity to design their own individualized physical education program with an instructor. Activities range from weight training and flexibility exercise to swimming and self-defense. Chabot provides a fully equipped Adaptive Physical Education gym, where students can work out on treadmills, pulleys, weights, walkers, and exercise bikes.

Adapted Physical Education courses are available for students at Chabot College with physical disabilities. Students with disabilities seeking additional information should contact the Disabled Student Resource Center, (510) 723-6725.

VOCATIONAL REHABILITATION SERVICES

Students who have a verified physical, communication, psychological, or learning disability that impacts them vocationally may be eligible for services from the State Department of Rehabilitation. These services may include vocational counseling, training, and job placement.

Appointments may be made with a counselor by contacting the State Department of Rehabilitation, 1253 A Street, Hayward, California 94541; telephone number: (510) 881-2404. Additional information may be obtained by contacting counselors in the Disabled Student Resource Center.

EDUCATIONAL TALENT SEARCH PRE-COLLEGE PROGRAM 7–12 GRADE

This program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. Talent Search provides service to Middle school and High school students in our local area. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in postsecondary education institutions of their choice. For information, call (510) 723-7502.

EOPS/CARE

EOPS is a student academic support program for educationally and economically disadvantaged students, funded by the State of California and the Chabot/Las Positas Community College District. The program is designed to provide educational opportunity for students with academic potential who historically would have not attended college.

Specifically, EOPS provides **eligible** students with academic support services such as personal and career counseling, academic advising, transfer assistance, priority registration, university application fee waivers, financial aid

application assistance, EOPS grants, and cultural awareness and enrichment activities.

To be eligible for EOPS sponsorship a student must meet all of the following criteria:

- Must meet California Residency Requirement;
- Must qualify for a Board of Governors Waiver (BOGW A or B);
- Must be enrolled full-time (12 units or more);
- Must not have completed more than 70 degree applicable units or more than six consecutive semesters of college;
- Must be determined to be educationally disadvantaged.

For further information, contact the EOPS Office located in Building 200, Room 221 or call (510) 723-6909.

CARE (Cooperative Agencies Resources for Education) is a unique educational program which represents a cooperative effort between Chabot/Las Positas Community College District, the Alameda County Social Services Agency, and community agencies designed to assist single parents achieve their educational goals and work towards achieving financial independence. Support services include: personal and career counseling, academic advising, transfer assistance, CARE grants and meal tickets, peer support, and campus and community referrals.

To be eligible for CARE, students must meet all of the following criteria:

- Must meet the eligibility criteria for EOPS sponsorship (listed above);
- Must be currently receiving Temporary Assistance for Needy Families (TANF);
- Must have one child under the age of 14.

For further information about EOPS and/or CARE, contact the EOPS/CARE Office located in Building 200, Room 221, or call (510) 723-6909.

FOSTER YOUTH SUCCESS INITIATIVE

The Foster Youth Success Initiative (FYSI) was created by the California Community Colleges Chancellor's Office to provide statewide outreach and retention services to better serve current and emancipated foster youth. At Chabot College the FYSI is coordinated through the EOPS Office.

The services provided are:

- Financial aid application assistance;
- Admissions application assistance;
- EOPS grants;
- Academic advising;
- Personal and career counseling;
- Tutoring;
- Community resources referrals.

For further information, contact the EOPS Program Coordinator at (510) 723-6724 or (510) 723-7122.

HEALTH SERVICES

STUDENT HEALTH CENTER

All students are eligible for unlimited visits to the Student Health Center located in Building 100, Room 120. Services at low or no cost include assessment, evaluation, and treatment for minor illnesses and injuries, physical examinations, over-the-counter medications, immunizations, reproductive health services, non-urgent emergency care, early illness intervention, physician referrals, and health education and advisement. The Center is open five days a week with limited evening hours. Telephone (510) 723-7625.

DENTAL HYGIENE CLINIC

All students are eligible to receive low cost dental hygiene services at half price in the Dental Hygiene Clinic—Building 2200, Room 2006. Dental hygiene services include oral health screenings, blood pressure checks, cleanings, nonsurgical periodontal therapy, exams, x-rays, and sealants. Dental referrals are provided for any dental treatment needed. The clinic is open Fall and Spring semesters. Appointments can be made by calling 510-723-6900.

INTERNATIONAL STUDENTS PROGRAM

The international program at Chabot College encourages students from other countries to enroll. The international program includes provision of services to international students who hold student visas by assisting them with matriculation (admissions, assessment, orientation, counseling, and student follow-up). Events on campus are also coordinated to promote global awareness. Through the college's International Student Club, members plan academic and social events that help international students make friends, learn about other cultures, and explore bay area activities and attractions. Please call (510) 723-6996 or visit www.chabot-college.edu/international for more information.

INTERCOLLEGIATE ATHLETICS

Chabot College competes under the regulations of the State Commission on Athletics and is a member of the Coast Conference. Intercollegiate sports offered are Men's Baseball, Men's & Women's Basketball, Men's & Women's Cross Country, Men's Football, Men's Golf, Men's & Women's Soccer, Women's Softball, Women's Water Polo, Men's & Women's Tennis, Men's & Women's Track & Field, Women's Volleyball, Men's Wrestling and Men's & Women's Swimming.

All students meeting eligibility requirements may try out for the appropriate athletic teams. For further information, contact the Division of Physical Education & Athletics at (510) 723-7203.

ATHLETIC ELIGIBILITY

In order to be eligible for competition, student athletes must successfully pass a physical health screening, maintain a cumulative 2.0 grade point average in all units attempted, and be actively enrolled in 12 units or more. Before competing in a sport for a second season, athletes must earn 24 units. Transfer athletes with prior competition at another community college must earn 12 units in residency at Chabot College in order to become eligible for competition.

An athlete may compete for a maximum of two seasons in the same sport. Athletes must adhere to a Code of Conduct which is based upon honor, honesty, fairness, integrity, and loyalty. Athlete who violate the Code of Conduct for student athletes may lose their eligibility status. For further information contact the Division of Health, Physical Education and Athletics (510) 723-7203.

ATHLETIC FACILITIES

A 5,000 seat lighted football field and 400 meter all-weather track stadium is located in the northwest section of the campus. Other athletic facilities include an Olympic swimming pool, baseball and softball stadiums, indoor racquetball courts, a 1,500 seat gymnasium, a matted wrestling room, and strength training facilities. The unique blend of grasses in Chabot's football and soccer stadiums has attracted the National Football League. Bo Jackson's first poster for Nike was photographed on Chabot's football field.

THE LEARNING CONNECTION

Chabot College's Learning Connection is an innovative campus-wide collaboration among students, faculty, and staff to promote learning and success.

Current Learning Connection learning support tutoring programs include: Peer Academic Tutoring Help (PATH), in Room 2351; the Writing and Reading Across the Curriculum (WRAC) Center, on the Library Mezzanine; the Math Lab, in Room 1712; the Language Center (ESL support), in Room 2351. Currently being piloted are the World Languages Center, in Room 2351; the Speech and Communication Lab, in Room 2351; and ChabotLink, a peer advising program. In addition, in-class tutors, or Learning Assistants, are available upon instructor request to support students in their classrooms; and some chemistry and math instructors make use of Peer-Led Team Learning (PLTL) Leaders to facilitate workshops for students that reinforce classroom instruction.

A new Learning Connection Center for Teaching and Learning is being developed to support teaching excellence. Expected to be fully operational by the year 2012, the CTL will offer instructors and staff opportunities to investigate common teaching themes with colleagues on and off campus, conduct research in teaching and learning, become proficient in the use of instructional technology, develop curricula, and engage in other activities related teaching and learning.

More information about Learning Connection programs is available at www.chabotcollege.edu/learningconnection.

QUEST

The Quest program is designed to meet the needs and interests of the older adults in our community. Classes are offered in areas such as Creative Writing, Computer Skills, Art, Physical Fitness, Line Dance, Tap Dance and Swimming. Classes are located on campus and in off-campus locations in Hayward, Castro Valley and San Leandro. To find out more information about Quest Classes look for the Quest page in the Schedule of Classes or go to the website: <http://www.chabotcollege.edu/QUEST/> The Quest office phone number is (510) 723-6699.

STUDENT LIFE**STUDENT ACTIVITIES**

Student Activities plays an essential role in campus life at Chabot College. There is a multitude of events every month for students to enjoy, to experience new cultures and learn from interactive programming. Every week during the Fall and Spring semesters the Student Activities Office holds the College Hour Concert Series. The series showcases both local and Bay Area talent consisting of almost every genre of music. There are also special events throughout the year to commemorate Black History Month, Women's History Month, Asian Heritage Month and Cinco de Mayo. For the latest on what's happening around Chabot College be sure to call the Student Activities Events Hotline at (510) 723-7140. For more information on any events or to find out how to get involved, stop by the Office of Student Life in the Student Center, Building 2300, Room 2355.

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.

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.

MEDICAL EMERGENCIES ON CAMPUS

Students are advised to contact the Security Office for assistance in all cases of a medical emergency or personal injury which occurs on campus. Use any hall telephone and dial 6923 or *16 from any pay telephone for assistance. All cases of personal injury should be reported to the Campus Safety Office in Building 2300.

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 purchased through the office of the Associated Students, upstairs in Building 2300. The College carries accident insurance.

OFFICE OF STUDENT LIFE

The Office of Student Life, located in Room 2355 of the Student Center is the heartbeat of campus life at Chabot College. Student Life offers a variety of services including posting publicity, on campus student employment, the housing resource board, health insurance information, community service opportunities and leadership workshops/classes. The Office of Student Life can help students achieve their goals and get the most out of the college experience at Chabot. Along with diverse services offered, the Office of Student Life oversees Student Activities, Associated Students, the Flea Market, the Student Health Center, and publishes the yearly free student handbook, a complete guide to Chabot College, in collaboration with ASCC. Students are encouraged to stop in and get involved today!

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."

HOUSING

Chabot College does not provide dormitories or other types of college sponsored housing. Through a joint housing program for Chabot students who are transferring to California State University, East Bay, eligible students may apply to live at the Pioneer Heights Apartment complex. For details see the Office of Student Life. Listings of rentals and other housing are available on the bulletin boards located in the lobby of the Student Center, Building 2300.

PUBLICATIONS

The Official Chabot College student newspaper, *The Spectator*, is published weekly by the Mass Communications/Journalism instruction program. Students interested in working with the newspaper should contact the *Spectator* Office located in Room 1635.

SECRET ORGANIZATIONS

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

SOCIAL ACTIVITIES

Numerous social activities are offered at Chabot College each semester through A.S.C.C. and I.C.C. Students interested in working on social activities and entertainment are encouraged to contact the Office of Student Life upstairs in Building 2300, Room 2355.

STUDENT ON-LINE SERVICES

The Student On-Line Service Center, located in Building 100, Room 116, provides students on-line access to CLASS-Web which enables them to retrieve information regarding grades, enrollment, academic history, admission applications, assessment and registration. In addition, students can also access information for career exploration, financial aid, and transfer to colleges and universities.

TEACHER PREPARATION PROGRAM TEACHERS, EDUCATORS, AMERICORPS & MENTORS (T.E.A.M.)

The T.E.A.M. Program at Chabot College is a one/two year program open to qualified Chabot College students. The program is designed to assist future teachers/liberal studies majors gain experience working with children. The program is also designed to encourage other students to consider teaching as a career. T.E.A.M. provides an opportunity for students to achieve personal and professional goals while strengthening the community through addressing literacy needs of children. Students tutor children in local elementary schools and work with children within the classroom and in small groups.

Students in the program will receive training in the following areas: literacy, diversity appreciation, conflict resolution, service learning, first aid/CPR, safety, and classroom management. Financial assistance (**monthly-\$\$\$-stipend**), supplies, counseling and other support services are available for T.E.A.M. members.

Upon successful completion of one year, students will receive an **educational award of \$1,182** to be applied towards future schooling, vocational training, or to repay student loans.

T.E.A.M. is a California Teacher & Reading Development Partnership (TRDP) Program.

Visit Building 1500, Room 1504 or call (510) 723-6912 for more information.

VETERANS EDUCATIONAL ASSISTANCE

Chabot College is approved to offer instruction to servicepersons, reservists, and other eligible persons under Title 38, United States Code and Department of Veterans Affairs regulations. The basic categories of educational assistance programs are: Montgomery G.I. Bill-Active Duty (Chapter 30), Montgomery G.I. Bill-Selected Reserve (Chapter 1606), Veteran's Educational Assistance Program (VEAP-Chapter 32), Reserve Educational Assistance

Program (REAP—Chapter 1607), Survivor's and Dependent's Educational Assistance Program (Chapter 35), Restored Entitlement Program for Survivors (REPS) and Vocational Rehabilitation (Chapter 31).

Students applying for any of these educational benefits are required to request official academic transcripts from each school they have previously attended to the Admissions and Records Office for evaluation.

For more information contact the Chabot College Veteran's Office, (510) 723-6910 or mcisneros@chabotcollege.edu located in Building 100, Room 192, or the Veterans Administration Regional Office at 1-800-827-1000 or 1-800-442-4551.

EDUCATIONAL BENEFITS

Chabot 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 regulations. Eligibility for benefits under any of these programs is determined by the appropriate federal or state agency, not by the College.

DEPENDENTS OF VETERANS

A student who is the 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.

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, Building 100, Room 192, and an Enrollment Certification Request form. Students must request enrollment certification each semester. Student must notify the Chabot Veterans Office of their enrollment, major, or address changes. The Chabot Veterans Office will make necessary certifications of enrollment, changes in enrollment, and progress. Courses or programs pending state approval cannot be certified for VA benefits.

ADVANCE PAY OPTION

Certification/processing is through the V.A. Regional Center in Muskogee, Oklahoma, and generally takes about two months. New students or students who did not attend the previous term (including summer) may request certification with "Advance Pay," but must do so at least 35 days prior to the first day of the term. V.A. will subsequently forward a benefit check available when the term begins, which advances pay for the first two calendar months of the term. Veterans are encouraged to request Advance Payment if eligible.

CONTINUATION OF BENEFITS

During the first semester, all students receiving veterans educational benefits are required to (1) have submitted to the Admissions and Records Office official academic transcripts from each school previously attended, and (2) complete a "Veterans Evaluation" with a College counselor for transfer and check with Veterans Office for Certificate, A.A. and A.S. Degree, which establishes an educational plan. Courses will NOT be certified for benefits after the first semester until this is complete. Only courses which meet requirements for the major and degree objective indicated on the evaluation will be certified for payment. If the educational objective is changed, the student must complete a new evaluation. Chabot College can only certify for Certificate, A.A. and A.S. majors listed in the catalog or for transfer majors for which official articulation has been completed.

TRANSFER EVALUATIONS

Each student who is receiving funding from the Veteran's Administration is required to develop and file an Educational Plan. Counselor's are available to assist these students with their plans.

WOMEN'S STUDIES

The Women's Studies Project has been offering classes since Fall 1995. Particular sections of regular courses offered at Chabot—English, History and Health Science—are included. TWSP courses focus on women's issues in the context of a general education curriculum, and are open to all qualified students who are interested in this focus.



TRAINING AND DEVELOPMENT SOLUTIONS

Workforce preparation and economic development experts agree: the continued vitality of the East Bay economy depends largely on the ability of its workforce preparation systems to respond to the region's growing employers. Training and Development Solutions, the contract training division of the Chabot-Las Positas Community College District, is an integral part of our region's workforce preparation system. The part of the system that will work directly with you on the recruitment, development and retention of your most valuable asset: your human capital.

With access to the highest quality resources necessary, TDS is uniquely positioned to assess the performance of your operations, identify opportunities for performance improvement, and deliver both training and non-training solutions. TDS was specifically designed to be responsive to employers, aid them in reaching defined business and work force performance goals through the delivery of flexible, customized, industry-focused, performance-based business and training solutions.

Contact TDS directly at (925) 485-5239.

COMMUNITY EDUCATION

The Community Education Program supplements the Chabot College regular instructional program by offering community members short-term, inexpensive courses

in topics of general interest. Fees are modest and cover only the direct cost of each course. Enrollment is easy—there is no college application form or transcript of record required. Classes start continuously during the term. Some courses meet on campus and others are conducted over the Internet. All classes are taught by certified college faculty or by community members who are experts in their field.—Courses are in a variety of areas including computer instruction, financial planning and investing, fitness and health, and recreation. For information and a schedule-of classes call the Community Education office at (510) 723-6644.

Student Services provides a variety of programs and procedures through which individuals are brought into the college for instruction, assisted in career planning and development, assisted in planning for and pursuing courses of study, provided with avenues for obtaining financial aid and employment, and given an opportunity to participate in many different activities. Student Services is also responsible for record keeping and reporting in matters relating to student progress, attendance, and status, for health and emergency care procedures, and for the general supervision and control of the campus. Additional information about any of the Student Services areas can be obtained by contacting the office of the Vice President of Student Services, Room 208, Building 200, at Chabot College.

**SCHOLASTIC STANDARDS
OF CHABOT COLLEGE**

The academic standards policy of Chabot College is established to assist students in making appropriate educational plans. There are two indices to academic standards: Academic Status and Academic Progress. Academic Progress is an evaluation of the student's successful completion of units. The College will advise students of their grade point average and progress in order that they may make sound self-appraisal of their college work.

GRADES

Grades are a means of communicating student achievement within courses of instruction. The suggested meaning of college grades is as follows:

- "A" — The student has been *consistently superior* in all phases of the course and has shown initiative, imagination, and self-direction well beyond that required by the instructor.
- "B" — The student has satisfied the course objectives with fairly consistent performance typically above average and demonstrates considerable mastery of the course materials.
- "C" — The student has completed most of the course objectives and requirements in a satisfactory manner as to quantity and quality of performance, including attendance and participation.
- "D" — The student has barely met the course objectives and success in advanced work is doubtful.
- "F" — The student has failed to accomplish the minimum requirements of the course and has not met the course objectives to any significant degree.
- "P" — The student has *completed* the course with "C" or better work.
- "NP" — The student has completed the course but without credit. The student has either not taken the examination or has fallen below the grade of "C."
- "I" — The student has not completed the course, has not taken the final examination, and has made an agreement with the instructor to complete the requirements.*

*"I" (incomplete) grades represent an instructor-student agreement that 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 "I" will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned. Consequently the revised G.P.A. will be calculated.

ACADEMIC GRADE POINT AVERAGE

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

Grades earned in non-degree-applicable courses (numbered 100–299) will not be used when calculating a student's degree applicable grade point average. No courses below the English 1A requirement are degree applicable.

To enable the calculation of grade point average, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form using the following grade point equivalents:

<i>Grade</i>	<i>Meaning</i>	<i>Grade Value</i>
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.
P	Pass	0 grade points—units earned with no units attempted.
NP	No Pass	0 grade points—no units earned and no units attempted. May negatively affect Progress.
I	Incomplete	0 grade points—no units earned and no units attempted. May negatively affect Progress.

The grade point average (G.P.A.) is calculated by dividing total grade points by total units attempted:

$$\text{G.P.A.} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}$$

Example:

History 1	3 units x 3 grade points (B) = 9 grade points
Math I	5 units x 2 grade points (C) = 10 grade points
P.E. 1	½ unit x 4 grade points (A) = 2 grade points
TOTAL:	8½ units 21 Total Grade Points

$$\text{G.P.A.} = \frac{21}{8.5} = 2.47 \text{ or C}$$

SCHOLASTIC HONORS

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

Students who complete at least 6 units of work each semester with grades of A, B, C, D, or F yielding a semester grade point average of 3.5 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.

Academic achievement is further recognized by both the Sigma Rho Chapter (Chabot College) of Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Individual programs and divisions may also recognize their graduates at commencement or special ceremonies. Membership eligibility and other information is available from the Office of Student Life in Building 2300, Chabot College.

ACADEMIC PROBATION AND DISMISSAL

A student who has attempted at least 12 semester units of college courses (not including W's) and has a cumulative grade point average of less than 2.0 will be placed on Academic Probation level I.

A student on Academic Probation I who does not raise his/her cumulative grade point average to a 2.0 or higher in the following semester will be placed on Academic Probation level II. Please note that Veterans lose their certification for Veterans benefits after two semesters of academic probation. Please refer to the colleges' Office of Veterans Affairs Academic Standards of Progress for further information.

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 re-admission 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. 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, he/she will be taken off of 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, NP, or I (Poor Progress Grades). A student who has attempted 12 semester units of college course work will be placed on Progress Probation level 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, he/she 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. 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, NP 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.

APEAL PROCESS

Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these policies may be granted by the Director of Admissions and Records upon the recommendation of the Committee on Academic Status. The Committee on Academic Status shall consist of the Dean of Counseling, Chabot College, or the Chairperson of the College Committee on Student Services and a faculty member appointed by the Faculty Senate.

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

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 submitted to the division Dean who will forward the form to the Vice-President of Academic Services. Final authorization to change the grade shall be granted by the President of the College or designee.

Requests for a grade change must be made during the semester immediately following the semester or 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 which rendered the student unable to meet the deadline. Requests for a grade change under this exception shall be made to the Vice-President of Student Services or designee who may, upon verification of the circumstance(s), authorize the initiation of a grade change. 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.

PASS/NO PASS GRADES***(UNIT LIMITATIONS MAY EXIST AT TRANSFER INSTITUTIONS)**

In accordance with the Education Code and the Administrative Code, Chabot College has established a grading policy which adds the "P" (pass) and "NP" (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 Dean of Counseling. A course in which a “NP” (no pass) grade is earned will not apply toward graduation and will not affect the student’s grade point average. An excess number of “NP” (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 or her grade point average. This policy allows the student to take coursework outside his or her major without the fear of a substandard grade, namely a “D” or “F.” Students are expected to complete the course and comply with College attendance requirements and other expectancies of the course. Should they fail to do so, their enrollment in the class may be terminated and the work may be graded on the basis of a standard letter grade.

Chabot College offers:

1. Some courses solely for a pass/no pass (P or NP) grade.
2. Some courses solely for a standard letter grade.
3. 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 or her intention to complete a course for a pass/no pass grade and the instructor shall report to the Registrar a final grade of “P” (pass) or “NP” (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 “NP” (no pass) is earned.

***Formerly “Credit/No Credit”**

ADMINISTRATIVE SYMBOLS “IP,” “RD,” AND “I”

Administrative Symbol “IP”—Mastery Learning Courses

The administrative symbol “IP” is established to indicate coursework “in progress.” Its use is limited to mastery learning courses. It may be used only for a student who is making satisfactory progress toward the completion of a course but who has not completed all of the modules by the end of the semester or session.

The symbol “IP” is not a grade; therefore, it has no value in calculating unit credit or grade point average.

Only one symbol “IP” may be received by a student for any mastery learning module or course. The required coursework to remove the “IP” must be completed by the end of the term or session following the date the “IP” was granted. If a student is assigned an “IP” at the end of an attendance period and does not re-enroll in and complete that course during the subsequent attendance period, the

appropriate faculty member will assign an evaluate symbol (grade) to be recorded on the student’s permanent record.

Administrative Symbol “RD”—Report Delayed

The administrative symbol “RD” may be assigned only by the Director of Admissions and Records. 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 an “I” symbol being entered by the instructor on the student’s permanent record. A “grade change card” with the following documentation shall be maintained by the Director of Admissions and Records.

1. The condition(s) stated by the instructor for removal of the “I.”
2. The letter grade to be assigned if the work has not been completed within the designated time limit.
3. The letter grade assigned when the stipulated work has been completed.
4. The signature of the student.

The “I” shall be made up by the end of the term or semester following the date it was granted. The student may petition to extend this deadline date because of extenuating circumstances, but this will require the approval of the Vice-President of Student Services, or designee, and the instructor of record.

The letter grade to be assigned if work has not been completed within the designated time shall be changed following grade change procedure (page 154).

The “I” symbol shall not be used in calculating units attempted nor for grade points.

CREDIT BY EXAMINATION

Chabot College supports the general proposition that the full value of classroom learning experiences 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 administered by the College. Standardized examination may be used in specified “licensure” programs and to determine the appropriate placement of students in a field of study. The student receiving credit must be registered at the College, in good academic standing and have paid all applicable fees and/or tuition. The courses for which credit is allowed must be listed in the Chabot College Catalog. The amount of credit to be granted cannot be greater than that listed for the course in the catalog. Credit by examination is offered under the provisions of the California Administrative Code, Title 5.

*Comprehensive Examination Administered by the College*1. *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.

2. *Application and Administration*

A petition for completing a course through credit by examination must be approved by the appropriate instructor, division dean, and the Vice President of Academic Services. Applicable fees and/or tuition must be paid at the Admissions and Records Office. 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 any appropriate form such as written, oral, demonstration or a combination of methods.

3. *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. Where the student does not achieve a grade of "C" or better, he or she will be expected to complete the course in the usual manner.

4. The Director of Admissions and Records, or designee, will annotate the student's transcript to indicate that the credit was granted for the course in question by examination. This credit by examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from Chabot College.

5. *Limitations*

Credit cannot be given for a course which is comparable to a course already credited on the student's secondary school transcript although an examination in such a course may be given to determine the level of achievement and the appropriate placement of the student in the field of study. The amount of credit which may be earned and counted toward graduation at Chabot College is 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.

ACADEMIC RENEWAL

Academic Renewal, in accordance with the California Code of Regulations 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. The grades alleviated by this process will be disregarded in the computation of 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 Director of Admissions and Records at Chabot College or the Assistant Dean/Registrar at Las Positas College for academic renewal upon completion of the following:

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

The coursework to be disregarded cannot include courses previously used to meet Associate degree or Certificate requirements or to establish eligibility to transfer.

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.

**PROGRAM REQUIREMENT WAIVER
AND/OR SUBSTITUTIONS**

Students who have course work from other institutions or knowledge gained elsewhere which is equivalent to Chabot College course(s) may request course substitutions for degree or certificate requirements. Student may obtain course substitution or Waiver request forms and procedural information from a counselor.

EXAMINATIONS

Students are expected to take mid-term and final examinations in each course for which they are enrolled. Additional examinations may be scheduled by instructors at their discretion. Unless students have made prior arrangements with the instructor, the instructor is under no obligation to help a student make up an examination he or she has missed.

NOTICE OF UNSATISFACTORY WORK

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 in planning a student educational plan.

CAPABILITY TO PROFIT FROM INSTRUCTION

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

1. capability to meet the demands of college instruction at Chabot College;
2. capability to master and proceed beyond the minimum basic skill levels required for success in college education;
3. capability to show substantial progress in cognitive and affective learning in college courses;
4. capability to show progress toward independent learning.

By this rule, the College shall determine whether a person is or is not capable of profiting from college instruction. The determination of capability to profit is a matter of composite professional judgment based upon available evidence.

Additional information may be obtained from the Office of the Vice-President of Student Services, Chabot College.

IMPOUNDING STUDENT RECORDS

Whenever a student is delinquent through failure to comply with College rules and regulations, to pay debts, or to return property owned by the College, that student's records may be impounded. A student whose records are impounded shall not be allowed (1) to register for subsequent terms of instruction; (2) to receive transcripts of work completed; or (3) to receive other services of the College which relate to his/her records. When the student has cleared his/her obligation with the College, the impoundment of his/her records shall be removed.

ATTENDANCE REQUIREMENTS

It is assumed that each student will consider 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 or dropping the student from the course.

REPORTING ABSENCE

Absences should be cleared directly with instructors. (Note: The size of the College prevents telephone messages being given to instructors.)

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.

USE OF TAPE RECORDERS OR OTHER RECORDING DEVICES

Students are not permitted to make recordings in class or in any campus meetings without the express approval of the instructors involved. Exceptions shall be made for physically limited students who have a permit issued by the Disabled Student Resource Center. The permit is evidence of the physical need of the student to use a tape recorder and of the student's agreement to not use or allow to be used the content of the tape for any purpose(s) other than course related study.

AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Section 504 of the Rehabilitation Act of 1973 and 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 oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected.

The college ensures that students with disabilities will not be unlawfully subjected to discrimination or excluded from participating in or benefiting from programs, services or activities. Students are accorded due process as outlined in specific complaint procedures developed by the College.

Students with disabilities at the College have the right to:

- access courses, programs, services, activities and facilities offered through the College;
- an equal opportunity to learn and receive reasonable accommodations, and/or auxiliary aids and services;
- be assured that all information regarding their disability is kept confidential;
- disclose their disability directly to faculty.

Students with disabilities at the College have the responsibility to:

- meet all fundamental course requirements and qualifications and maintain essential institutional standards for courses, programs, services, employment, activities and facilities;
- identify themselves to the Disabled Student Resource Center (DSRC) as an individual with a disability when an accommodation is needed and demonstrate and/or document (from an appropriate professional) how the disability limits their participation in courses, programs, services, employment, activities and facilities;
- actively work in partnership with faculty and DSRC staff to develop reasonable accommodations appropriate to their disability; and
- comply with the Academic Accommodations Procedures for requesting and utilizing DSRC services.

For information regarding filing complaints based upon discrimination on the basis of physical or mental disability, students should contact the college ADA/504 Coordinator, Vice-President of Student Services, in Building 200, Room 208.

CAMPUS POSTING POLICY

The posting, distributing or disseminating of printed materials that advertise, publicize or otherwise provide notice of activities, events or information are subject to the following regulations.

1. All printed materials must indicate the name of the sponsoring individual, department, or registered club or organization.

2. All printed materials written in a language other than English must be accompanied by an English translation.
3. Any printed material deemed to be slanderous, libelous, grossly obscene, offensive or pornographic will not be accepted for posting.
4. The Dean of Students supervises and authorizes all campus publicity including posting of flyers and banners and distributing hand-outs or products.
5. Except as specified in these guidelines, no printed material may be placed on or against, attached to, or written on any structure or natural feature of the campus, such as, but not limited to doors, windows, building walls, walkways, roads, posts, fences, waste receptacles, trees, plants or shelters.
6. No printed materials may be left unattended on campus grounds or inside campus buildings without prior permission of the Dean of Students or the Dean responsible for the specific building.
7. Publicity may not be affixed or inserted into campus lawns or grounds.
8. Publicity may not be affixed to or left on cars in Chabot College parking lots.
9. The use of the Chabot College name or logo is limited to authorized or official publicity. It may only be used by a registered student club with approval of the Director of Student Life.

Posting Areas

At Chabot College, the Office of Student Life is responsible for posting of all materials on campus, in designated locations. This service is offered at no charge to all college departments, clubs and organizations, and for a minimal fee to non-affiliated and off-campus organizations. Academic and administrative department bulletin boards (usually located in specific department buildings) are maintained by each department. Permission for posting at these locations must be obtained individually from each area Dean.

Flyers are posted on Tuesdays and Fridays during the regular school year, for up to two weeks. Due to space limitations, flyers must not exceed 8½"x14" in size. Exceptions to this must be pre-approved and are subject to space availability. Posting for summer and holidays may vary. All items to be posted must be received by 5 p.m. on the day prior to the posting day desired, at the Office of Student Life, Building 2300, Room 2355. Approved posters will be stamped and posted. Any displayed posting not in the designated areas or not displaying the approved posting stamp, will be removed immediately. Repeat offenders found to be posting illegally will lose future rights to have materials posted at Chabot College. There is a limit of 25 flyers to be posted for any one event or program.

Special Posting for Housing Availability, Employment Opportunities, Community Service/Volunteer Opportunities and Car Pooling/Transportation can be done at no cost through the Office of Student Life. Enclosed glass cases for each area are updated regularly. Preprinted forms for each specific area can be completed in Room 2355.

NON-DISCRIMINATION POLICY

Chabot College, as part of the Chabot-Las Positas Community College District, supports established policies to support learning and work environments that are free from discrimination, based upon sex, sexual orientation, age, race, color, religion, creed, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration; sexual harassment; as well as providing for college premises that are drug and alcohol free. Our policies are rooted in established state and federal laws, and support a psychologically safe working environment for students, staff, and the community. More information is available from:

Office of the Vice President of Student Services
Building 200, Room 208
(510) 723-6743

Director of Human Resources
(925) 485-5235

Regional Director of the Office of Civil Rights, Region 9
1275 Market Street, 14th Floor,
San Francisco, CA 94103

DECLARACION DE NO DISCRIMINACION

Chabot College, de acuerdo con las leyes civiles, declara que no discrimina hacia ninguna persona a base de su raza, color, nacionalidad, ascendencia, religion, creencia, sexo, edad o incapacidad, en sus programas y politicas de empleo y educacion. El conocimiento limitado del idioma no limita acceso a programas y servicios ocupacionales. Cualquier pregunta sobre la aplicacion de esta declaracion puede dirigirse a Vice-President of Student Services; Chabot College, telefono (510) 723-6743 (asuntos de estudiantes); a Human Resources Director, telefono (925) 485-5235 (asuntos de empleo); Regional Director of the Office of Civil Rights, Region 9, 1275 Market St., 14th Floor, San Francisco, CA 94103.

STUDENT CONDUCT AND DUE PROCESS 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 District accords every student the right or protection. Students, however, are responsible for complying with college and district regulations and for meeting the appropriate college requirements. The Colleges have an obligation to maintain conditions under which the work of the colleges can go forward freely, in accordance with the highest standards of quality, institutional integrity and freedom of expression. In joining the academic community, the student enjoys the right of freedom to learn and

shares responsibility in exercising that freedom. A student is expected to conduct himself or herself in accordance with standards of the college.

When a student is charged with misconduct such charge shall be processed in accordance with the district policy and procedure in order to protect the student's rights and the colleges interest. Disciplinary action may be imposed on a student for violation of law, district and college policy and regulations, the Education Code and the Administrative Code. Provisions related to disciplinary action shall be published and available to students, faculty and management staff. Student conduct may result in disciplinary action by the college and/or criminal prosecution. 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.

A. Expulsion, Suspension and Probation of Students

A college student may be expelled, suspended, placed on probation or given a lesser sanction for good cause and in accordance with procedures consistent with due process. Good cause includes, but is not limited to, one or more of the following behaviors which must be related to college activity or attendance:

1. Cheating or plagiarism in connection with a college academic program.
2. Forgery, alteration or misuse of college documents, records, or identification or knowingly furnished false information to a college representative in connection with the performance of official duties.
3. Misrepresentation of oneself or of an organization as an agent of the college/district.
4. Obstruction or disruption, on or off campus property, of the college educational process, administrative process, or other college or district function or operation.
5. Physical abuse on or off college property of the person or property of any member of the college community or of members of his or her family or the threat of such physical abuse.
6. Theft of, or non-accidental damage to, college property, or property in the possession of; or owned by, a member of the college community.
7. Unauthorized entry into, unauthorized use of, or misuse of college property.
8. On college property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes.
9. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function.
10. Engaging in lewd, indecent, or obscene behavior on college property or at a college function.
11. Abusive behavior directed toward, or hazing of, a member of the college community.
12. Violation of any order of the District Chancellor,

College President or designee or notice of which had been given prior to such violation and during the academic term in which the violation occurs. This includes notice by publication in the college newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.

13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other sanction pursuant to this article.
14. Harassment, including sexual harassment, in violation of state or federal law.
15. Discrimination based on race, color, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation, and/or Vietnam era or special disabled veteran status.
16. Commission of a computer-related crime.
17. Use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic accommodations to students with disabilities.
18. Persistent misconduct where other means of correction have failed to bring about proper conduct.
19. Violation of college/district parking and traffic regulations.
20. Formation of/or membership in secret organizations.
21. Violation of the district/college policy related to time, place and manner of expression.
22. Obstruction or disruption of administrations disciplinary procedures, or other college activities, including its community service activity.
23. Obstruction or disruption of teaching. Interface with the course of instruction to the detriment of other students, including but not limited to entering the classroom after the class has started and disrupting the lecture or class activities including verbal outbursts that disrupt the instructor's lesson. Failure to comply with the instruction or directives of the course instructor.
24. Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.
25. Obtaining a copy of an examination or assignment prior to its approved release by the instructor. Selling or distributing course lecture notes, handouts, examinations or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
26. Unauthorized entry to or use of college facilities, including the possession or duplication of keys to any College/District premises, or unauthorized use of public address systems.
27. Unauthorized entry into a file, to use, read, or

change the contents or for any other purpose. Unauthorized use of another individual's identification and password. Unauthorized use of phone or electronic devices such as radios, etc. Use of computing facilities to interfere with the work of another student, faculty member or college official. Use of computing facilities to send obscene or abusive messages. Use of computing facilities to interfere with normal operation of the college computing systems. Unauthorized use of the internet. Use of laser pointers anywhere on the college grounds that would cause a disruption of instruction or services, or create a hazard to any individual.

28. Failure to present registration/identification card when requested to do so by College Official or other authorized persons.
29. Failure to comply with directions of College Officials acting in the performance of their duties.

For purposes of this policy, the following definitions apply:

1. Member of the district/college community is defined as the Board of Trustees of the Chabot-Las Positas Community College District, academic, non-academic and administrative personnel and students of the district, and other persons while such other persons are on college property or at a college function.
2. Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question, such as:
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - preprogramming a calculator or computer to contain answers or other unauthorized information for exams;
 - using unauthorized materials, prepared answers, written notes, or concealed information during an examination; and
 - allowing others to do an assignment or portion of an assignment, including the use of a commercial term paper service.
3. Plagiarism includes the deliberate misrepresentation of someone else's works and ideas, as one's own, as well as paraphrasing without footnoting the source.
4. District/college property includes real or personal property in the possession of, or under the control of the Board or Trustees of the Chabot-Las Positas District and all district facilities whether operated by the district or by a district auxiliary organization.
5. Deadly weapons include any instrument or weapon of the kind commonly known as a blackjack, sling

shot, billyclub, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

6. Behavior means conduct and expression.
 7. Hazing means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the college community; but the term hazing does not include customary athletic events or other similar contests or competitions.
- B. The President of the college, or the Vice President of Student Services, or the official designee, may impose the following sanctions of students who violate the district/college rules and regulations.
1. Probation: verbal or written warning.
 2. Temporary Exclusion: removal for the duration of the class period or of the activity.
 3. Suspension: exclusion from all district classes, facilities, privileges and activities for a specified period of time as set forth in the notice of suspension.
 4. Expulsion: a recommendation by the President and District Chancellor to the Board of Trustees to terminate a student's status, including exclusion from all district classes, facilities, and functions.
- C. Student disciplinary action may be imposed by:
1. The Board of Trustees who alone may expel.
 2. The President, the Vice President of Student Services or the official designee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property.

A student placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within the ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Vice President of Student Services or designee, enter the college campus other than to attend the hearing. Violation of any condition of the interim suspension shall be grounds for expulsion.
 3. An administrator may temporarily exclude the student from college sponsored or supervised activity for the duration of the activity.
 4. An instructor may temporarily exclude the student from class for the remainder of the class period.

PROCEDURES

All complaints of alleged misconduct made against a student by any person should be submitted to the Vice President of Student Services. These complaints must be made in writing, specifying the time, place, and nature of the alleged misconduct. All complaints must be signed. If the Vice President of Student Services determines the complaint to be capricious, the complaint may be dismissed.

The Vice President of Student Services shall conduct an investigation of the reported incident as is appropriate. The Vice President will confer with the accused student for the purposes of advising the student of the report and of the student's rights under college rules and regulations. The Vice President may also procure information relating to the report from the accused student and other persons, including an assessment of damage to property or injury to persons. Such investigations shall be treated as confidential and shall not be placed in the student's file unless a charge is upheld and a decision is rendered by the Vice President against the student.

Following investigation, the Vice President of Student Services will render a decision in writing to the student as well as the person filing the complaint against the student (if appropriate) within five (5) working days. The Vice President may find that the complaint lacks merit; or deliver a written statement to the accused student formally charging that student with misconduct. This statement will specify one of the following actions that will be taken in the case:

1. Place on record a verbal or written reprimand.
2. Place the student on probation, temporary exclusion or suspension.
3. Recommend expulsion to the District Board of Trustees via the President of the College and the District Chancellor.
4. Assign the case for further review to a formal Hearing Committee.

The student may do either of the following:

1. Accept the Vice President's decision.
2. Notify the Vice President within two (2) working days to initiate a formal hearing.

Procedures for Formal Hearing

1. The Vice President of Student Services shall transmit to the Hearing Committee the case of any student or complaint requesting a formal hearing. Procedurally, informal action becomes formal upon the Vice President or Dean convening the Hearing Committee.
2. The Hearing Committee shall be selected as follows:
 - a. Two faculty members appointed by the Faculty Senate President.
 - b. Two students appointed by the Associated Students' President.
 - c. One person appointed by the President of the college who may be an instructor or a manager

other than the Dean of Students of the Vice President of Student Services.

- d. Committee members shall select one of their members as Chair.
3. The Hearing Committee shall conduct its proceedings as follows:
 - a. A summary record shall be provided by the Vice President of Student Services.
 - b. The committee shall discuss issues, hear testimony, examine witnesses and consider available evidence pertaining to the charge.
 - c. Both parties shall have the right to present statements, testimony, evidence and witnesses. The accused person may be represented by counsel or by a person of his/her choice. Each party shall have the right to question witnesses and to hear testimony.
 - d. The student who is charged is presumed innocent until proven otherwise by the preponderance of the evidence.
 - e. The committee shall submit its findings of facts and its recommended action to the Vice President of Student Services, a copy to the College President, the student, and to the complainant involved.
 - f. The hearing shall be closed to the public unless the student requests from the Vice President at least two (2) working days in advance that the hearing be public. The Vice President may refuse such a request if confidentiality must be maintained in order to insure the rights of either party in the dispute.
 - g. A summary record of the proceedings, if held in closed session, shall be kept in a confidential file by the Vice President of Student Services. All applicable guidelines as specified by the Family Education Rights and Privacy Act of 1974 shall be followed regarding student record privacy.
 - h. All proceedings, from the recipient of the request for a formal hearing to the Vice President's rendering and submission to the parties involved of a written decision, are to be handled with deliberate speed and shall be completed within twenty (20) working days.

Final Action

1. The Vice President of Student Services, upon receiving the findings of facts and recommendations of the Hearing Committee, shall render a written decision, which either (a) dismisses the charge, (b) reduces the discipline recommended by the Hearing Committee, or (c) sustains the recommendations of the Hearing Committee. Copies of this decision will be given to the Hearing Committee, the Vice President of Student Services, the President of the

college, the student, the complainant and other appropriate administrative officials.

2. If the student is dissatisfied with the decision of the Vice President of Student Services, a written appeal may be filed with the College President within two (2) working days after being advised of the Vice President of Students decision. Upon receipt of this appeal, the President shall review the proceedings, conduct such investigation as is deemed appropriate. One of the following actions will be taken.
 - a. Dismiss the charge.
 - b. Reduce the recommended sanctions.
 - c. Concur with the Vice President of Student Services decision.
3. The decision of the Vice President of Student Services or the President is final in all actions prescribed in this Policy except expulsion, which is a decision of the Board of Trustees.

Pending final action on the charge, the student's status shall not be altered and the person shall be allowed to be present on campus and to attend class. The Vice President may rule otherwise if the student's presence is deemed to be of danger to the student or others, or places in jeopardy college functions or property.

Expulsion

If the final recommendation in the case is expulsion from the college, this recommendation is made to the District Board of Trustees, who will make the final decision at the next regularly scheduled Board meeting. The decision of the Board of Trustees regarding expulsion is final.

Policy Definitions

1. The term (District) means Chabot-Las Positas Community College District.
2. The term (College) means Chabot College or Las Positas College.
3. The term "student" includes all persons taking courses at the College, both full-time and part-time studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the (College) are considered "students."
4. The term "faculty member" means any persons hired by the (College/District) to conduct classroom activities.
5. The term "manager" includes any person employed by the (College/District) performing assigned administrative, professional, or staff responsibilities.
6. The term "agent of the college" includes any person who is a student, faculty member, (College/District) official or any other person employed by the (College).
7. The term "(College) premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the (College) including adjacent streets and sidewalks.

8. The term “college community” includes any person who is a student, faculty member, staff, (College/District) official or any other person employed by the (College).
9. The term “organization” means any number of persons who have complied with the formal requirements for (College) enrollment/registration.
10. The term “behavior” includes conduct and expression.
11. The term “hazing” means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization or causes, or is likely to cause bodily danger, or physical or emotional harm, to any member of the college community.
12. The term “deadly weapons” includes any instrument or weapon of the kind commonly known as blackjack, sling shot, billyclub, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, or any knife having a blade longer than five inches, pistol, revolver, or any other firearm, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club.
13. The term “Hearing Committee” means faculty, students and administration, authorized by the college administration to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
14. The term “shall” is used in the imperative sense.
15. The term “may” is used in the permissive sense.
16. The term “Policy” is defined as the written regulations of the (College/District) as found in, but not limited to, the Student Code, and College Catalog.
17. The term “cheating” includes, but is not limited to: fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in questions, such as: copying or attempting to copy from others during an exam or on an assignment, communicating answers with another person during an exam, pre-programming a calculator to contain answers or other unauthorized information for exams, using unauthorized materials, prepared answers, written notes, or concealed information during an exam, or allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.
18. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

19. The term “designee” is the person(s) designated by the (College).

STUDENT GRIEVANCE POLICY

The Chabot-Las Positas Community College District encourages all its students to pursue academic studies and other college sponsored activities that will promote intellectual growth and personal development. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. Toward that end, the following procedures have been developed to provide every student with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of the student’s rights.

The 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 maintaining the appropriate requirements as established by the instructor for each course in which they are enrolled. The district shall insure that the student is fully accorded due process as stated in this student grievance policy.

GENERAL PROVISIONS

Under this section, a grievance may be initiated by a student alleging violation of college/district policies and procedures. The grievance may be against another student, an instructor, an administrator or a member of the classified staff.

Processing the Grievance

When a student feels subjected to an unjust action or denied rights by a member of the academic community, the students may seek redress according to the following procedures. The following actions are grounds for student grievance:

- a. Prejudiced or capricious decision in the academic evaluation of a student’s performance.
- b. Prejudiced or capricious decision in orientation, counseling, assessment or any other matriculation procedure.
- c. Act or threat of intimidation or harassment.
- d. Act or threat of physical aggression.
- e. Arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.
- f. Violation of student rights which are described in the college rules and regulations.

Step I—Informal Procedure

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

- a. The person against whom the grievance is directed.
- b. The appropriate division dean or manager.
- c. The Vice President of Academic Services for academic evaluation of a student’s performance (a., above under Processing the Grievance.)

- d. The Vice President of Student Services for all other student grievances (b. through f., above under Processing the Grievance.)

If the student feels that the grievance has not been resolved by any of the above conferences within five (5) working days, a formal grievance may be submitted to the appropriate vice-president.

Step II—Formal Procedure

Grievances involving prejudiced or capricious decisions in the academic evaluation of a student's performance shall be submitted to the Vice President of Academic Services for referral to the Academic Fairness Committee; all other grievances requiring further investigation shall be submitted to the Vice President of Student Services and referral to the Student Grievance Committee. Both of these committees shall be standing committees with one year appointments.

The process for submitting a formal grievance to the appropriate vice-president is as follows:

- a. The student shall complete and submit within five (5) working days a grievance form provided by the Vice-President.
- b. Upon receipt of the completed grievance form, the Vice President shall within five (5) working days, (1) request a response from the person against whom the charges are made. That person should submit a response within ten (10) working days (failure to respond within the defined time lines will not delay the processing of the grievance); and (2) refer the grievance materials from both parties to the chair of the (appropriate) committee. The committee chair will convene the committee to conduct formal hearings; establish findings of facts, and recommend action for resolution.

The Vice-President shall also advise the student of the investigation that will ensue.

- a. The Academic Fairness Committee shall be established as follows:
 - (1) The Academic Senate shall appoint two standing members. A third appointment shall be made at the time of the grievance to ensure that one faculty member be named who has specific knowledge of the academic discipline involved. Should one of the standing members be a party to the grievance, an alternate will be named.
 - (2) The Associated Students shall appoint one student to serve as a standing member for a one-year term. Should the standing member be a party to the grievance, an alternate will be selected.
 - (3) The President of the college shall appoint one member who may be a student, an instructor, a member of the classified staff, or an administrator other than the Vice President of Academic Services or a member of that vice president's administrative staff.

- (4) The Committee shall select one of their members to be chair.

- b. The Academic Fairness Committee shall conduct its proceedings as follows:

- (1) A record of all information in the possession of the vice president shall be given to the Committee chair. The Committee shall make every reasonable effort to conduct its hearing and present its findings and recommendations within fifteen (15) working days of receiving the grievance.
- (2) The Committee shall discuss issues, hear testimony, examine witnesses and consider all available evidence pertaining to the charge.
- (3) Both parties shall have the right to present written or oral statements, testimony, evidence and witnesses. Each party may be present at the hearing and be represented by a person of his/her choice. Each person has the right to question witnesses and hear testimony.
- (4) The Committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts, limiting its investigation to the formal charge. The Committee shall also make recommendations for the disposition of the charge.
- (5) The hearing shall be closed to the public unless the student requests from the Vice-President at least two (2) working days in advance that the hearing be public.
- (6) The Committee shall submit its findings of facts and recommend action within seven (7) working days after the hearing to the Vice-President, with a copy to each party and the President of the college.
- (7) A summary record of the proceedings will be the responsibility of the chair of the Committee, if the hearing is held in closed session. These proceedings shall be kept in a confidential file by the Vice-President and shall be available at all times to both parties.

- c. The Student Grievance Committee shall be established as follows:

- (1) The Associated Students shall appoint two standing members. Should one of the standing members be a party to the grievance, an alternate will be named.
- (2) The Academic Senate shall appoint two standing members. Should one of the standing members be a party to the grievance, an alternate will be named.
- (3) The President of the college shall appoint one member who may be an instructor, a member of the classified staff, or an administrator other than the Vice-President or a member of the Vice-President's administrative staff.

- (4) The Committee shall select one of their members to be chair
- d. The Student Grievance Committee shall conduct its proceedings as follows:
 - (1) A record of all information in the possession of the Vice President shall be given to the committee chair. The Committee shall make every reasonable effort to conduct its hearing and present its findings and recommendations within fifteen (15) working days of receiving the grievance.
 - (2) The Committee shall discuss issues, hear testimony, examine witnesses and consider all available evidence pertaining to the charge.
 - (3) Both parties shall have the right to present written or oral statements, testimony, evidence and witnesses. Each party has the right to be present at the hearing and be represented by a person of his/her choice. Each person shall have the right to question witnesses and hear testimony.
 - (4) The Committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts, limiting its investigation to the formal charge. The Committee shall also make recommendations for the disposition of the charge.
 - (5) The hearing shall be closed to the public unless the student requests from the Vice-President at least two (2) working days in advance that the hearing be public.
 - (6) The Committee shall submit its findings of facts and recommended action within seven (7) working days to the Vice-President with a copy to each party, and the President of the college.
 - (7) A summary record of the proceedings will be the responsibility of the chair of the committee, if the hearing is held in closed session. These proceedings shall be kept in a confidential file by the Vice-President and shall be available at all times to both parties.
- e. Final action for all grievances: the Vice-President, upon receiving the findings of facts and recommendations of the committee, will review the proceedings of the Committee, conduct such investigations as are appropriate and take one of the following actions:
 - (1) Concur with the Committee's recommendations.
 - (2) Reduce the recommended sanctions.
 - (3) Dismiss the charge.

If (2) or (3) should occur, the Vice-President shall convene the Committee for further discussion and consultation.

The decision by the Vice-President shall be rendered within seven (7) working days and transmitted, in writing, to the accused person, the appropriate committee, the President of the college and the student filing the grievance.
- f. The accused or the aggrieved person may write an appeal of the decision made by the Vice-President to the

President of the college within seven (7) working days. Upon receipt of the appeal, the college President will review the proceedings of the Committee, conduct such investigations as are appropriate and take one of the following actions:

- (1) Concur with the Committee's recommendations.
- (2) Reduce the recommended sanctions.
- (3) Dismiss the charge.

If (2) or (3) should occur, the college President shall convene the Vice-President and Committee for further discussion and consultation.

The decision by the President shall be rendered within seven (7) working days and transmitted, in writing, to the accused person, the Committee, the Vice-President and the student filing the grievance.

- g. If the accused or aggrieved person is dissatisfied with the college President's decision, a written appeal may be filed with the Chancellor within seven (7) working days. Upon receipt of the appeal, the Chancellor will review the proceedings of the Committee, conduct such investigations as are appropriate and take one of the following actions:

- (1) Concur with the Committee's recommendations.
- (2) Reduce the recommended sanctions.
- (3) Dismiss the charge.

The decision by the Chancellor shall be rendered within fourteen (14) working days and transmitted, in writing on the accused person, the Committee, the President, the Vice-President and the student filing the grievance.

- h. If the accused or aggrieved person is dissatisfied with the Chancellor's decision, a written appeal may be filed with the Board of Trustees within fourteen (14) working days. Upon receipt of the appeal, the Board of Trustees will review the proceedings of the Committee, conduct such investigations as are appropriate and take one of the following steps:

- (1) Concur with the Committee's recommendations.
- (2) Reduce the recommended sanctions.
- (3) Dismiss the charge.

The decision by the Board of Trustees shall be rendered within twenty-one (21) working days and transmitted, in writing, to the accused person, the committee, the Chancellor, the President, the Vice-President and the student filing the grievance. The decision of the Board of Trustees shall be considered the final step that may be taken under academic grievance and due process.

- i. Retaliation: Any retaliatory action of any kind by an employee or student of the district/college against any student as a result of filing a grievance under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited, and may be regarded as the basis for disciplinary action.

Age

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

Disability

Chabot 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

Chabot 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 be otherwise subjected to discrimination under any program of the colleges. Chabot 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 colleges.

Sex

Chabot College does not discriminate on the basis of sex 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 basis of sex in education programs and activities operated by the colleges. Such programs and activities include admission of students and employment.

STUDENT RIGHTS AND PRIVACY

Each student and alumnus of Chabot College has a right to (1) review the official educational records, files, documents, and other materials which 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 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 in writing the Office of Admissions and Records at the beginning of each semester or session of attendance.

The College is required to comply with all federal regulations governed by the Family Educational Right and Privacy Act.

CHABOT COLLEGE FERPA POLICY

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

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

A *school official* is defined as a person employed by Chabot-Las Positas Community College District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of

Trustees; or a person assisting another school official in performing his or her tasks.

A school official has a *legitimate educational interest* if the official needs to review an education record in order to fulfill his or her professional duties and responsibilities.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

While the college does not provide general student directory services, it *may* release the following information about a student without consent: name, address, telephone number, date of birth, major field of study, degrees and awards received and dates of attendance. Any student who does not wish such information to be released about him/herself shall notify the Office of Admissions and Records in writing, no later than 10 school days after the start of the term. Chabot College does not release student information for individual use, private business or commercial firms for use in advertising and publicity.

If a student has a concern they have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

For more information regarding FERPA regulations and confidentiality & privacy of student records, go to <http://www.chabotcollege.edu/admissions/ferpa.asp>.

COLLEGE FERPA OFFICIALS

Student Discipline

Melinda Matsuda
Vice President, Student
Services

(510)723-6744

mmatsuda@chabotcollege.edu

Student Records

Judy Young
Director, Admissions and Records

(510)723-6700

jyoung@chabotcollege.edu

SEXUAL HARASSMENT

Chabot College desire to maintain an academic and work environment which protects the dignity and promotes the mutual respect of all employees and students. Sexual harassment of employees or students will not be condoned. In general deliberate verbal comments, gestures or physical contact of a sexual nature that are unsolicited and unwelcomed will be considered harassment (Title VII of the Civil Rights Act of 1964).

Inquiries concerning the application of these policies to programs and activities may be referred to the following officers assigned the administrative responsibility of reviewing such matters:

Employee Concerns:

District Human Resources Director
Telephone (925) 485-5235

Student Concerns:

Vice-President of Student Services
Telephone (510) 723-6743

Disability Related Concerns:

Vice-President of Student Services
Telephone (510) 723-6743

Inquiries may also be addressed to the Regional Director of the Office of Civil Rights, Region 9, 1275 Market Street, 14th Floor, San Francisco, CA 94103.

LEARNING COMMUNITIES

DARAJA PROJECT

The Daraja Project is a set of steps, stepping stones or a stairway to success in college. More specifically, it is a year-long, accelerated writing, mentoring and counseling program which focuses on African-American authors and issues. It is designed for students who plan to transfer to 4-year colleges and universities. The program is open to all students who meet the qualifications for enrollment.

An English instructor, counselors and mentors work together as a team with students for two consecutive semesters. Students interview mentors, who are campus or community professionals, and use these interviews as the basis for writing and discussion in English classes. The mentors serve as role models, sharing their experience and knowledge. Students build a network of contacts, both on campus and in the professional community.

The Daraja Project, in existence since 1988, is an award-winning program known as one of the best opportunities for success in community-college education. Graduates have transferred to numerous colleges and universities, both in and out of state. For more information, call (510) 723-6747.

PACE PROGRAM

The PACE Program at Chabot is an A.A. Degree program for working adults which also fulfills general education transfer requirements to the California State University system. PACE classes are conveniently offered so that students may take three classes at a time by coming to school one night a week plus every other Saturday. Two majors are available: Behavioral Sciences or Liberal Arts Option I or Option II (other majors are available with additional non-PACE classes). For more information, contact the PACE office, building 700, room 765, or call (510) 723-6699 or (510) 723-6619.

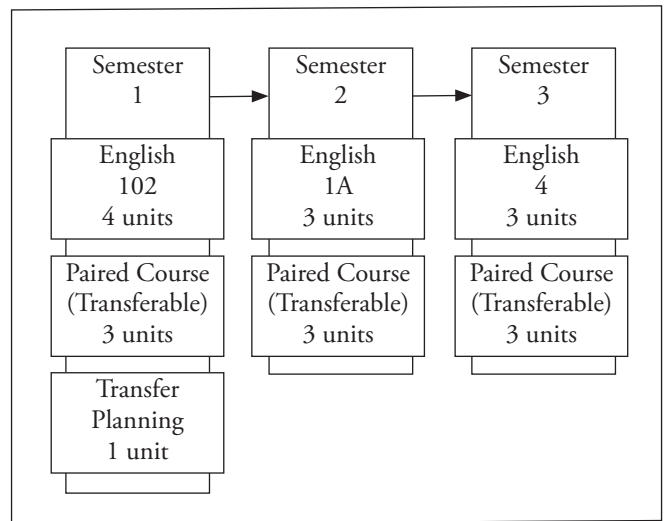
PUENTE

Puente's mission is to increase the number of community college students who transfer to four-year colleges and universities. Puente prepares students to compete academically in a university environment. It is open to all students who meet the eligibility criteria.

Chabot College's Puente Project is a year-long writing, counseling and mentoring program. Included are English courses, Psychology-counseling courses, counseling support services and a mentorship. The course curriculum and content is based on Chicano/Mexican-American/Latino writers and authors. The courses are graded on class requirements unique to the course content as taught by the instructors. Students are required to participate in all course and project activities, i.e., counseling and mentoring. The Puente Project program year starts with the Fall semester and runs through the Spring semester. Interested students are encouraged to contact the Puente office in February preceding Fall entry. For more information, contact the Puente office, Room 219 in Building 200, (510) 723-7120.

SPRINGBOARD TO TRANSFER

Springboard to Transfer is a three-semester learning community for students who want to transfer to a four-year university. The program includes three levels of the English curriculum (English 102 → English 1A → English 4), and each semester, a general education course is paired with the English class. In the first semester, students also receive small-group transfer-planning support from Chabot counselors. Springboard to Transfer provides students a solid base around which to build their schedules and strong connections to their faculty and their fellow students. For more information, see <http://www.chabotcollege.edu/Springboard>



ACADEMIC CREDIT, UNITS & COURSE NUMBERING

Courses at Chabot College are categorized in terms of credit-bearing, noncredit, and not-for-credit community service courses. Courses offered by the Community Education department are community-service offerings and do not carry college credit (not-for-credit, *see Page 53*). Courses listed in this catalog are either credit-bearing or noncredit. Noncredit courses do not carry college credit, and many have no enrollment fee. Noncredit courses are identified as such in the course listing, and are numbered 200 or higher. All other courses are credit courses and carry college units.

Semester Units—All courses in this catalog are described in semester units. One unit is equivalent to three hours of recitation, study or laboratory work per week throughout a semester.

Numbering System and Transferability of Courses—The system used in designation of courses is established to indicate the intent of the course and its relationship to the offerings of four year colleges and universities. Courses numbered 100 and above are not for A.A. Degree, A.S. Degree or transfer credit. Students may not receive more than 30 semester units for precollegiate basic skills courses (ESL and learning disabled students are exempted).

Special Numbers and Rubrics—The following special numbers and rubrics are used with a variety of course subject titles. Refer to the catalog listing for further description.

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

CLASS SCHEDULE—The specific information regarding the days, hours, instructors and rooms in which classes will be held in the coming semester is contained in the Class Schedule which is available from the Bookstore prior to the start of the semester.

REGISTRATION—A student must be registered in a course within the officially designated time, to receive credit.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM—The CAN system will no longer be in effect starting Fall 2009. At one time the CAN System was an effective tool to assist in identifying courses at one California college (CCC or CSU) with comparable courses at another. Courses with the same CAN were considered comparable. However, since 2005 the CAN System became inactive, and CAN lists have not been kept up to date. Why are they included in the 2008-10 Chabot catalog? Since this is a two-year catalog, we decided to include the CAN numbers along with this advisory. The recommendation would be to use CAN designations included in the course descriptions merely as a guideline. Transfer schools are not obligated to accept a course solely on CAN articulation. The best advisory for the student would be to consult www.assist.org for course transfer and comparability information. A counselor would be your best resource should you have questions about the transferability of any Chabot course.

COURSE ATTRIBUTES AND TRANSFER DESIGNATIONS—Look at the end of course descriptions to see the course attributes for application to the AA/AS Degree or transfer.

Attribute designations are as follows:

- AA/AS: Course will satisfy a GE area for the AA/AS degree.
- CSU: Course will transfer to the California State University. Refer to Flyer #100.
- CSU: “Letter/number”: indicates the CSU/GE Area satisfied by this course. For example “B2” means that the course will satisfy a Life Science lecture requirement. See Flyer #101 for the CSU/GE requirements.
- UC: Course will transfer to the University of California. Refer to Flyer #102.

IGETC: “Area number/letter”: indicates the IGETC area satisfied by this course. For example IGETC Area 4A means that the course will satisfy a Social and Behavioral Science/Anthropology requirement. Refer to Flyer #129.

CAN: See description in previous section.

AC: Course meets Chabot’s American Cultures requirement.

ACCOUNTING

(See Business)

ACCOUNTING TECHNICIAN

(See Business)

ADMINISTRATION OF JUSTICE (ADMJ)

DEGREE

AA—ADMINISTRATION OF JUSTICE

The Administration of Justice curriculum is designed to prepare students for careers in the fields of law enforcement, probation, parole, security, and related criminal justice fields along with related technical occupations. The two-year program combines instruction in corrections, law enforcement and security with general education courses required for graduation. Students can earn an Associate in Arts degree in Administration of Justice or Certificates of Completion in Correctional Science or Security. The program has been authorized by the Commission on Peace Officer Standards and Training and the Board of Corrections to offer certain technical and special courses.

ADMINISTRATION OF JUSTICE

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

- Administration of Justice 50
(Introduction to Administration of Justice) 3
- Administration of Justice 54
(Investigative Reporting) 3
- Administration of Justice 60 (Criminal Law) 3
- Administration of Justice 61 (Evidence) 3

SOPHOMORE YEAR FALL SPRING

- Administration of Justice 63 (Criminal Investigation) . . 3
- Administration of Justice 70
(Community Relations) 3
- Administration of Justice* 4-6
- Health 60 (Responding to Emergencies) 1
- Total** **23-25**

General Education Courses
For specific General Education courses refer to catalog section on
Graduation Requirements.
Total minimum units required **60**

*Administration of Justice Options are to be selected from:
Administration of Justice 55, 59, 62, 69, 74, 79, and 89.

ADMINISTRATION OF JUSTICE (ADMJ)

50 INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS

(Included in CORE curriculum of baccalaureate degree-granting institutions.)
History and philosophy of administration of justice in America; recapitulation of the system; identifying various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. 3 hours. Transfer: CSU; UC; CSU/GE: D0; AA/AS; (CAN AJ 2).

54 INVESTIGATIVE REPORTING 3 UNITS

Investigative reports with emphasis upon accuracy and details necessary. Includes arrest reports, incident reports, and miscellaneous field report. Techniques and methods used to cover information; how to analyze and present information in a clear and concise report. 3 hours. Transfer: CSU.

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. Transfer: CSU.

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. Transfer: CSU.

60 CRIMINAL LAW 3 UNITS

(Included in CORE curriculum of baccalaureate degree-granting institutions.)
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. Transfer: CSU; UC; CSU/GE: D8; AA/AS; (CAN AJ 4).

61 EVIDENCE 3 UNITS

(Included in CORE curriculum of baccalaureate degree-granting institutions.)
Origins, 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. Transfer: CSU.

62 THE JUSTICE SYSTEM 3 UNITS

(Included in CORE curriculum of baccalaureate degree-granting institutions.)
Role and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. Past, present and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. Prerequisite: Administration of Justice 50 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC.

63 CRIMINAL INVESTIGATION 3 UNITS

(Police Academy does not satisfy prerequisite.)
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. Transfer: CSU (CAN AJ 8).

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.

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. Transfer: CSU; UC.

74 GANGS AND DRUGS 2 UNITS

Definition of a gang and gang activity. Historical and cultural aspects. Interrelationships among local, national and international gangs including prison gangs. Gang activity in relation to drug trafficking. 2 hours. Transfer: CSU.

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 be murder, suicide, accidental or natural. Emphasis on importance of the death scene related to investigation of course. 3 hours. Transfer: CSU.

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. Transfer: CSU.

90 RESERVE MODULE A: ARREST AND CONTROL 4 UNITS

Designed for candidates of a reserve police program and fulfills the PC832 requirements for Peace Officer Safety and Training (POST) certification. Includes ethical considerations concerning law enforcement ethics; leadership in law enforcement; criminal justice system; criminal law; arrest; laws of arrest; search and seizure; methods of arrest; investigation and communications; use of firearms and chemical agents. 4 hours.

91 RESERVE MODULE A: FIREARMS**1 ½ UNITS**

Fire arm training with ethical considerations concerning the use of firearms and firearms safety. Techniques of shooting range qualification. Prerequisite: Administration of Justice 90 (completed with a grade of "C" or higher). 24 total hours.

ADMINISTRATIVE ASSISTANT

(See Computer Applications Systems)

ANATOMY

(See Biological Sciences)

ANTHROPOLOGY (ANTH)**1 PHYSICAL ANTHROPOLOGY****3 UNITS**

Humans as a biological species through an examination of the fossil evidence for human evolution, behavior of nonhuman primates, and human evolutionary biology and genetics. Emphasis on uniquely human biological and behavioral characteristics, as well as those shared with other animals. Current anthropological issues such as the biological meaning of race, genetic diseases, and the influence of evolution on human behavior. 3 hours. Transfer: CSU; UC; CSU/GE: B2, D1; IGETC: Area 4A, 5B; AA/AS; (CAN ANTH 2).

1L PHYSICAL ANTHROPOLOGY LABORATORY**1 UNIT**

Laboratory exercises developed as an adjunct to Anthropology I (introduction to Physical Anthropology) including the identification of fossils through examination of fossil casts, the study of human artifacts, observation of primate behavior and structure, and problem solving in case studies of human genetics. Prerequisite: Anthropology I (may be taken concurrently). 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B3; IGETC: Area 5B LAB; AA/AS.

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

Prehistoric development of human culture through studies of stone tools and other remains of the earliest human lifeways up to the growth of technologically advanced civilizations. Emphasis on modern archaeological theories and techniques for understanding cultural adaptation to different ecological conditions in the past. Review of important archaeological case studies. 3 hours. Transfer: CSU; UC; CSU/GE: D1; IGETC: Area 4A; AA/AS; (CAN ANTH 6).

3 SOCIAL AND CULTURAL ANTHROPOLOGY**3 UNITS**

How human beings in different cultures meet basic biological, social and cultural needs, including kinship and marriage practices, political and social organization, economic institutions, religious and childrearing practices, social change, as well as other aspects of cultural behavior. Emphasis on understanding other cultures on their own terms. Includes the many subcultures making up North American populations. 3 hours. Transfer: CSU; UC; CSU/GE: D1; IGETC: Area 4A; AA/AS; (CAN ANTH 4).

**5 CULTURES OF THE U.S.: ANTHROPOLOGICAL
PERSPECTIVES ON RACE, CLASS,
GENDER AND ETHNICITY****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 IQ, testing. 3 hours. Transfer: CSU; UC; CSU/GE: D1, D3; IGETC: Area 4A; AA/AS; AC.

8 NATIVE AMERICAN CULTURES**3 UNITS**

Survey of the Native American cultures of North America from an anthropological perspective, including cultural developments from prehistory to the present. Emphasis on the great variety of Native American perspectives and traditions, including kinship, religion, political, social and economic institutions, and attitudes towards humans, animals, and nature. Current issues including movements for social and political justice and cultural survival. 3 hours. Transfer: CSU; UC; CSU/GE: D1; IGETC: Area 4A; AA/AS.

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. Transfer: CSU; UC; CSU/GE: D1; IGETC: Area 4A; AA/AS.

APPRENTICESHIP

Each and every apprenticeship program approved for offering in California has a "Related Instruction" component to accompany the on-the-job training associated with that particular apprenticeship. The Instruction is offered by a local educational agency, usually a community college, in cooperation with a local Joint Apprenticeship Committee who has operational responsibility for the apprenticeship program. Each registered apprentice takes classes covering such topics as principles and practices of the occupation, laws, relating to the workers, safety procedures, tools and equipment of the trade, communications, mathematics and science. Chabot College is approved by the Chancellor's Office California Community Colleges, to offer Related Instruction for the following programs:

- Automotive Apprenticeship
- Electrical Apprenticeship
- Roofing Apprenticeship
- Telecommunications Apprenticeship

To enroll as an apprentice or inquire about VA benefits for apprentices, a person must contact the Joint Apprenticeship Committee for the individual trade. For information on how to contact a Joint Apprenticeship Committee, call the Chabot College Division of Applied Technology and Business at (510) 723-6653.

ARCHITECTURE (ARCH)

ARCHITECTURE TRANSFER PREPARATION

RECOMMENDED COURSES

This recommendation is based on the classes accepted for transfer by California State Colleges and Universities. These courses are designed to satisfy lower-division major requirements at four-year institutions. Variations in requirements exist at specific universities or for specific programs. Therefore, it is essential that students refer to catalogs of proposed universities and consult counselors and architecture faculty as they prepare their programs. The classes listed represent a minimum for most schools; additional courses will improve level of preparation. This recommended course list assumes high school preparation including Trigonometry, Pre-calculus Mathematics, Physics, Art, and English.

FRESHMAN YEAR	FALL	SPRING
Architecture 2A (Architectural Drawing and Graphics I)	3	
Architecture 31A (Photoshop I)	1½	
Architecture 32A (Illustrator I)	1½	
Architecture 68 (AutoCAD for Architecture and Interior Design)	3	
Mathematics 1 (Calculus I)	5	
Architecture 2B (Architectural Drawing and Graphics II)	3	
Architecture 33 (3-D Modeling with Form•Z)	3	
Architecture 14 (California Architecture and Urban Design)	3	
Mathematics 2 (Calculus II)	5	

SOPHOMORE YEAR	FALL	SPRING
Architecture 4A (Architectural Drafting Principles I)	3	
Architecture 8A (Fundamentals of Architectural Design I)	4	
Architecture 12 (Construction Materials and Methods)	3	
Physics 4A (General Physics I)	5	
Architecture 4B (Architectural Drafting Principles II)	3	
Architecture 8B (Fundamentals of Architectural Design II)	4	
Architecture 16 (Landscape Architecture)	2	
Total		52

ARCHITECTURE DEGREE: AA—ARCHITECTURE AS—ARCHITECTURE

Students can earn an Associate in Arts or Associate in Science degree in Architecture.

ARCHITECTURE

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Architecture 2A (Architectural Drawing and Graphics I)	3	
Architecture 31 A (Photoshop I)	1½	
Architecture 32A (Illustrator I)	1½	
Architecture 68 (AutoCAD for Architecture and Interior Design) or Interior Design 68 (AutoCAD for Architecture and Interior Design)	3	
Architecture 2B (Architectural Drawing and Graphics II)	3	
Architecture 33 (3-D Modeling with Form•Z)	3	
Architecture 14 (California Architecture and Urban Design)	3	

SOPHOMORE YEAR	FALL	SPRING
Architecture 4A (Architectural Drafting Principles I)	3	
Architecture 8A (Fundamentals of Architectural Design I)	4	
Architecture 12 (Construction Materials and Methods)	3	
Architecture 4B (Architectural Drafting Principles II)	3	
Architecture 8B (Fundamentals of Architectural Design II)	4	
Architecture 16 (Landscape Architecture)	2	
Total		37

General Education Courses
For Specific General Education courses refer to catalog section on
Graduation Requirements
Total minimum units required 60

ARCHITECTURE

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR	FALL	SPRING
Architecture 2A (Architectural Drawing and Graphics I)	3	
Architecture 31 A (Photoshop I)	1½	
Architecture 32A (Illustrator I)	1½	
Architecture 68 (AutoCAD for Architecture and Interior Design) or Interior Design 68 (AutoCAD for Architecture and Interior Design)	3	
Architecture 2B (Architectural Drawing and Graphics II)	3	
Architecture 33 (3-D Modeling with Form•Z)	3	

SOPHOMORE YEAR	FALL	SPRING
Architecture 4A (Architectural Drafting Principles I)	3	
Architecture 8A (Fundamentals of Architectural Design I)	4	
Architecture 12 (Construction Materials and Methods)	3	
Architecture 4B (Architectural Drafting Principles II)	3	
Architecture 8B (Fundamentals of Architectural Design II)	4	
Architecture 16 (Landscape Architecture)	2	
Total		34

GENERAL EDUCATION UNITS FOR A.S. DEGREE	19
For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.	
General Education Courses (Areas A-E)	16
Architecture GE Requirement	3
<i>Complete a minimum of 3 units</i>	
Architecture 14 (California Architecture and Urban Design)	
Total minimum units required	60

ARCHITECTURE (ARCH)

2A ARCHITECTURAL DRAWING AND GRAPHICS I	3 UNITS
Introduction to freehand and mechanically constructed drawings employing orthographic, axonometric and linear perspective drawing systems to represent three-dimensional form and environments on two-dimensional surfaces. Emphasis on the understanding of basic drawing conventions, their implications and applications. Strongly recommended: Art 2A (may be taken concurrently), 2 hours lecture, 4 hours studio. Transfer: CSU; UCB; AA/AS.	
2B ARCHITECTURAL DRAWING AND GRAPHICS II	3 UNITS
Continuation of the content and issues introduced in Architecture 2A plus the theories and methods for applying shadows, reflections, materials, entourage, and color in a variety of drawing types. Layout and integration of composite drawings in support of the process and presentation of architectural designs. Prerequisite: Architecture 2A (<i>completed with a grade of "C" or higher</i>). 2 hours lecture, 4 hours studio. Transfer: CSU; UCB; AA/AS.	
4A ARCHITECTURAL DRAFTING PRINCIPLES I	3 UNITS
Introduction to principles and practice of architectural drafting with emphasis on working drawings for wood frame construction; introduction to drafting concepts and conventions for architectural working drawings, basic building systems, and architectural applications of computer-aided drafting technology. Prerequisite: Architecture 68 (<i>completed with a grade of "C" or higher</i>). 2 hours lecture, 4 hours studio. Transfer: CSU; AA/AS.	
4B ARCHITECTURAL DRAFTING PRINCIPLES II	3 UNITS
<i>(May be repeated 3 times)</i> Continuation of Architecture 4A with emphasis on architectural working drawings of non-residential buildings with wood, masonry, steel and concrete structures. Application of advanced computer-aided drafting techniques for architectural construction documents will be reviewed, as will the use of Internet resources, and CD-ROM based information sources, including <i>Architectural Graphic Standards</i> , <i>Sweets Catalogs</i> , and the <i>Uniform Building Code</i> . Prerequisite: Architecture 4A (<i>completed with a grade of "C" or higher</i>). 2 hours lecture, 4 hours studio. Transfer: CSU; AA/AS.	
8A FUNDAMENTALS OF ARCHITECTURAL DESIGN I	4 UNITS
Introduction to the theories, principles, and methods of architectural design using traditional and digital media. Studio projects emphasize composing two- and three-dimensional organizations to convey intended concepts and meanings. Aesthetic, environmental, social, and technological factors which inform architectural design are investigated. Course work is supplemented with lectures, discussions, and readings. Prerequisite: Architecture 2B, 31A, 32A, 33 (<i>all completed with a grade of "C" or higher</i>). 3 hours lecture, 3 hours studio. Transfer: CSU; UCB; AA/AS.	
8B FUNDAMENTALS OF ARCHITECTURAL DESIGN II	4 UNITS
Continuation of the content and issues introduced in Architecture 8A. Emphasis on generating and developing design concepts, incorporating structure, materials, and energy considerations as determinates of form. Emphasis on applied traditional and digital graphic communications tools, including scale models to convey intended concepts and meanings. Prerequisite: Architecture 8A (<i>completed with a grade of "C" or higher</i>). 3 hours lecture, 3 hours studio. Transfer: CSU; UCB; AA/AS.	

12 CONSTRUCTION MATERIALS AND METHODS	3 UNITS
Introduction to the methods and materials used in contemporary and historical building construction. Wood, steel, masonry, and concrete structural systems will be explored, as will major interior and exterior finish systems. The relationships between occupancy and construction types will be reviewed as will the influence of building codes, climate, labor supply, and economic factors. 3 hours. Transfer: CSU; AA/AS.	

14 CALIFORNIA ARCHITECTURE AND URBAN DESIGN	3 UNITS
California architecture and urban design from indigenous beginnings to the contemporary avant garde. Historic, cultural, and environmental influences in the shaping of California's distinctive buildings and cities. Work reviewed ranges from anonymous adobes to historic masterpieces by Maybeck and Morgan to new works by Gehry, Moss, and others. 3 hours. Transfer: CSU; UCB; CSU/GE: CI; AA/AS.	

16 LANDSCAPE ARCHITECTURE	2 UNITS
Principles of landscape architecture emphasizing design concepts as they relate to site, building, and client requirements. Includes site analysis, land use patterns, circulation, layout, planting materials, irrigation, and the general design process. 1 hour lecture, 3 hours laboratory. Transfer: CSU; UCB; AA/AS.	

33 3-D MODELING WITH FORM•Z	3 UNITS
<i>(See also Art 33, Interior Design 33, Photography 33)</i> Introduction to 3-dimensional digital modeling using Form•Z software. Emphasis on learning basic commands to create 3-dimensional objects including building interiors and exteriors, and defining photo-realistic views with appropriate light sources. May not receive credit if Art 33, Interior Design 33, or Photography 33 has been completed. 2 hours lecture, 4 hours studio. Transfer: CSU.	

68 AUTOCAD FOR ARCHITECTURE AND INTERIOR DESIGN	3 UNITS
<i>(May be repeated 3 times) (See also Interior Design 68)</i> Introduction to computer-aided drafting using AutoCAD. Topics include command basics including drawing entity creation and modification, industry layering standards, text and dimensioning systems appropriate to architecture, creating symbol libraries, external reference techniques, model and paper space commands, and plotting techniques. (May not receive credit if Interior Design 68 has been completed.) 2 hours lecture, 4 hours studio. Transfer: CSU.	

ART (ART)

DEGREE:

AA-ART (GENERAL)

AA-ART (EMPHASIS IN CERAMICS)

AA-ART (EMPHASIS IN PAINTING)

AA-ART (EMPHASIS IN SCULPTURE)

AA-GRAPHIC DESIGN

CERTIFICATE OF PROFICIENCY:

DIGITAL DESIGN

GRAPHIC DESIGN

CERTIFICATE: ILLUSTRATION

The art curriculum offers instruction in art theory, practice and history. These three areas of study constitute the foundation courses needed to begin a career in graphic design (for example: illustration, graphics, etc.) or fine arts (for example: painting, ceramics, etc.). The foundation courses meet prerequisite requirements to UC, CSU systems and four-year art schools.

The Graphic Design two-year diploma program provides students who have demonstrated artistic ability with practical, theoretical, and computer training in layout and design, preparation of reproduction art, printing processes, computer graphics, typography and illustration. In addition to course assignments, students are involved in projects typical of the graphic design field.

ART (GENERAL) ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art 1 (Introduction to Art)	3	
Art 2A (Introduction to Drawing)	3	
Art 10 (Design and Materials)	3	
Art 2B (Drawing Color and Composition)		3
Art 17 (Ceramic Sculpture)		3
Art 11 (Design, Materials and Color)		3
SOPHOMORE YEAR	FALL	SPRING
Art 12A (Oil/Acrylic Painting, Beginning I)	3	
Art 3A (Figure and Composition I)	3	
Art 4 (Art History, Ancient)	3	
Art 5 (Art History, Renaissance to Modern)		3
Art 7A (Introduction to Watercolor Painting)		3
Art 16A (Introduction to Ceramics I)		3
Total		36

General Education Courses
For specific General Education courses refer to catalog section on
Graduation Requirements.

Total minimum units required 60

ART (EMPHASIS IN CERAMICS) ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art 1 (Introduction to Art)	3	
Art 10 (Design and Materials)	3	
Art 16A (Introduction to Ceramics)	3	
Art 16B (Introduction to Ceramics II)		3
SOPHOMORE YEAR	FALL	SPRING
Art 4 (Art History, Ancient)	3	
Art 16C (Introduction to Ceramics III)	3	
Art 5 (Art History, Renaissance to Modern)		3
Art 16D (Ceramics Intermediate)		3
Art 17 (Ceramic Stone Sculpture)		3
Total		27

General Education Courses
For specific General Education courses refer to catalog section on
Graduation Requirements.

Total minimum units required 60

ART (EMPHASIS IN PAINTING)

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art 2A (Introduction to Drawing)	3	
Art 12A (Oil/Acrylic Painting, Beginning I)	3	
Art 3A (Figure and Composition I)	3	
Art 1 (Introduction to Art)	3	
Art 2B (Drawing, Color and Composition)		3
Art 12B (Oil/Acrylic Painting, Beginning 11)		3

SOPHOMORE YEAR

FALL	SPRING
Art 4 (Art History, Ancient)	3
Art 12C (Oil/Acrylic Painting, Advanced I)	3
Art 10 (Design and Materials)	3
Art 5 (Art History, Renaissance to Modern)	3
Art 12D (Oil/Acrylic Painting, Advanced II)	3
Art 3B (Figure and Composition II)	3
Art 7A (Introduction to Watercolor Painting)	3
Total	39

General Education Courses
For specific General Education courses refer to catalog section on
Graduation Requirements.

Total minimum units required 60

ART (EMPHASIS IN SCULPTURE)

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art 1 (Introduction to Art)	3	
Art 17 (Ceramic Sculpture)	3	
Art 10 (Design and Materials)	3	
Art 3A (Figure and Composition I)	3	
Art 18 (Wood and Stone Sculpture)		3
Art 11 (Design, Materials and Color)		3
Art 3B (Figure and Composition II)		3

SOPHOMORE YEAR

FALL	SPRING
Art 2A (Introduction to Drawing)	3
Art 4 (Art History, Ancient)	3
Art 19 (Metal Sculpture)	3
Art 20* (All Media Sculpture)	2
Art 5 (Art History, Renaissance to Modern)	3
Total	35

General Education Courses
For specific General Education courses refer to catalog section Graduation
Requirements.

Total minimum units required 60

*Concurrent with Art 19.

GRAPHIC DESIGN

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art 56 (Graphic Design I)	3	
Digital Media 31A (Photoshop I)	1½	
Digital Media 32A (Illustrator I)	1½	
Art 57 (Graphic Design Internship)		2
Art 58 (Graphic Design II)		3

SOPHOMORE YEAR	FALL	SPRING
Art 55 (Introduction to Graphic Design Careers)	2	
Art 61 (Illustration)	3	
Art 45 (Creative Portfolio and Self-Promotion)	2	
Art 59 (Graphic Design III)	3	
Total	25	

General Education Courses

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required **60**

DIGITAL DESIGN

CERTIFICATE OF PROFICIENCY

FRESHMAN YEAR	FALL	SPRING
Art 56 (Graphic Design I)	3	
Digital Media 31A (Photoshop I)	1½	
Digital Media 32A (Illustrator I)	1½	
Art 58 (Graphic Design II)	3	
Digital Media 35A (Dreamweaver I)	1½	

SOPHOMORE YEAR	FALL	SPRING
Art 55 (Introduction to Graphic Design Careers)	2	
Digital Media 34A (Flash I)	1½	
Art 45 (Creative Portfolio and Self-Promotion)	2	
Total	16	

GRAPHIC DESIGN

CERTIFICATE OF PROFICIENCY

FRESHMAN YEAR	FALL	SPRING
Art 56 (Graphic Design I)	3	
Digital Media 31A (Photoshop I)	1½	
Digital Media 32A (Illustrator I)	1½	
Art 58 (Graphic Design II)	3	

SOPHOMORE YEAR	FALL	SPRING
Art 55 (Introduction to Graphic Design Careers)	2	
Art 59 (Graphic Design III)	3	
Art 45 (Creative Portfolio and Self-Promotion)	2	
Total	16	

ILLUSTRATION

CERTIFICATE

	FALL	SPRING
Art 2A (Introduction To Drawing)	3	
Art 55 (Introduction To Graphic Design Careers)	2	
Art 61 (Illustration)	3	
Art 2B (Drawing and Composition)	3	
Art 45 (Creative Portfolio and Self-Promotion)	2	
Art 54 (Illustrating Children's Books)	3	
Total	16	

ART (ART)

2A INTRODUCTION TO DRAWING	3 UNITS
Skills development in light and shade, composition, perspective, and other basics. The use of pencil, charcoal, and/or ink. 2 hours lecture, 4 hours studio. Transfer: CSU; UC; CSU/GE: C1; AA/AS; (CAN ART 8).	

2B DRAWING AND COMPOSITION	3 UNITS
Development of knowledge and skills introduced in Art 2A, emphasizing media and composition and introducing the use of color. Prerequisite: Art 2A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

3A FIGURE AND COMPOSITION I	3 UNITS
Skill development drawing the figure with charcoal, conte, pencil, and ink with emphasis on composition. 2 hours lecture, 4 hours studio. Transfer: CSU; UC; CSU/GE: C1; AA/AS; (CAN ART 24)	

3B FIGURE AND COMPOSITION II	3 UNITS
Development of knowledge and skills introduced in Art 3A, emphasis on composition and color. Prerequisite: Art 3A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

3C FIGURE AND COMPOSITION III	3 UNITS
Development of knowledge and skills introduced in Art 3B, emphasis on composition and color. Prerequisite: Art 3B (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

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

7A INTRODUCTION TO WATERCOLOR PAINTING	3 UNITS
The student will learn materials, methods, techniques and watch demonstrations of transparent watercolor painting, including its effects and possibilities. The student will work with the instructor to maximize watercolor painting skills during class and at home. Strongly recommended: Art 2A. 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

7B INTERMEDIATE WATERCOLOR PAINTING	3 UNITS
<i>(May be repeated 3 times)</i> Continued development of knowledge and techniques introduced in Art 7A. Emphasis on various intermediate watercolor techniques that produce different types of watercolor paintings that advance the student's skills. Strongly recommended: Art 7A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

7C ADVANCED WATERCOLOR PAINTING I	3 UNITS
<i>(May be repeated 3 times)</i> Builds upon the skills and techniques introduced in Art 7B, so that the student can solve composition problems as well as begin to utilize personal expressions. Emphasizes composition, concept and visualization skills. Strongly recommended: Art 7B. 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

7D ADVANCED WATERCOLOR PAINTING II	3 UNITS
<i>(May be repeated 3 times)</i> Continued development of skills and techniques introduced in Art 7C directed towards individual needs. Student artist is directed to develop personalized imagery and begin to settle on individual techniques. Strongly recommended: Art 7C. 2 hours lecture, 4 hours studio. Transfer: CSU; UC.	

10 DESIGN AND MATERIALS	3 UNITS
Introduction to the basic elements of design: line, texture, value, shape, color, light, and spatial concepts. Experimentation with paper, cardboard, cloth, etc. Emphasis on two dimensional design. 2 hours lecture, 4 hours studio. Transfer: CSU; UC; CSU/GE: C1; AA/AS; (CAN ART 14).	

- 11 DESIGN, MATERIALS, AND COLOR 3 UNITS**
Color theory as it applies to two and three dimensional design. 2 hours lecture, 4 hours studio. Transfer: CSU; UC; (CAN ART 22).
- 12A OIL/ACRYLIC PAINTING—BEGINNING I 3 UNITS**
Beginning projects in oil or acrylic painting with an emphasis on fundamental painting techniques and approaches. Strongly recommended: Art 2A. 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 12B OIL/ACRYLIC PAINTING—BEGINNING II 3 UNITS**
Projects in oil or acrylic painting with an emphasis on fundamental painting techniques and approaches. Prerequisite: Art 12A (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 12C OIL/ACRYLIC PAINTING—ADVANCED I 3 UNITS**
Advanced projects in oil or acrylic painting with emphasis on individual creative work and development of personal ideas and style. Prerequisite: Art 12B (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 12D OIL/ACRYLIC PAINTING—ADVANCED II 3 UNITS**
Advanced projects in oil or acrylic painting with emphasis on individual creative work and development of personal ideas and style. Prerequisite: Art 12C (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 13A ACRYLIC PAINTING—BEGINNING I 3 UNITS**
Projects in acrylic painting with an emphasis on fundamental painting techniques and approaches. Strongly recommended: Art 2A. 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 13B ACRYLIC PAINTING—BEGINNING II 3 UNITS**
Projects in acrylic painting with an emphasis on fundamental painting techniques and approaches. Prerequisite: Art 13A (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 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: Art 13B (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 13D ACRYLIC PAINTING—ADVANCED II 3 UNITS**
Advanced projects in acrylic painting with emphasis on individual creative work and development of personal ideas and style. Prerequisite: Art 13C (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 16A INTRODUCTION TO CERAMICS I 3 UNITS**
Introduction to the fundamental techniques of wheel thrown and hand constructed clay forms. Survey of clay and glaze materials and their reaction to fire. Introduction to the methods of decorating leather-hardware. 2 hours lecture, 4 hours studio. Transfer: CSU; UC; CSU/GE: C1; AA/AS; (CAN ART 6)
- 16B INTRODUCTION TO CERAMICS II 3 UNITS**
Further development of the technical skills of wheel thrown and hand constructed clay forms. Continued exploration of surface decoration using various glazing techniques and methods of slip decoration. Prerequisite: Art 16A (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.

- 16C INTRODUCTION TO CERAMICS III 3 UNITS**
Further development of technical skills with emphasis on the creative expression of form. Introduction to kiln loading and firing. Continued development of various hand constructed clay forms. Prerequisite: Art 16B (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 16D CERAMICS—INTERMEDIATE 3 UNITS**
(*May be repeated 2 times*)
Further development of technical skills of wheel thrown and hand constructed clay forms. Glaze exploration and experimentation, contemporary ceramic history. Prerequisite: Art 16C (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 16E INDIVIDUAL PROJECTS IN CERAMICS 3 UNITS**
(*May be repeated 3 times*)
Project development for Advanced Potters. Concept definition and development. Creation of a coherent body of work expressing an individual style. Refinement of techniques and skills acquired in previous courses. Individual critiques. Prerequisite: Art 16D (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio. Transfer: CSU.
- 17 BEGINNING SCULPTURE 3 UNITS**
(*May be repeated 1 time*)
Construction methods in clay through design of three dimensional and relief sculptures. Includes an introduction to ceramic art history and fundamentals of ceramic glaze and firing technology. Elements and principles of three dimensional design are emphasized in oral and written critiques. Designed for art majors as well as general education students. 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC; CSU/GE: C1; AA/AS.
- 18 WOOD AND STONE SCULPTURE 3 UNITS**
Investigation into basic materials of sculpture and their application in-the-round and in relief forms. Wood and stone are the primary materials. 2 hours lecture, 4 hours studio. Transfer: CSU; UC.
- 19 METAL SCULPTURE 3 UNITS**
Introduction to techniques of metal sculpture—welding, forging, brazing, and casting of various metals. Application to sculptural forms in relief and three dimensional statements. Strongly recommended: Art 10 and 17. 2 hours lecture, 4 hours studio. Transfer: CSU.
- 20 ALL MEDIA SCULPTURE 2 UNITS**
(*May be repeated 3 times*)
Concentrated individual studies in sculpture, designed to provide opportunity for continued investigation in the possibilities of a particular sculptural medium for the purpose of creating individual expression. Repeatable for credit if medium is changed and appropriate recommended courses are completed. 1 hour lecture, 3 hours studio. Transfer: CSU; UC; CSU/GE: C1.
- 21 INDIVIDUAL PROJECTS IN SCULPTURE 3 UNITS**
(*May be repeated 3 times*)
Projects in Sculpture for intermediate to advanced students. Building on previous knowledge and skills acquired from previous work, students will produce artwork that expresses their individual styles. Prerequisite: Art 17 (*completed with a grade "C" or higher*). 2 hours lecture, 4 hours studio.
- 33 3-D MODELING WITH FORM•Z 3 UNITS**
(*See also Art 33, Interior Design 33, Photography 33*)
Introduction to 3-dimensional digital modeling using Form•Z software. Emphasis on learning basic commands to create 3-dimensional objects including building interiors and exteriors, and defining photo-realistic views with appropriate light sources. May not receive credit if Architecture 33, Interior Design 33, or Photography 33 has been completed. 2 hours lecture, 4 hours studio. Transfer: CSU.

45 CREATIVE PORTFOLIO AND SELF-PROMOTION 2 UNITS

Development and refining of artist a portfolio and strategies for self promotion of ideas and skills to work effectively in the design world. Development of effective techniques of presentation. Selection, updating and highlighting of individual skills to present artist's portfolio to the best advantage. 2 hours lecture, 1 hour studio. Transfer: CSU.

48 PERSPECTIVE DRAWING 3 UNITS

Theory and practice of perspective in drawing and painting. Includes history, concepts and variations on the use of different mediums of perspective drawing. 2 hours lecture, 4 hours studio. Transfer: CSU.

50 INTRODUCTION TO DIGITAL DESIGN 3 UNITS

Introduction to computer hardware and software fundamentals for the graphic designer. Operations of the Macintosh computer (or system with equivalent functionality) and the current software applications for projects in graphic design. 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC.

54 ILLUSTRATING CHILDREN'S BOOKS 3 UNITS

(May be repeated 3 times)

Creation of two different children's books in any medium. Overview of the field of illustrating children's books. The relationship between words and images, page layout, character development, and illustration styles. Illustrate existing books or students' own stories. 2 hours lecture, 4 hours studio. Transfer: CSU; AA/AS.

55 INTRODUCTION TO GRAPHIC DESIGN CAREERS 2 UNITS

Opportunities in graphic design. Presentation of art work by design specialists highlighting a variety of careers and opportunities in the graphic design industry. Speakers may include designers, art directors, illustrators, and others in the graphic design industry. 2 hours. Transfer: CSU.

56 GRAPHIC DESIGN I 3 UNITS

Introduction to the field of graphic design and the use of typography. Field trips to explore industry related occupations. Assignments include creating graphic designs and advertising designs. 2 hours lecture, 4 hours studio.

57 GRAPHIC DESIGN INTERNSHIP 2 UNITS

(May be repeated 3 times)

Work experience in a graphic design studio or related environment. To be approved by the instructor and employer. Work time and hours are to be arranged by the employer and student. Position may be paid or unpaid. Prerequisite: Art 56 *(completed with a grade of "C" or higher)*. 7 hours studio. Transfer: CSU; AA/AS.

58 GRAPHIC DESIGN II 3 UNITS

Creation and production of advanced graphic designs for real clients. Prerequisite: Art 56 *(completed with a grade of "C" or higher)*. 2 hours lecture, 4 hours studio. Transfer: CSU; AA/AS.

59 GRAPHIC DESIGN III 3 UNITS

Advanced graphic design and typography, with emphasis on creating and crafting package and label designs. Prerequisite: Art 56 *(completed with a grade of "C" or higher)*. 2 hours lecture, 4 hours studio. Transfer: CSU; AA/AS.

61 ILLUSTRATION 3 UNITS

Creation and execution of conceptual ideas in illustration. Includes a variety of mediums and contemporary application styles. Emphasis on skills in draftsmanship, craftsmanship and presentation. Strongly recommended: Art 40. 2 hours lecture, 4 hours laboratory. Transfer: CSU.

65 PRESENTATION ART 3 UNITS

Development of a professional portfolio. Resume writing, job search methods and interviewing techniques. Strongly recommended: Art 40, 41, 43 and 50. 2 hours lecture, 4 hours studio. Transfer: CSU.

200 INTRODUCTION TO DRAWING AND PAINTING NON-CREDIT

Individualized program of drawing and painting for residents in skilled-nursing facilities. Application of basic principles of composition, color, and line. Study of artistic practices of diverse cultures, including African design principles and European painting. 3 hours.



ART HISTORY (ARTH)

1 INTRODUCTION TO ART

3 UNITS

Architecture, sculpture, painting, photography and design in relation to human inventiveness in providing for material and aesthetic needs; orientation to contemporary and historic art forms and principles. (Formerly ART 1; may not receive credit if ART 1 has been completed.) 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

4 ART HISTORY—ANCIENT TO GOTHIC

3 UNITS

History of Western art from prehistoric times through Egyptian, Mesopotamian, Aegean, Greek, Etruscan, Roman, Early Christian, Byzantine, Medieval, Romanesque, and Gothic civilizations. (Formerly ART 4; may not receive credit if ART 4 has been completed.) 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS; (CAN ART 2); with ARTH 5: (CAN ART SEQ A).

5 ART HISTORY—RENAISSANCE TO MODERN

3 UNITS

History of Western art from Early Renaissance through High Renaissance, Mannerism, Baroque, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, and 20th Century developments of American art. (Formerly ART 5; may not receive credit if ART 5 has been completed.) 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS; (CAN ART 4); with ARTH 4: (CAN ART SEQ A).

6 ART HISTORY—TWENTIETH-CENTURY ART

3 UNITS

History of significant Modern, Postmodern and Contemporary art movements. Lectures include discussions of works made in various media by well-known and lesser-known makers, including women artists, non-western artists, and artists of color. 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

20 HISTORY OF PHOTOGRAPHY

3 UNITS

(See also *Photography 20*)

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. (May not receive credit if Photography 20, Photography 67, or Art 67 has been completed.) (Formerly ART/PHOT 67) 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

50 ART GALLERY I: APPRENTICESHIP

1 UNIT

(May be repeated 3 times)

Learn and apply practical gallery skills while working weekly shifts in a busy art gallery environment. Meet exhibiting artists, seek community sponsors, and coordinate with campus groups to link exhibits to programs of relevant academic, cultural or social content. 3 hours laboratory. Transfer: CSU; AA/AS.

51 ART GALLERY II: MUSEUM STUDIES

4½ UNITS

(May be repeated 3 times)

Overview of museum history and theory, plus practical, hands-on instruction in skills basic to museum and gallery workers including art handling, curating, registration, preparation, exhibition and art education. Held in the Chabot Art Gallery with visits to local museums, galleries and/or historical societies. Culminates in the hanging of a large student art exhibition. (Formerly ART6; may not receive credit if ART 6 has been completed.) 3 hours lecture, 5 hours laboratory. Transfer: CSU; AA/AS.

52 ART GALLERY III: PRACTICUM

1 UNIT

(May be repeated 3 times)

Learn and apply advanced gallery skills as you work weekly shifts in a busy art gallery environment. Under the director's supervision and using new and previously learned skills, curate and present art exhibitions in the campus art gallery for the college and larger community. Emphasis on developing professional curatorial technique. Prerequisite: Art History 51 (completed with a grade of "C" or higher). 3 hours laboratory. Transfer: CSU; AA/AS.

ASTRONOMY (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 lab, Astronomy 30 is available. Strongly recommended: Mathematics 36 and Physics 2A, 4A or 10. 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS.

10 INTRODUCTION TO ASTRONOMY: THE SOLAR SYSTEM

3 UNITS

Introduction to history and physical principles of astronomy, focusing on our Solar System. Includes: constellations; distance scales; historical development of astronomy; gravitation; motion of the Earth, Moon, and Planets; astronomical tools; formation and evolution of the solar system; physical properties, atmosphere, and evolution of the Earth, Moon, and planets within the solar system; asteroids, comets, and other small bodies; discovery of extra-solar planets; possibilities for life beyond Earth. Designed for non-majors in mathematics or physical science. A companion science lab, Astronomy 30, is also available. 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS.

20 INTRODUCTION TO ASTRONOMY: STARS AND THE UNIVERSE

3 UNITS

Introduction to the study of stars, galaxies, and cosmology. Includes the nature of light and matter, telescopes, spectroscopy, stellar formation and evolution, galaxies, quasars, and cosmology. Designed for non-majors in mathematics or a physical science. A companion science lab, Astronomy 30, is also available. 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS.

30 INTRODUCTION TO ASTRONOMY LAB

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/Corequisite: Astronomy 1, 10, or 20. 3 hours laboratory. Transfer: CSU; UC, CSU/GE: B3; IGETC: Area 5A-Lab; AA/AS.

50 CONSTELLATIONS AND THE NIGHT SKY

½ UNIT

Introduction to the night sky, motions of the stars and planets, and constellations visible during the year. Mythology of constellations and star names. Applications of the scientific method studying the motions of the stars. May not be taken for credit if Astronomy 10 or 20 have been successfully completed. 10 total hours. Transfer: CSU.

AUTOMOTIVE TECHNOLOGY (ATEC)

DEGREE:

AS—AUTOMOTIVE TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT:

AUTOMOTIVE MAINTENANCE TECHNOLOGY

AUTOMOTIVE CHASSIS TECHNOLOGY

AUTOMOTIVE DRIVETRAIN TECHNOLOGY

AUTOMOTIVE ENGINE MACHINING

AUTOMOTIVE ENGINE PERFORMANCE TECHNOLOGY

The automotive technology program prepares the student for employment in many areas of the automotive field, including dealerships, independent garages, fleet shops, service stations, and specialty shops. Students enrolling in the curriculum of automotive mechanics will have the opportunity to receive instruction and “hands-on” experience in all areas of mechanical and electrical diagnostic systems and repair of current automobiles.

Automotive courses meet the needs of the beginner, the mechanic who wants to update skills and the do-it-yourself person. The automotive programs may also help students enter the automotive field in positions other than auto mechanic. The automotive department offers a two-year Associate in Science degree, three one-year technical certificates, and two two-year certificates.

AUTOMOTIVE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

The Automotive Technology Degree involves completing the core curriculum plus any one of the following Certificates: Automotive Engine Performance Technology, Automotive Engine Machining, Automotive Drivetrain Technology, Automotive Chassis Technology, or Automotive Maintenance Technology and the General Education requirements. Only one A.S. Degree in Automotive Technology may be earned.

FRESHMAN YEAR **FALL** **SPRING**

Automotive Technology 50 (Automotive Fundamentals)	2½
Automotive Technology 60* (Automotive Electrics/Electronics I)	4
Automotive Technology 65*** (Automotive Braking Systems)	3
Automotive Technology 62**** (Automotive Air Conditioning Cooling and Heating Systems)	2½
Automotive Technology 66 (Automotive Steering, Suspension and Alignment Systems)	3

SOPHOMORE YEAR

FALL **SPRING**

Automotive Technology 63A (Introduction to Engines and Machining Processes)	3
Welding Technology 70 (Introduction to Welding)	2
Emphasis options (Select from the emphasis option list below).	7–20
Total	27–40

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Automotive Technology GE Requirement.	3
<i>Complete a minimum of 3 units</i>	
Industrial Technology 74 (Measurements and Calculations)	

Total minimum units required 60

These courses are recommended as preparation for the following California State and BAR tests for

- * Smog Check Technician License
- *** Brake Adjusters License
- **** Air Conditioning Refrigeration Recovery and Recycling Certification

Emphasis 1 - Maintenance, add:

Automotive Technology 61 (Fuel Induction Systems)	4 units
Automotive Technology 64A (Manual Drive Train and Axel Assemblies).	3 units
Automotive Technology 64B (Automatic Transmission/ Transaxel Assemblies)	3 units
Automotive Technology 71 (Powertrain and Vehicle Performance) OR	
Automotive Technology 71A (Powertrain and Vehicle Performance I) and	
Automotive Technology 71B (Powertrain and Vehicle Performance II)	8 units

Emphasis 2 - Chassis, add:

Automotive Technology 63A (Introduction to Engines and Machining Processes)	3 units
Machine Tool Technology 60A (Machine Tool Technology I)	4 units

Emphasis 3 - Drivetrain, add:

Automotive Technology 61 (Fuel Induction Systems)	4 units
Automotive Technology 64A (Manual Drive Train and Axel Assemblies).	3 units
Automotive Technology 64B (Automatic Transmission/ Transaxel Assemblies)	3 units

Emphasis 4 - Engine Machining, add:

Automotive Technology 63B (Engines, Machining and Assembly Processes)	3 units
Machine Tool Technology 60A (Machine Tool Technology I)	4 units

Emphasis 5 Engine Performance, add:

Automotive Technology 61 (Fuel Induction Systems)	4 units
Automotive Technology 63B (Engines, Machining and Assembly Processes)	3 units
Automotive Technology 68 (California BAR Basic and Advanced Clean Air Car Course).	5 units
Automotive Technology 71 (Powertrain and Vehicle Performance) OR	
Automotive Technology 71A (Powertrain and Vehicle Performance I) and	
Automotive Technology 71B (Powertrain and Vehicle Performance II)	8 units

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AUTOMOTIVE MAINTENANCE TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

FRESHMAN YEAR FALL SPRING

Automotive Technology 50 (Automotive Fundamentals)	2½
Automotive Technology 60* (Automotive Electrics/Electronics)	4
Automotive Technology 61 (Fuel Induction Systems)	4
English 1A (Critical Reading and Composition) or English 52A (Essentials of Communication) or English 70 (Report Writing) or Equivalent/Competency	3
Automotive Technology 71 */** (Powertrain and Vehicle Performance) or Automotive Technology 71A (Powertrain and Vehicle Performance I) and Automotive Technology 71B (Powertrain and Vehicle Performance II).	8
Industrial Technology 74 (Measurements and Calculations) or Equivalent/Competency	3

SOPHOMORE YEAR FALL SPRING

Automotive Technology 65*** (Automotive Braking Systems)	3
Welding Technology 70 (Introduction to Welding)	2
Automotive Technology 62**** (Automotive Air Conditioning Cooling and Heating Systems)	2½
Automotive Technology 66 (Automotive Steering, Suspension, and Alignment Systems)	3
Total	35

These courses are recommended as preparation for the following California State and BAR tests for

- * Smog Check Technician License
- ** Lamp Adjuster License
- *** Brake Adjusters License
- **** Air Conditioning Refrigeration Recovery and Recycling Certification

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AUTOMOTIVE CHASSIS TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Automotive Technology 50 (Automotive Fundamentals)	2½
Automotive Technology 60* (Automotive Electrics/Electronics)	4
Automotive Technology 65*** (Automotive Braking Systems)	3
English 1A (Critical Reading and Composition) or English 52A (Essentials of Communication) or English 70 (Report Writing) or Equivalent/Competency	3
Automotive Technology 66 (Automotive Steering, Suspension, and Alignment Systems)	3

Industrial Technology 74 or Equivalent/Competency (Measurements and Calculations)	3
Welding Technology 70 (Introduction to Welding)	2
Total	20½

These courses are recommended as preparation for the following California State and BAR tests for

- * Smog Check Technician License
- *** Brake Adjusters License

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AUTOMOTIVE DRIVETRAIN TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Automotive Technology 50 (Automotive Fundamentals)	2½
Automotive Technology 60* (Automotive Electrics/Electronics)	4
Automotive Technology 64A (Manual Drivetrain and Axle Assemblies)	3
English 1A (Critical Reading and Composition), or English 52A (Essentials of Communication), or English 70 (Report Writing) or Equivalent/Competency	3
Automotive Technology 64B (Automatic Transmission/Transaxle Assemblies)	3
Industrial Technology 74 (Measurements and Calculations) or Equivalent/Competency	3
Welding Technology 70 (Introduction to Welding)	2
Total	20½

This course is recommended as preparation for the following California State and BAR tests for

- * Smog Check Technician License

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AUTOMOTIVE ENGINE MACHINING

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Automotive Technology 50 (Automotive Fundamentals)	2½
Automotive Technology 63A (Introduction to Engines and Machining Processes)	3
English 1A (Critical Reading and Composition), or English 52A (Essentials of Communication) or English 70 (Report Writing) or Equivalent/Competency	3
Industrial Technology 74 (Measurements and Calculations) or Equivalent/Competency	3

Automotive Technology 63B (Engines, Machining and Assembly Processes)	3
Machine Tool Technology 60A (Machine Tool Technology I)	4
Welding Technology 70 (Introduction to Welding)	2
Total	20½

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AUTOMOTIVE ENGINE PERFORMANCE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

FRESHMAN YEAR FALL SPRING

Automotive Technology 50 (Automotive Fundamentals)	2½
Automotive Technology 60*/*** (Automotive Electrics/Electronics)	4
Automotive Technology 61* (Fuel Induction Systems)	4
English 1A (Critical Reading and Composition) or English 52A (Essentials of Communication) or English 70 (Report Writing) or Equivalent/Competency	3
Automotive Technology 71 */** (Powertrain and Vehicle Performance) or Automotive Technology 71A (Powertrain and Vehicle Performance I) and Automotive Technology 71B (Powertrain and Vehicle Performance II)	8
Automotive Technology 62**** (Automotive Air Conditioning Cooling and Heating Systems)	2½
Industrial Technology 74 or Equivalent/Competency (Measurements and Calculations)	3

SOPHOMORE YEAR FALL SPRING

Automotive Technology 63A (Introduction to Engines and Machining Processes)	3
Automotive Technology 68 (California BAR Basic and Advanced Clean Air Car Course)	5
Automotive Technology 63B (Engines, Machining and Assembly Processes)	3
Welding Technology 70 (Introduction to Welding)	2
Total	40

These courses are recommended as preparation for the following California State and BAR tests for

- * Smog Check Technician License
- ** Lamp Adjuster License
- *** Brake Adjusters License
- **** Air Conditioning Refrigeration Recovery and Recycling Certification

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AUTOMOTIVE TECHNOLOGY (ATEC)

50 AUTOMOTIVE FUNDAMENTALS 2½ UNITS

(May be repeated 3 times)

Automotive industry fundamentals including engine operating principles; engine teardown and diagnosis; fastener recognition, use and repair; hand tool identification and usage; electrical fundamentals; service information access and use; automotive chemical and fluid applications; hazardous waste handling; general shop equipment usage, and shop safety. 1½ hours lecture, 3½ hours laboratory. Transfer: CSU.

52 AUTOMOTIVE CAREER EXPLORATION 1 UNIT

Researching current career pathways related to the automotive industry including job opportunities, salary expectations, and training expectations. 1 hour.

60 AUTOMOTIVE ELECTRICS/ELECTRONICS 4 UNITS

(May be repeated 3 times)

Automotive electrical/electronic systems. Basic electrical circuits, components, battery, starting, charging, and basic wiring systems. Electrical components and the use of basic wiring diagrams for trouble shooting systems. Repair of wiring circuits and correct use of diagnostic equipment. Prerequisite: Automotive Technology 50 (may be taken concurrently). Strongly recommended: Automotive Technology 61, Industrial Technology 74. 2½ hours lecture, 5½ hours laboratory.

61 FUEL INDUCTION SYSTEMS 4 UNITS

(May be repeated 3 times)

Introduction to the principles of automotive fuel induction systems, including the inspection, diagnosis, and evaluation of fuel storage, fuel pumps, carburetion, intake manifolds, combustion theory, exhaust analysis, engine operation principles and introduction to fuel injection systems. Prerequisite: Automotive Technology 50 (maybe taken concurrently). Strongly recommended: Automotive Technology 60. 2½ hours lecture, 5½ hours laboratory. Transfer: CSU.

62 AUTOMOTIVE AIR CONDITIONING, COOLING AND HEATING SYSTEMS 2½ UNITS

(May be repeated 3 times)

Diagnosis, testing, adjustment, and repair of air conditioning, cooling and heating systems. Includes heat and energy, psychometrics, air flow, refrigerant recycling, equipment and controls. Strongly recommended: Automotive Technology 60 (may be taken concurrently). 1½ hours lecture, 4 hours laboratory.

63A INTRODUCTION TO ENGINES AND MACHINING PROCESSES 3 UNITS

(May be repeated 3 times)

Diagnosis, inspection and repair of various engine types; machining operations, use of instruments and automotive machinist equipment in repairing engines, valve train assemblies and cylinder head reconditioning, cooling and lubrication system fundamentals. Prerequisite: Automotive Technology 50 (may be taken concurrently) or equivalent. Strongly recommended: Industrial Technology 74. 1½ hours lecture, 5 hours laboratory. Transfer: CSU.

63B ENGINES, MACHINING AND ASSEMBLY PROCESSES 3 UNITS

(May be repeated 3 times)

Continuation of Automotive Technology 63A with emphasis on cylinder head assembly, camshaft design and servicing, inspection, machining operations, and reconditioning of engine blocks including final assembly and installation of engines. Prerequisite: Automotive Technology 63A (completed with a grade of "C" or higher). 1½ hours lecture, 5 hours laboratory. Transfer: CSU.

64A MANUAL DRIVE TRAIN AND AXLE ASSEMBLIES 3 UNITS

(May be repeated 3 times)
 Diagnosis, inspection, repair, and adjustment of automotive manual drive train and axle assemblies. Includes manual transmissions/transaxles, final drives, rear axle assemblies, clutches, viscous couplings, two, four and all-wheel drive assemblies. Prerequisite: Automotive Technology 50 (may be taken concurrently) or equivalent. Strongly Recommend: Industrial Technology 74. 1½ hours lecture, 5 hours laboratory. Transfer: CSU.

64B AUTOMATIC TRANSMISSION/ TRANSAXLE ASSEMBLIES 3 UNITS

(May be repeated 3 times)
 Diagnosis, inspection, repair, and adjustment of automatic transmission/transaxle assemblies. Includes the study of torque converters, friction materials, hydraulics, gear trains, manual and electronic controls. Prerequisite: Automotive Technology 50 (may be taken concurrently) or equivalent. Strongly Recommend: Industrial Technology 74 (may be taken concurrently). 1½ hours lecture, 5 hours laboratory. Transfer: CSU.

65 AUTOMOTIVE BRAKING SYSTEMS 3 UNITS

(May be repeated 3 times)
 Diagnosis, inspection, repair, and adjustment of modern automotive brakes and anti-lock braking systems. Includes theory of operation, the study of basic laws of hydraulics, methods of repair, and diagnosis, brake service equipment. Prerequisite: Automotive Technology 50 (May be taken concurrently) or equivalent. Strongly Recommend: Industrial Technology 74 (may be taken concurrently). 1½ hours lecture, 5 hours laboratory. Transfer: CSU.

66 AUTOMOTIVE STEERING, SUSPENSION, AND ALIGNMENT SYSTEMS 3 UNITS

(May be repeated 3 times)
 Diagnosis, inspection, repair, and adjustment of modern automotive steering, suspension and alignment systems. Includes theory of operation, the study of common automotive steering and suspension systems, wheel alignment principles, methods of diagnosis, adjustment and repair, suspension service equipment. Prerequisite: Automotive Technology 50 (may be taken concurrently) or equivalent. Strongly Recommend: Automotive Technology 65, Industrial Technology 74 (may be taken concurrently). 1½ hours lecture, 5 hours laboratory. Transfer: CSU.

68 CALIFORNIA BAR BASIC AND ADVANCED CLEAN AIR CAR COURSE 5 UNITS

(May be repeated 3 times)
 Motor vehicle emission inspection and maintenance. Includes the Bureau of Automotive Repair (BAR) requirements for the Basic Clean Air Car Course (BCACC) and the Advanced Clean Air Car Course (ACACC). The BCACC includes BAR regulations, Smog Check test procedures, an overview of emissions control devices, and current OBDII requirements and updates. The ACACC includes the Dyno Transition and Advanced Emissions Diagnosis requirements. Required for eligibility to take the State Licensing exam at completion of the course: one year trade experience in emissions/tune up, or nine semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school. Automotive Service Excellence (ASE) certification in the Electrical (A6), Engine Performance (A8), and Advanced Engine Performance (L1) also required in order to take the State Exam. The BAR A6, A8, and L1 ASE alternative courses are not included in this course. 4 hours lecture, 4 hours laboratory.

71 POWERTRAIN AND VEHICLE PERFORMANCE 8 UNITS

(May be repeated 3 times)
 Continued study of electrical/electronic and fuel control systems, including engine management systems, emission control systems, emissions testing, drivability and vehicle performance diagnosis and repair.

Prerequisites: Automotive Technology 60 and 61. 5 hours lecture, 11 hours laboratory.

71A POWERTRAIN AND VEHICLE PERFORMANCE I 4 UNITS

(May be repeated 3 times)
 Continued study of electrical and electronic systems, including computer management systems, drivability and vehicle performance diagnosis and repair related to electrical system problems. May not receive credit if Automotive Technology 71 has been completed. Prerequisites: Automotive Technology 60 and 61. 2½ hours lecture, 5½ hours laboratory.

71B POWERTRAIN AND VEHICLE PERFORMANCE II 4 UNITS

(May be repeated 3 times)
 Continued study of electrical/electronic and fuel control systems, including engine management systems, emission control systems, emissions testing, drivability and vehicle performance diagnosis and repair. May not receive credit if Automotive Technology 71 has been completed. Prerequisite: Automotive Technology 71A. 2½ hours lecture, 5½ hours laboratory.

BEHAVIORAL SCIENCE

**DEGREE:
 AA-BEHAVIORAL SCIENCE (GENERAL)**

This major is highly recommended for transfer students because it provides a basic foundation for subsequent specialization in many liberal arts fields of study. It is strongly based in the international arena. The value of the degree is now recognized by business and industry as it requires a variety of skills demanded in business, education, health, law, and government, as well as the social services. The general studies student should market educational accomplishments as a collection of career transferable skills in communication, the global arena, public service, problem solving, production and personnel management.

BEHAVIORAL SCIENCE (GENERAL)

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Anthropology 1 (Physical Anthropology)	3	
Psychology 1 (General Psychology).	3	
Sociology 1 (Principles of Sociology)	3	

SOPHOMORE YEAR	FALL	SPRING
Courses from the following list for a total of 9:	9	
Anthropology		
Psychology (with the exception of Psychology 50)		
Sociology		
Total		18

General Education Courses
 For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

BIOLOGICAL SCIENCES

ANATOMY (ANAT)

1 GENERAL HUMAN ANATOMY 5 UNITS
 Structure and function of the human body with emphasis on microscopic and gross anatomy. Microscopic examination of normal and pathological tissues, and dissection, supplemented by use of charts, models, and computer assisted instruction. Prerequisite: Biology 31 or equivalent course (completed with a grade of "C" or higher). Strongly recommended: Eligibility for English 1A. 3 hours lecture, 6 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: 5B & Lab; AA/AS; (CAN BIOL 10).

BIOLOGY

DEGREE:
AA—BIOLOGY
AA—BIOLOGY (EMPHASIS IN ALLIED HEALTH)

Biologists study the origin, development, anatomy, physiology, ecology and other basic principles of plants and animals. Various areas of specialization are available to biologists in research, manufacturing, teaching, natural resource management, consulting and administration. Biologists are usually classified according to specialty, i.e., microbiologists, ecologists, physiologists, zoologists, botanists. Preparation for some entry level jobs in these and other areas generally requires a bachelor's degree. Students interested in a career in biology should plan to obtain a master's or doctorate degree.

In today's workplace, most allied health care professionals are expected to have a solid science foundation in basic chemistry, human structure and function, and the microbial world. With a strong science background, students develop a basic understanding of the physical and physiological interrelationships which exist between organs, tissues and cells and how microorganisms can be beneficial and sometimes harmful to humans.

BIOLOGY
 ASSOCIATE IN ARTS DEGREE
(2008-09 ONLY)

FRESHMAN YEAR	FALL	SPRING
Chemistry 1A (General College Chemistry)	5	
Chemistry 1B (General College Chemistry)	5	
Biology 2A (Principles of Biology I)	5	
SOPHOMORE YEAR	FALL	SPRING
Biology 2B (Principles of Biology II)	5	
Physics 2A (Introduction to Physics I)	4	
Physics 2B (Introduction to Physics II)	4	
Total		28

(BEGINNING FALL 2009)

FRESHMAN YEAR	FALL	SPRING
Biology 6 (Principles of Plant Biology and Ecology)	4	
Chemistry 1A (General College Chemistry I)	5	
Chemistry 1B (General College Chemistry II)	5	
Biology 4 (Principles of Animal Biology and Evolution)	4	
SOPHOMORE YEAR	FALL	SPRING
Biology 2 (Principles of Cell/Molecular Biology and Genetics)	5	
Physics 2A (Introduction to Physics I)	4	
Physics 2B (Introduction to Physics II)	4	
Total		31

General Education Courses
 For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

BIOLOGY
(EMPHASIS IN ALLIED HEALTH)
 ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Anatomy 1 (General Human Anatomy)	5	
Chemistry 30A (Introductory and Applied Chemistry I)	4	
Chemistry 30B (Introductory and Applied Chemistry II)	4	
SOPHOMORE YEAR	FALL	SPRING
Microbiology 1 (Microbiology)	5	
Physiology 1 (Human Physiology)	5	
Total		23

General Education Courses
 For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

BIOLOGY (BIOL)

2 PRINCIPLES OF CELL/MOLECULAR BIOLOGY AND GENETICS 5 UNITS

Principles of the structure and function of biological molecules, viruses, prokaryotic, and eukaryotic cells with emphasis on homeostasis, cell reproduction and its controls, molecular and transmission genetics, control of gene expression and interactions, genetic control of pattern formation in development, and cell metabolism. Prerequisite: Biology 4 or 6 and Chemistry 1A or equivalent (completed with a grade of "C" or higher). Strongly recommended: eligibility for English 1A. Intended for biological sciences majors. 3 hours lecture, 6 hours laboratory. Transfer: CSU; CSU/GE: B2, B3; AA/AS.

2A PRINCIPLES OF BIOLOGY I 5 UNITS

Biological processes with emphasis upon the cellular level of organization. Course is for biology majors and pre-professional students, i.e., premedical, pre-dental, pre-physical therapy. Topics include organic chemistry; origin of life; structure and function of prokaryotic and eucaryotic cells; cell membrane dynamics, enzyme structure and function; DNA, RNA, protein synthesis; Operon model; respiration; photosynthesis; Darwinism; cell division; genetics; evolution, speciation. Prerequisite: Chemistry 1A* (completed with a grade of "C" or higher). Strongly recommended: Biology 31* (completed with a grade of "C" or higher) and eligibility for English 1A or 52A. 3 hours lecture, 6 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS; (CAN BIOL 2).

2B PRINCIPLES OF BIOLOGY II**5 UNITS**

Biological process at the organismal level are studied with emphasis placed on the whole organism and higher levels of organization. Topics include taxonomy; anatomy and physiology of selected invertebrates and vertebrates; structure and function of representative protists, fungi, nonvascular and vascular plants with emphasis on green plants; development; ecological principles; contemporary environmental issues. Prerequisite: Biology 2A* (*completed with a grade of "C" or higher*). Strongly recommended: Eligibility for English 1A or 52A. 3 hours lecture, 6 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS.

4 PRINCIPLES OF ANIMAL BIOLOGY AND EVOLUTION**4 UNITS**

Principles of the diversity, structure and function of heterotrophic organisms—animals, protists, and fungi with emphasis on homeostasis, development, phylogeny, taxonomy, and systematics. Principles of evolution, evolutionary history, and population genetics. Intended for biological sciences majors. Strongly recommended: eligibility for English 1A. 3 hours lecture, 3 hours laboratory. Transfer: CSU; CSU/GE: B2, B3; AA/AS.

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. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS.

6 PRINCIPLES OF PLANT BIOLOGY AND ECOLOGY**4 UNITS**

Principles of the diversity, structure and function of plants, autotrophic protists, and bacteria with emphasis on cell reproduction, alternation of generations, homeostasis, development, phylogeny, taxonomy, and systematics. Principles of ecology including conservation biology. Intended for biological sciences majors. Strongly recommended: eligibility for English 1A. 3 hours lecture, 3 hours laboratory. Transfer: CSU; CSU/GE: B2, B3; AA/AS.

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

Basic principles of biology, cell biology, and genetics, 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 or the biomedical sciences. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS.

20 CONTEMPORARY HUMAN BIOLOGY**3 UNITS**

Human organism, with emphasis placed on human's origin and evolutionary legacy, the relationship with the environment, and the ethical implications of biological discoveries in science. 3 hours. Transfer: CSU; UC; CSU/GE: B2; IGETC: 5B; AA/AS.

25 HUMAN HEREDITY AND EVOLUTION**3 UNITS**

Fundamental concepts underlying heredity and evolution with a focus on the human species. Includes cell division, reproduction, molecular genetics, inheritance, population genetics, and evolution. Contemporary topics such as reproductive technologies, biotechnology, gene therapy, prenatal diagnosis, bioethics, and the genetics of cancer will be explored. 3 hours. Transfer: CSU; UC; CSU/GE: B2; IGETC: Area 5B; AA/AS.

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. Geared towards Biology majors and Allied Health students. Strongly recommended: Mathematics 65 or 65A and eligibility for English 1A. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS.

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.

50 ANATOMY AND PHYSIOLOGY**4 UNITS**

Structure and function of the human body is 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. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS.

BIOTECHNOLOGY (BIOT)**20 CHEMISTRY FOR BIOTECHNOLOGY****4 UNITS**

This course covers the basic concepts of inorganic and organic chemistry, and biochemistry as they apply to the human body. Included are concepts such as properties of aqueous systems, equilibrium, acid-base reactions, proteins, nucleic acids and catabolic processes. There is an emphasis on safety and proper technique. This course satisfies the requirements of the biotechnology program. Strongly recommended: Math 65 or 65B or 65L (*completed with grade of "C" or higher*) and eligibility for English 1A. 3 hours lecture, 3 hours laboratory. Transfer: CSU; CSU/GE: B1, B3; AA/AS.

30 BASIC BIOTECHNOLOGY: INTRODUCTION TO CELL AND MOLECULAR BIOLOGY**4 UNITS**

Basic biological concepts, for example, measuring volume and mass, preparing solutions, performing aseptic technique, using micropipettors, operating a spectrophotometer, microscope, pH meter, and electrophoresis apparatus. Also included are culture techniques and concepts of recombinant DNA. Strongly recommended: Mathematics 65 or 65B or 65L (*completed with grade of "C" or higher*) or appropriate skill level as demonstrated by the mathematics placement test, CAS 8 or CSCI 8 or equivalent and eligibility for English 1A. 3 hours lecture, 3 hours laboratory. Transfer: CSU; CSU/GE: B2, B3; AA/AS.

ENVIRONMENTAL SCIENCE (ENSC)**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. Environmental Science 10, 11, and 12 may be combined for a maximum of 4 units. 3 hours lecture. Transfer: CSU; UC; CSU/GE: B2; IGETC: Area 5B; AA/AS.

11 HUMANS AND THE ENVIRONMENT WITH LABORATORY**4 UNITS**

Identification of the 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. Environmental Science 10, 11, and 12 may be combined for a maximum of 4 units. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS.

12 CURRENT ISSUES IN ENVIRONMENTAL SCIENCE**3 UNITS**

Identification of problems created by humans' modification of their environment. Examination of human population growth through history, resource use, and pollution. Introduction of fundamental concepts of matter, energy, and ecology with emphasis on application of these concepts to a range of contemporary environmental issues. Environmental Science

10, 11, and 12 may be combined for a maximum of 4 units. 3 hours. Transfer: CSU; CSU/GE: E, AA/AS.

MICROBIOLOGY (MICR)

1 MICROBIOLOGY

5 UNITS

Bacteria, fungi, protozoans, parasites, and viruses with an emphasis on their relationship to humans. Cultivation, control, metabolism, body's defense against disease, microbial genetics, laboratory tests, and contemporary diseases are discussed. Methods used in the laboratory include staining, investigation, cultivation, identification of unknowns, and sensitivity testing. Prerequisite: Biology 31 and Chemistry 30A or Chemistry 1A (*both completed with a grade of "C" or higher*). Strongly recommended: Anatomy 1, eligibility for English 1A. 3 hours lecture, 6 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS. (CAN BIOL 14).

PHYSIOLOGY (PHSI)

1 HUMAN PHYSIOLOGY

5 UNITS

Cellular and systemic body functions. Emphasis placed on physico- and electro-chemical and clinical methods, collection and analysis of data, extrapolations and conclusions. Working models, including human responses, computer simulations are studied. Prerequisite: Chemistry 30A and Anatomy 1 (*both completed with a grade of "C" or higher*). Strongly recommended: Chemistry 30B, eligibility for English 1A. 3 hours lecture, 6 hours laboratory. Transfer: CSU; UC; CSU/GE: B2, B3; IGETC: Area 5B & Lab; AA/AS (CAN BIOL 12).

2 PATHOPHYSIOLOGY

3 UNITS

Pathophysiological processes in selected disease states in the following systems of the human body; endocrine, renal, circulatory, respiratory, gastrointestinal, musculoskeletal, integumentary, and neurological. Purpose and results of supporting laboratory, radiological, and other appropriate diagnostic studies used in confirming the presence or absence of the selected disease states. Critical thinking exercises. Prerequisites: Satisfactory completion of Physiology 1 and Microbiology 1 (or equivalent) and: (1) satisfactory completion of (or concurrent enrollment in) Nursing 69 and Nursing 70 and possession of a valid California LVN license, or possession of a valid California RN license, or satisfactory completion (75% or higher) of all required nursing courses in the first year of the nursing curriculum and concurrent enrollment in the third semester of the nursing program. 3 hours lecture. Transfer: CSU.

2L PHYSICAL ASSESSMENTS

½–1 UNIT

Methodologies employed in physical assessment in the clinical setting. Focus on breast and testicular examination, and advanced technique utilized in assessing the status of neurological cardiac, and peripheral vascular, thoracic, musculoskeletal, integumentary, and abdominal systems. Laboratory and diagnostic tests (such as techniques of respiratory arterial blood gas analyzes, pulse oximetry, and basic cardiac dysrhythmia interpretation). Health data base interviewing. Prerequisites: Satisfactory completion of Physiology 1 and Microbiology 1 (or equivalent) and: (1) satisfactory completion of (or concurrent enrollment in) Nursing 69 and Nursing 70, possession of a valid California LVN license, or satisfactory completion of all required nursing courses in the first year of the nursing curriculum, and concurrent enrollment in the third semester of the nursing program and Physiology 2, or possession of a valid California RN license. ½–3 hours laboratory. Transfer: CSU.



BUSINESS (BUS)

(Other Business-related programs appear under the headings of Computer Application Systems and Real Estate.)

DEGREE:

AS—ACCOUNTING

AA—BUSINESS ADMINISTRATION

AS—BUSINESS

AS—RETAIL MANAGEMENT

CERTIFICATE OF ACHIEVEMENT:

ACCOUNTING TECHNICIAN

MANAGEMENT

MARKETING

RETAIL MANAGEMENT

CERTIFICATE OF PROFICIENCY:

RETAILING

SMALL BUSINESS MANAGEMENT

CERTIFICATE:

BOOKKEEPING

The curriculum offers the student general business preparation for gainful employment in various business responsibilities and prepares for transfer to four-year institution. A broad foundation of basic principles in business operation and management is provided. For more information about Business programs, visit www.chabotcollege.edu or e-mail LearnBusiness@chabotcollege.edu.

The accounting curriculum provides training for employment as accounting clerks, accounts payable clerks, payroll specialists, accounts receivable clerks, accountants and bookkeepers in the accounting departments of profit and non-profit organizations, and as junior accountants in the public accounting field.

ACCOUNTING

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR	FALL	SPRING
Business 1A (Financial Accounting)	4	
Business 12 (Introduction to Business)	3	
Business 16 (Business Mathematics)	3	
Business 1B (Managerial Accounting)	4	
Computer Application Systems 54A (Microsoft Excel® I)	3	
SOPHOMORE YEAR	FALL	SPRING
Business 10 (Business Law)	4	
Business 3 (Income Tax Accounting)	4	
Business 83 (Computerized Accounting using Excel and QuickBooks)	2	
Option*	9	
Total		36

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Accounting GE Requirement	3
<i>Complete a minimum of 3 units</i>	
Business 14 (Business Communications)	
Total minimum units required	60

* *Select any six units from Option I:*

Business 2 (Intermediate Accounting)	3 units
Business 4 (Cost Accounting)	3 units
Business 8 (Payroll Accounting)	3 units

Select any three units from Option II:

Business 43 (Personal Financial Planning)	3 units
Business 81 (Introduction to Investments)	3 units

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

BUSINESS

ASSOCIATE IN SCIENCE DEGREE

The core curriculum for the Business Associate in Science Degree involves completing the courses below and the general education requirements. Students may enroll in one of the three areas of emphasis: General Business, Management, or Marketing. Only one Associate in Science Degree in Business may be earned.

FRESHMAN YEAR	FALL	SPRING
Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
Business 10 (Business Law)	4	
Business 12 (Introduction to Business)	3	
Business 16 (Business Mathematics)	3	
Business 22 (Introduction to Management)	3	

SOPHOMORE YEAR	FALL	SPRING
Business 36 (Introduction to Marketing)	3	
Business 40 (International Business)	3	
Computer Application Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems) or Computer Application Systems 54A (Microsoft Excel I)	3	
Emphasis (Select from the areas of emphasis below. Only one A.S. degree in Business may be earned.)	9	
Total		34-45

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Business GE Requirement	3
<i>Complete a minimum of 3 units</i>	
Business 14 (Business Communications)	
Total minimum units required	60

Emphasis 1 - General Business

Select a minimum of 9 units from any other business classes

Emphasis 2 - Management

Business 21 (Human Resource Management)..... 3 units

Select a minimum of 6 units from the following options:

- Business 26 (Small Business Management)..... 3 units
- Business 42 (Green Business Practices) 3 units
- Business 50A (Skills for Supervisors) 1 unit
- Business 50B (Business Etiquette & Professionalism) 1 unit
- Business 50C (Interviewing for Success) 1 unit
- Business 50D (Resumes and Job Application Letters) 1 unit
- Business 50E (Business Email) 1 unit
- Business 50F (Developing a Business Plan) 1 unit
- Business 50G (Negotiating Skills)..... 1 unit
- Business 50H (Practical Business Ethics) 1 unit
- Business 50J (Time Management Skills) 1 unit
- Business 50K (Listening Skills) 1 unit
- Business 50L (Careers in Business) 1 unit
- Business 50M (Workplace Diversity) 1 unit
- Business 95/Work Experience 95 1-3 units
(Work Experience)
- Business 96/Work Experience 96 1 unit
(Work Experience Seminar)
- Psychology 1 (General Psychology)..... 3 units

Emphasis 3 - Marketing

Business 34 (Introduction to Advertising)..... 3 units

Select a minimum of 6 units from the following options:

- Business 26 (Small Business Management)..... 3 units
- Business 31 (Professional Selling) 3 units
- Business 32 (Retail Store Management) 3 units
- Business 50A (Skills for Supervisors)..... 1 unit
- Business 50B (Business Etiquette & Professionalism) 1 unit
- Business 50C (Interviewing for Success) 1 unit
- Business 50D (Resumes and Job Application Letters) . . . 1 unit
- Business 50E (Business Email) 1 unit
- Business 50F (Developing a Business Plan)..... 1 unit
- Business 50G (Negotiating Skills)..... 1 unit
- Business 50H (Practical Business Ethics) 1 unit
- Business 50J (Time Management Skills)..... 1 unit
- Business 50K (Listening Skills) 1 unit
- Business 50L (Careers in Business) 1 unit
- Business 50M (Workplace Diversity) 1 unit
- Business 95/Work Experience 95 1-3 units
(Work Experience)
- Business 96/Work Experience 96 1 unit
(Work Experience Seminar)
- Computer Application Systems 82 3 units
(Designing Web Pages)

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

BUSINESS ADMINISTRATION

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Business 1A (Financial Accounting)	4	
Business 12 (Introduction to Business)	3	
Economics 1 (Principles of Microeconomics)	3	
Business 1B (Managerial Accounting)		4
Economics 2 (Principles of Macroeconomics)		3
Mathematics 32 (Calculus for Business and Social Sciences) or Mathematics 1 (Calculus I)		4-5

SOPHOMORE YEAR FALL SPRING

Business 10 (Business Law)	4	
Mathematics 35 (Statistics for Business Majors) or Mathematics 43 (Introduction to Probability And Statistics)	4-5	
Computer Application Systems 50 (Introduction to Computer Application Systems) or Computer Application Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy)	3	
Total	32-34	

General Education Courses
For specific General Education courses refer to catalog section on
Graduation Requirements.
Total minimum units required **60**

The above listing is a suggested sequence only. Some courses may have pre-requisites. Students may take courses in any sequence except where a prerequisite applies.

Completion of this program satisfies lower division major preparation for Business at California State University, East Bay. Lower division requirements vary by transfer school. Please see a counselor for transfer requirements for specific institutions.

RETAIL MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
English 70 (Report Writing)	3	
Business 16 (Business Mathematics)	3	

SOPHOMORE YEAR FALL SPRING

Business 21 (Human Resource Management)	3	
Business 28 (Human Relations in the Workplace)	3	
Business 36 (Introduction to Marketing)	3	
Business 22 (Introduction to Management)	3	
Business 32 (Retail Store Management)	3	
Computer Application Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)	3	
Total	27-28	

GENERAL EDUCATION UNITS FOR A.S. DEGREE **19**

For specific A.S. General Education courses refer to catalog section on
A.S. Graduation Requirements.

- General Education Courses (Areas A-E) 16
- Retail Management Requirement 3
- Complete a minimum of 3 units
- Business 14 (Business Communications)

Total minimum units required **60**

The above listing is a suggested sequence only. Some courses may have pre-requisites. Students may take courses in any sequence except where a prerequisite applies.

ACCOUNTING TECHNICIAN

CERTIFICATE OF ACHIEVEMENT

CORE COURSES	FALL	SPRING
Business 1A (Financial Accounting)	4	
Business 14 (Business Communications)	3	
Computer Application Systems 54A (Microsoft Excel® I)	3	
Business 1B (Managerial Accounting)	4	
Business 3 (Income Tax Accounting)	4	
Business 8 (Payroll Accounting)	3	
Business 83 (Computerized Accounting using Excel and QuickBooks)	2	
Total	23	

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

MARKETING

CERTIFICATE OF ACHIEVEMENT

CORE COURSES	FALL	SPRING
Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
Business 12 (Introduction to Business)	3	
Business 14 (Business Communications)	3	
Business 36 (Introduction to Marketing)	3	
Business 34 (Introduction to Advertising)	3	
Option*	6	
Total	21-22	

* Select a minimum of six units from the following

Business 16 (Business Mathematics)	3 units
Business 22 (Introduction to Management)	3 units
Business 31 (Professional Selling)	3 units
Business 32 (Retail Store Management)	3 units
Business 40 (International Business)	3 units
Business 42 (Green Business Practices)	3 units
Business 50A (Skills for Supervisors)	1 unit
Business 50B (Business Etiquette and Professionalism)	1 unit
Business 50C (Interviewing for Success)	1 unit
Business 50D (Resumes and Job Application Letters)	1 unit
Business 50E (Business Email)	1 unit
Business 50F (Developing a Business Plan)	1 unit
Business 50G (Negotiating Skills)	1 unit
Business 50H (Practical Business Ethics)	1 unit
Business 50J (Time Management Skills)	1 unit
Business 50K (Listening Skills)	1 unit
Business 50L (Careers in Business)	1 unit
Business 50M (Workplace Diversity)	1 unit
Business 95/Work Experience 95 (Work Experience)	1-3 units
Business 96/Work Experience 96 (Work Experience Seminar)	1 unit

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

RETAIL MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

This certificate is developed in accordance with the Western Association of Food Chains' new *W AFC Retail Management Certificate Program*, a program that has been fully endorsed by the Western Association of Food Chains

and its member companies. The certificate's curriculum was developed out of a collaborative effort between several industry and college professionals and encompasses several business essentials, including the "soft skills" of management and communication required for career success in the retail industry.

CORE COURSES	FALL	SPRING
Business 16 (Business Mathematics)	3	
Business 21 (Human Resource Management)	3	
Business 28 (Human Relations in the Workplace)	3	
Business 36 (Introduction to Marketing)	3	
English 70 (Report Writing)	3	
Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
Business 14 (Business Communications)	3	
Business 22 (Introduction to Management)	3	
Business 32 (Retail Store Management)	3	
Computer Application Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)	3	
Total	30-31	

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

CORE COURSES	FALL	SPRING
Business 12 (Introduction to Business)	3	
Business 21 (Human Resource Management)	3	
Business 22 (Introduction to Management)	3	
Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
Option*	6	
Total	18-19	

* Select any six units from the following options:

Business 10 (Business Law) or Business 27 (Law for Small Business)	3-4 units
Business 14 (Business Communications)	3 units
Business 16 (Business Mathematics)	3 units
Business 36 (Introduction to Marketing)	3 units
Business 40 (International Business)	3 units
Business 42 (Green Business Practices)	3 units
Business 50A (Skills for Supervisors)	1 unit
Business 50B (Business Etiquette and Professionalism)	1 unit
Business 50C (Interviewing for Success)	1 unit
Business 50D (Resumes and Job Application Letters)	1 unit
Business 50E (Business Email)	1 unit
Business 50F (Developing a Business Plan)	1 unit
Business 50G (Negotiating Skills)	1 unit
Business 50H (Practical Business Ethics)	1 unit
Business 50J (Time Management Skills)	1 unit
Business 50K (Listening Skills)	1 unit
Business 50L (Careers in Business)	1 unit
Business 50M (Workplace Diversity)	1 unit
Business 95/Work Experience 95 (Work Experience)	1-3 units
Business 96/Work Experience 96 (Work Experience Seminar)	1 unit

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

RETAILING

CERTIFICATE OF PROFICIENCY

CORE COURSES	FALL	SPRING
Business 16 (Business Mathematics)	3	
Business 36 (Introduction to Marketing)	3	
Business 14 (Business Communications)		3
Business 22 (Introduction to Management)		3
Business 32 (Retail Store Management)		3
Total		15

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

SMALL BUSINESS MANAGEMENT

CERTIFICATE OF PROFICIENCY

CORE COURSES	FALL	SPRING
Business 7 (Accounting for Small Business)	3	
Business 26 (Small Business Management)	3	
Business 27 (Law for Small Businesses)	3	
Business 83 (Computerized Accounting using Excel and QuickBooks)		2
Option*		5
Total		16

* Option

Select a minimum of **five** units from the following options:

Business 10 (Business Law)	4 units
Business 12 (Introduction to Business)	3 units
Business 21 (Human Resource Management)	3 units
Business 22 (Introduction to Management)	3 units
Business 31 (Professional Selling)	3 units
Business 32 (Retail Store Management)	3 units
Business 34 (Introduction to Advertising)	3 units
Business 36 (Introduction to Marketing)	3 units
Business 40 (International Business)	3 units
Business 42 (Green Business Practices)	3 units
Business 50A (Skill for Supervisors)	1 unit
Business 50B (Business Etiquette and Professionalism)	1 unit
Business 50C (Interviewing for Success)	1 unit
Business 50D (Resumes and Job Application Letters)	1 unit
Business 50E (Business Email)	1 unit
Business 50F (Developing a Business Plan)	1 unit
Business 50G (Negotiating Skills)	1 unit
Business 50H (Practical Business Ethics)	1 unit
Business 50J (Time Management Skills)	1 unit
Business 50K (Listening Skills)	1 unit
Business 50L (Careers in Business)	1 unit
Business 50M (Workplace Diversity)	1 unit
Business 95/Work Experience 95 (Work Experience)	1-3 units
Business 96/Work Experience 96 (Work Experience Seminar)	1 unit
Computer Application Systems 82 (Designing Web Pages)	3 units

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

BOOKKEEPING

CERTIFICATE

CORE COURSES	FALL	SPRING
Business 7 (Accounting for Small Business)	3	
Computer Application Systems 54A (Microsoft Excel® I)	3	

Computer Application Systems 58 (Microsoft Access®) or Computer Application Systems 88A (Microsoft Word® I)	3
Business 1A (Financial Accounting)	4
Business 8 (Payroll Accounting)	3
Business 83 (Computerized Accounting using Excel and QuickBooks)	2
Total	18

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

BUSINESS (BUS)

1A FINANCIAL ACCOUNTING 4 UNITS

Explores financial accounting, its importance and how it is used by internal and external users as a decision-making tool. Covers forms of organizations; accounting information systems; application of general accounting principles; and preparation, interpretation and analysis of various forms of financial statements. Includes topics on cash flow statement, cash and accrual accounting concepts, merchandising operation, internal control and ethics, reporting and accounting for receivables, payables, long-term assets and liabilities, inventory, depreciation, stockholders' equity, stocks and bonds. Strongly recommended: Business 7. 4 hours. Transfer: CSU; UC; (CAN BUS 2); with BUS 1B (CAN BUS SEQ A).

1B MANAGERIAL ACCOUNTING 4 UNITS

Examines how managers use accounting information in decision-making, planning, directing, operating, and controlling. Emphasis on cost terms and concepts, cost structure, cost behavior, cost-volume-profit analysis, profit planning, budgeting, budgetary controls, cost controls, accounting for manufacturing costs and ethics. Prerequisite: Business 1A (completed with a grade of "C" or higher). 4 hours. Transfer: CSU; UC; (CAN BUS 4); with BUS 1A (CAN BUS SEQ A).

2 INTERMEDIATE ACCOUNTING 3 UNITS

Fundamental accounting standards and concepts, environment, framework, procedure and reporting for assets, liabilities, expenditures, and net income. Prerequisite: Business 1B (completed with a grade of "C" or higher). 3 hours. Transfer: CSU.

3 INCOME TAX ACCOUNTING 4 UNITS

Analysis of the current Federal regulations that affect the income tax liability of individuals. Emphasis on the Federal rules and differences in the California law. 4 hours. Transfer: CSU.

4 COST ACCOUNTING 3 UNITS

Principles of cost build up and techniques for gathering cost, cost control, job order, process costing, managerial use of cost data, emphasis on application of principles. Prerequisite: Business 1B (completed with a grade of "C" or higher). 3 hours. Transfer: CSU.

5 INTRODUCTION TO PEACHTREE ACCOUNTING 1 UNIT

Introduction to the use of Peachtree accounting to process the accounting cycle using the general journal and the general ledger for a service organization. Recording transactions, posting, making adjustments and preparing financial statements. Using Peachtree modules for a merchandising organization. Specific modules include accounts payable, accounts receivable, inventory and payroll. Strongly recommended: Business 7. (Combined credit for Computer Application Systems 60, Business 5, and/or Business 7 may not exceed 12 units.) 1 hour lecture, 1 hour laboratory. Transfer: CSU.

7 ACCOUNTING FOR SMALL BUSINESS**3 UNITS**

Business practices for a sole proprietorship. 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. (Combined credit for Computer Application Systems 60, Business 5, and/or Business 7 may not exceed 12 units.) 3 hours lecture, 1 hour laboratory. Transfer: CSU.

8 PAYROLL ACCOUNTING**3 UNITS**

The laws, principles and procedures of payroll accounting in both manual and computerized environments. Concepts covered include preparation of payroll records and reports; payroll law and practices; computation of taxes, including Social Security, federal income tax, state income taxes, and unemployment taxes and voluntary withholdings. Strongly recommended: Business 1A or Business 7 or equivalent. 3 hours lecture. Transfer: CSU.

10 BUSINESS LAW**4 UNITS**

Legal setting in which business operates, with emphasis on legal reasoning and resolution, contracts, torts, intellectual property, agency and employment law, partnerships and corporations. 4 hours. Transfer: CSU; UC; (CAN BUS 8); AA.

12 INTRODUCTION TO BUSINESS**3 UNITS**

Survey of the private enterprise system and basic business concepts, business economics, types of business ownership, ethics, globalization, and organizational functions (management, marketing, accounting, and finance). 3 hours. Transfer: CSU; UC.

14 BUSINESS COMMUNICATIONS**3 UNITS**

Theory and application of written and oral communications in a professional business environment: organization of messages, editing for tone and polish, presentation techniques, meeting management, job search communications. Strongly recommended: Eligibility for English 1A or 52A. 3 hours lecture, 1 hour laboratory. Transfer: CSU.

15 BUSINESS CORRESPONDENCE**3 UNITS**

Development of skills in organizing and writing business letters, memoranda, reports, resumes, and letters of application with emphasis on rules for punctuation, spelling, and grammar which meet the needs of modern business. Strongly recommended: Eligibility for English 101B. 3 hours lecture, 1 hour laboratory. Transfer: CSU.

16 BUSINESS MATHEMATICS**3 UNITS**

Mathematics to solve typical business problems including banking, simple interest, compound interest, installment sales, trade and cash discounts, markup percents, pricing, discounting notes and drafts, payroll, insurance, statistics, stocks, bonds, and mutual funds. Strongly recommended: Mathematics 105 or 105L (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; AA/AS.

17 BUSINESS ETHICS**3 UNITS**

Past and current political, social and ethical behavior of big business in American society. Emphasis on the ethical responsibility of business toward customers, employees, stockholders, competitors, suppliers, government and the community at large. Strongly recommended: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; CSU/GE: D7; AA/AS.

21 HUMAN RESOURCE MANAGEMENT**3 UNITS**

Introduction to the management of human resources and an understanding of the impact and accountability to the organization in terms of human resource activities. Global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation, benefits, and employee rights. 3 hours. Transfer: CSU

22 INTRODUCTION TO MANAGEMENT**3 UNITS**

Principles and concepts of traditional management tasks, contemporary management challenges including human relations, diversity, quality, social responsibility and ethics, the global environment, human resource management, business communications, competitiveness, motivation, leadership and teamwork. 3 hours. Transfer: CSU.

23 BUSINESS STRATEGY**3 UNITS**

Principles and concepts of strategic management, including analysis, formulation, and implementation of business strategies. 3 hours. Transfer: CSU.

24 LEADERSHIP ACTIVITY**1 UNIT**

(*May be repeated 3 times*)

Performance in marketing and management activities, including field trips, workshops, market research studies and projects designed to develop vocational competence and leadership abilities. 1 hour.

26 SMALL BUSINESS MANAGEMENT**3 UNITS**

Application of management principles to the selection, establishment, and operation of a small business. Emphasis on the problems encountered by the small manufacturer or merchant and their solutions. Strongly recommended: Business 1A or 7. 3 hours. Transfer: CSU.

27 LAW FOR SMALL BUSINESSES**3 UNITS**

Legal issues for the small business, with emphasis on credit and collections, consumer rights, taxes, e-commerce, property, and administrative law, and business liability insurance. 3 hours. Transfer: CSU.

28 HUMAN RELATIONS IN THE WORKPLACE**3 UNITS**

Business concepts of individual, group, and organization human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and interactions among people. 3 hours. Transfer: CSU.

31 PROFESSIONAL SELLING**3 UNITS**

Principles and techniques involved in selling ideas, products and services. Includes buying behavior, suggestions, ethics and career opportunities in sales work. Emphasis on mastering the art of selling in retail stores. 3 hours. Transfer: CSU, AA/AS.

32 RETAIL STORE MANAGEMENT**3 UNITS**

Principles and practices used in the management of retail stores, includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques and all aspects of the critical buying function. 3 hours. Transfer: CSU.

34 INTRODUCTION TO ADVERTISING**3 UNITS**

Contributions of advertising to marketing and communication, including coordination and development of sales promotion programs, media selection, copy writing, layout, research and budgeting. 3 hours. Transfer: CSU.

35 E-BUSINESS AND E-COMMERCE**3 UNITS**

An introduction to the fundamental concepts of electronic-business and electronic-commerce. Presentation of the business and technology framework for e-commerce. Value network analysis including disintermediation and reintermediation. Exploration of the hyper-competitive business environment. Application of electronic commerce in business-to-business and business-to-consumer markets. Discussion of public policy issues surrounding electronic commerce. Presentation of technology infrastructure requirements of implementation of e-commerce and e-business. 3 hours. Transfer: CSU.

36 INTRODUCTION TO MARKETING**3 UNITS**

Exploration of major factors involved in developing international trade. An overview of globalization, its impact on both Western and non-Western societies, theories of global trade, monetary environment, foreign market analysis, sociocultural forces, global ethics, global political and economic institutions, and international operations. Emphasis on current events in the global business environment. 3 hours. Transfer: CSU; CSU/GE: D7; AA/AS.

40 INTERNATIONAL BUSINESS**3 UNITS**

Exploration of major factors involved in developing international trade. An overview of globalization, its impact on both Western and non-Western societies, theories of global trade, monetary environment, foreign market analysis, sociocultural forces, global ethics, global political and economic institutions, and international operations. Emphasis on current events in the global business environment. 3 hours. Transfer: CSU, AA/AS.

42 GREEN BUSINESS PRACTICES**3 UNITS**

Practical projects and activities to increase profitability and efficiency by becoming more socially and environmentally responsible and responding to changing cultural, economic, competitive, and legal imperatives embedded within the "green" initiatives. 3 hours. Transfer: CSU.

43 PERSONAL FINANCIAL PLANNING**3 UNITS**

Focuses on the time value of money, budgeting, use of credit, investing, taxation of personal income and assets, types of insurance and risk management, health care planning, retirement planning, and estate planning. 3 hours. Transfer: CSU.

50A SKILLS FOR SUPERVISORS**1 UNIT**

This course will provide survival skills for new supervisors and those who aspire to move to managerial positions. Necessary skills of time management, leadership, planning, motivation, conducting meetings, communication, handling stress, conflict, and performance appraisals will be discussed. Students will involve in a variety of management exercises, discussions, current trends in supervision, and real-world case studies. 1 hour. Transfer: CSU.

50B BUSINESS ETIQUETTE AND PROFESSIONALISM**1 UNIT**

Principles of American and international business etiquette for the business professional: introductions, conversational techniques, professional appearance, entertainment, telephone and computer etiquette and more. 1 hour. Transfer: CSU.

50C INTERVIEWING FOR SUCCESS**1 UNIT**

Principles and techniques of successful employment interviews: interview preparation, selling your qualifications, managing difficult qualifications, following up on the interview. 1 hour. Transfer: CSU.

50D RESUMES AND JOB APPLICATION LETTERS**1 UNIT**

Research and preparation of persuasive employment search documents, including company research, self-assessment, document composition and format. Includes resumes, job application letters, and follow up communications. 1 hour. Transfer: CSU.

50E BUSINESS EMAIL**1 UNIT**

Communication and technology principles for effective use of email in a business environment. Includes email text and subject line composition and editing, email technology and tools, inbox management, email etiquette, email as a job search tool, and email security. 1 hour. Transfer: CSU.

50F DEVELOPING A BUSINESS PLAN**1 UNIT**

Research, analysis and outlining logical and persuasive business plans, including market and competitive analysis, financial plans, management and operational plans, and plan outlines and executive summaries. 1 hour. Transfer: CSU.

50G NEGOTIATING SKILLS**1 UNIT**

Negotiation theory and skills development for business negotiations. Negotiating goals, strategies, and styles. 1 hour. Transfer: CSU.

50H PRACTICAL BUSINESS ETHICS**1 UNIT**

Examination of real-world ethical issues in the business environment. Includes exploration of personal ethics, review of contemporary business ethics issues, and development of approaches to resolving ethical dilemmas. 1 hour. Transfer: CSU.

50J TIME MANAGEMENT SKILLS**1 UNIT**

Practical tips and tools to manage time in academic and business-related situations. Setting short-term and long-term goals. Prioritization of goals and activities. Developing plans; organizing your workplace. Typical time wasters/time leaks, including procrastination, and ways of overcoming them. 1 hour. Transfer: CSU.

50K LISTENING SKILLS**1 HOUR**

Examination of listening styles and skill development for the business environment. Includes exploration of the benefits of listening, listening attitudes, and tips for improving listening. 1 hour. Transfer: CSU.

50L CAREERS IN BUSINESS**1 UNIT**

Exploration of the wide variety of potential careers in business, and the educational preparation appropriate for those careers. 1 hour. Transfer: CSU.

50M WORKPLACE DIVERSITY**1 UNIT**

Tips and tools to value and manage diversity in the workplace. Overview of theoretical and legal perspectives, dimensions of diversity, the impact of diversity on the workplace. Case studies to acknowledge differences and successfully build relationships with people of diverse backgrounds. 1 hour. Transfer: CSU.

81 INTRODUCTION TO INVESTMENTS**3 UNITS**

Application of investment principles, including the various types of securities, the problems of securing capital for business ownership and the decisions involved in an individual or a corporate investment program. 3 hours. Transfer: CSU.

83 COMPUTERIZED ACCOUNTING USING EXCEL AND QUICKBOOKS**2 UNITS**

Introduction to computerized accounting using Excel and QuickBooks. Using software to process the accounting cycle using the general journal and the general ledger for a service organization. Recording transactions, posting, making adjustments, and preparing financial statements. Using Excel spreadsheets and QuickBooks modules for a merchandising organization. Specific modules include accounts payable, accounts receivable, inventory, and payroll. (formerly BUS 6) Strongly recommended: Business 1A, Business 7 or equivalent. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

95 WORK EXPERIENCE**1–3 UNITS**

(Work Experience courses may be repeated up to a total of 16 units.)

College supervised on-the-job training. Paid or volunteer work experience, including an internship, in an occupation related to student's major or classes at Chabot. Cooperative effort between student, supervisor, and instructor to accomplish new work objective and broaden experiences for

each semester enrolled. Corequisite: Business 96. 5–15 hours of employment per week. Transfer: CSU.

96 WORK EXPERIENCE SEMINAR ◊ **1 UNIT**

(*Work Experience courses may be repeated up to a total of 16 units.*)

Provides the focal point for the coordination of the student's curriculum with college supervised employment/volunteering in the student's major field. Emphasis on building strong working relationships with supervisors, subordinates, co-workers. Issues pertaining to the modern workplace. Corequisite: Business 95. 1 hour. Transfer: CSU.

200 COMPUTERS IN THE MODERN WORLD **NON-CREDIT**

Basic introductory hands-on training in word processing, database spreadsheet and graphics. Introduction to the Internet. A working knowledge of the standard (typewriter) keyboard is required.

◊ Refer to page 14 for program requirements.

CHEMISTRY (CHEM)

DEGREE: AS—CHEMISTRY

The two-year program in chemistry provides the student with a broad background in inorganic chemistry and quantitative analysis. This program supports all physical and biological science majors in the allied health sciences and satisfies general education requirements.

CHEMISTRY

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR **FALL** **SPRING**

Chemistry 1A (General College Chemistry)	5
Mathematics 1 (Calculus I)	5
Chemistry 1B (General College Chemistry)	5
Mathematics 2 (Calculus II)	5

SOPHOMORE YEAR **FALL** **SPRING**

Chemistry 12A (Organic Chemistry)	5
Physics 4A (General Physics I)	5
Chemistry 12B (Organic Chemistry)	5
Physics 4B (General Physics II)	5

Total: **40**

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E) 16

Chemistry GE Requirement 3

Complete a minimum of 3 units from Graduation Requirements Area B (Natural Science)

Total minimum units required 60

Recommended course:

Mathematics 3 (Multivariable Calculus)

OR Mathematics 4 (Elementary Differential Equations)

OR Mathematics 6 (Elementary Linear Algebra)

CHEMISTRY (CHEM)

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

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. Laboratory includes both quantitative and qualitative experiments. Prerequisite: Mathematics 55 or 55B, Chemistry 31 (*all courses completed with a grade of "C" or higher*) or appropriate skill level demonstrated through the Chemistry Placement Process. 3 hours lecture, 6 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; AA/AS; (CAN CHEM 2); with CHEM 1B (CAN CHEM SEQ A).

1B GENERAL COLLEGE CHEMISTRY II **5 UNITS**

Continuation of Chemistry 1A. 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: Area 5A & Lab; (CAN CHEM 4); with CHEM 1A (CAN CHEM SEQ A).

5 QUANTITATIVE ANALYSIS **4 UNITS**

Principles and methods of volumetric and gravimetric analysis and an introduction to instrumental analysis. Prerequisite: Chemistry 1B (*completed with a grade of "C" or higher*). 2 hours lecture, 6 hours laboratory. Transfer: CSU; UC; IGETC: Area 5A & Lab; (CAN CHEM 12).

8 SURVEY OF ORGANIC CHEMISTRY **6 UNITS**

Fundamental aspects of the structure, physical properties, chemical reactivity and synthesis of organic compounds with emphasis on topics of interest to students in the biological sciences. Laboratory experiments cover basic organic laboratory techniques using reactions or processes found in the biological sciences. Chemistry 8 is a one-semester course in Organic Chemistry designed for students majoring in biological sciences. No credit will be given for Chemistry 8 if taken after Chemistry 12A/B. Prerequisite: Chemistry 1B (*completed with a grade of "C" or higher*). 4 hours lecture, 1 hour discussion, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; AA/AS.

10 INTRODUCTION TO CHEMISTRY **4 UNITS**

A non-mathematical survey of the basic concepts of chemistry that stresses a humanistic approach. Designed for non-science majors. Topics include basic structure, properties and reactivity of matter and energy as they relate to environmental issues, nutrition, medicine, material science and other current topics. May not be taken for credit if Chemistry 1A or Chemistry 31 has been completed. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; AA/AS.

12A ORGANIC CHEMISTRY I **5 UNITS**

The structure, nomenclature, bonding, stereochemistry, conformational analysis, and physical properties in relation to alkanes, alkyl halides, alkenes, alkynes, alcohols, and ethers. Emphasis on reactivity and reaction mechanisms. Multi-step synthesis is also introduced. Laboratory work includes microscale, semi-microscale, spectroscopic and chromatographic techniques. Chemistry 12A is the first semester in a year 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: Area 5A & Lab.

12B ORGANIC CHEMISTRY II**5 UNITS**

Continuation of Chemistry 12A with an introduction to the chemistry of dienes, aromatics, amines, carbanions, carboxylic acid derivatives, 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. Chemistry 12B is the second semester in a year course in Organic Chemistry designed for students majoring in Chemistry related disciplines. 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: Area 5A & Lab.

20 MOLECULAR MODELING FOR ORGANIC CHEMISTRY**1 UNIT***(May be repeated 1 time)*

Computer generated molecular models of organic molecules will be used for the purpose of strengthening the connections between structure, stability and reactivity. Models will be used to explore and predict reactivity as well as properties such as dipole moments, conformations, and energy. Designed for students currently enrolled in an organic chemistry course or for those who have successfully completed one. Strongly recommended: current enrollment in an Organic Chemistry Course. 1 hour lecture/discussion. Transfer: CSU.

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, 65B or 65L (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; (CAN CHEM 6); AA/AS.

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 higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; (CAN CHEM 8); AA/AS.

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 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; AA/AS.

CHINESE

(See Foreign Languages)

COLLOQUIA**COLLOQUIA****1 UNIT***(May be repeated 3 times)*

A colloquium is a group of students who meet with an instructor over a period of one semester to consider ideas or documents of continuing importance, or a special topic. The purpose is to stimulate serious thought through discussion and analysis. A student is limited to one colloquium each semester. A colloquium may be offered under any subject area contained in the Catalog, using the number 9. Open to all students not on probation. 2 hours. Transfer: CSU.

COMMUNITY INTEREST STUDIES**COMMUNITY INTEREST STUDIES****NON-CREDIT**

Community interest courses include both full-term and short-term courses in a wide variety of course patterns, field studies, seminars, workshops, and any other such 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.

COMPUTER APPLICATION SYSTEMS (CAS)**DEGREE:****AS—SOFTWARE SPECIALIST****AS—ADMINISTRATIVE ASSISTANT****CERTIFICATE OF ACHIEVEMENT:****ADMINISTRATIVE ASSISTANT****OFFICE TECHNOLOGY****SOFTWARE SPECIALIST****CERTIFICATE OF PROFICIENCY:****BUSINESS GRAPHICS****OFFICE TECHNOLOGY**

The Computer Application Systems program includes microcomputer applications, programming languages and computer support of business organizations. The program offers state-of-the-art training in the use of business application software and hardware to prepare students for professional careers, transfer study, and/or personal use. Students receive individual hands-on training in laboratory facilities. Faculty work closely with business and industry to ensure relevant training.

SOFTWARE SPECIALIST

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR

FALL SPRING

Computer Applications Systems 8

(Computer Literacy) or

Computer Science 8 (Computer Literacy) or

Computer Application Systems 50

(Introduction to Computer Application Systems)... 3

Computer Application Systems 72A

(Elementary Computer Keyboarding I)..... 1

Computer Application Systems 54A (Microsoft Excel® I)	3
Computer Application Systems 88A (Microsoft Word® I)	3
Computer Science 7 (Introduction to Computer Programming Concepts) or Computer Science 10 (Introduction to Programming Using Visual BASIC.NET)	3-4

SOPHOMORE YEAR FALL SPRING

Computer Application Systems 58 (Introduction to Microsoft Access®)	3
Computer Application Systems 82 (Designing Web Pages) or Computer Application Systems 84 (Designing Business Graphics)	3
Business 95 (Work Experience) or Work Experience 95 (Work Experience)	1-3
Business 96 (Work Experience Seminar) or Work Experience 96 (Work Experience Seminar)	1
Electives*	3
Total	24-27

**Three units may be selected from the following:*

- Computer Application Systems 54B (Microsoft Excel® II) 3 units
- Computer Application Systems 55 (Microsoft Office®
Integration) 3 units
- Computer Application Systems 82 (Designing Web Pages) 3 units
- Computer Application Systems 84 (Designing Business
Graphics) 3 units
- Computer Application Systems 88B (Microsoft Word® II) 3 units

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

- General Education Courses (Areas A-E) 16
- Computer Application Systems GE Requirement 3
- Complete a minimum of 3 units from*
Business 14 (Business Communications)

Total minimum units required 60

ADMINISTRATIVE ASSISTANT

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Computer Applications Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)	3
Computer Application Systems 72A (Computer Keyboarding I) and Computer Application Systems 72B (Computer Keyboarding II) and Computer Application Systems 72C (Computer Keyboarding III)	3
Business 7 (Accounting for Small Business) or Business 1A (Financial Accounting)	3-4
Computer Application Systems 54A (Microsoft Excel® I)	3
Computer Application Systems 88A (Microsoft Word® I)	3

SOPHOMORE YEAR FALL SPRING

Business 22 (Introduction to Management) or Business 28 (Human Relations in the Workplace)	3
Computer Application Systems 58 (Introduction to Microsoft Access®)	3
Computer Application Systems 72K (Business English Skills I)	1
Computer Application Systems 54B (Microsoft Excel® II) or Computer Application Systems 55 (Microsoft Office® Integration) or Computer Application Systems 82 (Designing Web Pages) or Computer Application Systems 84 Designing Business Graphics) or Computer Application Systems 88B (Microsoft Word® II)	3
Computer Application Systems 72L (Business English Skills II)	1
Business 95 (Work Experience) or Work Experience 95 (Work Experience)	1-3
Business 96 (Work Experience Seminar) or Work Experience 96 (Work Experience Seminar)	1
Total	28-31

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

- General Education Courses (Areas A-E) 16
- Computer Application Systems GE Requirement 3
- Complete a minimum of 3 units from*
Business 14 (Business Communications)

Total minimum units required 60

ADMINISTRATIVE ASSISTANT

CERTIFICATE OF ACHIEVEMENT

CORE COURSES FALL SPRING

Computer Applications Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)	3
Computer Application Systems 72A (Computer Keyboarding I) and Computer Application Systems 72B (Computer Keyboarding II) and Computer Application Systems 72C (Computer Keyboarding III)	3
Computer Application Systems 88A (Microsoft Word® I)	3
Business 14 (Business Communications) or Computer Application Systems 72K (Business English Skills I) and Computer Application Systems 72L (Business English Skills II)	2-3
Computer Application Systems 54A (Microsoft Excel® I)	3
Computer Application Systems 58 (Introduction to Microsoft Access®)	3
Electives*	3
Total	20-21

**Three units may be selected from the following:*

- Business 7 (Accounting for Small Business) 3 units
- Computer Application Systems 54B (Microsoft Excel® II) 3 units

Computer Application Systems 55 (Microsoft Office® Integration)	3 units
Computer Application Systems 82 (Designing Web Pages)...	3 units
Computer Application Systems 84 (Designing Business Graphics)	3 units
Computer Application Systems 88B (Microsoft Word® II) ..	3 units

OFFICE TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

CORE COURSES FALL SPRING

Computer Applications Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)	3
Computer Application Systems 72A (Computer Keyboarding I) and Computer Application Systems 72B (Computer Keyboarding II) and Computer Application Systems 72C (Computer Keyboarding III)	3
Computer Application Systems 88A (Microsoft Word® I)	3
Business 14 (Business Communications) or Computer Application Systems 72K (Business English Skills I) and Computer Application Systems 72L Business English Skills II)	2-3
Computer Application Systems 54A (Microsoft Excel® I)	3
Electives*	6
Total units required	20-21

**Six units may be selected from the following:*

Computer Applications Systems 54B (Microsoft Excel® II) ..	3 units
Computer Applications Systems 58 (Microsoft Access®) .. .	3 units
Computer Applications Systems 72H (Proofreading Skills) .. .	1 unit
Computer Applications Systems 72I (Filing and Records Management)	1 unit
Computer Applications Systems 72J (Ten Key)	1 unit
Computer Applications Systems 82 (Designing Web Pages) ..	3 units
Computer Applications Systems 88B (Microsoft Word®) .. .	3 units

SOFTWARE SPECIALIST

CERTIFICATE OF ACHIEVEMENT

CORE COURSES FALL SPRING

Business 14 (Business Communications)	3
Computer Applications Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)...	3
Computer Application Systems 72A (Computer Keyboarding I)	1
Computer Application Systems 54A (Microsoft Excel® I)	3
Computer Application Systems 58 (Introduction to Microsoft Access®)	3
Computer Application Systems 88A (Microsoft Word® I)	3

Computer Science 7 (Introduction to Computer Programming Concepts) or Computer Science 10 (Introduction to Programming Using Visual BASIC.NET)	3-4
Computer Science 91 (Introduction to Hypertext Markup Language (HTML) or Computer Application Systems 82 (Designing Web Pages) or Computer Application Systems 84 (Designing Business Graphics)	2-3
Electives*	3
Total	24-26

**Three units may be selected from the following:*

Computer Application Systems 54B (Microsoft Excel® II) .. .	3 units
Computer Application Systems 55 (Microsoft Office® Integration)	3 units
Computer Application Systems 82 (Designing Web Pages) .. .	3 units
Computer Application Systems 84 (Designing Business Graphics)	3 units
Computer Application Systems 88B (Microsoft Word® II) .. .	3 units

BUSINESS GRAPHICS

CERTIFICATE OF PROFICIENCY

CORE COURSES FALL SPRING

Computer Applications Systems 8 (Computer Literacy) or Computer Science 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems)	3
Computer Application Systems 84 (Designing Business Graphics)	3
Computer Application Systems 72D (Introduction of Microsoft Word®)	1
Computer Application Systems 72F (Introduction to Microsoft PowerPoint®)	1
Computer Application Systems 82 (Designing Web Pages)	3
Digital Media 31A (Photoshop I)	1½
Digital Media 31B (Photoshop II)	1½
Digital Media 32A (Illustrator I)	1½
Digital Media 32B (Illustrator II)	1½
Total	17

OFFICE TECHNOLOGY

CERTIFICATE OF PROFICIENCY

CORE COURSES FALL SPRING

Computer Application Systems 8 (Computer Literacy) or Computer Application Systems 50 (Introduction to Computer Application Systems) or Computer Science 8 (Computer Literacy)	3
Computer Application Systems 54A (Microsoft Excel® I)	3
Computer Application Systems 88A (Microsoft Word® I)	3
<i>Select one course from the following:</i> CAS 72A; 72B; 72C; 72F; 72G; 72H; 72I; 72J	1
Total	10

COMPUTER APPLICATION SYSTEMS (CAS)

8 COMPUTER LITERACY

3 UNITS

(See also *Computer Science 8*)

Introduction to computers including: Microsoft Windows, Microsoft Office, Multimedia, the internet, browsers, World Wide Web, an awareness of types of computer software in use including programming languages, electronic mail, computer-based careers and trends, and other computing issues in today's society. No prior computer experience necessary. Course recommended for students of any major who want to learn about computers and how to use them. Hands-on laboratory experience reinforces lecture. Strongly recommended: eligibility for Mathematics 65 or Mathematics 65A (May not receive credit if Computer Science 8 has been completed.) 2 hours lecture, 2 hours laboratory. Transfer: CSU; UC; AA/AS; (CAN CSCI 2).

50 INTRODUCTION TO COMPUTER APPLICATION SYSTEMS

3 UNITS

Introduction to computer applications for business and home use. Includes hardware and common software applications such as Word, Excel, PowerPoint, and Access, plus an understanding of an Internet Browser for the World Wide Web, HTML, personal computer, and familiarization with its capabilities in a Windows environment. 3 hours lecture, 1 hour laboratory. Transfer: CSU; CSU/GE: D7.

54A MICROSOFT EXCEL® I

3 UNITS

Introduction to spreadsheet applications using Excel 2000 on the PC to create a variety of spreadsheets with emphasis on business application programs. Calculate date using function and formulas, create charts, link and consolidate worksheets. Includes Microsoft Office User Specialist (MOUS) Level I Core Certification preparation. Strongly recommended: Computer Science 8 or Computer Application Systems 8, or Computer Application Systems 50. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

54B MICROSOFT EXCEL® II

3 UNITS

Advanced spreadsheet applications using Microsoft Excel on the PC to create a variety of advanced spreadsheets with emphasis on business application programs. Includes Microsoft Office User Specialist (MOUS) Expert Certification preparation. Strongly recommended: Computer Application Systems 54A. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

55 MICROSOFT OFFICE® INTEGRATION

3 UNITS

Hands-on experience integrating data and graphics with Word, Excel, and PowerPoint. Emphasis on developing and creating a variety of business documents including databases, brochures, and newsletters. Prerequisites: Computer Application Systems 50 or 54A and Computer Application Systems 88A or 72D and Computer Application Systems 72F and 72G. (Combined credit for Computer Application systems 55, 61, and 88A may not exceed 12 units.) 2 hours lecture, 2 hours laboratory. Transfer: CSU

58 INTRODUCTION TO MICROSOFT ACCESS®

3 UNITS

Introduction to database use and concepts using Microsoft Access® software. For students requiring an overview of data storage, data retrieval, and data maintenance using a WINDOWS based relational database. Strongly recommended: Computer Application Systems 8 or Computer Science 8 or Computer Application Systems 50. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

60 BUSINESS SOFTWARE APPLICATIONS/ GENERAL ACCOUNTING

12 UNITS

(May be repeated 1 time)

Introduction to the principles of automated and manual accounting systems and computerized spreadsheets and databases typically required for

employment. This self-paced, individualized course in general accounting, systematic record keeping and business transaction analysis emphasizes using personal computers to develop a fluent understanding and hands-on application of accounting and database principles and practices and related software applications such as Excel, Access and Peachtree. (Combined credit for Computer Application Systems 60, Business 5 and/or Business 7 may not exceed 12 units.) 30 hours laboratory for 21 weeks. Transfer: CSU.

61 BUSINESS SOFTWARE APPLICATIONS/ ADMINISTRATIVE SUPPORT

12 UNITS

(May be repeated 1 time)

Introduction to the full range of office skills acquisition focusing on developing employable word processing skills as well as proofreading, business writing, filing, keyboarding and creating computer-based presentations. A self-paced, individualized approach is used to emphasize personal computers, and to develop a fluent understanding and hands-on use of word processing and presentation software concepts and applications such as Microsoft Word and PowerPoint. (Combined credit for Computer Application Systems 55, 61, and 88A may not exceed 12 units.) 30 hours laboratory for 21 weeks. Transfer: CSU.

72 OFFICE TECHNOLOGY SKILLS MODULES

Individualized, self-paced office skills modules offering development, review, and improvement of office computer skills. Modules are not sequential and may be taken in any order. Credit is earned based on competency in each module.

72A ELEMENTARY COMPUTER KEYBOARDING I

1 UNIT

(May be repeated 1 time)

Self-paced basic introduction to the computer keyboard for developing correct keyboarding skills. 3 hours laboratory. Transfer: CSU.

72B ELEMENTARY COMPUTER KEYBOARDING II

1 UNIT

(May be repeated 1 time)

Self-paced computer keyboard skill development for improving keyboarding accuracy and speed. Introductory word processing techniques will also be taught, including introduction to basic word processing techniques. Strongly recommended: Computer Application Systems 72A. 3 hours laboratory. Transfer: CSU.

72C COMPUTER KEYBOARDING III

1 UNIT

(May be repeated 1 time)

Self-paced computer keyboard review for improving keyboarding accuracy and speed. Strongly recommended: Computer Application Systems 72A or Computer Application Systems 72B. 3 hours laboratory. Transfer: CSU.

72D INTRODUCTION TO MICROSOFT WORD®

1 UNIT

(May be repeated 1 time)

Self-paced introduction to word processing using Microsoft Word. Strongly recommended: Computer Application Systems 72A or Computer Application Systems 72B. 3 hours laboratory. Transfer: CSU.

72E INTRODUCTION TO MICROSOFT EXCEL®

1 UNIT

(May be repeated 1 time)

Self-paced introduction to spreadsheets using Microsoft Excel. Strongly recommended: Computer Application Systems 72A or Computer Application Systems 72B. 3 hours laboratory. Transfer: CSU.

72F INTRODUCTION TO MICROSOFT POWERPOINT®

1 UNIT

(May be repeated 1 time)

Self-paced introduction to presentations using Microsoft PowerPoint. Strongly recommended: Computer Application Systems 72A or Computer Application Systems 72B. 3 hours laboratory. Transfer: CSU.

72G INTRODUCTION TO MICROSOFT ACCESS® 1 UNIT*(May be repeated 1 time)*

Self-paced introduction to data bases using Microsoft Access. Strongly recommended: Computer Application Systems 72A or Computer Application Systems 72B. 3 hours laboratory. Transfer: CSU.

72H PROOFREADING SKILLS 1 UNIT

Self-paced techniques of proofreading and editing business documents. Strongly recommended: Computer Application Systems 72A or Computer Application Systems 72B. 3 hours laboratory. Transfer: CSU.

72I FILING AND RECORDS MANAGEMENT 1 UNIT

Self-paced theory and practice of alphabetic, numeric, geographic, and subject filing. 3 hours laboratory. Transfer: CSU.

72J 10-KEY 1 UNIT*(May be repeated 1 time)*

Self-paced ten-key course using the computer numeric keypad. 3 hours laboratory. Transfer: CSU.

72K BUSINESS ENGLISH SKILLS I 1 UNIT

Self-paced business English course focusing on English fundamentals as applied to business documents. 3 hours laboratory. Transfer: CSU.

72L BUSINESS ENGLISH SKILLS II 1 UNIT

Continuation of self-paced business English course focusing on English fundamentals as applied to business documents. Strongly recommended: Computer Application Systems 72K. 3 hours laboratory. Transfer: CSU.

72M INTRODUCTION TO COMPUTING 1 UNIT

Introduction to computing concepts through the use of videos, animations, and hands-on activities. 3 hours laboratory. Transfer: CSU.

72N INTRODUCTION TO THE INTERNET 1 UNIT*(May be repeated 1 time)*

Basic introduction to learning the internet through the use of videos, animations, and hands-on activities. 3 hours laboratory. Transfer: CSU.

82 DESIGNING WEB PAGES 3 UNITS

Design and enhance Web Pages using creative web site design principles, basic HTML formatting and Microsoft Office® Suite applications. Includes creating and editing links and using pictures, graphics, shared borders, themes and tables. Includes publishing a website. Strongly recommended: Computer Application Systems 50 or Computer Application Systems 8 or Computer Science 8. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

84 DESIGNING BUSINESS GRAPHICS 3 UNITS

Design professional and customized business graphics, logos, business cards, letterheads, envelopes, mailing labels and brochures quickly and-easily with Microsoft Publisher®. Use these publications to generate quality graphics for computer printers, commercial printing or web sites. Strongly recommended: Computer Application Systems 8 or Computer Science 8 or Computer Application Systems 50. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

88A MICROSOFT WORD® I 3 UNITS

Basic word processing techniques using Microsoft Word to produce business letters, memos, reports, tables, and other documents. Includes Microsoft Office User Specialist (MOUS) Level I Core Certification preparation. Strongly recommended: Computer Application Systems 72A and 72B. (Combined credit for Computer Application Systems 55, 61, and 88A may not exceed 12 units.) 2 hours lecture, 2 hours laboratory. Transfer: CSU.

88B MICROSOFT WORD® II 3 UNITS

Advanced word processing techniques using Microsoft Word to produce complex business letters, memos, reports, tables, and other documents. Includes Microsoft Office User Specialist (MOUS) Expert Certification preparation. Strongly recommended: Computer Application Systems 88A. 2 hours laboratory. Transfer: CSU.

92A NETWORKING FOR HOME AND SMALL BUSINESSES 3 UNITS

First of four courses in the Cisco® Networking Academy® CCNA® Discovery program, providing career-oriented, IT-skills instruction. CCNA Discovery prepares the student for the Cisco Certified Entry Network Technician (CCENT™) and Cisco Certified Network Associate (CCNA™) exams. Students will plan, install, verify and troubleshoot a personal computer and home/small business network, configure Internet applications and services, and recognize and mitigate security threats. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

92B NETWORKING FOR A SMALL-TO-MEDIUM BUSINESS OR ISP 3 UNITS

Second of four courses in the Cisco® Networking Academy® CCNA® Discovery program, providing career-oriented, IT-skills instruction. CCNA Discovery prepares the student for the Cisco Certified Entry Network Technician (CCENT™) and Cisco Certified Network Associate (CCNA™) exams. Students will install, configure, and troubleshoot Cisco IOS® devices, plan a wired network infrastructure, implement basic WAN connectivity, demonstrate proper disaster recovery procedures, perform server backups, monitor network performance, isolate failures, and troubleshoot problems using logical application of the OSI model and the process of encapsulation. Prerequisite: Computer Application Systems 92A. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

92C ROUTING AND SWITCHING IN THE ENTERPRISE 3 UNITS

Third of four courses in the Cisco® Networking Academy® CCNA® Discovery program, providing career-oriented, IT-skills instruction. CCNA Discovery prepares the student for the Cisco Certified Entry Network Technician (CCENT™) and Cisco Certified Network Associate (CCNA™) exams. Students will implement, configure, and troubleshoot an enterprise LAN network utilizing VLANs, access control lists, WAN links and advanced routing protocols. Prerequisite: Computer Application Systems 92B. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

92D DESIGNING AND SUPPORTING COMPUTER NETWORKS 3 UNITS

Fourth of four courses in the Cisco® Networking Academy® CCNA® Discovery program, providing career-oriented, IT-skills instruction. CCNA Discovery prepares the student for the Cisco Certified Entry Network Technician (CCENT™) and Cisco Certified Network Associate (CCNA™) exams. Students will implement, configure, and troubleshoot an enterprise LAN network utilizing VLANs, access control lists, WAN links and advanced routing protocols. Prerequisite: Computer Application Systems 92C. 2 hours lecture, 2 hours laboratory. Transfer: CSU.

100 ADAPTED COMPUTER KEYBOARDING 3 UNITS*(May be repeated 3 times)*

Introduction to correct keyboarding techniques and familiarity with the entire computer keyboard, including the number pad with emphasis on adaptive, one handed, and ergonomic keyboarding skills. This course is designed for students with disabilities. 2 hours lecture, 3 hours laboratory.

101 ADAPTED WORD PROCESSING 3 UNITS*(May be repeated 3 times)*

Individualized adapted basic word processing techniques using specialized keyboarding commands, accessibility options, adapted keyboard and

mouse hardware and software to produce letters, memos, reports, tables, and other documents. This course is designed for students with disabilities. 2 hours lecture, 3 hours laboratory.

102 INTRODUCTION TO ASSISTIVE TECHNOLOGY 1–3 UNITS
(May be repeated 3 times)

Instructor led self-paced lab course in assistive technology using screen reader, scan and read, speech recognition, and screen enlargement software programs. Designed for students with disabilities, based on their individual needs. 3–9 hours laboratory.

103 ASSISTIVE TECHNOLOGY LABORATORY 1 UNIT
(May be repeated 3 times)

Support and individualized instruction in access technology use and adaptive strategies while working on assignments and research projects. Major emphasis on the Personal Computer and its practical use. Designed for students with disabilities. 3 hours laboratory.

COMPUTER SCIENCE (CSCI)

DEGREE:

AA—COMPUTER SCIENCE (GENERAL)

AS—COMPUTER SCIENCE (GENERAL)

AA—COMPUTER SCIENCE (EMPHASIS IN MATHEMATICS)*

AS—COMPUTER SCIENCE (EMPHASIS IN MATHEMATICS)*

*This is a program oriented towards satisfying lower division requirements for the computer science major. Serves as a source of courses for professional programmers to upgrade skills. Courses also provided for majors in mathematics, business, biology, physics, engineering, computer science, geology and related disciplines.

COMPUTER SCIENCE (GENERAL)

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Computer Science 10 (Introduction to Programming Using Visual BASIC.NET)	4
Computer Science 14** (Introduction to Structured Programming In C++)	4
Computer Science 91 (Introduction to Hypertext Markup Language (HTML))	2
Computer Science 41 (Introduction to UNIX)	2
Mathematics 40 (Concepts of Mathematics) or Mathematics 43 (Introduction to Probability and Statistics) or Mathematics 36 (Trigonometry) or Mathematics 37 (Trigonometry with an Emphasis on its Geometric Foundations)	3–5

SOPHOMORE YEAR FALL SPRING

Computer Science 15 (Object-Oriented Programming Methods In C++)	4
Computer Science 19A (Java Programming I)	4

In addition take 8 units of Computer Science courses chosen from:

Computer Science 18A (The C Programming Language) 2 units	
Computer Science 20 (Introduction to Data Structures in C++) 4 units	
Computer Science 21 (Computer Organization and Assembly Language Programming) 4 units	
Computer Science 42 (UNIX Tools, Shell Programming and System Administration Concepts) 2 units	
Computer Science 44A (Perl Programming I) 2 units	
Computer Science 92 (Introduction to Dynamic Hypertext Markup Language (DHTML)) 2 units	
Computer Science 94 (XML and XSL for the Web) 2 units	
Total	31–33

GENERAL EDUCATION UNITS FOR THE A.A. DEGREE . . . 25

For specific General Education courses refer to catalog section on Graduation requirements.

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Computer Science GE Requirement	3

Complete a minimum of 3 units from

- Mathematics 1 (Calculus I)
- Mathematics 2 (Calculus II)
- Mathematics 3 (Calculus III)
- Mathematics 4 (Elementary Differential Equations)
- Mathematics 6 (Elementary Linear Algebra)
- Mathematics 8 (Discrete Mathematics)
- Mathematics 12 (Introduction to Logic)
- Mathematics 20 (Pre-Calculus Mathematics)
- Mathematics 31 (College Algebra)
- Mathematics 32 (Calculus for Business and Social Sciences)
- Mathematics 33 (Finite Mathematics)
- Mathematics 35 (Statistics for Business Majors)
- Philosophy 12 (Introduction to Logic)
- Speech 1 (Fundamentals of Speech Communication)
- Speech 10 (Interpersonal Communication)
- Speech 11 (Intercultural Communication)
- Chemistry 1A (General College Chemistry I)
- Chemistry 10 (Introduction to Chemistry)
- Physics 2A (Introduction to Physics I)
- Physics 4A (General Physics I)
- Physics 4B (General Physics II)
- Physics 4C (General Physics III)
- Physics 5 (Modern Physics)
- Physics 11 (Descriptive Physics)

Total minimum units required 60

This program is not designed to satisfy core requirements for most Computer Science majors. The Computer Science transfer pattern requires more mathematics and includes more breath-based topics. Students should consult a counselor and especially the catalog of the intended transfer institution for specific transfer information.

**If a student is qualified to start at the Computer Science 15 level, the student may substitute any other 4 units of Computer Science courses. No mathematics or Computer Science course may be double counted except for General Education credit.

COMPUTER SCIENCE (EMPHASIS IN MATHEMATICS)

ASSOCIATE IN ARTS OR
ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Computer Science 14 (Introduction to Structured Programming in C++)	4
Computer Science 41 (Introduction to UNIX)	2
Mathematics 1 (Calculus I)	5
Mathematics 2 (Calculus II)	5

SOPHOMORE YEAR FALL SPRING

Computer Science 15 (Object-Oriented Programming Methods in C++) or Computer Science 19A (Object-Oriented Programming Methods in Java)*	4
Computer Science 20 (Introduction to Data Structures in C++ or Computer Science 20J (Introduction to Data Structures Using Java)*	4
Computer Science 21 (Computer Organization and Assembly Language Programming)	4
Mathematics 6 (Elementary Linear Algebra) or Mathematics 8 (Discrete Mathematics)**	3
Total	31

GENERAL EDUCATION UNITS FOR THE A.A. DEGREE. 25

For specific General Education courses refer to catalog section on Graduation requirements.

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Computer Science GE Requirement	3
<i>Complete a minimum of 3 units from</i>	
Mathematics 4 (Elementary Differential Equations)	
Mathematics 6 (Elementary Linear Algebra)	
Mathematics 8 (Discrete Mathematics)	
Mathematics 12 (Introduction to Logic)	
Philosophy 12 (Introduction to Logic)	
Speech 1 (Fundamentals of Speech Communication)	
Speech 10 (Interpersonal Communication)	
Speech 11 (Intercultural Communication)	
Chemistry 1A (General College Chemistry I)	
Chemistry 10 (Introduction to Chemistry)	
Physics 2A (Introduction to Physics I)	
Physics 4A (General Physics I)	
Physics 4B (General Physics II)	
Physics 4C (General Physics III)	
Physics 5 (Modern Physics)	
Physics 11 (Descriptive Physics)	
Total minimum units required	60

*Computer Science 15/20 (Object-Oriented Programming Methods in C++/Introduction to Data Structures in C++) and Computer Science 19A/20J (Object-Oriented Programming Methods in Java/Introduction to Data Structures Using Java) are sequences, taught in C++ and Java respectively. If you opt for the C++ sequence, you must take Computer Science 15 (Object-Oriented Programming Methods in C++) followed by Computer Science 20 (Introduction to Data Structures in C++). If you opt for the Java sequence, then you must take Computer Science 19A (Object-Oriented Programming Methods in Java) followed by Computer Science 20J (Introduction to Data Structures Using Java). Transfer students are encouraged to take both Computer Science 15 (Object-Oriented Programming Methods in C++) and Computer Science 19A (Object-Oriented Programming Methods in Java).

**It is recommended that Computer Science majors take both Mathematics 6 (Elementary Linear Algebra) and Mathematics 8 (Discrete Mathematics). No Mathematics or Computer Science course may be double counted except for General Education credit.

This program is designed to satisfy core requirements for many Computer Science transfer patterns. However, students should consult a counselor and especially the catalog of the intended transfer institution for specific transfer requirements in the major. Some transfer institutions require Physics for example.

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 the A.S. degree.

COMPUTER SCIENCE (CSCI)

7 INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS 3 UNITS

Introduction to computer programming for nonscience majors and for students requiring additional preparation before taking Computer Science 10 or Computer Science 14. Hardware, system software basics, the history of computing, basic computer operations, number systems, design of algorithms, and programming constructs such as variables, expressions, input/output, decision-making, loops, functions, and parameters. 3 hours lecture. 1 hour laboratory. Transfer: CSU; UC.

8 COMPUTER LITERACY 3 UNITS

(See also Computer Application Systems 8)

Introduction to computers including: Microsoft Windows, Microsoft Office, Multimedia, the internet, browsers, World Wide Web, an awareness of types of computer software in use including programming languages, electronic mail, computer-based careers and trends, and other computing issues in today's society. No prior computer experience necessary. Course recommended for students of any major who want to learn about computers and how to use them. Hands-on laboratory experience reinforces lecture. Strongly recommended: eligibility for Mathematics 65 or Mathematics 65A (May not receive credit if Computer Application Systems 8 has been completed.) 2 hours lecture, 2 hours laboratory. Transfer: CSU; UC; AA/AS; (CAN CSCI 2)

10 INTRODUCTION TO PROGRAMMING USING VISUAL BASIC.NET 4 UNITS

Introduction to computer programming using Microsoft's programming language Visual BASIC.NET for Windows. The course includes programming algorithm development, Visual Studio.NET's IDE, the language's basic syntax and grammar, object event procedures, input/output, looping techniques, decision logic, variable data types, functions and subroutines and text file and database manipulation. Intended for a general audience with little or no prior formal programming experience. Strongly recommended: Computer Science 7 or Computer Science 8 or Computer Application Systems 8 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; AA/AS.

13 INTRODUCTION TO MICROSOFT C# PROGRAMMING 4 UNITS

Introduction to basic programming concepts and structures using Microsoft's C#. Net. Using the Microsoft.NET IDE. Variables and basic I/O, looping, Boolean structures, array concepts, creating basic windows forms using C# coding for events, methods. Introduction to classes and inheritance concepts, and exception handling and string processing using C#. Strongly recommended: Computer Application Systems 50 or Computer Science 8 or Computer Application Systems 8 or Computer Science 10 or Computer Science 14 or Computer Science 19A. 3 hours lecture, 3 hours laboratory. Transfer: CSU.

14 INTRODUCTION TO STRUCTURED PROGRAMMING IN C++**4 UNITS**

Introduction to structured programming and problem solving using the C++ language. Problem solving techniques, algorithm design, testing and debugging techniques, and documentation standards. C++ syntax: elementary operators, data types, control structures, user-defined and library functions, basic input/output, sequential files, arrays and structs. Appropriate for students with little or no programming experience, but comfortable using computers with modern GUI operating systems. Strongly recommended: Computer Science 7 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; AA/AS.

15 OBJECT-ORIENTED PROGRAMMING METHODS IN C++**4 UNITS**

Object-oriented programming methods employed to design, program, test and document intermediate level problems in the C++ language. Includes strings and string objects, multidimensional arrays, pointers, dynamic allocation, classes, overloaded functions and operators, inheritance and polymorphism, introduction to linked lists. Designed to satisfy Association for Computing Machinery (ACM) guidelines for CS 1 as required for computer Science majors. Prerequisite: Computer Science 14 (*completed with a grade of "C" or higher*). Strongly recommended: Mathematics 20 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; AA/AS.

18A THE C PROGRAMMING LANGUAGE**2 UNITS**

Intended for students with knowledge of a high-level programming language, such as C++ or Java. Introduction to the C programming language, particularly the differences between C and C++ or Java. Variables, control structures, functions and parameter passing, strings, pointers, memory management, linked lists, recursion, the preprocessor (macros, libraries), command-line parameters, and use of the command-line compiler. Prerequisite: Computer Science 14 or equivalent (*completed with a grade of "C" or higher*). Strongly recommended: Eligibility for English 1A and Computer Science 41 or Computer Science 15 or equivalents (*either may be taken concurrently*). 1½ hours lecture, 1½ hours laboratory. Transfer: CSU.

19A OBJECT-ORIENTED PROGRAMMING METHODS IN JAVA**4 UNITS**

Object-oriented programming methods employed to design, program, test and document intermediate level problems in the Java language. Overview of Java syntax, control structures, methods, I/O, strings, single and multidimensional arrays, recursion and exception handling. Abstract Data Types and Object-Oriented Programming principles including classes, information hiding, aggregation, inheritance, method overriding and polymorphism. Introduction to graphical user interfaces (GUIs) and applets using the javax.swing package. Dynamic allocation and de-allocation of memory; comparison of Java references with pointers in C++. Implementation and use of linked lists. Designed to satisfy Association of Computing Machinery (ACM) guidelines for CSI as required for Computer Science majors. Strongly recommended: Computer Science 14 and Mathematics 20 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; AA/AS.

19B JAVA PROGRAMMING II**4 UNITS**

Stream input and output, threads, an introduction to Java collection classes: vectors, sets, lists, and maps, advanced graphical interfaces using Swing components, introduction to Java Beans. Includes multi-class applications. Prerequisite: Computer Science 19A (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU.

20 INTRODUCTION TO DATA STRUCTURES IN C++**4 UNITS**

Design and implementation of larger projects in C++ using software engineering principles. Emphasis on definition and use of data structures.

Includes specification of Abstract Data Types, general recursion, stacks, linked lists, queues, binary trees, sorting and searching algorithms, hashing techniques. Intended to satisfy ACM guidelines for CS 2 as required for Computer Science majors. Prerequisite: Computer Science 15 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC.

20J INTRODUCTION TO DATA STRUCTURES USING JAVA**4 UNITS**

Design and implementation of larger projects as Java applications using software engineering principles. Emphasis on definition and use of data structures. Includes specification of Abstract Data Types, general recursion, stacks, linked lists, queues, binary trees, sorting and searching algorithms, hashing techniques. Intended to satisfy ACM guidelines for Computer Science 2 as required for Computer Science majors. Prerequisite: Computer Science 19A, (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC.

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 number conversion and use of system interrupts. Interrupt processing and interrupt handlers. Procedures including parameter passing and linkage to higher level languages. Prerequisite: Computer Science 14 (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; (CAN CSCI 10)

41 INTRODUCTION TO UNIX**2 UNITS**

UNIX operating system capabilities, history, evolution and major variants. Components of a UNIX system, common commands, directory and file management, UNIX editors, shells, electronic mail and user communication, the C language development environment, Internet resources. Strongly recommended: Completion of or concurrent enrollment in Computer Science 14 or equivalent programming course in the C or C++ programming languages (*completed with a grade of "C" or higher*). 1½ hours lecture, 1½ hours laboratory. Transfer: CSU.

42 UNIX TOOLS, SHELL PROGRAMMING AND SYSTEM ADMINISTRATION CONCEPTS**2 UNITS**

Further experience with UNIX tools. Enhanced shells. Emphasis on Linux variant of UNIX. Basic networking concepts. Writing and testing shell scripts. Processes and scheduling. Security issues. Basic System administration. Prerequisite: Computer Science 41 (*completed with a grade of "C" or higher*). 1½ hours lecture, 1½ hours laboratory. Transfer: CSU.

44A PERL PROGRAMMING I**2 UNITS**

Introduction to the Perl programming language—data types, operators, variables, lists, arrays, hashes, control structures, regular expressions, files and data, pipes, references, subroutines, running and debugging Perl Introduction to using Perl with the World Wide Web. Prerequisite: Computer Science 14 and Computer Science 41 or equivalent (*both completed with a grade of "C" or higher*). Strongly recommended: Computer Science 42 and Computer Science 91 or Computer Applications Systems 91 or Electronics and Computer Technology 91 (*all may be taken concurrently*). 1½ hours lecture, 1½ hours laboratory. Transfer: CSU.

44B PERL PROGRAMMING II**2 UNITS**

Using Perl Modules, Object-oriented Perl, and Perl with the World Wide Web. Perl with sockets, CGI, databases, HTML forms, Web servers and other internet resources. Prerequisite: Computer Science 44A or equivalent (*completed with a grade "C" or higher*). 1½ hours lecture, 1½ hours laboratory. Transfer: CSU.

89 WEB PAGE PROGRAMMING USING PHP 2 UNITS

Introduction to using the non-Microsoft alternative to Microsoft's Active Server Pages to develop web pages. Programming web page objects using PHP. Use of PHP capabilities to access data from sequential data files and databases over the web. Designed for both Microsoft Internet Explorer and Netscape Communicator web page authors with a moderate background in programming concepts. Strongly recommended: Computer Science 91 or Computer Application Systems 91 or Electronics and Computer Technology 91 and Computer Science 14 or Computer Science 44A. 2 hours lecture, 1 hour laboratory.

91 INTRODUCTION TO HYPERTEXT MARKUP LANGUAGE (HTML) 2 UNITS

(May be repeated 3 times)

Design and development concepts and use of the standard HTML "tags" to develop web pages for use on the current standard World Wide Web latest version browsers. Coverage includes the differences and limitations of the various tags that work only on Microsoft Explorer and other non-Microsoft browsers, use of various web editing tools such as an HTML editor, graphics image editor, special effects applications, design considerations for web page layout including horizontal and vertical spacing commands, introduction to the use of multimedia (audio and movie clip) capability in HTML, hypertext link presentation using both text and graphical presentation, introduction to dynamic HTML tags such as Cascading Style Sheets, frames, tables, image maps, meta tags, sound, and elementary Javascript capabilities. Strongly recommended: Computer Science 7 or equivalent (*completed with a grade of "C" or higher*). 2 hours lecture, 1 hour laboratory. Transfer: CSU; AA/AS.

92 INTRODUCTION TO DYNAMIC HYPERTEXT MARKUP LANGUAGE (DHTML) 2 UNITS

(May be repeated 3 times)

An expansion of HTML web authoring capabilities to cover Dynamic HTML as available in Java, JavaScript and elementary XHTML. Use of third party software plug ins, Microsoft's Active X, changing the "static" appearance of your HTML web page, user input forms and scripts to enhance web page capabilities. Basic programming in CSS and JavaScript. Designed for web authors with a limited programming background who would like to use some of the basic capabilities of DHTML in their web pages. Prerequisite: Computer Science 91 and Computer Science 10 or 14 (*all completed with a grade of "C" or higher*). 2 hours lecture, 1 hour laboratory. Transfer: CSU; AA/AS.

94 XML AND XSL FOR THE WEB 2 UNITS

An introductory course in the grammar, syntax, capabilities and uses of eXtensible Markup Language (XML) on web applications and its layout use under eXtensible Style Language (XSL) for sorting and filtering capabilities. Prerequisite: Computer Science 19A and Computer Science 92 (*all completed with a grade of "C" or higher*). 2 hours lecture, 1 hour laboratory. Transfer: CSU.

CONSTRUCTION ELECTRICIANS TRAINING PROGRAM (CELT)

31 BASIC STATE ELECTRICIAN CERTIFICATION PREPARATION 3½ UNITS

(May be repeated 3 times)

Develop math skills necessary for the success of electricians in the field. A chapter-by-chapter examination of the National Electrical Code to gain a deep understanding of the purpose and structure of the NEC. Introduction to OSHA Policy and Procedures. Prevention and initial care for breathing and cardiac emergencies along with basic first aid for both adults and children. 53 hours lecture, 27 hours laboratory.

32 STATE ELECTRICIAN CERTIFICATION PREPARATION—MODULE A 2 UNITS

(May be repeated 3 times)

Develop math skills necessary for the success of electricians in the field. Explore laws and theorems that are the bases for electrical theory, including the components and working of series and parallel circuits. A chapter-by-chapter examination of the National Electrical Code to gain a deep understanding of the purpose and structure of the NEC. Use the NEC to calculate conductors for various load and fill situations. Gain insight into equipment and wiring methods for special occupancies including hazardous locations. May not receive credit if Construction Electrician Training Program 31 has been completed. 27 hours lecture, 27 hours laboratory.

33 OSHA 10 CONSTRUCTION TRAINING—MODULE B 1 UNIT

(May be repeated 3 times)

Introduction to OSHA Policy and Procedures, employer and employee responsibilities, use of texts CFR 1910 and 1926, identification of job-site hazards, removal, remediation or protection from hazards, safe work practices and personal protective equipment for various construction site hazards. May not receive credit if Construction Electrician Training Program 31 has been completed. 18 hours lecture.

34 FIRST AID AND CPR—MODULE C ½ UNIT

(May be repeated 3 times)

Prevention and initial care for breathing and cardiac emergencies along with basic first aid for both adults and children. May not receive credit if Construction Electrician Training Program 31 has been completed. 8 hours lecture, consisting of two four-hour modules.

36 ADVANCED STATE ELECTRICIAN CERTIFICATION PREPARATION 3½ UNITS

(May be repeated 3 times)

Introduction to trainee program and regulations covering Electrician Trainee requirements. Overview of electrical tools, materials and meters. Introduction to OSHA Policy and Procedures including employer and employee responsibilities, use of texts CFR 1910 and 1926, identification of job-site hazards, removal, remediation or protection from hazards, safe work practices and personal protective equipment for various construction site hazards. Prevention and initial care for breathing and cardiac emergencies along with basic first aid for both adults and children. This class is recommended for electricians with a minimum of 8,000 hours of on-the-job experience who have not passed the California electrician certification test. 53 hours lecture, 27 hours laboratory.

**37 ADVANCED STATE ELECTRICIAN
CERTIFICATION PREPARATION—
MODULE A****3 UNITS***(May be repeated 3 times)*

Introduction to trainee program and regulations covering Electrician Trainee requirements. Overview of electrical tools, materials and meters. Fundamentals of electricity including: units of electricity, sources and types of electricity, magnetism and electricity, and properties of conductors, insulators and semiconductors. Common circuit devices, i.e., resistors, circuit protection devices, relays, motors. Use of Ohm's Law to solve parallel, series and series-parallel DC circuit calculations. Introduction to Kirchhoff's Law. This class is recommended for electricians with a minimum of 8,000 hours of on-the-job experience who have not passed the California electrician certification test. May not receive credit if Construction Electrician Training Program 36 has been completed. 27 hours lecture, 27 hours laboratory.

**38 ADVANCED STATE ELECTRICIAN
CERTIFICATION PREPARATION—
MODULE B****1 UNIT***(May be repeated 3 times)*

Introduction to OSHA Policy and Procedures, employer and employee responsibilities, use of texts CFR 1910 and 1926, identification of job-site hazards, removal, remediation or protection from hazards, safe work practices and personal protective equipment for various construction site hazards. This class is recommended for electricians with a minimum of 8,000 hours of on-the-job experience who have not passed the California electrician certification test. May not receive credit if Construction Electrician Training Program 36 has been completed. 18 hours lecture.

**39 ADVANCED STATE ELECTRICIAN
CERTIFICATION PREPARATION—
MODULE C****1/2 UNIT***(May be repeated 3 times)*

Prevention and initial care for breathing and cardiac emergencies along with basic first aid for both adults and children. This class is recommended for electricians with a minimum of 8,000 hours of on-the-job experience who have not passed the California electrician certification test. May not receive credit if Construction Electrician Training Program 36 has been completed. 8 hours lecture consisting of two four-hour modules.

CONTEMPORARY STUDIES**CONTEMPORARY STUDIES****1/2–4 UNITS**

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

CONTINUING EDUCATION STUDIES**CONTINUING EDUCATION STUDIES****1/2–4 UNITS**

Continuing education courses include both full term and short term courses in a wide variety of course patterns, field studies, seminars, workshops, and any other such educational activities that will meet the

educational needs of those students pursuing a community college program. May be offered under any course title contained in the Catalog, using the numbers 150 through 199. Continuing Education Studies may be repeated. 1–12 hours.

DANCE (DANC)**1 DANCE TECHNIQUE****1/2 UNIT***(May be repeated 3 times)*

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 Physical Education 1) 2 hours. Transfer: CSU; UC; AA/AS.

5 DANCE WORKSHOP**1 1/2 UNITS***(May be repeated 3 times)*

Dance techniques, choreographic principles and stage presentation. Includes classical ballet, modern ballet, modern dance, polyrhythmic jazz, improvisation, Broadway musical, ethnic and folk dance. 1 hour lecture, 2 hours laboratory. Transfer: CSU; UC.

6 DANCE PRODUCTION—CHOREOGRAPHY**1–3 UNITS***(May be repeated 3 times)*

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. Prerequisite: Dance 5. 3–9 hours laboratory. Transfer: CSU; UC.

DENTAL HYGIENE (DHYG)**DEGREE:****AA—DENTAL HYGIENE**

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the council on Post-secondary Accreditation and by the United States Department of Education. Completion of the two-year program qualifies the student to take the National Dental Hygiene Board examination and the California Dental Hygiene State Board Licensure examination for licensure as a Registered Dental Hygienist. The program includes courses such as Clinical Dental Hygiene, Dental Radiology, General and Oral Pathology, Expanded Functions for the Dental Hygienist, Educational Theories in Dental Hygiene Education, Community Dental Health. These are but a few of the courses in the program. The program admits 20 students per year. Students interested in dental hygiene need a background in the basic sciences, English, psychology and speech. Dental Hygienists are primary health care providers, including areas of clinical practice, research, educational

theory, adult learning concepts and communication. This is a special admission program. For information go to the website: <http://www.chabotcollege.edu/dhygl/>.

SPECIAL APPLICATION REQUIRED

Prerequisites for admission to this program include: (1) Completion of Dental Hygiene application; (2) Anatomy 1, Chemistry 30A, Chemistry 30B, Physiology 1, Microbiology 1 or equivalents completed with a grade of “C” or higher prior to February 1 of the year of application; (3) Speech 1, Psychology 1, Sociology 1 or equivalents (completed with a grade of “C” or higher) by June 30th of the year of application.

DENTAL HYGIENE

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

Dental Hygiene 50A (Dental Hygiene Orientation I)	1/2
Dental Hygiene 60 (Dental Anatomy and Morphology)	1 1/2
Dental Hygiene 60L (Dental Anatomy and Morphology Lab)	1/2
Dental Hygiene 61 (Head and Neck Anatomy)	2
Dental Hygiene 61L (Head and Neck Anatomy Lab)	1
Dental Hygiene 69A (Oral Health Education)	2
Dental Hygiene 71A (Pre-Clinical Dental Hygiene)	4
Dental Hygiene 74A (Dental Radiography I)	3
Dental Hygiene 74L (Dental Radiography Open Lab)	1/2
Health 60* (Responding to Emergencies)	1
Health 70B** (Basic Life Support for Health Care Providers)	0.2
Nutrition 1*** (Nutrition)	3
Dental Hygiene 50B (Dental Hygiene Orientation II)	1/2
Dental Hygiene 50C (Dental Hygiene Orientation III)	1/2
Dental Hygiene 51 (General and Oral Pathology)	4
Dental Hygiene 55A (Dental Materials)	1
Dental Hygiene 69B (Treatment and Evaluation in Dental Hygiene)	1
Dental Hygiene 71B (Clinical Dental Hygiene)	4
Dental Hygiene 73 (Educational Theories in Dental Hygiene Care)	1 1/2
Dental Hygiene 74B (Dental Radiography II)	1 1/2
Dental Hygiene 75 (Medical Emergencies)	1

SOPHOMORE YEAR FALL SPRING

Dental Hygiene 52A (Periodontics)	2
Dental Hygiene 54 (Pharmacology)	2
Dental Hygiene 56A (Community Dental Health I)	1
Dental Hygiene 57 (Expanded Functions for the Dental Hygienist)	2
Dental Hygiene 80A (Patient Management)	1
Dental Hygiene 81A (Clinical Practice I)	4
Dental Hygiene 82A (Clinical Experience Seminar I)	1
Dental Hygiene 52B (Advanced Periodontics)	1
Dental Hygiene 56B (Community Dental Health II)	1
Dental Hygiene 58 (Dental Office Practice)	1
Dental Hygiene 80B (Advanced Clinical Topics)	1
Dental Hygiene 81B (Clinical Practice II)	5
Dental Hygiene 82B (Clinical Experience Seminar II)	2
Dental Hygiene 83 (Patients with Special Needs)	1
Total	59.2

General Education Courses

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required 60****

**A student who presents a current Responding to Emergencies Card may request a waiver of Health 60*

***A student who presents a current Professional Rescuer Cardiopulmonary Resuscitation Card may request a waiver of Health 70B*

****Completion of Nutrition 1 is strongly recommended prior to entrance into the Dental Hygiene Program.*

*****The Dental Hygiene Program units combined with the Associate in Arts Degree requirements will be in excess of the minimum 60 units*

Note: To progress in the Dental Hygiene Program and to graduate from the program, students must earn a minimum grade of “C” in each course.

DENTAL HYGIENE (DHYG)

50A DENTAL HYGIENE ORIENTATION I 1/2 UNIT

Orientation to the dental hygiene program to include information regarding scheduling, course requirements, financial aid considerations, program policies and procedures as well as core competencies. Prerequisite: Acceptance into the dental hygiene program. 9 hours.

50B DENTAL HYGIENE ORIENTATION II 1/2 UNIT

Orientation for second year dental hygiene students focusing on patient management and scheduling as well as policies and procedures for treating periodontally involved patients. Prerequisite: Dental Hygiene 71B. 9 hours.

50C DENTAL HYGIENE ORIENTATION III 1/2 UNIT

Orientation for second year dental students providing information regarding scheduling for complex cases, course requirements, program policies and procedures as well as patient/clinical competencies. Prerequisite: Dental Hygiene 81A. 9 hours.

51 GENERAL AND ORAL PATHOLOGY 4 UNITS

Oral pathology and dysfunctions of systems of the body which directly affect the oral cavity. Significance of oral and general pathology in relationship to treatment by the dental hygienist. Corequisite: Concurrent enrollment in the Dental Hygiene Program. 4 hours. Transfer: CSU.

52A PERIODONTICS 2 UNITS

Normal periodontium and the deviations from health, with emphasis on the hygienist’s responsibility in examination, data collection and recognition of disease. Dental Hygiene therapy for periodontal disease prevention, active case management and maintenance programs. Contributing factors to disease process and case management. Decision-making for patient referral to the periodontal specialist. Prerequisite: Dental Hygiene 51 (completed with a grade of “C” or higher). 2 hours. Transfer: CSU.

52B ADVANCED PERIODONTICS 1 UNIT

Continuation of 52A. Research-based comprehensive periodontal therapy. Focus on systemic diseases and their relationship to periodontal disease and adjunct periodontal treatment modalities through the use of evidence-based research and case studies. Prerequisite: Dental Hygiene 52A (completed with a grade of “C” or higher). 1 hour. Transfer: CSU.

54 PHARMACOLOGY 2 UNITS

Sources, dosages, therapeutic action, and side effects of drugs used in dentistry and dental hygiene. Includes legal and ethical aspects of drug usage. Corequisite: Dental Hygiene 57. 2 hours. Transfer: CSU.

55A DENTAL MATERIALS**1 UNIT**

General and specialty practice materials and techniques. Prerequisite: Dental Hygiene 69A (*completed with a grade of "C" or higher*). ½ hour lecture, 1½ hours laboratory. Total weeks—9. Transfer: CSU.

56A COMMUNITY DENTAL HEALTH I**1 UNIT**

Study of individual and community oral health problems, relative to personal, family, and public health needs. Corequisite: Dental Hygiene 80A. Strongly recommended: Speech 1, or 10, or 30. 1 hour. Transfer: CSU.

56B COMMUNITY DENTAL HEALTH II**1 UNIT**

Continuation of Dental Hygiene 56A. Individual and community oral health problems, with emphasis on the dental hygienist as a resource person. Prerequisite: Dental Hygiene 56A (*completed with a grade of "C" or higher*). 1 hour. Transfer: CSU.

57 EXPANDED FUNCTIONS FOR THE DENTAL HYGIENIST**2 UNITS**

Dental hygiene advanced clinical functions including clinical practice in administration of local anesthetics, topical anesthetic agents, nitrous oxide/oxygen analgesia and soft tissue curettage. Corequisite: Dental Hygiene 54 and 81A. 1 hour lecture, 3 hours clinical. Transfer: CSU.

58 DENTAL OFFICE PRACTICE**1 UNIT**

Dental office practices based on sound dental economics, legal and ethical framework of the State Dental Practice Act, and patient needs and services. Opportunities in the dental hygiene profession. Corequisite: Dental Hygiene 81B. 1 hour. Transfer: CSU.

60 DENTAL ANATOMY AND MORPHOLOGY**1½ UNITS**

Development, eruption, and structures of the intraoral cavity and extraoral structures; structures of the teeth, tooth numbering systems, occlusion and anomalies. Identification of teeth and oral structures. Prerequisite: Admission into the Dental Hygiene Program. Corequisite: Dental Hygiene 60L, 69A and 71A. 1½ hours. Transfer: CSU.

60L DENTAL ANATOMY AND MORPHOLOGY LAB**½ UNIT**

Supplemental instruction on the development, eruption, and structures of the intraoral cavity and extraoral structures: structures of the teeth, tooth numbering systems, occlusion and anomalies. Identification of teeth and oral structures. Corequisite: DH 60. 1½ hours laboratory.

61 HEAD AND NECK ANATOMY**2 UNITS**

Anatomy of the head, neck and oral cavity; structure and function of the oral cavity and adjacent structures. Emphasis on clinical recognition of normal structures, the anatomical relationships between structures, their vascular supply and the regional osteology. Corequisite: Dental Hygiene 61L, 69A and 71A. 2 hours. Transfer: CSU.

61L HEAD AND NECK ANATOMY LAB**1 UNIT**

Supplemental instruction on the embryology of the head, neck and oral cavity, structure and function of the oral cavity and adjacent structures. Emphasis on the recognition of normal structures, the anatomical relationships between structures and regional osteology. Corequisite: concurrent enrollment in Dental Hygiene 61. 3 hours laboratory.

69A ORAL HEALTH CARE EDUCATION**2 UNITS**

Educational techniques and technical skills used to assist individuals and groups in becoming integrally involved in their dental/oral health care. Information and application of information related to oral health care oral health promotion and disease prevention. Corequisite: Current enrollment in the Dental Hygiene Program. 2 hours. Transfer: CSU.

69B TREATMENT AND EVALUATION IN DENTAL HYGIENE**1 UNIT**

Continued development of the principles of assessment in dental hygiene care. Prevention, non-surgical periodontal therapy and maintenance through application of the Dental Hygiene process, including assessment, planning, goal setting, implementing and evaluation used in providing dental hygiene care. Emphasis on evaluation of dental hygiene care as an essential component of the dental hygiene process. Prerequisite: Dental Hygiene 69A and 71A (*both completed with a grade-of "C" or higher*). Corequisite: Dental Hygiene 75. 1 hour. Transfer: CSU.

71A PRE-CLINICAL DENTAL HYGIENE**4 UNITS**

Laboratory and clinical experiences in patient assessment, dental hygiene care planning, goal setting and implementation of instrumentation techniques for providing prevention-oriented dental care and non-surgical periodontal therapy. Emphasis on post-treatment evaluation. Application of theory to the treatment of clinical patients. Corequisite: Dental Hygiene 60, 69A and 71L. 2 hours lecture, 6 hours clinical. Transfer: CSU.

71B CLINICAL DENTAL HYGIENE**4 UNITS**

Continuation of laboratory and clinical experiences in patient assessment with emphasis on dental hygiene care planning, goal setting and implementation of instrumentation techniques for providing prevention-oriented dental care and non-surgical periodontal therapy. Emphasis on post-treatment evaluation. Introduction to the technical skills and procedures used in the clinical practice of dental hygiene. Prerequisite: Dental Hygiene 71A (*completed with a grade of "C" or higher*). Corequisite: Dental Hygiene 69B and 75. 1 hour lecture, 9 hours clinical. Transfer: CSU.

71L PRE-CLINICAL DENTAL HYGIENE LAB**1 UNIT**

Supplemental instruction in the use of dental hygiene instruments. Emphasis on instrumentation technique including the use of fulcrum options, modified pen grasp, direct and indirect vision. Corequisite: Dental Hygiene 71A. 3 hours laboratory.

73 EDUCATIONAL THEORIES IN DENTAL HYGIENE CARE**1½ UNITS**

Basics of research processes associated with clinical dental hygiene practice. Teaching, learning, and research processes. Application of principles for patient education. Identification of effective environments for teaching and learning. Prerequisites: Dental Hygiene 69A and 71A. Corequisites: Dental Hygiene 69B and 71B. 1½ hours. Transfer: CSU.

74A DENTAL RADIOGRAPHY I**3 UNITS**

Introduction to principles of radiography, x-radiation protection, operation of x-ray equipment, infection control procedures and hazardous waste maintenance. Practice in film exposure, processing, mounting and interpretation. Prerequisite: Current enrollment in the Dental Hygiene Program. 2 hours lecture, 3 hours laboratory.

74B DENTAL RADIOGRAPHY II**1½ UNITS**

Continuation of clinical experience in exposing films, group and individualized criticism of mounted films; principles of Panographic and Digital radiology; special patient needs; occlusal and pedodontic surveys; emphasis on radiographic interpretative skills. Prerequisite: Dental Hygiene 74A (*completed with a grade of "C" or higher*). ½ hour lecture, 3 hours clinical.

74L DENTAL RADIOGRAPHY OPEN LAB**½ UNIT**

Application of radiographic principles, x-radiation protection, operation of x-ray equipment, infection control procedures and hazardous waste maintenance. Practice in film exposure, processing, mounting and interpretation. Prerequisite: current enrollment in the Dental Hygiene Program. 1½ hours laboratory.

75 MEDICAL EMERGENCIES**1 UNIT**

Prevention, recognition and management of medical emergencies that occur in the dental setting. Corequisite: Dental Hygiene 69B and Dental Hygiene 71B. 1 hour. Transfer: CSU.

80A PATIENT MANAGEMENT**1 UNIT**

Dental Hygiene therapy with emphasis on the child patient and periodontal patients, education in prevention and control of dental disease, and case documentation. Prerequisite: Dental Hygiene 71B. Corequisite: Dental Hygiene 56A and 81A. 1 hour. Transfer: CSU.

80B ADVANCED CLINICAL TOPICS**1 UNIT**

Development of skills and knowledge in dental hygiene therapy and disease control with emphasis on comprehensive patient care. Prerequisite: Dental Hygiene 80A (*completed with a grade of "C" or higher*). Corequisite: Dental Hygiene 81B, 82B and 83. 1 hour. Transfer: CSU.

81A CLINICAL PRACTICE I**4 UNITS**

Continuation of clinical experience in performing dental hygiene therapy with emphasis on the young child and periodontal patient; patient education in prevention and control of dental disease and emergency procedures. Prerequisite: Dental Hygiene 69B and Dental Hygiene 71B (*both completed with a grade of "C" or higher*). Corequisite: Dental Hygiene 56A, 57, 80A and 83. 12 hours clinical. Transfer: CSU.

81B CLINICAL PRACTICE II**5 UNITS**

Continuation of clinical experience with a variety of clinical cases of adults and children to include a broad spectrum of clinical applications. Prerequisite: Dental Hygiene 81A (*completed with a grade of "C" or higher*). Corequisites: Dental Hygiene 58, 80B, 82B, and 83. 15 hours clinical. Transfer: CSU.

82A CLINICAL EXPERIENCE SEMINAR I**1 UNIT**

Discussion and analysis of case-based clinical situations. Case studies addressing client care, protocol and advanced clinical techniques. Corequisite: Dental Hygiene 80A. 1 hour. Transfer: CSU.

82B CLINICAL EXPERIENCE SEMINAR II**2 UNITS**

Discussion and analysis of complex case-based clinical situations. Ethical, legal decision making, occupational standards and incident reporting in the clinical setting. Review of materials pertaining to the National Dental Hygiene Board and the Clinical State Dental Hygiene Board exams. Corequisite: Dental Hygiene 58A and 80B. 2 hours. Transfer: CSU.

83 PATIENTS WITH SPECIAL NEEDS**1 UNIT**

Dental Hygiene therapy with emphasis on patients with special needs. Prerequisite: Dental Hygiene 80A (*completed with a grade of "C" or higher*). Corequisite: Dental Hygiene 80B and 81B. 1 hour. Transfer: CSU.



DESIGN TECHNOLOGY (DSGN)

The Design Technology Program is currently suspended until further notice.

DIGITAL MEDIA (DIGM)

CERTIFICATE: DIGITAL MEDIA

DIGITAL MEDIA CERTIFICATE

Students must take all required courses (10½ units) plus two optional courses from Group A (3 units) and one optional course from Group B (3 units) for a total of 16½ units.

FRESHMAN YEAR FALL SPRING

Digital Media 31A (Photoshop I)	1½
Digital Media 32A (Illustrator I)	1½
Digital Media 34A (Flash I)	1½
Digital Media 35A (Dreamweaver I)	1½

Optional Group A:

Digital Media 31B (Photoshop II)	1½
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Optional Group B:

Art 40 (Graphic Design Principles)	3
Art 56 (Graphic Design I)	3
Photography 50 (Introduction to Photography)	3

SOPHOMORE YEAR FALL SPRING

Digital Media 35B (Dreamweaver II)	1½
Digital Media 36A (Final Cut I)	1½
Digital Media 36B (Final Cut II)	1½

Optional Group A:

Digital Media 32B (Illustrator II)	1½
Digital Media 37 (Flash Actionscript)	1½
Digital Media 38 (Flash Animation)	1½

Optional Group B:

Architecture 33 (3-D Modeling with Form•Z)	3
Art 48 (Perspective Drawing)	3

Total 16½

31A PHOTOSHOP I 1½ UNITS

Introduction to the use of Photoshop software for creating and editing digital images. Topics include retouching and restoration of photographs, color management, digital painting, and preparing images for printing. May not receive credit if Art/Architecture/Interior Design/Photography 31A has been completed. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

31B PHOTOSHOP II 1½ UNITS

Continuation of the content and skills introduced in Digital Media 31A (Photoshop I). Topics include filters, advanced layer effects, preparing images for commercial printing, and preparing images for use on web pages. May not receive credit if Art/Architecture/Interior Design/Photography 31B has been completed. Prerequisite: Digital Media 31A (*completed with a grade of "C" or higher*). 1 hour lecture, 2 hours laboratory. Transfer: CSU.

32A ILLUSTRATOR I 1½ UNITS

Introduction to the use of Adobe Illustrator software for digital illustration. Emphasis on the use of vector-based tools for artistic and technical drawing. Enhancement of illustrations through the addition of text, gradients, patterns, transparency, and effects. May not receive credit if Art/Architecture/Interior Design/Photography 32A has been completed. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

32B ILLUSTRATOR II 1½ UNITS

Continuation of the content and skills introduced in Digital Media 32A (Illustrator I). Creation of custom brushes and patterns; masking and distorting objects; simulating light and shadow through use of gradients, blends, meshes, and 3D effects; preparing files for commercial printing. May not receive credit if Art/Architecture/Interior Design/Photography 31B has been completed. Prerequisite: Digital Media 32A (*completed with a grade of "C" or higher*). 1 hour lecture, 2 hours laboratory. Transfer: CSU.

34A FLASH I 1½ UNITS

Introduction to Flash, an authoring application for bringing animation, sound, video, and interactivity to Web pages. Creating images with Flash's vector-based drawing tools; importing and modifying images, sounds, and video clips; animating those elements; embedding the resulting animation in a Web page. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

35A DREAMWEAVER I 1½ UNITS

Introduction to the basic skills required for designing and producing Web pages and multi-page Web sites, providing a foundation for eventual creation of interactive, multimedia Web sites. Hand-coding HTML and Cascading Style Sheets; using Dreamweaver software as a site design and management tool. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

35B DREAMWEAVER II 1½ UNITS

Continuation of the content and skills introduced in Digital Media 35A (Dreamweaver I), with emphasis on using Dreamweaver in collaboration with other multimedia applications (such as Photoshop, Illustrator, and Flash) to create media-rich Web sites. Devising intuitive navigation schemes; incorporating sound and motion into a Web page. Prerequisite: Digital Media 35A (*completed with a grade of "C" or higher*). Strongly recommended: Digital Media 31A, 32A, 34A or 36A (*all completed with a grade of "C" or higher*). 1 hour lecture, 2 hours laboratory. Transfer: CSU.

36A FINAL CUT I 1½ UNITS

Introduction to video editing using Apple's Final Cut Pro software (or its simpler counterpart, Final Cut Express). Capturing digital video; combining video clips by means of cuts and transitions; adding titles and audio; outputting the finished product to disk. Each student must have a digital video camera. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

36B FINAL CUT II 1½ UNITS

Continuation of the content and skills introduced in Digital Media 36A (Final Cut I), with emphasis on creative imagery through use of video and audio filters, motion and speed effects, and compositing. Prerequisite: Digital Media 36A (*completed with a grade of "C" or higher*). Each student must have a digital video camera. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

37 FLASH ACTIONSCRIPT 3 UNITS

Introduction to Adobe Flash, an authoring application for creating animation and user interfaces, with emphasis on using the ActionScript scripting language to add interactivity to web pages. Basic object-oriented programming techniques; importing and modifying images, sounds, and video clips; using interface elements such as menus, button groups, sliding controls, and text-input fields to control animation, sound, and other multimedia elements. (Formerly DIGN 34B) 1 hour lecture, 2 hours laboratory. Transfer: CSU.

38 FLASH ANIMATION

3 UNITS*

Introduction to Adobe Flash, an authoring application for creating animation and user interfaces, with emphasis on combining character animation, dialogue, and music into short animated cartoons suitable for broadcast or webcast. (Formerly DIGM 34C) 1 hour lecture, 2 hours laboratory. Transfer: CSU.

40 INDIVIDUAL PROJECTS IN DIGITAL MEDIA

1 UNIT

Individual projects in digital media at the intermediate to advanced level. Development of knowledge and skills acquired in previous or current work with an emphasis on current projects involving animation, interactive scripting, illustration, photo manipulation, video editing, website development, or some combination of these. Prerequisite: At least two of the following Digital Media courses (*completed with a grade of "B" or higher*): Digital Media 31A, 31B, 23A, 32B, 34A, 35A, 35B, 36A, 36B, 37, 38. 4 hours laboratory. Transfer: CSU.

DISTANCE EDUCATION

Distance Education offers students a flexible schedule of courses through various modes of technology, such as television, video, CD-ROMs, and the internet. Current types of courses include Telecourses (television/videobased), On-line courses (web-based), and CD-ROM-based courses, most of which fulfill General Education requirements. Students will find the complete list of Distance Education courses at www.chabotcollege.edu (select "Distance Education") or in the back pages of the current class schedule. Courses may also be found individually under each subject heading. For questions please call the Instructional Technology Center at (510) 723-7016.

DRAMA

(See Theater Arts)

EARLY CHILDHOOD DEVELOPMENT (ECD)

DEGREE:

AA—EARLY CHILDHOOD DEVELOPMENT

CERTIFICATE OF ACHIEVEMENT: EARLY CHILDHOOD DEVELOPMENT (BASIC TEACHER)

CERTIFICATE OF PROFICIENCY: EARLY CHILDHOOD DEVELOPMENT (ASSOCIATE TEACHER)

This two-year diploma program leads to an Associate in Arts Degree in Early Childhood Development and

two Certificates: Early Childhood Development (Basic Teacher), and Early Childhood Development (Associate Teacher). The degree provides a broad background in early childhood education. Students are trained to become teachers of young children in a variety of preschool and educational settings. The care and education of young children demands a high level of personal and professional integrity and enthusiasm.

The Child Development major builds a foundation of understanding and skills for those interested in providing services to children and families. The program is relevant for early childhood and elementary school teachers, school and educational program directors, recreation leaders, parents and potential parents.

EARLY CHILDHOOD DEVELOPMENT

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Early Childhood Development 50 (Early Childhood Principles and Practices)		3
Early Childhood Development 51 (Prenatal to Early Childhood)		3
Early Childhood Development 62 (Child, Family, and Community)		3
Early Childhood Development 63 (Early Childhood Curriculum)		4
SOPHOMORE YEAR	FALL	SPRING
Early Childhood Development 55 (The Professional Care-Giver)		2
Early Childhood Development 60 (Introduction to the Young Child with Exceptional Needs)		3
Early Childhood Development 90 (Supervised Experience)		4
Early Childhood Development 95 (Work Experience)		1
Early Childhood Development 96 (Work Experience Seminar)		1
Option*		2-3
Total		26-27

Note: Students should review with Early Childhood Development instructors the requirements of the California Child Development Permit Matrix.

General Education Courses
For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

- *One course to be selected from the following:
- Early Childhood Development 40 (Social and Emotional Foundation for Early Learning) 3 units
 - Early Childhood Development 52 (Childhood and Adolescence) 3 units
 - Early Childhood Development 59 (Literacy in Early Childhood) 3 units
 - Early Childhood Development 61 (Literature for the Young Child) 3 units
 - Early Childhood Development 64 (Play: Materials and Environments) 3 units

Early Childhood Development 65 (Administration)	3 units
Early Childhood Development 67 (Infant and Toddler Development and Care Giving)3 units
Early Childhood Development 68 (Program Supervision)3 units
Early Childhood Development 80 (Advanced Topics in Childhood Development)2-3 units
Early Childhood Development 83 (Adult Supervision)2 units
Early Childhood Development 69 (Observing and Recording Behavior)3 units
Early Childhood Development 76 (Methods and Materials for Special Needs Children)3 units
Early Childhood Development 77 (Introduction to Social Services and Community Resources)3 units
Early Childhood Development 78 (Language Development)3 units
Early Childhood Development 79 (Teaching in a Diverse Society)3 units

EARLY CHILDHOOD DEVELOPMENT (BASIC TEACHER) CERTIFICATE OF ACHIEVEMENT

CORE COURSES	FALL	SPRING
Early Childhood Development 50 (Early Childhood Principles and Practices)	3	
Early Childhood Development 51 (Prenatal to Early Childhood)	3	
Early Childhood Development 62 (Child, Family, and Community)	3	
Early Childhood Development 63 (Early Childhood Curriculum)	4	
Early Childhood Development 55 (The Professional Care-Giver)	2	
Early Childhood Development 90 (Supervised Experience)	4	
Early Childhood Development 95 (Work Experience)	1	
Early Childhood Development 96 (Work Experience Seminar)	1	
Early Childhood Development 52 (Childhood and Adolescence) or Early Childhood Development 60 (Introduction to the Young Child with Exceptional Needs)	3	
Total	24	

EARLY CHILDHOOD DEVELOPMENT (ASSOCIATE TEACHER) CERTIFICATE OF PROFICIENCY

CORE COURSES	FALL	SPRING
Early Childhood Development 50 (Early Childhood Principles and Practices)	3	
Early Childhood Development 51 (Prenatal to Early Childhood)	3	
Early Childhood Development 62 (Child, Family, and Community)	3	
Early Childhood Development 63 (Early Childhood Curriculum)	4	
Total	13	

EARLY CHILDHOOD DEVELOPMENT (ECD)

(These courses are designed to satisfy the recommendations of the State Board of Social Welfare regarding nursery school personnel.)

40 SOCIAL AND EMOTIONAL FOUNDATIONS FOR EARLY LEARNING 3 UNITS

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 Development 51 and 62. 3 hours. Transfer: CSU; AA/AS.

50 EARLY CHILDHOOD PRINCIPLES AND PRACTICES 3 UNITS

Historical and contemporary systems of Early Childhood group care, career opportunities, licensing requirements, professional qualifications, differing orientations to early childhood education, developmental stages of young children as related to quality programs that have developmentally appropriate and inclusive curriculum. 3 hours. Transfer: CSU.

51 PRENATAL TO EARLY CHILDHOOD 3 UNITS

Development of the child from prenatal life to early childhood; developmental characteristics, influences affecting development in prenatal life and infancy; individual differences; physical, emotional, intellectual and social development. Emphasis on scientific method, research strategies historical overview, social and cultural context, methods of observing children, and theories. 3 hours. Transfer: CSU; UC; CSU/GE: D7; IGETC: Area 4G; AA/AS.

52 CHILDHOOD AND ADOLESCENCE 3 UNITS

Development of the child from elementary school age through adolescence; physical, intellectual, social and personality factors. Emphasis on the continuity, observation, scientific methods, and stages of development. 3 hours. Transfer: CSU; UC.

55 THE PROFESSIONAL CARE-GIVER 2 UNITS

Analysis of motives, goals, qualifications, competencies and attitudes of the successful professional and relationships with clients includes; individual assessments and strategies for career success. Strongly recommended: Early Childhood Development 50. 2 hours. Transfer: CSU.

59 LITERACY IN EARLY CHILDHOOD 3 UNITS

Enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development and their skills in teaching early literacy to young children from birth through school age. Strongly recommended: Early Childhood Development 51. 3 hours. Transfer: CSU.

60 INTRODUCTION TO THE YOUNG CHILD WITH EXCEPTIONAL NEEDS 3 UNITS

Introduction to educational philosophies for educating infants and children with exceptional needs. Typical and atypical developmental characteristics and abilities in infants and preschoolers. Assessments, interventions, and learning environments for the infant and preschooler with exceptional needs. Prerequisite: Early Childhood Development 51 (completed with a grade of "C" or higher). 3 hours. Transfer: CSU.

61 LITERATURE FOR THE YOUNG CHILD 3 UNITS

Selection, evaluation and use of fiction, non-fiction, prose and poetry from existing written and/or recorded children's literature for appropriate class presentation. Includes puppets, flannel boards and props. Role of books in early literacy. 3 hours. Transfer: CSU.

62 CHILD, FAMILY, AND COMMUNITY 3 UNITS

Patterns of family living in contemporary society, including the varying roles and interactions of family members; demographic, socio-cultural, racial, economic, and developmental factors affecting family life and their implications; relationship of the family to early care and education and to community resources. 3 hours. Transfer: CSU; CSU/GE: D7; AA/AS.

63 EARLY CHILDHOOD CURRICULUM 4 UNITS

Professional application of the principles of human growth and development in: the study of play based inclusive curriculum, the physical environment and learning experiences including program content, the use of materials, the facilitation and guidance of all children's experiences based on developmentally appropriate principles, the methods used to meet all children's physical, social, emotional, cognitive, and creative needs within cultural context. Prerequisite: Early Childhood Development 50 and 51 (*both completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU.

64 PLAY: MATERIALS AND ENVIRONMENTS 3 UNITS

Application of principles of human growth and development in the consideration of play materials and environments for young children. Development and selection of age-appropriate play materials, and environments which foster play. Prerequisite: Early Childhood Development 51 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU.

65 ADMINISTRATION 3 UNITS

An overview of administrative principles and practices of Early Care and Education facilities; program planning, organizational structures, financial management, personnel policies, records, nutrition and food purchasing; relationships with families, community, and regulatory agencies; requirements of State and Federal programs; legal and ethical aspects. Prerequisite: Early Childhood Development 62 and 63 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU.

67 INFANT AND TODDLER DEVELOPMENT AND CARE GIVING 3 UNITS

Analysis of infant and toddler development and care, birth through 36 months. Study of current caregiving practices in infant/toddler centers and family day care homes. Examination of best practices, responsive caregiving techniques, environments, infant/toddler learning foundations, health, safety, and licensing requirements. Prerequisite: Early Childhood Development 51 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; CSU/GE: D7.

68 PROGRAM SUPERVISION 3 UNITS

Management of Early Care and Education programs which includes: strategic planning, group dynamics, supervision of staff and volunteers, development of motivation and morale, leadership skills, functions of personnel, interviewing skills, interpersonal and group conflicts, staff evaluations, and working effectively with families and advisory boards. Designed to provide knowledge of methods and principles of working with adults in a supervisory capacity in Early Care and Education settings. Prerequisite: Early Childhood Development 62 and 63 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU.

69 CHILD STUDY THROUGH OBSERVATION 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: Early Childhood Development 51 (*completed with a grade of "C" or higher*). 2 hours lecture, 3 hours laboratory. Transfer: CSU; AA/AS.

77 INTRODUCTION TO SOCIAL SERVICES AND COMMUNITY RESOURCES 2-4 UNITS

Introduction to social services and community resources available to children and families through various human service agencies. Methods of effective volunteer participation in community service; including assessing community needs, role of the volunteer, and relationships with families and public agencies. Field placements. 1 hour lecture, 3-9 hours laboratory. Transfer: CSU.

78 LANGUAGE DEVELOPMENT 3 UNITS

Principles of language development of young children. Skills involved in communication. Facilitating acquisition and use of communication skills. Prerequisite: Early Childhood Development 51 (*completed with grade of "C" or higher*). 3 hours. Transfer: CSU.

79 TEACHING IN A DIVERSE SOCIETY 3 UNITS

Critical examination of societal and personal attitudes and beliefs, values, assumptions and biases about culture, race, language, identity, family structures, ability, socio-economic status and other issues influenced by systemic oppression. Recognize and confront barriers that interfere with one's ability to work effectively with diverse populations of children and families. Enhance teacher's skills for educating children in a pluralistic society. 3 hours. Transfer: CSU; AA/AS; AC.

80 ADVANCED TOPICS IN CHILDHOOD DEVELOPMENT 1-3 UNITS

(*May be repeated 3 times*)

Development and presentation of advanced topics in Early Childhood Development. Emphasis on creative arts, math and science, music and movement. Prerequisite: Early Childhood Development 63 (*completed with a grade of "C" or higher*). 1-3 hours.

83 ADULT SUPERVISION 2 UNITS

Methods and principles of mentoring and supervising adults in Early Care and Education settings. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, families and other staff. Prerequisite: Early Childhood Development 62 and 63 (*completed with a grade of "C" or higher*). 2 hours. Transfer: CSU.

85 MENTOR SEMINAR A 1/2 UNIT

Assigned for mentor teachers in the statewide California Early Childhood Mentor Teacher program. Monthly seminars to explore issues related to mentor teachers' new role as supervisors of early childhood student teachers. Content individualized to meet the needs of each Mentor. 9 hours total. Transfer: CSU.

86 MENTOR SEMINAR B 1/2 UNIT

Seminar is part of the statewide California Early Childhood Mentor Teacher program. Continuing monthly seminars to further explore issues begun in Mentor Seminar A mentor teacher's role as supervisors of early childhood student teachers. Emphasis on their role as early childhood professionals. Content individualized to meet the needs of each Mentor. 9 hours total. Transfer: CSU.

87 QUALITY ENVIRONMENTS FOR INFANTS/TODDLERS 3 UNITS

Observation and analysis of infant/toddler classrooms. Design of interior and exterior learning environment to meet the developmental needs of children birth to 36 months. Using observations and developmental charts, students will plan appropriate learning experiences for infants and toddlers. Influence of responsive and culturally sensitive relationships with children and their parents on children's development. Strongly recommended: Early Childhood Development 67. 3 hours. Transfer: CSU; AA/AS.

88 EARLY CHILDHOOD ENVIRONMENTS**1/2 UNIT**

Assessing the early childhood learning environment and analyzing the outcomes helps early childhood professionals to improve the quality of their programs. Students will understand and use the Early Childhood Environment Rating Scale (ECERS) to assess the physical environment, basic care, curriculum, schedule, program, child teacher interaction and parent and staff education of a child care setting. 9 total hours. Transfer: CSU.

89 ISSUES IN EARLY CHILDHOOD EDUCATION**1 UNIT**

(May be repeated 3 times)

Series of workshops offered on a variety of topics, which are current and relevant to early childhood professionals. *(Specific topic to appear in schedule of classes.)* 18 hours.

90 SUPERVISED EXPERIENCE**4 UNITS**

(May be repeated 1 time)

Direct practicum experience working with young children. Observation and evaluation of individual children, group activities, and roles of adults in the program. Planning appropriate learning experiences, developing educational plans, planning family conferences, and discussion of on site experiences. Prerequisite: Early Childhood Development 63 *(completed with a grade of "C" or higher)*. 2 hours lecture, 6 hours laboratory. Transfer: CSU.

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 best practices of both the fields of early childhood development and special education in adapting curriculum to meet the individual needs of children within an inclusive classroom setting. Observation of the assessment process by the special education team and assisting in the implementation of the educational plan. Prerequisite: Early Childhood Development 60 and 90 *(each completed with a grade of "C" or higher)*. 2 hours lecture, 3 hours laboratory. Transfer: CSU.

95 WORK EXPERIENCE ◊**1–3 UNITS**

(Work Experience courses may be repeated up to a total of 16 units.)

College supervised on-the-job training in early childhood programs. Co-operative effort between student, supervisor and instructor to accomplish professional work objectives and broaden experiences. Corequisite: Early Childhood Development 96. 5–15 hours experience per week. Transfer: CSU.

96 WORK EXPERIENCE SEMINAR ◊**1 UNIT**

(Work Experience courses may be repeated up to a total of 16 units.)

Discussion and analysis of typical problems 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: Early Childhood Development 95. 1 hour. Transfer: CSU.

◊Refer to page 14 for program requirements.

ECONOMICS (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, pricing of the factors of production, poverty and income inequalities. Strongly recom-

mended: English 1A eligibility and Mathematics 65 and 65L. 3 hours. Transfer: CSU; UC; CSU/GE: D2; IGETC: Area 4B; AA/AS; (CAN ECON 4).

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 and Mathematics 65 or an appropriate skill level demonstrated through the Mathematics assessment process. 3 hours. Transfer: CSU; UC; CSU/GE: D2; IGETC: Area 4B; AA/AS; (CAN ECON 2).

5 ECONOMIC HISTORY OF THE UNITED STATES**3 UNITS**

Origins and historical development of the major economic forces, institutions, and philosophies that have shaped the U.S. market economy. 3 hours. Transfer: CSU; UC; CSU/GE: D2; IGETC: Area 4B; AA/AS.

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, and money and banking. 3 hours. Transfer: CSU; UC; CSU/GE: D2; IGETC: Area 4B; AA/AS.

12 CONSUMER ECONOMICS IN THE UNITED STATES**3 UNITS**

Historical theoretical, and practical description and analysis of problems in the consumer sector of the U.S. economy. Emphasis on practical aspects of consumer behavior within the modern market. 3 hours. Transfer: CSU; CSU/GE: D2; AA/AS.

ELECTRONICS AND COMPUTER TECHNOLOGY (ELEC)

The Electronics and Computer Technology Program is currently suspended until further notice.

ENGINEERING (ENGR)**ENGINEERING TRANSFER PREPARATION RECOMMENDED COURSES**

This program is designed to satisfy core requirements for many engineering transfer majors. However, students should consult a counselor, and especially the catalog of the intended transfer institution for specific transfer requirements in the selected major. For example, many transfer institutions require Engineering Graphics for mechanical, civil, and industrial engineering majors.

FRESHMAN YEAR FALL SPRING

Engineering 25 (Computational Methods for Engineers and Scientists)	3
Chemistry 1A (General College Chemistry)	5
Mathematics 1 (Calculus I)	5
Mathematics 2 (Calculus II)	5
Physics 4A (General Physics I)	5

SOPHOMORE YEAR FALL SPRING

Engineering 36* (Engineering Mechanics - Statics)	3
Engineering 43 (Engineering Circuit Analysis)	4
Engineering 45* (Materials of Engineering)	3
Mathematics 3 (Multivariable Calculus)	5
Mathematics 4 (Elementary Differential Equations)	3
Physics 4B (General Physics II)	5
Physics 4C (General Physics III)	5
Total	51

*Students planning to transfer as Electrical or Computer Engineering majors may substitute a Computer Science computer-programming course for either, but not both, Engineering 36 or Engineering 45.

The above listing is a suggested sequence only. Some courses have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

ENGINEERING (ENGR)

Students interested in majoring in engineering should discuss their course planning with a member of the Engineering faculty to ensure they are following the guidelines for transferring to a four year college. This will ensure no loss of transfer credit and that courses are taken in the most economical transfer sequence.

10 INTRODUCTION TO ENGINEERING 2 UNITS

Introduction to careers, activities, and topics related to the field of engineering, including computer applications design and problem solving. Strongly recommended: eligibility for English 1A. 2 hours. Transfer: CSU; UC.

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 of AutoCAD Computer-Assisted Drawing software as a design tool. Basic CAD 3-dimensional solid-modeling. Strongly recommended: Mathematics 36 or 37, and English 1A or 52A. 2 hours lecture, 3 hours laboratory. Transfer: CSU; UC.

25 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS 3 UNITS

(See also Mathematics 25 and Physics 25)

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. Strongly recommended: Computer Application Systems 8 or Computer Science 8. May not receive credit if Mathematics 25 or Physics 25 has been completed. 2 hours lecture, 3 hours laboratory. Transfer: CSU; UC.

36 ENGINEERING MECHANICS - STATICS 3 UNITS

Force systems under equilibrium conditions; vector properties of forces, moments, couples, and resultants; rigid body structures; hydrostatics; shear and bending-moment diagrams; friction; centroids; area/mass moments of inertia. Graphical, algebraic, and numerical (computer) solutions of vector mechanics problems. Prerequisite: Physics 4A, and Engineering 25 (both completed with a grade of "C" or higher). Strongly recommended: Mathematics 2 (concurrent enrollment encouraged.) 2 hours lecture, 3 hours laboratory. Transfer: CSU; UC; (CAN ENGR 8).

43 ENGINEERING CIRCUIT ANALYSIS 4 UNITS

Introduction to basic electrical circuit analysis. DC and AC circuit analysis methods, network theorems, voltage and current sources, resistors, operational amplifiers, capacitors and inductors. Natural and complete response of first and second order circuits. Steady-state sinusoidal circuit analysis, and power calculations. Basic instruments, and experimental techniques in Electrical Engineering: DC current/voltage supplies, analog/digital multiple-use meters, oscilloscopes, AC function generators. Measurements of resistance, inductance, capacitance, voltage, current, and frequency response. Prerequisite: Physics 4A and Engineering 25 (both completed with a grade of "C" or higher). Strongly recommended: Physics 4B (concurrent enrollment encouraged.) 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; (CAN ENGR 6), (CAN ENGR 12).

45 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 optical properties of metals. Solid material phase equilibria and transformation. The physical, chemical, mechanical and optical properties of ceramics, composites, and polymers. Operation and use of materials characterization instruments and methods. Prerequisite: Physics 4A, Chemistry 1A, and Engineering 25 (all completed with a grade of "C" or higher). 2 hours lecture, 3 hours laboratory. Transfer: CSU; UC; (CAN ENGR 4).

ENGINEERING TECHNOLOGY (ENGT)

The Engineering Technology program is currently suspended until further notice.

ENGLISH (ENGL)

DEGREE: AA-ENGLISH (EMPHASIS IN LITERATURE)

CERTIFICATE: CREATIVE WRITING WRITING

The English Associate in Arts degree will allow students to fulfill the first two years of coursework towards a bachelors degree in English while also fulfilling general education requirements. In addition this degree is useful preparation for other liberal arts degrees and will offer students an enriched background towards professional preparation in fields from

education to law. All of the courses for the degree transfer to universities and colleges.

ENGLISH (EMPHASIS IN LITERATURE)

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
English 1A (Critical Reading and Composition)	3	
English 45 (Studies in Fiction)	3	
English 4 (Critical Thinking and Writing About Literature)	3	
English 20 (Studies in Shakespeare)	3	

SOPHOMORE YEAR	FALL	SPRING
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Choose one from the following:

English 22 (Mexican American/Latino Literature of the U.S.)	3	
English 30 (Survey of U.S. Literature)	3	
English 21 (The Evolution of the Black Writer)	3	
English 32 (U.S. Women's Literature)	3	

Choose one from the following:

English 7 (Critical Thinking and Writing Across Disciplines)	3	
English 12 (The Craft of Writing—Fiction)	3	
English 47 (The Bible as Literature)	3	
Speech 2A (Oral Interpretation of Literature I)	3	
English 13 (The Craft of Writing—Poetry)	3	
English 33 (Herstory: Women's Autobiographical Writing in Multicultural America)	3	
English 38 (Survey of Modern British Literature)	3	
English 48 (The Literature of the Holocaust)	3	

Total 18

General Education Courses

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required 60

CREATIVE WRITING

CERTIFICATE

CORE COURSES	FALL	SPRING
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Select two courses from the following for a total of 6 units:

English 11 (Introduction to Creative Writing)*	3	
English 12 (The Craft of Writing-Fiction)*	3	
English 13 (The Craft of Writing-Poetry)*	3	

Select from the following for additional 9 units:

English 4 (Critical Thinking and Writing about Literature)*	3	
English 11 (Introduction to Creative Writing)*	3	
English 12 (The Craft of Writing-Fiction)*	3	
English 13 (The Craft of Writing-Poetry)*	3	
English 19 (Literary Magazine Workshop)**	1	
English 21 (The Evolution of the Black Writer)**	3	
English 22 (Mexican American/Latino Literature of the U.S.)*	3	
English 32 (U.S. Women's Literature)**	3	
English 33 (Women's Autobiographical Writing in Multicultural America)**	3	
Theater Arts 16 (Introduction to Playwriting for Film, Television and Theater)*	3	

Mass Communications 3 (Journalism: Magazine and Newspaper Feature Writing)**	3
Total	15

*offered fall and spring semester

**offered in fall only

***offered in spring only

WRITING

CERTIFICATE

CORE COURSES	FALL	SPRING
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English 1A (Critical Reading and Composition)*	3	
English 4 (Critical Thinking and Writing About Literature) or English 7 (Critical Thinking and Writing Across Disciplines)*	3	

SELECT FROM THE FOLLOWING FOR ADDITIONAL 9 UNITS

Select one course from:

English 70 (Report Writing)*	3
English 4 (Critical Thinking and Writing About Literature) or English 7 (Critical Thinking and Writing Across Disciplines)*	3
Theater Arts 16 (Dramatic Writing I)	3

Select one course from:

Mass Communications 35 (Writing for Broadcasting)**	3
Mass Communications 1 (Journalism: Newswriting and Information Gathering)**	3
Business 14 (Business Communications)*	3

Select one course from:

English 11 (Introduction to Creative Writing)*	3
English 12 (The Craft of Writing-Fiction)*	3
English 13 (The Craft of Writing-Poetry)*	3

Total 15

*offered fall and spring semester

**offered in spring only

***offered in fall only

COMPOSITION & LITERATURE

1A CRITICAL READING AND COMPOSITION	3 UNITS
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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 individuals' world view and contexts from which these ideas arise. Some research required. Prerequisite: English 101B, 102, or appropriate skill level demonstrated through English assessment process. 3 hours. Transfer: CSU; UC; CSU/GE: A2, IGETC: Area 1 Group A; AA/AS; (CAN ENGL 2).

4 CRITICAL THINKING AND WRITING ABOUT LITERATURE	3 UNITS
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Develops critical thinking, reading, and writing skills as they apply to the analysis of fiction (short stories and novel), poetry and drama. Prerequisite: English 1A (completed with a grade of "C" or higher.) 6 hours. Transfer: CSU; UC; CSU/GE: A3; IGETC: Area 1 Group B; AA/AS.

7 CRITICAL THINKING AND WRITING ACROSS DISCIPLINES	3 UNITS
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Develops critical thinking, reading, and writing skills as they apply to the analysis of primary and secondary nonfiction books, articles, and

essays from a range of academic and cultural contexts. Theme based. Emphasis on the techniques and principles of effective written argument in research-based writing across disciplines. Prerequisite: English 1A (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC; CSU/GE: A3; IGETC: Area 1 Group B; AA/AS.

10 UNDERGRADUATE TEACHING ASSISTANT IN ENGLISH **1–2 UNITS**

Provides the opportunity for students interested in a teaching career to assist an instructor in one target course. Practice in presenting lessons, responding to students' written work, creating assignments, and facilitating group discussions. Recommendation of target course instructor required. Prerequisite: English 1A (*completed with a grade of "C" or higher*). 2–4 hours. Transfer: CSU.

11 INTRODUCTION TO CREATIVE WRITING **3 UNITS**
(*May be repeated 3 times*)

Elements of creative writing, including narrative, verse and dialogue, using materials drawn from individual's own work and selected texts. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; CSU/GE: C2; AA/AS.

12 THE CRAFT OF WRITING—FICTION **3 UNITS**
(*May be repeated 3 times*)

Practice in writing fiction. Developing internal and external sources for stories and novels; biographical sources, characterization, plotting, points of view, narrative techniques; analysis and criticism of published writing and individual's own work. Strongly recommended: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; CSU/GE: C2; AA/AS.

13 THE CRAFT OF WRITING—POETRY **3 UNITS**
(*May be repeated 3 times*)

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: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; CSU/GE: C2; AA/AS.

15 TUTORING IN LANGUAGE ARTS **1–2 UNITS**
(*May be repeated 3 times*)

Focus on acquiring specific skills and techniques for tutoring in Language Arts courses. Strongly recommended: completion of English 1A or 52A and completion of Tutoring 15 experience. 1 hour lecture, 2–5 hours tutoring. Transfer: CSU.

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. Strongly recommended: English 4 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

21 THE EVOLUTION OF THE BLACK WRITER **3 UNITS**

Introduction to Black writers in fiction, poetry, drama and the essay, beginning with the "Slave Narratives" and continuing to the present. Emphasis on the 20th century writers' growth and development in relation to their historical and cultural context. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2, D3; IGETC: Area 3B; AA/AS.

22 MEXICAN AMERICAN/LATINO LITERATURE OF THE U.S. **3 UNITS**

Introduction to literary works in fiction, poetry, drama and the essay which are concerned with the Mexican-American/Latino cultural experience. Analysis of literature in the context of the historical growth of Mexican American/Latino identity in the United States in the 19th and 20th centuries. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2, D3; IGETC: Area 3B; AA/AS.

24 STORYTELLING IN MODERN AMERICAN NOVELS AND FILMS **3 UNITS**

A critical comparison of storytelling in modern American novels and films. Examines how each genre uses its unique form and methods to convey narrative, integrating elements of contemporary culture and history. Explores the works of diverse novelists and filmmakers in light of particular periods and themes, as well as connections and adaptations between the two genres. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; CSU/GE: C2; AA/AS.

30 SURVEY OF U.S. LITERATURE **3 UNITS**

Survey of U.S. Literature from 1600 to 1950, including poetry, drama, prose fiction, and essays. Explores each work in relation to its social, cultural and historical contexts, and emphasizes the analysis of defining moments of the times as they are reflected in literature. Includes some research. Strongly recommended: English 4 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B.

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. Explores works by authors of varied racial and ethnic backgrounds in an effort to understand the diversity of women's voices, especially in the 20th century. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS; AC.

33 HERSTORY: WOMEN'S AUTOBIOGRAPHICAL WRITING IN MULTICULTURAL AMERICA **3 UNITS**

Chronicles the experience of U.S. women through readings in diaries, journals, and other autobiographical writing from at least three of the following groups: African Americans, Asian Americans, European Americans, Native Americans, and Latinas. Explores work by writers of diverse backgrounds and experiences in an effort to understand the diversity of women's voices, especially in the 20th century. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: D4; IGETC: Area 3B; AA/AS; AC.

34 INTERNATIONAL POETRY **3 UNITS**

Introduction to classical, modern and contemporary international poetries in their original languages and in translations. Examination of modes of reading and writing poetry in relation to students' cultural and language backgrounds. 3 hours. Transfer: CSU; CSU/GE: C2; AA/AS.

38 SURVEY OF MODERN BRITISH LITERATURE **3 UNITS**

Survey of British poetry, drama and prose fiction studied in the context of the important historical and cultural events of the last two centuries, including but not limited to the rise of science, the impact of industrialism and colonialism, the consequences of the two world wars and the collapse of the British Empire. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

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. Strongly recommended: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

47 THE BIBLE AS LITERATURE **3 UNITS**

Literature of the Old and New Testaments, their styles, genres, background, authors, events, and language. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

48 THE LITERATURE OF THE HOLOCAUST **3 UNITS**

Explores the literatures of the Holocaust through readings in a variety of genres including the memoir, the diary, the essay, as well as fiction

and poetry. Historically and culturally contextualizes the literature and examines the implications of writing which attempts to represent the Nazi genocide against the Jews. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

52A ESSENTIALS OF COMMUNICATION 3 UNITS

Development of reading and writing skills with a focus on academic as well as career oriented materials. Strongly recommended: English 101B or 102 or appropriate skill level demonstrated through the English assessment process. 3 hours. Transfer: CSU.

52B RESPONDING TO LITERATURE 3 UNITS

Introduction to literature from the works of important authors in prose fiction, drama and poetry; examination of the universal human issues brought to life through literature. Emphasis on works that celebrate human experience and cultural diversity. Focus on analytical and argumentative writing in response to reading. Some research required. Prerequisite: English 52A or 1A (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU.

70 REPORT WRITING 3 UNITS

Preparation of reports in business, industrial and technical fields, including explanations, instructions, argumentation and other kinds of writings, based on the demands of the occupations. Strongly recommended: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; AA/AS.

PREPARATORY READING AND WRITING

101A READING, REASONING, 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 placement process. 3 hours lecture, 2 hours individualized instruction.

101B READING, REASONING AND WRITING II 4 UNITS

Continues 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: English 101A. 3 hours lecture, 2 hours individualized instruction.

102 READING, REASONING, AND WRITING—ACCELERATED COURSE 4 UNITS

Emphasis in the development of thinking, reading, organizing, and writing skills, particularly those required for successful execution of college level papers in all subject areas. Designed for those requiring minimal preparation for entering English 1A. Strongly recommended: Appropriate skill level demonstrated through the English placement process. 3 hours lecture, 2 hours individualized instruction.

106 SPELLING AND PRONUNCIATION 2 UNITS

Spelling and pronunciation of commonly used words in standard English. Based on an understanding of the English spelling-sound system with emphasis on dictionary use and memory skills to fit individual learning styles. 2 hours.

107 INTRODUCTION TO ENGLISH GRAMMAR 3 UNITS

Basic components and rules of English grammar, syntax, and punctuation. Includes parts of speech, sentence patterns, sentence purpose, sentence construction, and sentence level errors in conjunction with writing. 3 hours.

115 FACULTY-STUDENT TUTORIAL: WRITING AND READING ACROSS THE CURRICULUM 1/2–3 UNITS

(*English 115 and General Studies 115 may be repeated for a combined total of 3 times May enroll through tenth week of instruction*)

Preparation in English for success in college or career. Self-paced, individualized instruction in reading comprehension and writing effectiveness. 2–6 hours.

LEARNING SKILLS

116 LEARNING SKILLS—DIAGNOSTIC CLINIC AND STUDY SKILLS 1 UNIT

Determination of eligibility for learning disabilities services through diagnostic testing. Includes state mandated tests. Focus on compensatory methods as derived from test results. 1 hour lecture, 1 hour laboratory.

117 LEARNING SKILLS—READING 4 UNITS

(*May be repeated 1 time*)

Reading to develop decoding, vocabulary and comprehension skills. Use of specialized techniques developed especially for students with learning disabilities. Includes reading comprehension strategies and vocabulary development, and other compensatory strategies. Designed for students with learning disabilities. Recommendation of instructor advisable. Strongly recommended: English 116. 4 hours.

118A LEARNING SKILLS: READING/WRITING 3 UNITS

(*May be repeated 1 time*)

Strategies to develop college writing skills with an emphasis on developing reading comprehension strategies, summarizing and writing responses to readings. Includes compensatory strategies. Designed for students with learning disabilities to improve reading and writing skills. Strongly recommended: English 116. 3 hours.

118B LEARNING SKILLS: READING/WRITING 3 UNITS

(*May be repeated 1 time*)

Elements of the writing process including presenting, organizing, writing and revising, and review of basic grammar. Includes reading comprehension strategies and review of compensatory strategies. Designed for students with learning disabilities to improve reading and writing skills. Strongly recommended: English 118A. 3 hours.

119 LEARNING SKILLS—PROBLEM SOLVING 3 UNITS

(*May be repeated 1 time*)

Preparation for problem solving success in college for those with learning disabilities. Emphasis on quantitative reasoning abilities needed to process and integrate word problems and related problem solving tasks. Designed for students with identified learning disabilities. Strongly recommended: English 116. 3 hours.

120 LEARNING SKILLS—STUDY STRATEGIES 2 UNITS

(*May be repeated 3 times*)

Guided practice in specific compensatory and study strategies for those with learning disabilities. Designed for Learning Skills students actively enrolled in an academic course. Focus on utilizing skills and strategies in conjunction with academic course materials. Designed for students with identified learning disabilities. Strongly recommended: English 116. 2 hours lecture.

121 LEARNING SKILLS: QUANTITATIVE STRATEGIES THROUGH LANGUAGE SKILLS 2 UNITS

Guided practice in specific compensatory and study strategies for students with learning disabilities in language based quantitative reasoning skills (dyscalculia). Focus on utilizing skills and strategies in conjunction with academic course materials. Development of math and language skills. Designed for Learning Skills students enrolled in math. Strongly recommended: English 116. 2 hours.

ENGLISH AS A SECOND LANGUAGE (ESL)

Chabot College does not offer beginning or “survival” ESL courses. ESL classes at Chabot College are at intermediate and advanced levels only.

108 BASIC SPELLING FOR ENGLISH AS A SECOND LANGUAGE 1 UNIT

Basic sound/spelling patterns of English. Develops an understanding of the sounds and symbols of English, including open/closed syllables, short and long vowel sounds, consonant and consonant cluster sounds, spelling of homophones and other problem words in everyday English. Includes basic dictionary use. 1 hour

109 VOCABULARY SKILLS 1 UNIT

Build language proficiency by learning new vocabulary and developing vocabulary building skills. 1 hour lecture, 1 hour laboratory.

110A REVIEW OF BASIC ENGLISH FOR ESL 6 UNITS

A comprehensive review of the structure of the simple English sentence; short writing assignments; reading fiction; reinforces fluency in reading and writing. 6 hours.

110B READING AND WRITING: THE PARAGRAPH 6 UNITS

Logical paragraph development; reading both fiction and nonfiction; emphasis on the development of vocabulary and grammatical structures of written English. Prerequisite: ESL 110A. 6 hours.

110C READING AND WRITING: FROM PARAGRAPH TO ESSAY 6 UNITS

Expository paragraphs and short essays; fiction and non-fiction reading; emphasis on the development of vocabulary and grammatical structures of written English. Prerequisite: ESL 110B. 6 hours.

110D READING AND WRITING: THE ESSAY 6 UNITS

Expository essays; critical reading; emphasis on the development of vocabulary and grammatical structures of written English. Prerequisite: ESL 110C. 6 hours.

111A PRONUNCIATION 2 UNITS

Oral English with emphasis on strategies for clear pronunciation. 2 hours lecture, 1 hour laboratory.

111B ACADEMIC LISTENING AND SPEAKING 2 UNITS

Group and individual practice producing and responding to oral English in the academic environment. 3 hours.

112 ENGLISH GRAMMAR: A RAPID REVIEW FOR ESL 3 UNITS

Intermediate-level overview of the structures of English grammar. Important grammatical forms including verb tenses, articles, modal auxiliaries, the passive voice, reported speech, adjustive clauses, gerunds, infinitives, and conditional sentences. Strongly recommended: Eligibility for ESL 110C. 3 hours.

113 INTRODUCTION TO COMPUTER ASSISTED LANGUAGE LEARNING 1 UNIT

Basic computer vocabulary and operating skills to enhance acquisition of English vocabulary, reading and writing. 3 hours laboratory.

114 EDITING FOR THE ADVANCED ESL WRITER 2 UNITS

Use of standard written English to develop personal strategies for self-editing. Designed to ease the transition between explicit ESL instruction and the fluency demands of mainstream English curriculum. Prerequisite: ESL 110D or eligibility for English 101A demonstrated through the English Placement Process. 4 hours. Total weeks—9.

127 ESL PRONUNCIATION LAB ½ UNIT

(May be repeated 1 time)

Individual practice producing and responding to oral English with emphasis on clear pronunciation. 1½ hours laboratory.

128 FACULTY-STUDENT TUTORIAL—ESL ½–2 UNITS

(May be repeated 3 times)

Self-paced, individualized instruction in academic English oral and written communication skills for students who speak English as a second language. Focus on writing, reading, listening, and speaking skills needed in college courses. 1½-6 hours laboratory.

129 IDIOM USAGE FOR ESL 1 UNIT

Designed to provide ESL students practice with idiomatic expressions. Strategies for identifying and defining a variety of idiomatic expressions. Strongly recommended: eligibility for ESL 110B. 3 hours laboratory.

ENVIRONMENTAL SCIENCE

(See Biological Sciences)

ETHNIC STUDIES (ES)

DEGREE: AA—ETHNIC STUDIES

The Ethnic Studies Program, interdisciplinary in scope, will begin with a focus on the history, literature and cultures of African-Americans, Asian/Pacific Islander-Americans, Chicano-Latinos, Native Americans and Middle Eastern Americans.

ETHNIC STUDIES ASSOCIATE IN ARTS DEGREE

CORE COURSES FALL SPRING

Ethnic Studies 1 (Introduction to Ethnic Studies)	3
Anthropology 5 (Cultures of the U.S.: Anthropological Perspectives on Race, Class, Gender and Ethnicity) or Sociology 3 (American Cultural and Racial Minorities)	3

Select 15 units from the following. At least three different racial or ethnic groups must be studied.

Anthropology 8 (Native American Cultures)	3
English 21 (The Evolution of the Black Writer)	3
English 22 (Mexican American/Latino Literature of the U.S.)	3
Ethnic Studies 2 (Contemporary Ethnic Minority Families in the U.S.)	3

Ethnic Studies 3 (Introduction to Muslim-American Studies) 3
 History 20 (The African-American Experience in U.S. History Through Reconstruction). 3
 History 21 (The African-American Experience in U.S. History Since Reconstruction) 3
 History 22 (Mexican American History and Culture) 3
 History 25 (American Indian History and Culture) 3
 Psychology 18 (Psychology of the African American Experience) 3
 Psychology Counseling 4 (Multiethnic/Cultural Communication) 3
 Psychology Counseling 13 (Multicultural Issues in Contemporary America) 3
 Psychology Counseling 17 (Intercultural Studies) 3
 Sociology 10 (Introduction to Asian American Studies) 3
Total **21**

General Education Courses
 For specific General Education courses refer to catalog section on Graduation Requirements
Total minimum units required **60**

ETHNIC STUDIES

1 INTRODUCTION TO ETHNIC STUDIES 3 UNITS

An introduction to the historical and socio-cultural experiences of racial and ethnic groups in the United States. Focus will be on key issues such as immigration, political stratification, employment discrimination, Americanization, class, racial and ethnic identity, and gender roles that have shaped relations in American society. Study is inter- and multi-disciplinary. A comparative approach covering African American, Mexican American, Asian American, Native American and Middle Eastern American. 3 hours. Transfer: CSU; UC; CSU/GE: D3; IGETC: Area 4C; AA/AS; AC.

2 CONTEMPORARY ETHNIC MINORITY FAMILIES IN THE U.S. 3 UNITS

Examination of the diversity of contemporary United States ethnic minority families with an emphasis on comparison and contrast. Family dynamics and processes will be the primary focus within the context of ethnicity. Adaptation and responses to dominant group social constructs and social structures will also be examined. Groups to include: African American; Asian American; Mexican, Central and Latin American; Native American; Middle Eastern American. 3 hours. Transfer: CSU; UC; CSU/GE: D3; IGETC: Area 4C; AA/AS.

3 INTRODUCTION TO MUSLIM-AMERICAN STUDIES 3 UNITS

An examination of the diversity of Muslim communities in the United States with an emphasis on comparing and contrasting their histories, cultures and experiences. Topics include: patterns of migration; religious beliefs and practice; acculturation and assimilation; political involvement; education and employment; 9/11 and its aftermath; relations with the broader Muslim world. 3 hours. Transfer: CSU; UC; CSU/GE: D3; IGETC: Area 4C; AA/AS.

FILM (FILM)

11 STAGE TO FILM
 (See Theater Arts 11)

12 FILM AS ART AND COMMUNICATION
 (See Theater Arts 12)

16 DRAMATIC WRITING I
 (See Theater Arts 16)

50 BEGINNING FILM PRODUCTION 3 UNITS
(May be repeated 3 times)

Introduction to the history and theory of filmmaking as an artistic medium through lectures, screenings, demonstrations, and hands-on practicum. Critical analysis and appreciation of production elements and development of skills in pre-production planning, digital cinematography, direction of actors, sound design, art direction, and post-production. 3 hours lecture, 1 hour activity. Transfer: CSU.

60 DOCUMENTARY FILM 3 UNITS
(May be repeated 3 times)

Introduction to the historical development of documentary film and current techniques of documentary DV filmmaking. Story basics, research, structure, objective/subjective approach, simple shooting setups, interviewing, and rough-cut editing. Strongly Recommended: Film 50. 3 hours lecture, 1 hour activity. Transfer: CSU.

FIRE TECHNOLOGY (FT)

DEGREE:

AA-FIRE TECHNOLOGY

AS-FIRE TECHNOLOGY

AA-FIRE PREVENTION INSPECTOR

AS-FIRE PREVENTION INSPECTOR

CERTIFICATE OF ACHIEVEMENT:

FIRE TECHNOLOGY

FIRE PREVENTION INSPECTOR

This two-year diploma program is designed for students who wish to pursue careers in fire protection, primarily for the inspection of industrial, commercial and institutional properties, environmental safety and accident prevention, and for people presently in those areas wishing to improve their academic and technical skills and abilities.

FIRE TECHNOLOGY

The Fire Technology program is based on the Uniform Fire Technology curriculum as approved by the State Board of Fire Services and the California Fire Chiefs Association. Successful completion of the program qualifies the pre-service student for State Firefighter-1 Certification. Classes are also offered for Fire Service Personnel leading to State Fire Officer Certification.

FIRE PREVENTION INSPECTOR

The Fire Prevention Inspector program is also based on the Uniform Fire Technology curriculum and offers general courses in applied physics and chemistry, as well as specialized courses in fire prevention, public safety, building construction and fire protection system design.

FIRE TECHNOLOGY

ASSOCIATE IN ARTS OR
ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Fire Technology 50 (Fire Protection Organization)	3
Fire Technology 51 (Fire Service Operations)	3
Fire Technology 52 (Firefighter Safety and Public Education)	3
Health 61 (Emergency Response)	2½
Physical Education 2FSC (Fire Science Conditioning)	1
Fire Technology 53 (Fire Behavior and Combustion)	3
Fire Technology 55 (Fire Protection Equipment and Systems)	3
Health 81 (Emergency Medical Technician—Basic)	6½
Health 83 (Patient Stabilization, Extrication and Triage)	½

SOPHOMORE YEAR FALL SPRING

Fire Technology 54 (Fire Prevention Technology)	3
Fire Technology 56 (Building Construction for Fire Protection)	3
Fire Technology 89 (Firefighter-1 (Academy Introduction))	½
Fire Technology 90A* (Firefighter-1 Certification Preparation I/Basic)	2
Fire Technology 90B* (Firefighter-1 Certification Preparation II/Intermediate)	2
Fire Technology 90C* (Firefighter-1 Certification Preparation III/Advanced)	2
Fire Technology 91 A (Wildland Firefighting)	2
Fire Technology 91 B (Hazardous Materials First Responder—Operational Level)	1½
Fire Technology 91C (I-200 Basic ICS Incident Command System)	1½
Total	21**–43

*Fire Technology 50, 51, 52 and Health 81 must be completed with a “C” or higher grade before acceptance to the Firefighter-I Academy (Fire Technology 89, 90A, 90B, 90C). A current EMT certificate will be accepted in lieu of Health 81. Fire Technology 89 must be completed with CR before student may register for 90A, 90B, 90C.

**Students pursuing the Associate Degree, who are currently employed by a Fire Department in the rank of Firefighter or higher, may have the following classes waived with proof of equivalent or higher certification: Fire Technology 89, 90A, 90B, 90C, 91A, 91B, 91C and Health 61, 81, 83. These students may opt for an alternate Physical Education course in lieu of the PE2FSC (Fire Science Conditioning) course.

GENERAL EDUCATION COURSES FOR THE A.A. DEGREE . . . 25

For specific General Education courses refer to catalog section on Graduation requirements.

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Fire Technology GE Requirement	3
Complete a minimum of 3 units from English 70 (Report Writing)	
Total minimum units required	60

FIRE TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT

FRESHMAN YEAR FALL SPRING

Fire Technology 50 (Fire Protection Organization)	3
Fire Technology 51 (Fire Service Operations)	3
Fire Technology 52 (Firefighter Safety and Public Education)	3
Health 61 (Emergency Response)	2½
Physical Education 2FSC (Fire Science Conditioning)	1
Fire Technology 53 (Fire Behavior and Combustion)	3
Fire Technology 55 (Fire Protection Equipment and Systems)	3
Health 81 (Emergency Medical Technician—Basic)	6½
Health 83 (Patient Stabilization, Extrication and Triage)	½

SOPHOMORE YEAR FALL SPRING

Fire Technology 54 (Fire Prevention Technology)	3
Fire Technology 56 (Building Construction for Fire Protection)	3
Fire Technology 89 (Firefighter-1 (Academy Introduction))	½
Fire Technology 90A* (Firefighter-1 Certification Preparation I/Basic)	2
Fire Technology 90B* (Firefighter-1 Certification Preparation II/Intermediate)	2
Fire Technology 90C* (Firefighter-1 Certification Preparation III/Advanced)	2
Fire Technology 91 A (Wildland Firefighting)	2
Fire Technology 91 B (Hazardous Materials First Responder—Operational Level)	1½
Fire Technology 91C (I-200 Basic ICS Incident Command System)	1½
Total	21**–43

*Fire Technology 50, 51, 52 and Health 81 must be completed with a “C” or higher grade before acceptance to the Firefighter-I Academy (Fire Technology 89, 90A, 90B, 90C). A current EMT certificate will be accepted in lieu of Health 81. Fire Technology 89 must be completed with CR before student may register for 90A, 90B, 90C.

**Students pursuing the Associate Degree, who are currently employed by a Fire Department in the rank of Firefighter or higher, may have the following classes waived with proof of equivalent or higher certification: Fire Technology 89, 90A, 90B, 90C, 91A, 91B, 91C and Health 61, 81, 83. These students may opt for an alternate Physical Education course in lieu of the PE2FSC (Fire Science Conditioning) course.

FIRE PREVENTION INSPECTOR

ASSOCIATE IN ARTS OR
ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Fire Technology 50 (Fire Protection Organization)	3
Fire Technology 54 (Fire Prevention Technology)	3
Fire Technology 52 (Firefighter Safety and Public Education)	3
Fire Technology 55 (Fire Protection Equipment and Systems)	3

SOPHOMORE YEAR FALL SPRING

Fire Technology 53 (Fire Behavior Combustion)	3
Fire Technology 56 (Building Construction for Fire Protection)	3
Industrial Technology (Measurements and Calculations)	3
Business 22 (Introduction to Management)	3
Total	24

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

GENERAL EDUCATION COURSES FOR THE A.A. DEGREE 25
 For specific General Education courses refer to catalog section on Graduation requirements.

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
 For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Fire Technology GE Requirement	3
<i>Complete a minimum of 3 units from</i>	
English 70 (Report Writing)	
Total minimum units required	60

FIRE PREVENTION INSPECTOR

CERTIFICATE OF ACHIEVEMENT

FRESHMAN YEAR FALL SPRING

Fire Technology 50 (Fire Protection Organization)	3
Fire Technology 54 (Fire Prevention Technology)	3
Fire Technology 52 (Firefighter Safety and Public Education)	3
Fire Technology 55 (Fire Protection Equipment and Systems)	3

SOPHOMORE YEAR FALL SPRING

Fire Technology 53 (Fire Behavior Combustion)	3
Fire Technology 56 (Building Construction for Fire Protection)	3
Industrial Technology (Measurements and Calculations)	3
Business 22 (Introduction to Management)	3
Total	24

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

FIRE TECHNOLOGY (FT)

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

50 FIRE PROTECTION ORGANIZATION 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. 3 hours lecture, plus a total of 12 hours laboratory for the semester. Transfer: CSU.

51 FIRE SERVICE OPERATIONS 3 UNITS

Fundamentals of fire department organization, management and resources; fire company organization; resources to control various emergencies; multiagency 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. 3 hours lecture, plus a total of 12 hours laboratory for the semester. Transfer: CSU.

52 FIRE FIGHTER SAFETY AND PUBLIC EDUCATION 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.

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.

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 relationship 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. 3 hours. Transfer: CSU.

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.

56 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 UNITS

Components of building construction that relate to fire/life safety. Elements of construction and design of structures as key factors when inspecting buildings, preplanning fire operations, and operating at fires/collapse emergencies. The development and evolution of building and fire codes in relationship to past fires/collapses in residential, commercial, and industrial occupancies. 3 hours. Transfer: CSU.

64A HAZARDOUS MATERIALS I 2 UNITS

Storage, handling laws, standards, and fire fighting practices pertaining to hazardous solids, liquids and gases. Includes review of chemistry of hazardous materials. Prerequisite: Fire Service Technology 50. 2 hours. Transfer: CSU.

64B HAZARDOUS MATERIALS II 2 UNITS

Knowledge of organic and inorganic materials, proper techniques to safeguard personnel and public. Emphasis on radioactive hazards. Prerequisite: Fire Service Technology 64A. 2 hours. Transfer: CSU.

70A BASIC RESCUE PRACTICES 2 UNITS

Fire incident search and evacuation principles. Implementation of auto incident safety, access, first aid, extrication and removal operations. Wildland incident search procedures, knot tying and slope evacuation skills. Simulated automobile incident rescue exercises. Strongly recommended: Fire Service Technology 90A and 90 B (Firefighter-1) or active member of paid or volunteer fire department. 2 hours. Transfer: CSU.

70B ADVANCED RESCUE PRACTICES 2 UNITS

Continuation of skills and knowledge from Fire Service Technology 70A. Application of triage principles. Implementation of multi-casualty incident safety, access, first aid, extrication and removal operations. Advanced wildland incident vertical slope lowering and hoisting skills. Structure collapse shoring, debris tunneling and trench collapse patient recovery techniques. Includes simulated structure collapse rescue and incident command exercises. Prerequisite: Fire Service Technology 70A. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

71A FIRE COMMAND 1A **2 UNITS**

Provides fire company officers with information and experience in command and control techniques. Emphasis on decision making, the act of commanding, the authority of command. Satisfies part of the requirements for the State Board of Fire Services Fire Officer Certification. 40 total hours. Transfer: CSU.

71B FIRE COMMAND 1B **2 UNITS**

Provides company officers with information and experience in command and control techniques. Emphasis on decision making and appropriate use of resources for the first arriving company officer at hazardous material incidents. Satisfies part of the requirements for the State Board of Fire Services Fire Officer Certification. 40 total hours. Transfer: CSU.

72 FIRE MANAGEMENT I **2 UNITS**

Development of skills and knowledge necessary to make the transition from a specialist or supervisory role to a managerial role. Preparation for State Board of Fire Services Fire Officer Certification. 40 total hours. Transfer: CSU.

73A FIRE PREVENTION 1A **2 UNITS**

Principles of fire prevention. Preparation for Fire Prevention Officer I Certification. 40 total hours. Transfer: CSU.

73B FIRE PREVENTION 1B **2 UNITS**

Private fire protection systems; code requirements for access and egress; life safety factors. Preparation for the Fire Prevention Officer I Certification. Prerequisite: Fire Service Technology 73A. 40 total hours. Transfer: CSU.

73C FIRE PREVENTION 1C **2 UNITS**

Storage, handling laws and standards pertaining to hazardous flammable liquids and gases. Review chemistry of hazardous materials. Principles of Fire Prevention to be applied. Preparation for Fire Prevention Officer I Certification. Code requirements reviewed and life safety factors. Prerequisite: Fire Technology 73B. 40 hours. Transfer: CSU.

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

Application of fire investigation techniques relating to different types of fires. 40 total hours. Transfer: CSU.

75A FIRE INSTRUCTOR 1A **2 UNITS**

Methods and techniques to help fire service personnel select, develop, and organize materials for in-service programs. Designed for fire company officers who conduct in-service training programs. 32 total hours lecture, 8 total hours demonstration lab. 40 total hours. Transfer: CSU.

75B FIRE INSTRUCTOR 1B **2 UNITS**

A continuation of Fire Service Technology 75A. Practice in the development, implementation, and evaluation of inservice training programs. Prerequisite: Fire Technology 75A. 32 total hours lecture, 8 total hours demonstration lab. 40 total hours. Transfer: CSU.

89 FIREFIGHTER—1 ACADEMY INTRODUCTION **½ UNIT**

Orientation and evaluation of the necessary knowledge, skills, and abilities to succeed in the Firefighter—1 Academy (Fire Technology 90A, 90B and 90C). Physical fitness and hand-eye coordination skills evaluation. Prerequisites: Fire Technology 50, 51, 52; Health 81 (or proof of enrollment in an EMT program at another institution—All courses completed with a grade of “C” or higher). Proof of a current Candidate Physical Ability Test (CPAT) certificate (no older than six months from the first

day of this class) may allow the candidate to waive certain physical ability evaluations. 4 hours total lecture, 12 hours total laboratory.

**90A FIREFIGHTER—1 CERTIFICATION
PREPARATION I (BASIC)** **2 UNITS**

Development of individual skills and basic knowledge necessary to perform the functions of a firefighter. Practice in donning breathing apparatus, knot tying, placing ladders, pulling hose, making water supply connections and using the incident command system. Prerequisite: Fire Technology 50, 51, 52, and 89; Health 81, or proof of current completion of an Emergency Medical Technician Program from another institution (*all courses completed with a grade of “C” or higher; Fire Technology 89 completed with CR before student may register for 90A*). 24 total hours lecture, 40 total hours laboratory. Transfer: CSU.

**90B FIREFIGHTER—1 CERTIFICATION
PREPARATION II (INTERMEDIATE)** **2 UNITS**

Continuation of skills and basic knowledge necessary to perform the functions of a firefighter, engineer and captain within a fire attack team. Practice in donning breathing apparatus, knot tying, placing ladders, pulling hose, making water supply connections and using the incident command system. Prerequisite: Fire Technology 90A (*completed with a grade of “C” or higher*). 24 total hours lecture, 40 total hours laboratory. Transfer: CSU.

**90C FIREFIGHTER—1 CERTIFICATION
PREPARATION III (ADVANCED)** **2 UNITS**

Continuation of skills and basic knowledge necessary to perform the functions of a fire attack team, in multiple company exercises, which include: hose and ladder evolutions; salvage and overhaul techniques; fire attack, control and extinguishment techniques for various situations. Firefighter—1 Graduation Certificate awarded upon successful completion. Students with six months paid experience or 12 months volunteer/work experience may apply for the State Certificate, with proof of current completion of a valid Emergency Medical Technician Program. Prerequisite: Fire Technology 90B (*completed with a grade of “C” or higher*). 24 total hours lecture, 40 total hours laboratory. Transfer: CSU.

91A WILDLAND FIREFIGHTING **2 UNITS**

Factors affecting wildland fire, prevention, fire behavior, and control techniques; emphasis on organization, weather patterns, and equipment usage, safety and wildland fire behavior. Course complies with the State Board of Fire Services requirements for Firefighter 1 Certification (1999). 28 hours lecture total, 12 hours lab total. Transfer: CSU.

**91B HAZARDOUS MATERIALS
FIRST RESPONDER—OPERATIONAL LEVEL** **1 ½ UNITS**

Hazard recognition and identification; incident response safety procedures; response to hazardous materials emergencies, emphasis on skills and knowledge necessary to protect lives, property, and the environment. Defensive tactics to contain the release from a safe distance and keep it from spreading, and to prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8. Course complies with the State Board of Fire Services requirements for Firefighter 1 certification (1999). 1½ hours. Transfer: CSU

91C 1—200 BASIC ICS (INCIDENT COMMAND SYSTEM) **1 ½ UNITS**

Consists of modules 2 through 6 and meets the training needs of wildland fire personnel by introducing principles associated with the Incident Command System (ICS). Topics include: Organization, facilities, resource terminology, and the common responsibilities associated with incident or even assignments. Course complies with the State Board of Fire Services requirements for Firefighter—1 Certification (1999). 1½ hours. Transfer: CSU.

95 WORK EXPERIENCE

1–3 UNITS

(Work experience courses may be repeated up to a total of 16 units)
College supervised on-the-job training while working in a fire service related occupation. Student Firefighter Prerequisite: Fire Technology 90C, 91A, 91B, 91C (or equivalent State Fire Fighter–1 Academy Certificate courses) and current EMT-Basic or Paramedic Certification. Student Fire Inspector Prerequisite: Completion of Certificate of Achievement Program for Fire Prevention Inspector. Corequisite: Fire Technology 96. 5–15 hours. Transfer: CSU.

96 WORK EXPERIENCE SEMINARS

1 UNIT

(Work experience courses may be repeated up to a total of 16 units)
Focal point for the coordination of the curriculum with college supervised part-time or full-time employment, or volunteer work in the fire service field. Case studies, job related problems, student cases and presentations, and material related to employment, organization and management; emphasis on building strong working relationships with supervisors, subordinates, and co-workers. Student Firefighter Prerequisite: Fire Technology 90C, 91A, 91B, 91C (or equivalent State Fire Fighter–1 Academy Certificate courses) and current EMT-Basic or Paramedic Certification. Student Fire Inspector Prerequisite: Completion of Certificate of Achievement Program for Fire Prevention Inspector. Corequisite: Fire Technology 95. 1 hour. Transfer: CSU.

FOREIGN LANGUAGES (FORE)

1L FOREIGN LANGUAGE LAB

1/2–1 UNIT

(May be repeated 3 times)
Foreign language grammar, pronunciation, conversation. Exploration of cultural components related to the target language. Corequisite: concurrent enrollment in Foreign Language 1A, 1B, 2A, or 2B. 1/2–3 laboratory hours.

CHINESE (CHIN)

1A BEGINNING CHINESE

5 UNITS

Introduction to the Chinese cultures of the world featuring the study and practice of the four language skills (listening, speaking, reading, and writing) of Mandarin Chinese. Strongly recommended: eligibility for English 1A. 5 hours. Transfer: CSU; AA/AS.

1B ELEMENTARY CHINESE

5 UNITS

Further study of the Chinese cultures of the world featuring the acquisition of the four language skills (listening, speaking, reading, and writing) of Mandarin Chinese begun in Chinese 1A. Prerequisite: Chinese 1A *(completed with a grade of "C" or higher)*. 5 hours. Transfer: CSU; AA/AS.

50A CHINESE CONVERSATION AND CULTURE I

2 UNITS

Development of an understanding of spoken Mandarin through pronunciation, vocabulary, and applied grammar. Introduction to the everyday culture of Chinese-speaking people. 2 hours. Transfer: CSU.

50B CHINESE CONVERSATION AND CULTURE II

2 UNITS

Development of an understanding of spoken Mandarin through pronunciation, vocabulary, and applied grammar. Introduction to everyday culture of Chinese-speaking people. Prerequisite: Chinese 50A *(completed with a grade of "C" or higher)*. 2 hours. Transfer: CSU.

50C CHINESE CONVERSATION AND CULTURE III

2 UNITS

Continuation of skills developed in Chinese 50B. Continues to develop an understanding and application of conversational Chinese. Pronunciation, vocabulary, sentences and applied grammar will be covered. Introduces the everyday life and traditional culture of Chinese-speaking people. Prerequisite: Chinese 50B *(completed with a grade of "C" or higher)*. 2 hours. Transfer: CSU.

50D CHINESE CONVERSATION AND CULTURE IV

2 UNITS

Continuation of skills developed in Chinese 50C. Continues to develop and apply conversational Chinese skills. Pronunciation, vocabulary, sentences and applied grammar will be covered. Introduces the daily life and cultural traditions of Chinese-speaking people. Prerequisite: Chinese 50C *(completed with a grade of "C" or higher)*. 2 hours. Transfer: CSU.

FRENCH (FREN)

DEGREE

AA - FRENCH

This program consists of four semesters of thorough linguistic and cultural training in French. French is one of the world's most influential languages and there are opportunities for working in many industries where knowledge of French is considered valuable. Many majors at four-year universities have foreign language requirements that would be satisfied with the language courses in this degree program. Courses offered in this program meet general education and transfer requirements.

FRENCH

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
French 1A (Beginning French)	5	
French 1B (Elementary French)		5
SOPHOMORE YEAR	FALL	SPRING
French 2A (Intermediate French)	4	
French 2B (Advanced French)		4
Total	18	
General Education Courses		
For specific General Education courses refer to catalog section on Graduation Requirements.		
Total minimum units required	60	

FRENCH (FREN)

1A BEGINNING FRENCH

5 UNITS

Beginning study and practice in the four Foreign Language skills: listening, speaking, reading and composition in French. Strongly recommended: Eligibility for English 1A or 52A. 5 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS; with FREN 1B (CAN FREN SEQ A).

1B ELEMENTARY FRENCH**5 UNITS**

Continuation of skills developed in French 1A. Beginning study and practice in the four Foreign Language skills: listening, speaking, reading and composition in French. Prerequisite: French 1A (*completed with a grade of "C" or higher*)*. 5 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: 6A-LOTE; AA/AS; with FREN 1A (CAN FREN SEQ A).

2A INTERMEDIATE FRENCH**4 UNITS**

Review of grammar; reading of works of modern authors; practice in conversation and composition. Prerequisite: French 1B (*completed with a grade of "C" or higher*). 4 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B, 6A-LOTE; AA/AS; (CAN FREN 8), with FREN 2B (CAN FREN SEQ B).

2B ADVANCED FRENCH**4 UNITS**

Reading of French authors; advanced review of grammar; emphasis on speaking and composition. Prerequisite: French 2A (*completed with a grade of "C" or higher*). 4 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B, 6A-LOTE; (CAN FREN 10); with FREN 2A (CAN FREN SEQ B).

50A CONVERSATIONAL FRENCH I**2 UNITS**

Development of a basic understanding of spoken French through a study of pronunciation, vocabulary, and applied grammar, and an introduction to the everyday culture of French-speaking people. 3 hours.

50B CONVERSATIONAL FRENCH II**2 UNITS**

Development of skills learned in French 50A. Understanding of spoken French through a study of pronunciation, vocabulary, and applied grammar. Introduction to everyday life of French-speaking people and the skills needed to successfully function in culture. Prerequisite: French 50A (*completed with a grade of "C" or higher*). 3 hours.

GERMAN (GERM)**1A BEGINNING GERMAN****5 UNITS**

Beginning study and practice in the basic Foreign Language skills: listening, speaking, reading, composition and culture in German. Strongly recommended: Eligibility for English 1A or 52A. 5 hours. Transfer: CSU; UC; AA/AS; with GERM 1B (CAN GERM SEQ A).

1B ELEMENTARY GERMAN**5 UNITS**

Continuation of skills developed in German 1A-Beginning study and practice in the basic Foreign Language skills: listening, speaking, reading, composition and culture in German. Prerequisite: German 1A (*completed with a grade of "C" or higher*). 5 hours. Transfer: CSU; UC; IGETC: 6A-LOTE; AA/AS; with GERM 1A (CAN GERM SEQ A).

50A CONVERSATIONAL GERMAN I**2 UNITS**

Development of a basic understanding of spoken German through pronunciation, vocabulary, and applied grammar, and an introduction to the everyday culture of German-speaking people. 3 hours.

50B CONVERSATIONAL GERMAN II**2 UNITS**

Development of skills learned in German 50A. Understanding of spoken German through pronunciation, vocabulary, and applied grammar. Introduction to everyday life of German-speaking people and the skills needed to successfully function in culture. Prerequisite: German 50A (*completed with a grade of "C" or higher*). 3 hours.

ITALIAN (ITAL)**1A BEGINNING ITALIAN****5 UNITS**

Beginning study and practice in the basic foreign language skills: listening, speaking, reading, composition, and culture in Italian. Strongly recommended: Eligibility for English 1A or 52A. 5 hours. Transfer: CSU; UC; AA/AS; with ITAL 1B (CAN ITAL SEQ A).

1B ELEMENTARY ITALIAN**5 UNITS**

Continuation of skills developed in Italian 1A. Beginning study and practice in the basic foreign language skills; listening, speaking, reading, composition, and culture in Italian. Prerequisite: Italian 1A (*completed with a grade of "C" or higher*). 5 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: 6A-LOTE; AA/AS; with ITAL 1A (CAN ITAL SEQ A).

50A CONVERSATIONAL ITALIAN I**2 UNITS**

Development of a basic understanding of spoken Italian through pronunciation, vocabulary, and applied grammar, and an introduction to the everyday culture of Italian-speaking people. 3 hours.

50B CONVERSATIONAL ITALIAN II**2 UNITS**

Development of skills learned in Italian 50A. Understanding of spoken Italian through pronunciation, vocabulary, and applied grammar. Introduction to everyday life of Italian-speaking people and the skills needed to successfully function in culture. Prerequisite: Italian 50A (*completed with a grade of "C" or higher*). 3 hours.

JAPANESE (JAPN)**1A BEGINNING JAPANESE****5 UNITS**

Beginning study and practice in the basic foreign language skills: listening, speaking, reading, composition, and culture in Japanese. Strongly recommended: eligibility for English 1A or 52A. 5 hours. Transfer: CSU; UC; AA/AS.

1B ELEMENTARY JAPANESE**5 UNITS**

Continuation of skills developed in Japanese 1A. Beginning study and practice in the basic foreign language skills: listening, speaking, reading, composition, and culture in Japanese. Prerequisite: Japanese 1A (*completed with a grade of "C" or higher*). 5 hours. Transfer: CSU; UC; IGETC: 6A-LOTE; AA/AS.

50A CONVERSATIONAL JAPANESE I**2 UNITS**

Development of a basic understanding of spoken Japanese through pronunciation, vocabulary, and applied grammar, and an introduction to the everyday culture of Japanese speaking people. 3 hours.

50B CONVERSATIONAL JAPANESE II**2 UNITS**

Development of skills learned in Japanese 50A. Understanding of spoken Japanese through a study of pronunciation, vocabulary, and applied grammar. Introduction to everyday life of Japanese-speaking people and the skills needed to successfully function in that culture. Prerequisite: Japanese 50A (*completed with a grade of "C" or higher*). 3 hours.

PORTUGUESE (PORT)

50A CONVERSATIONAL PORTUGUESE I 2 UNITS

Development of a basic understanding of spoken Portuguese through pronunciation, vocabulary, and applied grammar, and an introduction to the everyday culture of Portuguese-speaking people. 3 hours.

50B CONVERSATIONAL PORTUGUESE II 2 UNITS

Development of skills learned in Portuguese 50A. Understanding of spoken Portuguese through pronunciation, vocabulary, and applied grammar. Introduction to everyday life of Portuguese-speaking people and the skills needed to successfully function in that culture. Prerequisite: Portuguese 50A (completed with a grade of "C" or higher). 3 hours.

SPANISH (SPAN)

DEGREE: AA—SPANISH

This program includes four semesters of thorough linguistic and cultural training in Spanish, along with courses that shed light on Mexico's and the Spanish-speaking world's role in history, art, the humanities, and our own contemporary society. Spanish is one of the world's most influential languages and there are opportunities for working in many industries where knowledge of Spanish is considered valuable. Many majors at four-year universities have foreign language requirements that would be satisfied with the language courses in this degree program. Courses offered in this program meet general education and transfer requirements.

SPANISH

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

Spanish 1A (Beginning Spanish).....	5
English 22 (Mexican American/ Latino Literature of the U.S.).....	3
Spanish 1B (Elementary Spanish).....	5
Sociology 3 (American Cultural and Racial Minorities) or Psychology Counseling 13 (Multicultural Issues in Contemporary America).....	3

SOPHOMORE YEAR FALL SPRING

Spanish 2A (Intermediate Spanish).....	4
History 22 (Mexican American History and Culture).....	3
Spanish 2B (Advanced Spanish).....	4
Spanish 5 (Field Work Relations).....	1
Total	28

General Education Courses
For specific General Education courses refer to catalog section on
Graduation Requirements.
Total units required..... **60**

SPANISH (SPAN)

1A BEGINNING SPANISH 5 UNITS

Beginning study and practice in the basic Foreign Language learning skills: listening, speaking, reading, composition, and culture in Spanish. Strongly recommended: eligibility for English 1A or 52A. 5 hours. Transfer: CSU; UC; CSU/GE: Area C; AA/AS; with SPAN 1B: (CAN SPAN SEQ A).

1B ELEMENTARY SPANISH 5 UNITS

Continuation of the skills developed in Spanish 1A. Continued study and practice in the basic foreign language skills: listening, speaking, composition, and culture in Spanish. Prerequisite Spanish 1A (completed with a grade of "C" or higher). 5 hours. Transfer: CSU; UC; CSU/GE: Area C2; IGETC: 6A-LOTE; AA/AS; with SPAN 1A: (CAN SPAN SEQ A).

2A INTERMEDIATE SPANISH 4 UNITS

Review of grammar; reading of works of modern authors; practice in conversation and composition. Prerequisite: Spanish 1B (completed with a grade of "C" or higher). 4 hours. Transfer: CSU; UC; CSU/GE: Area C2; IGETC: Area 3B, 6A-LOTE; AA/AS; (CAN SPAN 8); with SPAN 2B: (CAN SPAN SEQ B).

2B ADVANCED SPANISH 4 UNITS

Reading of Hispanic authors; advanced review of grammar; emphasis on speaking and composition. Prerequisite: Spanish 2A (completed with a grade of "C" or higher). 4 hours. Transfer: CSU; UC; CSU/GE: Area C2; IGETC: Area 3B, 6A-LOTE; AA/AS; (CAN SPAN 10); with SPAN 2A: (CAN SPAN SEQ B).

5 FIELD WORK RELATIONS 1 UNIT

(May be repeated 3 times)
Practice of Spanish language in real setting and involvement in local Hispanic culture through field work in a local Hispanic community organization. Strongly recommended: completion of or concurrent enrollment in Spanish 2A. 4 hours laboratory. Transfer: CSU; CSU/GE: C2.

50A SPANISH CONVERSATION AND CULTURE I 2 UNITS

Development of a basic understanding of spoken Spanish through pronunciation, vocabulary, and applied grammar and an introduction to the everyday culture of Spanish-speaking people. 2 hours. Transfer: CSU.

50B SPANISH CONVERSATION AND CULTURE II 2 UNITS

Development of skills learned in Spanish 50A. Understanding of spoken Spanish through pronunciation, vocabulary, and applied grammar. Further study of the culture and everyday life activities of Spanish-speaking people. Prerequisite: Spanish 50A (completed with a grade of "C" or higher). 2 hours. Transfer: CSU.

50C SPANISH CONVERSATION AND CULTURE III 2 UNITS

Development of skills learned in Spanish 50B. Understanding of spoken Spanish through pronunciation, vocabulary, and applied grammar. Further study of the culture and everyday life activities of Spanish-speaking people. Prerequisite: Spanish 50B completed with a grade of "C" or higher. 2 hours. Transfer: CSU.

50D SPANISH CONVERSATION AND CULTURE IV 2 UNITS

Development of skills learned in Spanish 50C. Understanding of spoken Spanish through pronunciation, vocabulary, and applied grammar. Further study of the culture and everyday life activities of Spanish-speaking people. Prerequisite: Spanish 50C completed with a grade of "C" or higher. 2 hours. Transfer: CSU.

52 MEDICAL SPANISH**2 UNITS**

Skills for communicating in spoken Spanish with Spanish speaking patients. Practice in dialogues leading to free conversations about health related topics. 3 hours.

FRENCH

(See Foreign Languages)

GENERAL STUDIES (GNST)

10 FACULTY ASSISTANT EXPERIENCE FOR POTENTIAL TEACHERS**1–2 UNITS**

(May be repeated 3 times)

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. 2½–5 hours. Transfer: CSU.

11 EXPLORING EDUCATION**3 UNITS**

Introduction to the field of teaching and education. Directed observations of elementary, middle, and secondary classrooms. Examination of changing issues in education and their implications on teaching practice and theory. 3 hours lecture, 2 hours laboratory. Transfer: CSU; UC.

30 INTRODUCTION TO WOMEN'S STUDIES**3 UNITS**

Interdisciplinary readings on the struggles and contributions of women in education, government and politics, religion, social science and the arts. Study of patterns of resistance and triumph through the study of particular historical situations as well as of individual women. Topics examined from both international and national perspectives, including

current events. Consideration of ethnicity, race, language, immigration, colonialism, and post-colonialism. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC.

31 WOMEN'S SPIRITUALITY: AN EXAMINATION OF ANCIENT AND EMERGING TRADITIONS**3 UNITS**

A cross-cultural look at the women's spirituality movement in the U.S. and abroad. Examination of reformist aspects of this movement as they impact religions such as Christianity, Islam, Judaism, Buddhism and/or Hinduism. Also focus on the reclamation of pre-Christian and indigenous spiritual systems of Europe and the Americas. Explores text, ritual, music, and film. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: C2, D4; IGETC: Area 3B; AA/AS.

39 MULTICULTURAL FOUNDATIONS OF MATHEMATICS AND SCIENCE**3 UNITS**

A chronological survey of the development of math in Africa, Latin America and Asia, and its relation to science, technology, and economics there and in the modern world; an alternative to the prevalent theory of a purely European origin of mathematics. Strongly recommended: Mathematics 105 or 105L (may be taken concurrently). 3 hours. Transfer: CSU.

115 FACULTY-STUDENT TUTORIAL: WRITING AND READING ACROSS THE CURRICULUM**1½–3 UNITS**

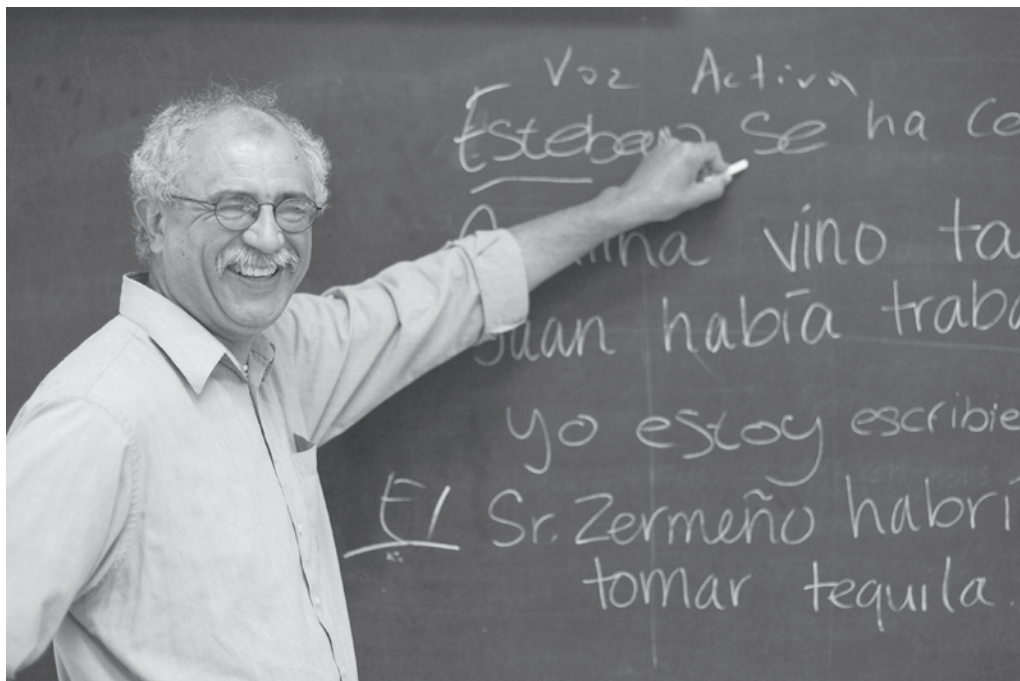
(General Studies 115 and English 115 may be repeated for a combined total of 3 times.)

Self-paced, individualized instruction in reading and writing effectiveness. 2–6 hours.

116 GATEWAY TO SUCCESS PROGRAM—FACULTY-STUDENT TUTORIAL**1½–3 UNITS**

(May be repeated 3 times)

Self-paced instruction in effective reading, writing, and problem strategies in English, mathematics, and science. Tailored to individual student's needs and goals. Corequisite: enrollment in any Gateway to Success English, Mathematics, or Physics course. 2–6 hours.



GEOGRAPHY (GEOG)

**DEGREE:
AA—GEOGRAPHY**

**CERTIFICATE OF PROFICIENCY:
GEOGRAPHIC INFORMATION SYSTEMS**

Chabot College offers an Associate in Arts Degree in Geography to introduce students to principles, theory, and applied methods of spatial analysis in studying both the natural and human environment. The program in Geography is designed to develop the student's awareness of human-environment relationships and changes in the landscape induced by human activities. Geographers pursue careers in many diverse fields, including environmental conservation, land use planning, global change research, teaching, and applications of geographic information systems.

GEOGRAPHY

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

Geography 1 (Introduction to Physical Geography)	3
Geography 1L (Introduction to Physical Geography Laboratory).	1
Geography 5 (World Regional Geography)	3

SOPHOMORE YEAR FALL SPRING

Geography 2 (Cultural Geography)	3
Geography 8 (Introduction to Weather and Climate).	3
Geography 20 (Introduction to Geographic Information Systems)	3
Elective*	3-4
Total	19-20

General Education Courses
For specific General Education courses refer to catalog section on General Requirements

Total minimum units required 60

- *Select from the following for an additional 3-4 units**
- Anthropology 3 (Social and Cultural Anthropology) 3 units
 - Economics 1 (Principles of Microeconomics) 3 units
 - Geography 3 (Economic Geography) 3 units
 - Geography 12 (Geography of California) 3 units
 - Geology 1A (Physical Geology) 4 units
 - Geology 10 (Introduction to Geology) 3 units

GEOGRAPHIC INFORMATION SYSTEMS

CERTIFICATE OF PROFICIENCY

CORE COURSES FALL SPRING

Geography 1 (Introduction to Physical Geography)	3
Geography 1L (Introduction to Physical Geography Laboratory).	1
Geography 20 (Introduction to Geographic Information Systems)	3
Geography 21 (Spatial Analysis with Geographic Information Systems (GIS))	3
Geography 22 (Advanced GIS Applications)	3
Geography 95/Work Experience 95 (Work Experience)	1-3
Geography 96/Work Experience 96 (Work Experience Seminar)	1
Total	15-17

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

1 INTRODUCTION TO PHYSICAL GEOGRAPHY 3 UNITS

Earth's natural environments, with emphasis on spatial characteristics, change over time, interactions between environmental components, and human environment interactions. Physical processes, techniques, and tools by which Earth's climates, soils, vegetation, water resources, and land forms are linked into integrated global patterns. Affect of natural environments on human activities and how humans modify environments. Field trips may be included. 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS; (CAN GEOG 2).

1L INTRODUCTION TO PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

Application of the concepts, techniques, tools, and materials of physical geography. Practical exercises, experiments, observations, data analyses, and computer applications/simulations which augment understanding of geographic processes, interrelationships, spatial patterns and distributions. Use of maps, remotely-sensed imagery, and geographic information systems. Includes locational reference systems, time-space relationships, weather, climate, soils, vegetation, and landforms. Field trips/field projects may be included. Prerequisite: Geography 1 (may be taken concurrently). 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B3; IGETC: Area 5A-Lab; AA/AS.

2 CULTURAL GEOGRAPHY 3 UNITS

Spatial analysis of human populations, their cultural traits, and activities. Emphasis on how diverse peoples, through their interactions and through their perceptions and use of the physical environment, create distinctive cultural landscapes. Social, political, and economic elements of geography which contribute to the evolution of these global and regional cultural patterns. Field trips may be included. 3 hours. Transfer: CSU; UC; CSU/GE: D5; IGETC: Area 4E; AA/AS; (CAN GEOG 4).

3 ECONOMIC GEOGRAPHY 3 UNITS

An introduction to the world's major economic systems; their spatial distribution and characteristics; their relative contributions to regional development and global change; and related movements of people, goods, and ideas. Techniques and tools of spatial analysis applied to human-environment interactions, with emphasis on ecological problems associated with specific economic activities. Field trips may be included. 3 hours. Transfer: CSU; UC; CSU/GE: D5; IGETC: Area 4E; AA/AS.

5 WORLD REGIONAL GEOGRAPHY**3 UNITS**

Regions of the world and the way humans live within those regions. Includes physical and cultural characteristics of world regions, how they are similar and how they are different, economic patterns, agriculture, industrial development and population dynamics. Emphasis on contemporary major issues and their geographic impact. May be offered in Distance Education delivery format. 3 hours. Transfer: CSU; UC; CSU/GE: D5; IGETC: Area 4E; AA/AS.

8 INTRODUCTION TO WEATHER AND CLIMATE**3 UNITS**

Introduction to weather and climate and their impact on and modification by human activities. Emphasis on weather elements, events, and processes; climate controls; and the techniques, tools, and instruments of atmospheric science. Includes atmospheric optics, weather prediction, severe storms, air pollution, global/regional warming/cooling, ozone depletion, acid rain, El Niño, deforestation, desertification, and other topics related to everyday experience and global climate change. Field trips and observational activities may be included. 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS.

12 GEOGRAPHY OF CALIFORNIA**3 UNITS**

California's physical, cultural, and regional elements. The physical geographic base includes: location; geological evolution; geomorphic provinces, natural hazards, and resources; climate, water resources, vegetation, and soils. Historically developed cultural themes include: Native American and Hispanic origins; migration patterns and settlements; population growth and ethnic diversity; land use and economic activities; and Pacific Rim connections. Human-environment interactions and issues are considered throughout the course. Field trips may be included. 3 hours. Transfer: CSU; UC; CSU/GE: D5; IGETC: Area 4E; AA/AS.

20 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**3 UNITS**

Computer-based information technology tools and techniques that analyze spatial relationships between locations and attributes of physical, cultural, and economic features. Visualization of geographic relationships to support decision-making through interactive linkages of maps, databases, images, and charts. Introduction to GIS theory, principles, concepts, applications, and operations. Field trips may be required. (Strongly recommended: previous PC experience). 3 hours. Transfer: CSU; UC; AA/AS.

21 SPATIAL ANALYSIS WITH GEOGRAPHIC INFORMATION SYSTEMS (GIS)**3 UNITS**

GIS facilitates visualization of spatial relationships and decision-making by means of interactive linkages between vector and raster data formats. Addresses real-world application of GIS principles, industry-standard software tools and quantitative techniques to multi-layered thematic data. Students will acquire advanced hands-on GIS experience in managing, editing, merging, intersecting, and statistically analyzing spatial data from many diverse sources, and in preparing high-quality cartographic presentations. Field trips may be required. Prerequisite: Geography 20 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; AA/AS.

22 ADVANCED GIS APPLICATIONS**3 UNITS**

Practical, hands-on survey of some of the more advanced applications of GIS, integrating vector, grid, and digital image data formats. Emphasizes environmental applications of GIS industry-standard software tools to analyze spatial problems quantitatively, including network analysis, watershed modeling, digital elevation modeling, digital image processing, and digital rectification of multi-layered thematic data. Includes integration of Global Positioning System (GPS) operational characteristics, collection and interfacing GPS data with GIS. Field trips may be required. Prerequisite: Geography 20 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; AA/AS.

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

(*Work experience courses may be repeated up to a total of 16 units.*)
College supervised on-the-job training in Geographic Information Systems (GIS). Applications of principles, methodologies, and skills in using GIS to analyze real-world spatial problems and aid in decision-making. Cooperative effort between student, work supervisor, and instructor to broaden the student's experience with GIS tools and functionality in many professional endeavors. Corequisite: Geography 96. 5-15 hours of employment per week. Transfer: CSU.

96 GEOGRAPHY WORK EXPERIENCE SEMINAR**1 UNIT**

(*Work experience courses may be repeated up to a total of 16 units.*)
Discussion and analysis of experiences on-the-job in applying Geographic Information Systems (GIS) techniques and methodologies to projects in a business or governmental agencies. Review of essential skills and management issues in using GIS to analyze real-world spatial problems and aid in decision-making. Discussion of ways to broaden experience with GIS tools and functionality in many professional endeavors, with emphasis on building strong working relationships with supervisors and co-workers. Corequisite: Geography 95. 1 hour. Transfer: CSU.

GEOLOGY (GEOL)**1A PHYSICAL GEOLOGY****4 UNITS**

Introduction to the forces and materials that shape the Earth. Emphasis on plate tectonics, volcanoes, earthquakes, hydrology, erosion, beach systems, environmental geology, rocks, minerals and geologic maps. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: 5A & Lab; AA/AS; (CAN GEOL 2).

1B HISTORICAL GEOLOGY**4 UNITS**

Evolutionary geology of earth. Emphasis on sedimentary processes, sedimentary rocks, their fossils and structures. Prerequisite: Geology 1A or 10. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; (CAN GEOL 4).

10 INTRODUCTION TO GEOLOGY**3 UNITS**

Earthquakes, volcanism, and plate tectonics as shapers of the earth's surface. Formation and use of energy and mineral resources. Origin and history of prehistoric life. May not be taken for credit if Geology 1A or 1B have been completed. 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS.

10L INTRODUCTION TO GEOLOGY LAB**1 UNIT**

Introduction to the materials and techniques of geology. Includes maps, minerals, rocks, and fossils. Prerequisite: Geology 10 (may be taken concurrently). 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B3; IGETC: Area 5A-Lab; AA/AS.

21 GEOLOGY OF THE WEST**3 UNITS**

Geological features of the West. Examples drawn from the Grand Canyon, Sierras, Rocky Mountains, and the western National parks to illustrate the processes of geology. Prerequisite: Geology 10 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A.

GERMAN

(See Foreign Languages)

GRAPHIC DESIGN

(See Art)

HEALTH (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. Transfer: CSU; UC; CSU/GE: E; AA/AS.

4 WOMEN AND HEALTH 3 UNITS

Health issues that affect women in contemporary American society. Exploration of current health concerns, legislation, medical practices, attitudes and behaviors that promote health and wellness. 3 hours. Transfer: CSU; UC; CSU/GE: E; AA/AS.

8 HUMAN SEXUALITY 3 UNITS

(See also *Psychology 8* or *Sociology 8*)

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. May not receive credit if *Psychology 8* or *Sociology 8* has been completed. 3 hours. Transfer: CSU; UC; CSU/GE: E; AA/AS.

16 HEALTHY WEIGHT LOSS 3 UNITS

Physical, emotional, and spiritual perspectives of healthy weight loss. Emphasis on acquiring knowledge and developing life skills required to achieve a healthy weight for improved wellness. 3 hours. Transfer: CSU; CSU/GE: E.

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.

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. Transfer: CSU.

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. Prerequisites: Health 51A (completed with a grade of "C" or higher). 4 hours. Transfer: CSU.

53 QUALITY AND CONTINUOUS QUALITY IMPROVEMENT IN HEALTH CARE 1 UNIT

Evaluate the history and methodology of quality assurance in the health care setting. The continuous quality improvement process, methodologies and tools will be discussed and utilized to understand the relationship to providing high quality health care in an efficient, customer oriented environment. Strongly recommended: Health Information Technology 50 or equivalent. 1 hour. Transfer: CSU.

54 UTILIZATION MANAGEMENT, RISK MANAGEMENT AND MEDICAL STAFF CREDENTIALING 1 UNIT

Study of utilization management in the health care environment, with emphasis on clinical pathways, regulatory requirements, reimbursement issues and case management. Risk management is the process of evaluating potentially compensable events that could result in an injury or financial loss. Credentialing is the process which medical practitioners are evaluated for quality and control of services provided. Each topic will investigate the history, regulatory requirements and methodologies associated with each of these quality assurance activities. Strongly recommended: Health Information Technology 50 or equivalent. 1 hour. Transfer: CSU.

56 INTRODUCTORY PHARMACOLOGY/LAB TESTS AND VALUES FOR THE HEALTH OCCUPATIONS 2 UNITS

Introduction to the study of drugs and drug therapy as they relate to the health occupations, i.e., coding of diagnoses and procedures. Includes a study of the preparation, use and actions of chemicals having an affect on biological function. Study of laboratory tests, diagnostic tests and known normal ranges to interpret findings on common diagnostic tests, pathological findings and vital signs. 2 hours.

58 INTRODUCTION TO MEDICAL TRANSCRIPTION AND DOCUMENT FORMAT 1 ½ UNITS

Introduction to the process of dictating, equipment of transcription, formatting of medical documentation, medical report requirements and current issues in medical transcription. Prerequisite: Health 51A (completed with a grade of "C" or higher). Strongly recommended: ability to type 35 wpm and Computer Science 8, Health 51B. 24 total lecture hours, 12 total laboratory hours.

59 MEDICAL TRANSCRIPTION MODULES

This is a self-paced program with learning at a distance opportunities providing mastery learning modules in transcription of medical reports. Credit earned based on competency of each module. Modules must be completed in sequence. Modules include:

59A PHYSICIAN OFFICE NOTES 1 UNIT

Prerequisite: Health 51A and Health 58 or equivalent experience. 3 hours laboratory.

59B RADIOLOGY 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59A or equivalent experience. 3 hours laboratory.

59C EMERGENCY ROOM NOTES 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59A, Health 59B or equivalent experience. 3 hours laboratory.

59D PATHOLOGY/EKG 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59C or equivalent experience. 3 hours laboratory.

59E HISTORY AND PHYSICAL EXAMINATIONS 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59D or equivalent experience 3 hours laboratory.

59F CONSULTATIONS 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59E or equivalent experience. 3 hours laboratory.

59G DISCHARGE SUMMARIES 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59F or equivalent experience. 3 hours laboratory.

59H OPERATIVES-GENERAL 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59G or equivalent experience. 3 hours laboratory.

59I OPERATIVES-UROLOGY AND REPRODUCTIVE 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59H or equivalent experience. 3 hours laboratory.

59J OPERATIVES—CARDIOVASCULAR 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59I or equivalent experience. 3 hours laboratory.

59K OPERATIVES-ORTHOPEDICS AND ONCOLOGY 1 UNIT

Prerequisite: Health 51A, Health 58, and Health J or equivalent experience. 3 hours laboratory.

59L SPECIAL REPORTS 1 UNIT

Prerequisite: Health 51A, Health 58, and Health 59K or equivalent experience. 3 hours laboratory.

60 RESPONDING TO EMERGENCIES 1 UNIT

Development of knowledge and skills for recognizing and caring for emergency situations. Includes healthy lifestyles, and prevention of illness and injury. Designed to meet the needs of individuals in the community who frequently provide First Aid. Successful completion of the knowledge and skills tests qualifies for a National Safety Council First Aid and Adult CPR card. 1 hour lecture, 1 hour laboratory. Transfer: CSU.

61 EMERGENCY RESPONSE 2½ 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 and skills test qualifies for a National Safety Council First Responder Certificate and Professional Rescuer CPR card. 2 hours lecture, 2 hours laboratory.

70A HEARTSAVER CPR & AED ½ UNIT

(May be repeated 3 times)

A comprehensive course for the First responder, this course is designed to teach Cardiopulmonary Resuscitation (CPR), use of an Automatic External Defibrillator (AED) and relief of foreign body airway obstruction (FBAO) to all lay rescuers, particularly those expected to respond to emergencies in the workplace. Responders such as police, airline personnel, security personnel, corporate employees, family members of patients at high risk for sudden cardiac death, other rescuers, and those who need or want to learn CPR and how to operate an AED. Successful completion on the final exam and skills performance will qualify the participant for an American Heart Association Heartsaver AED course completion card. The mission of the American Heart Association's Emergency Cardiovascular Care Programs is to reduce disability and death from cardiac and respiratory emergencies and stroke by improving the Chain of Survival in every community. 6 hours lecture, 6 hours laboratory, 12 hours total. Transfer: CSU.

70B HEALTHCARE PROVIDER CPR 0.2 UNIT

(May be repeated 3 times)

The BLS Healthcare Provider Course teaches CPR skills for helping victims of all ages (including performing ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). It's intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital. For Healthcare providers, such as physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, residents or fellows, or medical or nursing students in training, aides, medical or nursing assistants, police officers, and other allied health personnel. The mission of the American Heart Association's Emergency Cardiovascular Care Programs is to reduce disability and death from cardiac and respiratory emergencies and stroke by improving the Chain of Survival in every community. Successful completion of final exam and skills performance qualifies participant for American Heart Association Healthcare Provider course card. Prerequisite: Health 70A or Health 60 (either within the last 2 years) or current Healthcare Provider CPR card for renewal. 2 hours lecture, 4 hours laboratory, 6 hours total. Transfer: CSU.

81 EMERGENCY MEDICAL TECHNICIAN-BASIC 6½ UNITS

Provides training in the foundation skills and knowledge required of the EMT-1 scope of practice. The EMT-1 certification is the minimum requirement for ambulance attendants and most entry level firefighter positions. EMT-1 certification is also required for entry into paramedic training. This training program is accredited by the Alameda County Emergency Medical Services Agency. Corequisite: Health 83. Prerequisite: Health 61 (*completed with a grade of "C" or higher*). 5 hours lecture, 4½ hours laboratory. Transfer: CSU.

83 PATIENT STABILIZATION, EXTRICATION AND TRIAGE ½ UNIT

Patient stabilization techniques to include safe patient extrication from a simulated motor vehicle accident. Includes triage for multi-casualty incident/disaster management. Corequisite: Health 81. 3 total hours lecture, 4 total hours laboratory. Transfer: CSU.

85 EMT REFRESHER 1½ UNITS

(May be repeated.)

Designed for EMTs who need to recertify. Appropriate for those comfortable with their emergency medicine knowledge and skills. Provides a refresher in the foundation skills and knowledge required of the EMT-Basic scope of practice. EMT-Basic certification is the minimum requirement for ambulance attendants, many emergency department technicians and most entry-level firefighter positions. EMT-Basic certification is also required for entry into paramedic training. This refresher program is accredited by the Alameda County Emergency Medical Services Agency. This course provides 24 hours of continuing education units and skills verification testing that EMTs must complete every two years. Students must have current EMT certification.

205 FITNESS AFTER 50 NON-CREDIT

Benefits and techniques for a regular exercise routine for elders, geared to residents of skilled-nursing facilities. Students will discover special needs for fitness to maintain health and vigor throughout a lifetime. 1 hour

HEALTH INFORMATION TECHNOLOGY (HIT)

The Health Information Technology Program is currently suspended until further notice.

HISTORY (HIS)

1 HISTORY OF WESTERN CIVILIZATION TO 1600 3 UNITS

Origin and development of civilization in the Mediterranean and its expansion into Europe—the Near East, Greece, Rome and the Middle Ages, Renaissance and the Reformation. 3 hours. Transfer: CSU; UC; CSU/GE: C2, D6; IGETC: Area 3B, 4F; AA/AS; (CAN HIST 2); with HIST 2: (CAN HIST SEQ A).

2 HISTORY OF WESTERN CIVILIZATION SINCE 1600 3 UNITS

History of the Modern Western World; Romanticism and the Industrial Revolution to the present. 3 hours. Transfer: CSU; UC; CSU/GE: C2, D6; IGETC: Area 3B, 4F; AA/AS; (CAN HIST 4); with HIST 1: (CAN HIST SEQ A).

5 CRITICAL THINKING IN HISTORY 3 UNITS

Introduction to critical thinking, reading, writing skills and practical logic and reasoning through study of historical method. Emphasis on the techniques and principles of effective written and oral argument in case studies and historical problems. Includes the perspective of Middle Eastern and Arab Americans, European Americans, Asian Americans, African Americans and Mexican Americans. 3 hours. Transfer: CSU; UC; CSU/GE: A3; AA/AS; AC.

7 U.S. 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 relationships between state/local government and the federal government. 3 hours. Transfer: CSU; UC; CSU/GE: D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS; (CAN HIST 8) with HIST 8: (CAN HIST SEQ B); AC.

8 U.S. HISTORY SINCE RECONSTRUCTION 3 UNITS

A survey of United States history from 1877 to the present with a special emphasis on the interaction amongst and the experiences of diverse racial/ethnic (African Americans, European Americans, Native Americans, Chicano/Latino Americans, Asian Americans, and Middle Eastern Americans), gender and socioeconomic groups in American History. Includes analysis of (1) the U.S. Constitution as a living document in the context of historical change, and (2) significant issues related to California state and local governments. 3 hours. Transfer: CSU; UC; CSU/GE: D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS; (CAN HIST 10); with HIST 7: (CAN HIST SEQ B); AC.

12 HISTORY OF CALIFORNIA 3 UNITS

Historical development of California, including Spanish exploration and settlement and the Mexican Revolution. Transformation of California under United States control: the American conquest, the Gold Rush, and dynamic expansion to the present day. Includes Native Americans, Mexican Americans, European Americans, Asian Americans and African Americans groups. Emphasis on political, economic, and social factors which transformed American California from a relatively simple rural society to a highly complex ethnically diversified agricultural-industrial system. Analysis of historical issues and current problems. 3 hours. Transfer: CSU; UC; CSU/GE: D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS; AC.

19 HISTORY OF MODERN CHINA AND JAPAN FROM LATE 19TH TO EARLY 20TH CENTURY 3 UNITS

History and culture of modern China and Japan. Social, political, economic and cultural structures and processes; ideologies and leadership modernization and development; and selected aspects of regional and international interactions. 3 hours. Transfer: CSU; UC; CSU/GE: D3, D6, IGETC: Area 4F, AA/AS.

20 THE AFRICAN-AMERICAN EXPERIENCE IN U.S. HISTORY THROUGH RECONSTRUCTION 3 UNITS

Survey of major themes and issues of the history of the United States with a particular focus upon African Americans and the gendered racial, ethnic, and socioeconomic diversity within the nation. Contacts between European peoples, African peoples and the indigenous peoples of the New World to the establishment of the British colonies in North America, the formation of the nation, its expansion westward and the social, political and economic factors which lead to division. Examination of the role of race and slavery as evolving concepts and practices affecting the nation's development. Analysis of the role of local, state and federal governments and the constitution as institutions of both consistency and change. 3 hours. Transfer: CSU; UC; CSU/GE: D3, D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS.

21 THE AFRICAN-AMERICAN EXPERIENCE IN U.S. HISTORY SINCE RECONSTRUCTION 3 UNITS

Survey of major themes and issues in of the history of the United States, focusing upon African Americans and the gendered racial, ethnic, and socioeconomic diversity within the nation. Emergence of the country from the Civil War and Reconstruction, tracing such themes as industrialization, immigration and migration, Progressivism, the nation at economic crisis and at war, the rise of social movements and the social and political backlash against them, and the evolving diversity of the nation. Analysis of the role of the local, state, and federal governments and the Constitution as institutions of both consistency and change. 3 hours. Transfer: CSU; UC; CSU/GE: D3, D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS.

22 MEXICAN AMERICAN HISTORY AND CULTURE 3 UNITS

A survey of Mexican American history from pre-Columbian period through the present. Special emphasis on Mexican Americans' role in the-political, economic, social and geographic development in the United States. Major topics include European colonization, native cultures and-slavery, the U.S.—Mexican War, World War I and World War II, industrialization, immigration and labor, and the Civil Rights Movement. This course includes analysis of the U.S. Constitution, Supreme Court Rulings, and California state and local government issues related to the rights of Mexican Americans. 3 hours. Transfer: CSU; UC; CSU/GE: D3, D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS.

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. Transfer: CSU; UC; CSU/GE: D3, D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS.

27 U.S. WOMEN'S HISTORY 3 UNITS

A survey of United States women's history from its indigenous origins through the present. 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, Native Americans, and Middle Eastern Americans. Special areas of focus include women's role in the political, economic, social, and geographic development of the United States. This course

includes an analysis of the U.S. Constitution and pertinent amendments as a living document. California State Constitution is compared to the U.S. Constitution with regard to women's rights. 3 hours. Transfer: CSU; UC; CSU/GE: D4, D6, U.S. Hist; IGETC: Area 4F, U.S. Hist; AA/AS; AC.

44 HISTORY OF ENGLAND 3 UNITS

Interpretation and analysis of the development of English institutions emphasis on constitutional and economic developments. 3 hours. Transfer: CSU; UC; CSU/GE: D6; IGETC: Area 4F; AA/AS.

HUMAN SERVICES

(See Psychology-Counseling)

HUMANITIES (HUMN)

**DEGREE:
AA—HUMANITIES (GENERAL)**

The humanities seek to render an integrative and critical examination of the human achievements in art, literature, philosophy and music. This approach will broaden and enrich the students' appreciation of human values derived from the creative forces as expressed in the arts. Courses offered in this curriculum meet general education and transfer requirements and may be applied to a major in humanities for an Associate in Arts degree.

**HUMANITIES (GENERAL)
ASSOCIATE IN ARTS DEGREE**

FRESHMAN YEAR	FALL	SPRING
Art History 4 (Art History—Ancient to Gothic)	3	
History I (History of Western Civilization to 1600)	3	
Humanities 50 (The Artful Life)	3	
Philosophy 50 (God, Nature, Human Nature)	3	
Religious Studies 50 (Religions of the World)	3	
SOPHOMORE YEAR		
	FALL	SPRING
History 2 (History of Western Civilization Since 1600)	3	
Art History 5 (Art History—Renaissance to Modern)	3	
Humanities 65 (The American Style) or Humanities 68 (World Mythology) or Humanities 72 (Contemporary Humanities)	3	
Philosophy 60 (Introduction to Philosophy: Ethics) or Philosophy 65 (Introduction to Philosophy: Theory of Knowledge)	3	
Total	27	
General Education Course		
For specific General Education courses refer to catalog section on Graduation Requirements.		
Total minimum units required	60	

Recommended: minimum one year of a foreign language.

HUMANITIES (HUMN)

50 THE ARTFUL LIFE 3 UNITS

A broad range of the arts, from a variety of historical periods and cultures, will be examined as expression and integration of self. Explore creativity as process, product, and attitude toward life. Study the artist as seeker of authenticity and the relationship between art and artist. Students will learn how to respond critically as well as to articulate their experience of great works of the human imagination. Explore foundational principles and theories in the various humanities disciplines. 3 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

60 CREATIVITY AND THE COMMUNITY 3 UNITS

The Arts as an expression of the community; the relationship between creativity and community; the artist as the conscience of society and the role of the audience in completing an artwork. Themes include the artist as prophet, art as transformative experience, the arts and social justice, and the shock of the new. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

65 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 specifically the crisscrossing dynamics of race, ethnicity, gender, religion and class in American society. (Formerly HUMN 10) 3 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS; AC.

68 WORLD MYTHOLOGY 3 UNITS

Introduction to mythic themes recurring in global 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. (Formerly HUMN 28) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

72 CONTEMPORARY HUMANITIES 3 UNITS

Visual, literary, and/or musical works of art that reflect the issues and concepts of their time. A perspective through exploration of chosen works. (Formerly HUMN 7) 3 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

75 RELIGION IN CONTEMPORARY CULTURE 3 UNITS

Attitudes and beliefs about religion evidenced in contemporary culture through contemporary social life, politics, art, music, literature, drama, and film. Place, function, and role of religion in contemporary life against the backdrop of traditional and contemporary theories about religion. (Formerly HUMN 30) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

INDEPENDENT STUDY

INDEPENDENT STUDY ½–2 UNITS

Independent study may be contracted through an instructor for research, field experience or skill development. Students must make arrangements with the instructor, as well as complete the Independent Study Contract (available from instructors or academic departments). The instructor monitors academic progress as the student completes the coursework within the guidelines of the agreement. Independent study may be offered under any subject area contained in the Catalog using the number 29. Transfer CSU.



INDUSTRIAL TECHNOLOGY (INDT)

**DEGREE:
AS-INDUSTRIAL TECHNOLOGY**

INDUSTRIAL TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR	SUMMER	FALL	SPRING
Machine Tool Technology 70 (Introduction to Machine Shop)			2
Business 12 (Introduction to Business)			3
Computer Application Systems 50 (Intro- duction to Computer Application Systems)			3
Machine Tool Technology 50 (Blueprint Reading, Sketching, and CAD)			3
Mathematics 36 (Trigonometry) or Mathematics 37 (Trigonometry with an Emphasis on its Geometric Foundations)			3-5
Welding Technology 70 (Introduction to Welding)			2

SOPHOMORE YEAR	FALL	SPRING
Business 1A (Financial Accounting)		4
Computer Science 10 (Introduction to Programming Using Visual BASIC.NET)		4
Machine Tool Technology 65 (Production Practices)		4
Business 1B (Managerial Accounting)		4
Business 10 (Business Law)		4
Total		36-38

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Industrial Technology GE Requirement	3
<i>Complete a minimum of 3 units from</i>	
Industrial Technology 74 (Measurements and Calculations)	
Total minimum units required	60

General Education Suggestions: Chemistry 30A-30B, Economics 1, Mathematics 1, Physics 2A-2B. This program is intended for technical career majors and is not designed for transfer to four-year institution.

This course listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

INDUSTRIAL TECHNOLOGY (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.

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. Transfer: CSU; AA/AS.

94 OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS

(Work experiences courses may be repeated up to a total of 16 units)
College supervised on-the-job training. Apprenticeship work experience in an occupation related to student's apprenticeship program. Cooperative effort of the work supervisor, student, Joint Apprenticeship Training Council (JATC) or Program Sponsor, and instructor to achieve work-based learning objectives. Student must be enrolled in an apprenticeship program. Each unit of credit requires 75 hours of paid work experience.

INTERDISCIPLINARY STUDIES IN LETTERS AND SCIENCE (ISLS)

The Interdisciplinary Studies in Letters and Science (ISLS) program is currently suspended until further notice.

INTERIOR DESIGN (INTD)

DEGREE: AS-INTERIOR DESIGN

CERTIFICATE OF ACHIEVEMENT: INTERIOR DESIGN KITCHEN AND BATH DESIGN

This two-year diploma program prepares students to design commercial, office, retail, institutional and residential solutions to real design problems. The program emphasizes space planning, creative problem-solving, communication skills, knowledge of building materials and construction, furnishings, presentation, conventional and computer-aided drafting, and the history of design.

INTERIOR DESIGN ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR	FALL	SPRING
Interior Design 50 (Residential Space Planning)	3	
Interior Design 52 (History of Interiors and Furnishings)	3	
Interior Design 55 (Introduction to Textiles)	3	
Interior Design 54 (Principles of Interior Design)	3	
Interior Design 56 (Professional Practice)	3	

SOPHOMORE YEAR	FALL	SPRING
Interior Design 60 (Materials and Resources)	3	
Interior Design 62 (Kitchen and Bathroom Design)	3	
Interior Design 58 (Fundamentals of Lighting)	3	
Interior Design 66 (Special Needs Design)	3	
Interior Design 68 or Architecture 68 (AutoCAD for Architecture and Interior Design)	3	
Interior Design 72 (Commercial Interior Design)	3	
Total		33

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Interior Design GE Requirement	3
<i>Complete a minimum of 3 units from</i>	
Art 10 (Design and Materials)	1
Total minimum units required	60

INTERIOR DESIGN CERTIFICATE OF ACHIEVEMENT

CORE COURSES	FALL	SPRING
Art 10 (Design and Materials)	3	
Interior Design 50 (Residential Space Planning)	3	
Interior Design 52 (History of Interiors and Furnishings)	3	
Interior Design 55 (Introduction to Textiles)	3	
Interior Design 62 (Kitchen and Bathroom Design) or Interior Design 66 (Special Needs Design)	3	
Interior Design 68 (AutoCAD for Architecture and Interior Design) or Architecture 68 (AutoCAD for Architecture and Interior Design)	3	
Interior Design 72 (Commercial Interior Design)	3	
Interior Design 54 (Principles of Interior Design)	3	
Interior Design 56 (Professional Practices)	3	
Interior Design 58 (Fundamentals of Lighting)	3	
Interior Design 60 (Materials and Resources)	3	
Total		33

KITCHEN AND BATH DESIGN CERTIFICATE OF ACHIEVEMENT

FRESHMAN YEAR	FALL	SPRING
Interior Design 50 (Residential Space Planning)	3	
Interior Design 52 (History of Interiors and Furnishings)	3	
Interior Design 62 (Kitchen and Bathroom Design)	3	
Interior Design 54 (Principles of Interior Design)	3	
Interior Design 56 (Professional Practice)	3	
Interior Design 58 (Fundamentals of Lighting)	3	
Interior Design 60 (Materials and Resources)	3	

SOPHOMORE YEAR	FALL	SPRING
Interior Design 66 (Special Needs Design)	3	
Interior Design 68 or Architecture 68 (AutoCAD for Architecture and Interior Design)	3	
Interior Design 70 (Advanced Kitchen and Bathroom Design)	3	
Business 95/Work Experience 95 (Work Experience)	2	
Business 96/Work Experience 96 (Work Experience Seminar)	1	
Total		33

To become National Kitchen and Bath Association certified, 120 hours of internship are required.

INTERIOR DESIGN (INTD)

33 3-D MODELING WITH FORM • Z 3 UNITS

(See also Architecture 33, Art 33, Photography 33)
Introduction to 3-dimensional digital modeling using Form • Z software. Emphasis on learning basic commands to create 3-dimensional objects including building interiors and exteriors, and defining photo-realistic views with appropriate light sources. May not receive credit if Architecture 33, Art 33 or Photography 33 has been completed. 2 hours lecture, 4 hours studio. Transfer: CSU.

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.

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.

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.

55 INTRODUCTION TO TEXTILES 3 UNITS

The textile industry and its effects on the apparel and home furnishing markets. Fiber identification, yarn and fabric construction, and decoration. Emphasis on consumer information, fabric performance, care and labeling, and legal responsibilities of the industry. 3 hours. Transfer: CSU.

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. Transfer: CSU.

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.

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. Transfer: CSU.

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. 2 hours lecture, 3 hours laboratory.

66 SPECIAL NEEDS DESIGN 3 UNITS

Design of interior space which encourages self-esteem and independence for the elderly or physically impaired. The American with Disabilities Act and its requirements for commercial buildings. Residential housing that satisfies the special needs of its inhabitants and improvement of existing interiors through barrier-free retrofitting. 3 hours. Transfer: CSU.

68 AUTOCAD FOR ARCHITECTURE AND INTERIOR DESIGN 3 UNITS

(May be repeated 3 times) (See also Architecture 68)
Introduction to computer-aided drafting using AutoCAD. Topics include command basics including drawing entity creation and modification, industry layering standards, text and dimensioning systems appropriate to architecture, creating symbol libraries, external reference techniques, model and paper space commands, and plotting techniques. (May not receive credit if Architecture 68 has been completed.) 2 hours lecture, 4 hours studio. Transfer: CSU.

70 ADVANCED KITCHEN AND BATH DESIGN 3 UNITS

National Kitchen and Bath (NKBA) planning guidelines and NKBA Access Standards for kitchen and bath. Emphasis on designing a universal kitchen and universal bath. Creation of working documents to design a kitchen and bath from its beginning to completion. Prerequisite: Interior Design 62. 3 hours. Transfer: CSU.

72 COMMERCIAL INTERIOR DESIGN 3 UNITS

Introduction to the field of commercial design. Emphasis on the design of interior spaces such as offices, restaurants and hotels. Topics will include space planning, interior specifications and costing out jobs. Prerequisite: Interior Design 50. 3 hours. Transfer: CSU.

INTERNATIONAL STUDIES

**DEGREE:
AA-INTERNATIONAL STUDIES
INTERNATIONAL STUDIES
ASSOCIATE IN ARTS DEGREE**

FRESHMAN YEAR	FALL	SPRING
Anthropology 3 (Social and Cultural Anthropology)	3	
Foreign Language*	5	5
Option Courses**	2-5	2-5
SOPHOMORE YEAR	FALL	SPRING
Geography 2 (Cultural Geography)	3	
Political Science 30 (International Relations)	3	
Option Courses**	2-5	2-5
Electives	3-4	3-4
Total	43-45	

General Education Courses
For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

* Select from foreign languages listed on pages 81-83.
** Select one of the following option areas. Complete 18 units from the courses listed for the option selected.

- (1) Asian Studies Option:**
Anthropology 5 (Cultures of the U.S.: Anthropological Perspectives on Race, Class, Gender and Ethnicity) 3 units
Economics 1, 2 (Principles of Microeconomics/ Macroeconomics) 3 units ea.
History 19 (History of Modern China and Japan from Late 19th to Early 20th Century) 3 units

Japanese 50A, B, (Conversational Japanese I, II:

Note—May be taken only to complete the option requirement, not the foreign language requirement)	4 units
Political Science 20 (Comparative Government)	3 units
Religious Studies 50 (Religions of the World)	3 units
Speech I (Fundamentals of Speech Communication)	3 units

(2) Latin American Studies Option:

Anthropology 5 (Cultures of the U.S.: Anthropological Perspectives on Race, Class, Gender and Ethnicity)	3 units
Economics 1, 2 (Principles of Microeconomics / Macroeconomics)	3 units ea.
History 22 (Mexican American History and Culture)	3 units
Political Science 20 (Comparative Government)	3 units
Portuguese 50A, B, (Conversational Portuguese I, II:	
Note—May be taken only to complete the option requirement, not the foreign language requirement)	4 units
Spanish 2A, B (Intermediate and Advanced Spanish)	8 units
Speech 1 (Fundamentals of Speech Communication)	3 units

(3) Business Option:

Business 1A/1B (Financial/Managerial Accounting)	8 units
Business 10 (Business Law)	4 units
Business 12 (Introduction to Business)	3 units
Business 17 (Business Ethics)	3 units
Business 40 (International Business)	3 units
Computer Application Systems 8 or	
Computer Science 8 (Computer literacy) or	
Computer Application Systems 50 (Introduction to Computer Application Systems)	3 units
Economics 1, 2 (Principles of Microeconomics / Macroeconomics)	3 units ea.
Speech 1 (Fundamentals of Speech Communication)	3 units

(4) General Studies Option:

2nd year of foreign language	8 units
Anthropology 5 (Cultures of the U.S.: Anthropological Perspectives on Race, Class, Gender and Ethnicity)	3 units
Business 12 (Introduction to Business)	3 units
Business 40 (International Business)	3 units
Economics 1, 2 (Principles of Microeconomics / Macroeconomics)	3 units ea.
Political Science 20 (Comparative Government)	3 units
Religious Studies 50 (Religions of the World)	3 units
Speech 1 (Fundamentals of Speech Communication)	3 units

This program is intended to prepare students for direct job entry. While units in the program are transferable to many institutions, students should consult a counselor for specific transfer information.

INTERNATIONAL STUDIES

7 TRAVEL STUDY: (SITE)

1–5 UNITS

(May be repeated 3 times)

Study and research of the culture, mores, history and unique characteristics of selected locales. Visits to specific sites nationally or internationally. May be offered under any catalog heading. 1–15 hours. Transfer: CSU.

ITALIAN

(See Foreign Languages)

JAPANESE

(See Foreign Languages)

JOURNALISM

DEGREE:

AA–JOURNALISM

Students who complete this degree will be able to transfer to a university or enter the local job market. Many new jobs-in electronic information management are being created. These supplement existing jobs in newspapers and magazines as well as public relations and media. In this program, students will gain hands-on experience with all aspects of gathering, organizing and disseminating information.

JOURNALISM

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art 40 (Graphic Design Principles)	3	
Mass Communications 1 (Journalism: News Writing and Information Gathering)	3	
Mass Communications 5 (Introduction to Mass Communications)	3	
Mass Communications 2 (Journalism: Investigative News Writing)	3	
Mass Communications 14 (Writing and Photography for a Weekly Publication)	1	
Photography 50 (Introduction to Photography)	3	

SOPHOMORE YEAR	FALL	SPRING
English 7 (Critical Thinking and Writing Across Disciplines)	3	
Mass Communications 3 (Journalism: Magazine and Newspaper Feature Writing)	3	
Mass Communications 15 (Publications: Editorial Leadership and Production)	3	
Mass Communications 71 (Beginning Photojournalism)	2	
Photography 65 (Graphic Techniques)	3	
Total	30	

General Education Courses

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required 60

LIBERAL ARTS

DEGREE:

AA—LIBERAL ARTS

LIBERAL ARTS

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Liberal Arts Degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The Associate in Arts Liberal Arts Degree would be an ideal choice for those students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC.

- Choose either Option I or II or III 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 GE area)
- For ALL OPTIONS: complete necessary Chabot Graduation and Proficiency requirements (*see pages 20-23*)
- All classes listed below transfer to CSU. Courses in **BOLD** also are transferable to UC. Refer to www.ASSIST.org for transfer details.

GE UNITS

I. ASSOCIATE IN ARTS DEGREE

General Education, Graduation and Proficiency Requirements (*see pages 20-23*) 26

II. CSU/GE

Minimum units necessary to meet CSU/GE Certification requirements. *Complete Chabot Graduation and Proficiency requirements (see pages 20-23)* 33

III. IGETC

Minimum units necessary to meet IGETC Certification requirements. *Complete Chabot Graduation and Proficiency requirements (see pages 20-23)* 34-37

AREAS OF EMPHASIS

- 18 units from one Area of Emphasis listed below.
- Courses selected can be used to also fulfill GE areas.
- For depth, include a minimum of two courses from a single discipline; for breadth, include courses from at least two disciplines.
- All courses listed below transfer to CSU.
- Courses in **BOLD** also transfer to UC.

ELECTIVE UNITS

Electives may be necessary to total 60 overall units required for the Associate degree.

AREAS OF EMPHASIS

Emphasis 1 - Arts and Humanities: *Select a minimum of 18 units from the following Arts and Humanities courses. For depth, include a minimum of two courses from a single discipline; for breadth, include courses from at least two disciplines. Courses can be counted toward completion of General Education requirements.*

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.

Art **2A, 3A, 10, 16A, 17, 20**

Art History **1, 4, 5, 6, 20**

French **1A, 1B, 2A, 2B**

Japanese **1A, 1B**

Music **1, 3, 4, 6, 12A, 44, 45**

Photography **20**

Theater Arts **1, 5, 10, 11, 12, 16, 25, 40**

English **11, 12, 13, 20, 21, 22, 30, 32, 34, 38, 45, 47, 48**

General Studies **31**

History **1, 2**

Humanities **50, 60, 65, 68, 72, 75**

Philosophy **50, 60, 65, 70, 72**

Religious Studies **7, 50, 64, 65, 72**

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

Emphasis 2 - Communication in the English Language and Critical

Thinking: *Select a minimum of 18 units from the following Communication in the English Language and Critical Thinking courses. For depth, include a minimum of two courses from a single discipline; for breadth, include courses from at least two disciplines. Courses can be counted toward completion of General Education requirements.*

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, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, the ability to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

English **4, 7**

History **5**

Math **12**

Philosophy **12**

Speech **1, 30, 46**

Emphasis 3 - Social and Behavioral Sciences: *Select a minimum of 18*

units from the following Social and Behavioral Science courses. For depth, include a minimum of two courses from a single discipline; for breadth, include courses from at least two disciplines. Courses can be counted toward completion of General Education requirements.

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

Administration of Justice **50, 60**

Anthropology **1, 2, 3, 5, 8, 12**

Business 17, 36
 Early Childhood Development 67
 Economics 1, 2, 5, 10, 12
 Ethnic Studies 1, 2, 3
 Geography (excluding physical geography) 2, 3, 5, 12, 20
 History 1, 2, 7, 8, 12, 19, 20, 21, 22, 25, 27, 44
 Mass Communications 5
 Political Science 1, 2, 12, 20, 25, 30, 40
 Psychology 1, 2, 3, 6, 33
 Psychology-Counseling 1, 13
 Sociology 1, 2, 3, 4, 11, 30, 31, 32

Emphasis 4 - Math and Science: *Select a minimum of 18 units from the following Math and Science courses. For depth, include a minimum of two courses from a single discipline; for breadth, include courses from at least two disciplines. Courses can be counted toward completion of General Education requirements.*

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.

Mathematics (beyond the Intermediate Algebra level) 1, 2, 3, 4, 5, 8, 20, 31, 32, 33, 35, 36, 37, 40, 43

Anatomy 1
 Anthropology 1, 1L
 Astronomy 1, 10, 20, 30 (Lab)
 Biology 2A, 2B, 5, 10, 20, 25, 31, 40, 50
 Biotechnology 20, 30
 Chemistry 1A, 1B, 8, 10, 12A, 12B, 30A, 30B, 31
 Ecology 10, 11
 Geography (excluding cultural studies) 1, 1L, 8
 Geology 1A, 1B, 10, 10L, 21
 Microbiology 1
 Physical Science 15
 Physics 2A, 2B, 4A, 4B, 5, 11
 Physiology 1

LIBRARY STUDIES (LIBS)

1 LIBRARY SKILLS

1 UNIT

Introduction to techniques of library research including development of a search strategy, location and evaluation of material in a variety of sources and formats, including the Internet, and preparation of a Works Cited list. Self-paced or Classroom-based. 1 hour Transfer: CSU; UC.

3 INTERNET SKILLS

1 UNIT

Retrieval and evaluation of information on the Internet. Exploration of Web browsers and search tools, and use of e-mail. Strongly recommended: Computer Application Systems 70 or 72A or 72B or 72C or equivalent. 1 hour. Transfer: CSU; AA/AS.

MACHINE TOOL TECHNOLOGY (MTT)

DEGREE:

**AS-MACHINE TOOL TECHNOLOGY
 AS-NUMERICAL CONTROL**

CERTIFICATE OF ACHIEVEMENT:

**MACHINIST
 NUMERICAL CONTROL
 PROGRAMMER (MACHINIST)
 TOOL MAKER**

The Machinist one-year certificate program is designed to train students in the operation of a variety of precision metal removal tools, from small hand tools to machine tools such as: drill presses, lathes, milling machines, and grinders. Graduates acquire basic skills to setup and operate all standard machine tools and machine parts from blueprint specifications. Graduates are also introduced to computerized numerical control (CNC) machines. In addition, students learn basic hand skills including general machining techniques required to setup and operate all standard machine tools for the manufacture of parts from blueprint specifications.

The Tool Maker two-year program is designed to train students for a tool and die making career. Graduates are trained in tool and die making, computerized numerical control (CNC) machining, computer-aided manufacturing, computer-aided drafting and design, and are capable of learning new skills with minimum instruction. Students are expected to have an appreciation of precise work and a desire to observe the progression of complex parts.

Students use a variety of computer software applications to draw, design, and program CNC machines, and application work focuses on jigs, fixtures, and punch and die work.

Numerical Control is a system (sometimes referred to as CAM—Computer-Aided Manufacturing) using specially prepared instructions, developed by the N/C Programmer, to control the operation of various manufacturing equipment such as machine tools, inspection machines, woodworking machines, laser machines, and robots.

MACHINE TOOL TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Machine Tool Technology 50 (Blueprint Reading, Sketching, and CAD)	3
Machine Tool Technology 60A (Machine Tool Technology I)	4
Welding Technology 70 (Introduction to Welding)	2
Machine Tool Technology 60B (Machine Tool Technology II)	4

SOPHOMORE YEAR	FALL	SPRING
Machine Tool Technology 65 (Production Practices) ..	4	
Machine Tool Technology 71A (Numerical Control Programming I)	4	
Machine Tool Technology 66 (Basic Toolmaking)	4	
Machine Tool Technology 71B (Numerical Control Programming II)	4	
Total	29	

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.
 General Education Courses (Areas A-E) 16
 Machine Tool Technology GE Requirement 3
Complete a minimum of 3 units from
 Industrial Technology 74* (Measurements and Calculations)
Total minimum units required 60

**Satisfies Mathematics requirement for graduation.*

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

NUMERICAL CONTROL ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR	FALL	SPRING
Machine Tool Technology 50 (Blueprint Reading, Sketching, and CAD)	3	
Machine Tool Technology 60A (Machine Tool Technology I)	4	
Machine Tool Technology 71A (Numerical Control Programming I)	4	
Machine Tool Technology 60B (Machine Tool Technology II)	4	
Machine Tool Technology 71B (Numerical Control Programming II)	4	

SOPHOMORE YEAR	FALL	SPRING
Machine Tool Technology 65 (Production Practices)	4	
Machine Tool Technology 81A (Computer Part Programming I)	3	
Machine Tool Technology 66 (Basic Toolmaking)	4	
Machine Tool Technology 81B (Computer Part Programming II)	3	
Total	33	

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.
 General Education Courses (Areas A-E) 16
 Numerical Control GE Requirement 3
Complete a minimum of 3 units from
 Industrial Technology 74* (Measurements and Calculations)
Total minimum units required 60

**Satisfies Mathematics requirement for graduation.*

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

MACHINIST

CERTIFICATE OF ACHIEVEMENT

CORE COURSES	FALL	SPRING
Machine Tool Technology 60A (Machine Tool Technology I)	4	
Machine Tool Technology 66B (Machine Tool Technology II)	4	
Machine Tool Technology 63A (Individual Projects)	2	
Machine Tool Technology 63B (Advanced Individual Projects)	2	
Machine Tool Technology 71A (Numerical Control Programming I)	4	
Machine Tool Technology 71B (Numerical Control Programming II)	4	
Welding Technology 70 (Introduction to Welding)	2	
Machine Tool Technology 50 (Blueprint Reading, Sketching, and CAD)	3	
Industrial Technology 74 (Measurements and Calculations)	3	
Total	28	

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

NUMERICAL CONTROL PROGRAMMER (MACHINIST)

CERTIFICATE OF ACHIEVEMENT

FRESHMAN YEAR	FALL	SPRING
Machine Tool Technology 50 (Blueprint Reading, Sketching, and CAD)	3	
Industrial Technology 74 (Measurements and Calculations)	3	
Machine Tool Technology 60A (Machine Tool Technology I)	4	
Machine Tool Technology 60B (Machine Tool Technology II)	4	
Machine Tool Technology 71A (Numerical Control Programming I)	4	
Machine Tool Technology 71B (Numerical Control Programming II)	4	

SOPHOMORE YEAR	FALL	SPRING
Machine Tool Technology 65 (Production Practices) ..	4	
Machine Tool Technology 66 (Basic Toolmaking)	4	
Machine Tool Technology 81A (Computer Part Programming I)	3	
Machine Tool Technology 81B (Computer Part Programming II)	3	
Total	36	

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

TOOL MAKER

CERTIFICATE OF ACHIEVEMENT

CORE COURSES FALL SPRING

Machine Tool Technology 60A (Machine Tool Technology I)	4
Machine Tool Technology 60B (Machine Tool Technology II)	4
Machine Tool Technology 65 (Production Practices) . .	4
Machine Tool Technology 66 (Basic Toolmaking)	4
Industrial Technology 74 (Measurements and Calculations)	3
Machine Tool Technology 71A (Numerical Control Programming I)	4
Machine Tool Technology 71B (Numerical Control Programming II)	4
Welding Technology 70 (Introduction to Welding)	2
Machine Tool Technology 50 (Blueprint Reading, Sketching, and CAD)	3
Total	32

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

MACHINE TOOL TECHNOLOGY (MTT)**50 BLUEPRINT READING, SKETCHING, AND CAD 3 UNITS**

Fundamentals of freehand sketching, reading of blueprints, interpreting of commonly used symbols, pictorial drawings, orthographic projection, geometric construction, dimensioning, and sectioning. Includes a general approach to Computer Aided Drafting (CAD). Designed to provide a working knowledge of methods of graphical communication. 2 hours lecture, 3 hours laboratory.

60A MACHINE TOOL TECHNOLOGY I 4 UNITS

(May be repeated 3 times)

Introduction to machine tool operations relating to precision measuring tools, layout methods, screw threads, benchwork, drill presses, bandsaws, basic lathe and vertical milling operations, and evaluation of job opportunities. Emphasis on safe and correct use of hand and machine tools. 2 hours lecture, 6 hours laboratory. Transfer: CSU.

60B MACHINE TOOL TECHNOLOGY II 4 UNITS

(May be repeated 3 times)

Continuation of Machine Tool Technology 60A. Theory and laboratory practice relating to advanced lathe and milling machine operations, gear cutting, steel and heat treating, basic surface and cylindrical grinding, and introduction to metric measurement. Emphasis on correct machine tool setups and quality of project work are stressed. Prerequisite: Machine Tool Technology 60A. Strongly recommended: Industrial Technology 74. 2 hours lecture, 6 hours laboratory. Transfer: CSU.

63A INDIVIDUAL PROJECTS 2 UNITS

(May be repeated 3 times)

Design, development, and fabrication of selected projects for the machine tool technology major to develop special entry level job skills. Corequisite: Machine Tool Technology course. 6 hours laboratory.

63B ADVANCED INDIVIDUAL PROJECTS 2 UNITS

(May be repeated 3 times)

Continuation of Machine Tool Technology 63A. Selected projects to provide certain specialized skills required for job updating, job advancement, or skill specialization. Corequisite: Machine Tool Technology course. 6 hours laboratory.

65 PRODUCTION PRACTICES 4 UNITS

(May be repeated 3 times)

Introduction to design and fabrication of production-type toolings such as jigs, fixtures, and gauges as applied in industry. Emphasis on tool design practices, fabrication techniques, set-up procedures, and inspection of production parts. Prerequisite: Machine Tool Technology 60B. 2 hours lecture, 6 hours laboratory. Transfer: CSU.

66 BASIC TOOLMAKING 4 UNITS

Toolroom grinding, precision measurement, jig boring, steels and heat treating, carbide cutting tools, job estimating, and basic die-making theory. Prerequisite: Machine Tool Technology 65. 2 hours lecture, 6 hours laboratory. Transfer: CSU.

70 INTRODUCTION TO MACHINE SHOP 2 UNITS

Introduction to machine shop practice. Includes measuring tools, benchwork screw threads, drill presses, lathes, and vertical milling machine operations. Safe and correct use of machine tools. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

71A NUMERICAL CONTROL PROGRAMMING I 4 UNITS

(May be repeated 3 times)

Introduction to programming and operating three-axis computer numerical controlled drilling and milling machines. Instruction includes the standard X-Y-Z Cartesian coordinate system, manual and automatic milling machine operation, absolute and incremental positioning, tape coding and preparation, and fabrication of basic and intermediate three-axis drill and mill parts. Prerequisite: Computer Science 8 or Computer Application Systems 8. Strongly recommended: Industrial Technology 74 (may be taken concurrently). 2 hours lecture, 6 hours laboratory. Transfer: CSU.

71B NUMERICAL CONTROL PROGRAMMING II 4 UNITS

(May be repeated 3 times)

Continuation of Machine Tool Technology 71A. Advanced programming of three-axis computer numerical controlled drilling and milling machines and basic programming and operation of numerical controlled lathes. Includes advanced contour milling, and basic lathe programming involving constant surface speeds, tool selection, work surface programming, internal and external turning, and threading. Prerequisite: Machine Tool Technology 71A. 2 hours lecture, 6 hours laboratory. Transfer: CSU.

81A COMPUTER PART PROGRAMMING I 3 UNITS

(May be repeated 3 times)

Introduction to computer-assisted part programming numerical controlled drilling and milling machines. Includes theory and laboratory practice on the use of computer terminals, graphic plotters, tape punches, and high speed printers for processing and debugging computer-assisted part programs. Prerequisite: Machine Tool Technology 71B. 2 hours lecture, 3 hours laboratory.

81B COMPUTER PART PROGRAMMING II 3 UNITS

(May be repeated 3 times)

Continuation of Machine Tool Technology 81A. Writing computer-assisted part programs for advanced milling applications and basic turning center (lathes) operations. Includes computer terminals, graphic plotters, tape punches, and high speed printers for processing and debugging computer assisted part programs. Prerequisite: Machine Tool Technology 81A. 2 hours lecture, 3 hours laboratory.

MASS COMMUNICATIONS (MCOM)

AA—MASS COMMUNICATIONS

In pursuing this degree, students will gain knowledge and hands-on experience in radio, television, and print journalism. They will be able to transfer to a university program using their knowledge and experience or seek job entry in one of the media fields.

MASS COMMUNICATIONS

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

Mass Communications 5 (Introduction to Mass Communications)	3
Mass Communications 31 (Introduction to Broadcasting)	3
Mass Communications 1 (Journalism: Newswriting and Information Gathering)	3
Mass Communications 3 (Journalism: Magazine and Newspaper Feature Writing)	3
Mass Communications 35 (Writing for Broadcasting)	3
Photography 50 (Introduction to Photography)	3

SOPHOMORE YEAR FALL SPRING

Business 34 (Introduction to Advertising)	3
Mass Communications 15 (Publications: Editorial Leadership and Production)	3
Mass Communications 33A (Introduction to Television Studio Techniques)	3
Mass Communications 32 (Radio and Television Announcing/Performance)	3
Mass Communications 33B (Intermediate Television Studio Techniques)	3
Art 60 (Advertising Production)	3
Mass Communications Option*	3
Total	39

General Education Courses
For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required **60**

*Any course in Mass Communications.

MASS COMMUNICATIONS (MCOM)

1 JOURNALISM: NEWSWRITING AND INFORMATION GATHERING 3 UNITS

Fundamentals of reporting and newswriting to develop ability to investigate, organize, write and rewrite according to professional standards of print journalism. Analysis of exemplary journalistic models. Conceive, research and write stories, using traditional news values. Requires source interviews or original research. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; (CAN JOUR 2).

3 JOURNALISM: MAGAZINE AND NEWSPAPER FEATURE WRITING 3 UNITS

Feature writing, freelance journalism and how to get published in newspapers and magazines. 3 hours. Transfer: CSU.

5 INTRODUCTION TO MASS COMMUNICATIONS 3 UNITS

History of the press and mass media; the political, social and economic impact of the press on government and public opinion. Strongly recommended: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; UC; CSU/GE: D7; (CAN JOUR 4).

8 ADVERTISING SALES AND MEDIA MANAGEMENT 4 UNITS

Introduction to broadcast advertising sales from research through the sales presentation to the airing of the commercial campaign. Broadcast and cable station managerial objectives, procedures and problems pertaining to daily operations; and the managerial perspective of individual departments within the broadcast and cable station. 4 hours. Transfer: CSU; AA/AS.

14 WRITING AND PHOTOGRAPHY FOR A WEEKLY PUBLICATION 1 UNIT

(May be repeated 3 times)
Journalism and photojournalism, content development/production for the weekly college newspaper. 3 hours laboratory.

15 PUBLICATIONS—EDITORIAL LEADERSHIP AND PRODUCTION 3 UNITS

(May be repeated 3 times)
Production of the college newspaper, including instruction and experience in writing, business management, graphic arts, leadership and editing. Strongly recommended: Eligibility for English 1A. 1 hour lecture, 6 hours production. Transfer: CSU.

31 INTRODUCTION TO BROADCASTING 3 UNITS

Radio and television from the earliest years to the present as well as the public's role in broadcasting. Social, ethical, regulatory, and economic facets of the industry. 3 hours. Transfer: CSU; AA/AS.

32 RADIO AND TELEVISION ANNOUNCING/ PERFORMANCE 3 UNITS

Projection of personality, voice control and pronunciation necessary for communication of ideas in broadcasting under simulated studio circumstances. 3 hours. Transfer: CSU; AA/AS.

33A INTRODUCTION TO TELEVISION STUDIO TECHNIQUES 3 UNITS

Introduction to studio practices. Hands-on experience in television studio operations, control room procedures, and basic program production. 2 hours lecture, 3 hours laboratory. Transfer: CSU.

33B INTERMEDIATE TELEVISION STUDIO TECHNIQUES 3 UNITS

(May be repeated 3 times)
Further experience in television studio operations, control room procedures, and program production. Designed to improve skills in operating television equipment, and producing and directing TV programs. Strongly recommended: Mass Communications 33A. 2 hours lecture, 3 hours laboratory. Transfer: CSU.

34 RADIO STUDIO TECHNIQUES 3 UNITS

Operational procedures and practices in a modern radio broadcast studio. Emphasis on production aspects including editing and announcing, station operations and commercial radio programming. Strongly recommended: Mass Communications 31. (May be taken concurrently.) 3 hours lecture, 1 hour laboratory. Transfer: CSU.

35 WRITING FOR BROADCASTING 3 UNITS

Techniques of writing for radio and television; including script writing and-discussion of professional and student scripts, with emphasis on commercials; and underwriting announcements, public service announcements, news and program introductions. Strongly recommended: Eligibility for English 1A or 52A, and completion of Mass Communications 31. 3 hours. Transfer: CSU.

38 SPECIAL PROJECTS IN RADIO 2 UNITS

(May be repeated 3 times)

Practical experience in radio programming including music, audio production techniques, promotions, news, live sports, and underwriting sales. Experience in broadcast operation of KCRH-FM. Prerequisite: Mass Communications 34 *(completed with a grade of "C" or higher)*. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

39 SPECIAL PROJECTS IN TELEVISION 3 UNITS

(May be repeated 3 times)

Practical experience in television production and programming. Strongly recommended: Mass Communications 33A. 2 hours lecture, 3 hours laboratory. Transfer: CSU.

72 TELEVISION SPORTS PRODUCTION 2.0 UNITS

(May be repeated 3 times)

Introduction to the exciting field of television sports production. This course offers hands-on experience in LIVE broadcast of Chabot College home games and production of the Chabot Sports Show, both of which are broadcast on Chabot TV on Comcast cable channel 27. Other topics include: shooting and editing sports highlights and features, field production, sports field reporting, interviewing athletes, and news writing. Strongly recommended: Mass Communications 33A. 1 hour lecture, 4 hours laboratory. Transfer: CSU.

73 CABLE TELEVISION STATION OPERATION 2.0 UNITS

(May be repeated 3 times)

Practical experience in cable television station operation including: programming the television line up, content development, community outreach, underwriting and sales, soliciting clients, and proper equipment maintenance. Experience in the broadcast operation of Chabot TV on Comcast cable 27. Strongly recommended: Mass Communications 33A. 1 hour lecture, 4 hours laboratory. Transfer: CSU.

MATHEMATICS (MTH)

**DEGREE:
AA—MATHEMATICS
AS—MATHEMATICS**

Mathematics and related subjects play important dual roles in our culture. On the one hand, mathematics is a study in its own right; on the other hand it is an indispensable tool for expressing and understanding ideas in the sciences, engineering, and an increasing number of other fields.

MATHEMATICS

ASSOCIATE IN ARTS OR
ASSOCIATE IN SCIENCE DEGREE

FRESHMAN YEAR FALL SPRING

Mathematics 1 (Calculus I)	5
Mathematics 2 (Calculus II)	5
<i>Choose at least one other course from the following.</i>	3–5
Computer Science 14 (Introduction to Structured Programming In C++)	
Computer Science 15 (Object-Oriented Programming Methods in C++)	
Computer Science 20 (Introduction to Data Structures in C++)	
Computer Science 21 (Computer Organization and Assembly Language Programming)	
Engineering 25 (Computational Methods for Engineers And Scientists)	
Engineering 36 (Engineering Mechanics—Statics)	
Engineering 43 (Engineering Circuit Analysis)	
Engineering 45 (Materials of Engineering)	
Math 25 (Computational Methods for Engineers And Scientists)	
Physics 4A (General Physics I)	
Physics 25 (Computational Methods for Engineers And Scientists)	

SOPHOMORE YEAR FALL SPRING

Mathematics 3 (Multivariable Calculus)	5
<i>Choose two Mathematics courses from the following:</i>	6
Mathematics 4 (Elementary Differential Equations)	
Mathematics 6 (Elementary Linear Algebra)	
Mathematics 8 (Discrete Mathematics)	
Total	24–26

GENERAL EDUCATION COURSES FOR A.A. DEGREE 25

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required 60

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Mathematics GE Requirement	3

Complete a minimum of 3 units from

- Anatomy 1
- Anthropology 1, 1L, 2, 3, 5, 8, 12
- Architecture 2A, 2B, 4A, 4B, 8A, 8B, 12, 14, 16
- Astronomy 1, 10, 20, 30
- Biology 2A, 2B, 5, 10, 31, 50
- Chemistry 1A, 8, 10, 30A, 30B, 31
- Computer Science 8, 10, 14, 15, 19A, 91, 92
- Economics 1, 2, 5, 10, 12
- Environmental Science 10, 11, 12
- Geography 1, 1L, 8, 20
- Geology 1, 10, 10L
- Mathematics 12, 33, 43
- Microbiology 1
- Philosophy 12
- Physics 2A, 4A, 4B, 4C, 5, 11
- Physiology 1
- Psychology 5

Total minimum units required 60

MATHEMATICS (MTH)

1 CALCULUS I

5 UNITS

Elements of analytic geometry, derivatives, limits and continuity, differentiation of algebraic and trigonometric functions, the definite integral. Prerequisite: Mathematics 20 (*completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the Mathematics assessment process. 5 hours lecture, 0–1 hour laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS, (CAN MATH 18); with MATH 2: (CAN MATH SEQ B); with MATH 2 and MATH 3: (CAN MATH SEQ C).

1W CALCULUS I WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Calculus I. Corequisite: Mathematics 1. 1–2 hours laboratory.

2 CALCULUS II

5 UNITS

Continuation of differential and integral calculus, including transcendental, inverse, and hyperbolic functions. Techniques of integration, parametric equations, polar coordinates, sequences, power series and Taylor series. Introduction to three-dimensional coordinate system and operations with vectors. Primarily for mathematics, physical science, and engineering majors. Prerequisite: Mathematics 1 (*completed with a grade of "C" or higher*). 5 hours lecture, 0–1 hours laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS, (CAN MATH 20); with MATH 1: (CAN MATH SEQ B); with MATH 1 and MATH 3: (CAN MATH SEQ C).

2W CALCULUS II WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Calculus II. Corequisite: Mathematics 2. 1–2 hours laboratory.

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, Theorems of Green, Stokes and Gauss, applications. Prerequisite: Mathematics 2 (*completed with a grade of "C" or higher*). 5 hours. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; (CAN MATH 22); with MATH 1 and MATH 2: (CAN MATH SEQ C).

3W MULTIVARIABLE CALCULUS WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Multivariable Calculus. Corequisite: Mathematics 3. 1–2 hours laboratory.

4 ELEMENTARY DIFFERENTIAL EQUATIONS

3 UNITS

Introduction to elementary differential equations, including first and second order equations, series solutions, Laplace transforms, applications. Prerequisite: Mathematics 2 (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; (CAN MATH 24).

4W ELEMENTARY DIFFERENTIAL EQUATIONS WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Elementary Differential Equations. Corequisite: Mathematics 4. 1–2 hours laboratory.

6 ELEMENTARY LINEAR ALGEBRA

3 UNITS

Introduction to linear algebra: matrices, determinants, systems of equations, vector spaces, linear transformations eigenvalue, eigenvectors, applications. Prerequisite: Mathematics 2 (*completed with a grade of "C"*

of higher). 3 hours. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; (CAN MATH 26).

6W ELEMENTARY LINEAR ALGEBRA WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Elementary Linear Algebra. Corequisite: Mathematics 6. 1–2 hours laboratory.

8 DISCRETE MATHEMATICS

4 UNITS

Sets, relations and functions; logic, methods of proof, induction; combinatorics, recursion, recurrence relations and complexity of algorithms; graphs and trees; logic circuits; automata. Designed for majors in mathematics and computer science. Prerequisite: Mathematics 1 (*completed with a grade of "C" or higher*). 4 hours. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; (CAN CSCI 26).

8W DISCRETE MATHEMATICS WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Discrete Mathematics. Corequisite: Mathematics 8. 1–2 hours laboratory.

12 INTRODUCTION TO LOGIC

3 UNITS

(See also Philosophy 12.)

Introduction to formal deductive logic with emphasis on developing the basic concepts of modern symbolic logic; includes deductive validity, relation of ordinary languages to symbolic logic, distinction between inductive and deductive arguments, relation of truth to validity, uses of truth tables, role of logic in the disciplines of mathematics, philosophy and sciences, rules of inference for propositional logic and first order predicate logic. (May not receive credit if Philosophy 12 has been completed.) 3 hours. Transfer: CSU; UC; CSU/GE: A3; AA/AS; (CAN PHIL 6).

20 PRE-CALCULUS MATHEMATICS

5 UNITS

Rational functions and relations 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 37 (*both completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the Mathematics assessment process. 5 hours lecture, 0–1 hour laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS, (CAN MATH 16).

20W PRE-CALCULUS WORKSHOP

¼–½ UNIT

Laboratory, study group, collaborative workshop or computer laboratory time for Pre-calculus Mathematics. Corequisite: Mathematics 20. 1–2 hours laboratory.

25 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS

3 UNITS

(See also Engineering 25, Physics 25)

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. Strongly recommended: Computer Application System 8 or Computer Science 8. May not receive credit if Engineering 25 or Physics 25 has been completed. 2 hours lecture, 3 hours laboratory. Transfer: CSU; UC.

31 COLLEGE ALGEBRA

3 UNITS

Preparation for Calculus for Business and Social Science students. Functions and graphs; polynomials, rational functions, exponential and

logarithmic functions; circles, parabolas, binomial theorem, sequences and series. Solving rational, radical, quadratic in form, exponential and logarithmic equations. Prerequisite: Mathematics 54, 54L, 55, 55L or 55B (*completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the mathematics assessment process. 3 hours. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS.

31W COLLEGE ALGEBRA WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for College Algebra. Corequisite: Mathematics 31. 1–2 hours laboratory.

32 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES **5 UNITS**

Functions and their graphs; differential and integral calculus of polynomial, rational, exponential and logarithmic functions; partial derivatives.-Applications in business, economics, and the life and social sciences. Prerequisite: Mathematics 55, 55L or 55B (*completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the mathematics assessment process. 5 hours lecture, 0–1 hours laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS; (CAN MATH 34).

32W CALCULUS FOR BUSINESS AND SOCIAL SCIENCE WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Calculus for Business and Social Science. Corequisite: Mathematics 32. 1–2 hours laboratory.

33 FINITE MATHEMATICS **4 UNITS**

Straight lines, systems of linear equations, matrices, systems of linear inequalities, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. Applications in business, economics and the social sciences. Prerequisite: Mathematics 55, 55L or 55B (*completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the Mathematics assessment process. 4 hours lecture, 0–1 hour laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS; (CAN MATH 12)

33W FINITE MATHEMATICS WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Finite Mathematics. Corequisite: Mathematics 33. 1–2 hours laboratory.

35 STATISTICS FOR BUSINESS MAJORS **4 UNITS**

Introduction to modern probability, descriptive statistics, estimation, hypothesis testing (one and two sample) and linear regression. Applications to business and economics. Introduction to the use of a computer software package to complete both descriptive and inferential statistics problems. Prerequisite: Mathematics 1 or 32 (completed with a grade of "C" or higher, may be taken concurrently.) Strongly recommended: Eligibility for English 1A. 4 hours lecture, 1 hour laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS.

35W STATISTICS FOR BUSINESS MAJORS WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Statistics for Business Majors. Corequisite: Mathematics 35. 1–2 hours laboratory.

36 TRIGONOMETRY **3 UNITS**

Plane trigonometry. Includes circular and right triangle trigonometric functions; trigonometric equations, graphs and identities; triangle

solutions. Polar coordinates. Prerequisite: Mathematics 57 and Mathematics 55, 55L or Mathematics 55B (*all completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the Mathematics Assessment process. May not receive credit if Math 37 has been completed. 3 hours. Transfer: CSU; CSU/GE: B4; AA/AS.

36W TRIGONOMETRY WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Trigonometry. Corequisite: Mathematics 36. 1–2 hours laboratory.

37 TRIGONOMETRY WITH AN EMPHASIS ON ITS GEOMETRIC FOUNDATIONS **5 UNITS**

Plane trigonometry, with topics from plane geometry. Contains the entire subject content of Mathematics 36. Includes circular and right triangle trigonometric functions; trigonometric equations, graphs and identities; triangle solutions. Polar coordinates. Also includes congruence, properties of polygons, parallel lines, similarity, areas, volumes, and coordinate geometry. Prerequisite: Mathematics 55, 55L or Mathematics 55B (*both 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 36 has been completed. 5 hours. Transfer: CSU; CSU/GE: B4; AA/AS.

37W TRIGONOMETRY WITH AN EMPHASIS ON ITS GEOMETRIC FOUNDATIONS WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Trigonometry with an Emphasis on its Geometric Foundation. Corequisite: Mathematics 37. 1–2 hours laboratory.

40 CONCEPTS OF MATHEMATICS **3 UNITS**

Investigation of the nature of mathematics as a human endeavor and an examination of important concepts of mathematics. Prerequisite: Mathematics 54, 54L, 55, 55L or 55B (*completed with a grade of "C" or higher*) or an appropriate skill level demonstrated through the Mathematics assessment process. 3 hours. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS.

40W CONCEPTS OF MATHEMATICS WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Concepts of Mathematics. Corequisite: Mathematics 40. 1–2 hours laboratory.

43 INTRODUCTION TO PROBABILITY AND STATISTICS **4 UNITS**

Descriptive statistics, including measures of central tendency and dispersion; elements of probability; tests of statistical hypotheses (one and two populations); correlation and regression; applications in various fields. Introduction to the use of a computer software package to complete both descriptive and inferential statistics problems. Prerequisite: Mathematics 54, 54L, 55, 55L or 55B (*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 35 has been completed. Strongly recommended: Eligibility for English 1A. 4 hours lecture, 1 hour laboratory. Transfer: CSU; UC; CSU/GE: B4; IGETC: Area 2A; AA/AS; (CAN STAT 2).

43W INTRODUCTION TO PROBABILITY AND STATISTICS WORKSHOP **1/4–1/2 UNIT**

Laboratory, study group, collaborative workshop or computer laboratory time for Introduction to Probability and Statistics. Corequisite: Mathematics 43. 1–2 hours laboratory.

54 APPLIED INTERMEDIATE ALGEBRA 5 UNITS
 Functions in the context of real data; rates of change of linear functions; linear systems; laws of rational exponents; mathematical models (including graphs) using exponential, logarithmic, power, and linear, quadratic and other polynomial functions; solution of exponential and logarithmic equations. Prerequisites: Mathematics 65, 65B or 65L (*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 54L has been completed. 5 hours lecture, 0–1 hour laboratory. AA/AS.

54L APPLIED INTERMEDIATE ALGEBRA WITH LAB 5½ UNITS
 Functions in the context of real data; rates of change of linear functions; linear systems; laws of rational exponents; mathematical models (including graphs) using exponential, logarithmic, power, and linear, quadratic and other polynomial functions; solution of exponential and logarithmic equations. Includes laboratory and study group time to reinforce and enhance the learning of applied intermediate algebra skills. Prerequisites: Mathematics 65, 65B or 65L (*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 54 has been completed. 5 hours lecture, 1½ hours laboratory. AA/AS.

55 INTERMEDIATE ALGEBRA 5 UNITS
 Concepts involving complex numbers, quadratic equations, parabolas and circles, functions and their graphs, systems of equations, rational exponents, radical equations, absolute value equations and inequalities, exponential and logarithmic functions and equations. Prerequisites: Mathematics 65 or Mathematics 65B or Mathematics 65L (*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 55A and 55B or Mathematics 55L have been completed. 5 hours lecture, 0–1 hour laboratory. AA/AS.

55L INTERMEDIATE ALGEBRA WITH LABORATORY 5½ UNITS
 Concepts involving complex numbers, quadratic equations, parabolas and circles, functions and their graphs, systems of equations, rational exponents, radical equations, absolute value equations and inequalities, exponential and logarithmic functions and equations. Includes laboratory time designed to reinforce concepts and enhance problem-solving skills. Prerequisites: Mathematics 65 or Mathematics 65B or Mathematics 65L (*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 55A and Mathematics 55B or Mathematics 55 have been completed. 5 hours lecture, 1 hour laboratory. AA/AS.

55W INTERMEDIATE ALGEBRA WORKSHOP 1/4–1/2 UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Intermediate Algebra. Corequisite: Mathematics 55. 1–2 hours laboratory.

55A INTERMEDIATE ALGEBRA A 3 UNITS
 Concepts covered in the first half of Mathematics 55 including complex numbers, quadratic equations, radical expressions, radical equations, rational exponents, absolute value equations and inequalities, and functions and their graphs. Prerequisite: Mathematics 65 or Mathematics 65B or Mathematics 65L (*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 55 has been completed. 3 hours lecture, 0–1 hour laboratory. AA/AS.

55AW INTERMEDIATE ALGEBRA A WORKSHOP ¼–½ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Intermediate Algebra A. Corequisite: Mathematics 55A. 1–2 hours laboratory.

55B INTERMEDIATE ALGEBRA B 3 UNITS
 Concepts covered in the second half of Mathematics 55 including parabolas and circles, function composition, inverse functions and their graphs, systems of equations, and exponential and logarithmic functions and equations. Prerequisite: Mathematics 55A (*completed with a grade of “C” or higher*). May not receive credit if Mathematics 55 or 55L has been completed. 3 hours lecture, 0–1 hour laboratory. AA/AS.

55BW INTERMEDIATE ALGEBRA B WORKSHOP ¼–½ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Intermediate Algebra B. Corequisite: Mathematics 55B. 1–2 hours laboratory.

57 PLANE GEOMETRY 3 UNITS
 Topics in plane geometry. Includes congruence, similarity, parallel lines, and properties of polygons and circles. Prerequisite: Mathematics 65, 65B or 65L (*completed with a grade of “C” or higher*) or an appropriate skill level demonstrated through the Mathematics assessment process. 3 hours. AA/AS.

57W PLANE GEOMETRY WORKSHOP ¼–½ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Plane Geometry. Corequisite: Mathematics 57. 1–2 hours laboratory.

65 ELEMENTARY ALGEBRA 5 UNITS
 Elementary concepts, including signed numbers, integral exponents, polynomials and rational expressions; linear, quadratic and rational equations; linear inequalities; introduction to graphs and set theory; systems of equations. Prerequisite: Mathematics 105 or 105L (*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 65L or 65A and 65B have been completed. 5 hours lecture, 0–1 hour laboratory. AA/AS.

65W ELEMENTARY ALGEBRA WORKSHOP ¼–½ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Elementary Algebra. Corequisite: Mathematics 65. 1–2 hours laboratory.

65A ELEMENTARY ALGEBRA A 3 UNITS
 Concepts covered in the first half of Mathematics 65, including signed numbers, polynomials and integer exponents; linear equations and inequalities; introduction to graphs; set theory. Designed for those with no previous algebra background. Prerequisite: Mathematics 105 or 105L (*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 65 or 65L has been completed. 3 hours lecture, 0–1 hour laboratory.

65AW ELEMENTARY ALGEBRA A WORKSHOP ¼–½ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Elementary Algebra A. Corequisite: Mathematics 65A. 1–2 hours laboratory.

65B ELEMENTARY ALGEBRA B 3 UNITS
 Concepts covered in the second half of Mathematics 65, including factoring, rational expressions and complex fractions; system of linear equations; quadratic and rational equations; graphing. Prerequisite: Mathematics 65A (*completed with a grade of “C” or higher*). May not receive credit if Mathematics 65 or 65L has been completed. 3 hours lecture, 0–1 hour laboratory. AA/AS.

65BW ELEMENTARY ALGEBRA B WORKSHOP $\frac{1}{4}$ – $\frac{1}{2}$ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Elementary Algebra B. Corequisite: Mathematics 65B. 1–2 hours laboratory.

65L ELEMENTARY ALGEBRA WITH LABORATORY **5½ UNITS**
 Elementary concepts, including signed numbers, integral exponents, polynomials and rational expressions; linear, quadratic and rational equations; linear inequalities; introduction to graphs and set theory; systems of equations. Includes laboratory time designed to reinforce concepts and enhance problem-solving skills. Prerequisite: Mathematics 105 or 105L (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 65 or Mathematics 65A and Mathematics 65B have been completed. 5 hours lecture. 1½ hours laboratory. AA/AS.

105 BASIC MATHEMATICS **3 UNITS**
 Fundamental concepts in arithmetic, including fractions, ratios, proportions, percents; order of operations, measurement, geometric formulas. Introduction to algebraic concepts, including signed numbers, properties of real numbers, algebraic expressions, linear equations, and graphs. May not receive credit if Mathematics 105L has been completed. 3 hours lecture, 0–1 hour laboratory.

105L BASIC MATHEMATICS WITH LAB **4 UNITS**
 Fundamental concepts in arithmetic, including fractions, ratios, proportions, percents; order of operations, measurement, geometric formulas. Introduction to algebraic concepts, including signed numbers, properties of real numbers, algebraic expressions, linear equations, and graphs. Includes laboratory and study group time to reinforce arithmetic skills and build conceptual understanding. May not receive credit if Mathematics 105 has been completed. 3 hours lecture, 2 hours laboratory.

105W BASIC MATHEMATICS WORKSHOP $\frac{1}{4}$ – $\frac{1}{2}$ UNIT
 Laboratory, study group, collaborative workshop or computer laboratory time for Basic Mathematics. Corequisite: Mathematics 105. 1–2 hours laboratory.

122 MATH LABORATORY $\frac{1}{2}$ –1 UNIT
(May be repeated 3 times.)
 Provides mathematics students currently enrolled in any mathematics course with tutorial assistance from an instructor, student tutors, and fellow classmates. 1½–3 hours laboratory.

MEDICAL ASSISTING (MEDA)

**DEGREE:
 AA–MEDICAL ASSISTING
 CERTIFICATE OF ACHIEVEMENT:
 MEDICAL ASSISTING**

Graduates of the Medical Assisting programs at Chabot College will have an opportunity to apply for employment as Medical Assistants in an ambulatory care setting. Medical Assistants are multi-skilled allied health professionals who can perform a variety of administrative and clinical skills.

Students completing in sequence the 31.7 units for the accredited Medical Assisting Certificate program are eligible to sit the American Association of Medical Assistants (AAMA) Certified Medical Assistant (CMA®) exam.

MEDICAL ASSISTING
 ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Health 50 (Orientation to Health Care Delivery Systems)	2	
Health 51A (Basic Medical Terminology)	4	
Psychology 1 (General Psychology)	3	
Health 60 (Responding to Emergencies)	1	
Biology 50 (Anatomy and Physiology)	4	
Business 7 (Accounting for Small Business)	3	
Computer Application Systems 50 (Introduction to Computer Application Systems) or Computer Application Systems 88A (Microsoft Word® I) or Computer Science 8 (Computer Literacy) or Computer Application Systems 8 (Computer Literacy)	3	
SOPHOMORE YEAR	FALL	SPRING
Health 51 B (Disease Process & Advanced Medical Terminology)	4	
Health 70A (Community Cardiopulmonary Resuscitation)	½	
Health 70B (Professional Cardiopulmonary Resuscitation)	0.2	
Medical Assisting 70A* (Clinical Skills for the Medical Assistant I)	3	
Medical Assisting 71A (Medical Administrative Skills I)	2	
Medical Assisting 75 (Administration of Medications for the Medical Assistant)	3	
Medical Assisting 70B* (Clinical Skills for the Medical Assistant II)	3	
Medical Assisting 71B (Medical Administrative Skills II)	2	
Medical Assisting 73 (Clinical Experience (Externship))	4	
Medical Assisting 74 (Clinical Experience Seminar)	1	
Total	42.7	

General Education courses
 For specific General Education courses refer to catalog section on Graduation Requirements
Total minimum units required 60

Prior to placement at Clinical Sites (MEDA 73), the student must submit medical, dental and immunization records. A background check is also required. Forms will be distributed in MEDA 70A.

To progress in the Medical Assisting Certificate Program and to graduate from the program, students must earn a minimum grade of “C” in each course.

** An American Heart Association Health Care Provider Card is required for MEDA 73.*

MEDICAL ASSISTING
 CERTIFICATE OF ACHIEVEMENT

The Certificate Program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, 727-210-2350, www.caahep.org, on recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants' Endowment (AAMAE).

Completion of this program qualifies the student to take the National Certification examination CMA®-Certified Medical Assistant Exam. Graduates of the Medical Assisting programs at Chabot College will have an opportunity to apply for employment as Medical Assistants in an ambulatory care setting. Medical Assistants are multi-skilled allied health professionals who can perform a variety of administrative and clinical skills. Students completing in sequence the 31.7 units for the accredited Medical Assisting Certificate program are eligible to sit the American Association of Medical Assistants (AAMA) Certified Medical Assistant (CMA®) exam.

	FALL	SPRING
Health 50 (Orientation to Health) Care Delivery System)		2
Health 51A (Basic Medical Terminology)		4
Health 70A (Community Cardiopulmonary Resuscitation)		½
Health 70B (Professional Cardiopulmonary Resuscitation)		0.2
Computer Application Systems 50 (Introduction to Computer Application Systems) or Computer Application Systems 88A (Microsoft Word® I) or Computer Science 8 (Computer Literacy) or Computer Application Systems 8 (Computer Literacy)		3
Medical Assisting 70A* (Clinical Skills for the Medical Assistant I)		3
Medical Assisting 71A (Administrative Skills I)		2
Medical Assisting 75 (Administration of Medications for the Medical Assistant)		3
Health 51B (Disease Process & Advanced Medical Terminology)		4
Medical Assisting 70B* (Clinical Skills for the Medical Assistant II)		3
Medical Assisting 71B (Administrative Skills II)		2
Medical Assisting 73 (Clinical Experience (Externship))		4
Medical Assisting 74 (Clinical Experience Seminar)		1
Total		31.7

Prior to placement at Clinical Sites (MEDA 73), the student must submit medical, dental and immunization records. A background check is also required. Forms will be distributed in MEDA 70A.

To progress in the Medical Assisting Certificate Program and to graduate from the program, students must earn a minimum grade of "C" in each course.

** An American Heart Association Health Care Provider Card is required for MEDA 73.*

MEDICAL ASSISTING (MEDA)

70A CLINICAL SKILLS FOR THE MEDICAL ASSISTANT I 3 UNITS

Introduction to the clinical role of the Medical Assistant. Includes basic and advanced skills which are utilized when assisting the physician and performing direct patient care. Corequisite: Health 51A (may be taken concurrently). 2 hours lecture, 3 hours laboratory. Transfer: CSU.

70B CLINICAL SKILLS FOR THE MEDICAL ASSISTANT II 3 UNITS

Continuation of Medical Assisting 70A. Basic and advanced clinical skills common to medical offices and clinics. Use of advanced clinical skills while assisting the physician and performing direct patient care. Prerequisite: Health 51A (may be taken concurrently), Medical Assisting 70A and Medical Assisting 75 (*completed with a grade of "C" or higher*). 2 hours lecture, 3 hours laboratory. Transfer: CSU.

71A ADMINISTRATIVE SKILLS I 2 UNITS

Administrative Medical Assisting skills which include office management, composing and preparing correspondence, appointment procedures and receptionist techniques. Corequisite: Health 51A. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

71B ADMINISTRATIVE SKILLS II 2 UNITS

Administrative Medical Assisting skills which include medical economics, banking, billing, medical insurance and coding. Prerequisite: Medical Assisting 71A (*completed with a grade of "C" or higher*) 1 hour lecture, 3 hours laboratory. Transfer: CSU.

73 CLINICAL EXPERIENCE (EXTERNSHIP) 4 UNITS

Application of principles and skills through participation in a simulated employment experience. Assisting the physician under close supervision in a health maintenance organization, or physician's office or clinic. Prerequisite: Medical Assisting 70A, 71A, 75. Corequisite: Medical Assisting 74. 16 hours per week. Total weeks—13.

74 CLINICAL EXPERIENCE SEMINAR 1 UNIT

Discussion and analysis of clinical situations in a clinic setting or private physician's office. Corequisite: Medical Assisting 73. 1 hour. Transfer: CSU.

75 ADMINISTRATION OF MEDICATIONS FOR THE MEDICAL ASSISTANT 3 UNITS

Medication administration including study of drugs, drug research, drug therapy, immunizations and skin tests. Safe preparation, administration, and documentation of medication given by oral, sublingual, inhalation, topical, vaginal, rectal, transdermal, intramuscular, subcutaneous and intradermal routes. Corequisite: Medical Assisting 70A and 71A. 2 hours lecture, 3 hours laboratory. Transfer: CSU.

MICROBIOLOGY

(See Biological Sciences)

MUSIC

MUSIC TRANSFER PREPARATION

RECOMMENDED COURSES

All the courses listed below are accepted for transfer to the California State University (CSU) and University of California (UC) systems. The sequences are designed to satisfy lower-division Music major requirements at many CSU; UC and other 4-year institutions. For information about a specific transfer school, consult www.assist.org (CSU or UC), a counselor and/or music faculty member for assistance. While the classes listed here represent a minimum for most transfer schools, additional music courses will improve level of preparation for possible future auditions.

FRESHMAN YEAR

	FALL	SPRING
Music 2A (Harmony and Musicianship I)	3	
Music 21A (Piano I)	1	
Music 24A (Music Practicum I)	3	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir)	1	
Music 2B (Harmony and Musicianship II)	3	
Music 21B (Piano II)	1	
Music 24A (Music Practicum I)	3	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir)	1	

SOPHOMORE YEAR

	FALL	SPRING
Music 2C (Harmony and Musicianship III)	3	
Music 3 (World Music)	3	
Music 24A (Music Practicum I)	3	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir)	1	
Music 2D (Harmony and Musicianship IV)	3	
Music 24A (Music Practicum I)	3	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir)	1	
Total		33

DEGREE:

AA—MUSIC

MUSIC

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR

	FALL	SPRING
Music 2A (Harmony and Musicianship I)	3	
Music 21A (Piano I) or Music 20A (Guitar I)	1	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir) or Music 15A (Jazz Ensemble I)	1	
Music 2B (Harmony and Musicianship II)	3	
Music 21B (Piano II) or Music 20B (Guitar II)	1	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir) or Music 15A (Jazz Ensemble I)	1	

SOPHOMORE YEAR

	FALL	SPRING
Music 2C (Harmony and Musicianship III)	3	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir) or Music 15A (Jazz Ensemble I)	1	
Music 2D (Harmony and Musicianship IV)	3	
Music 12A (Wind Ensemble I) or Music 44 (Concert Choir) or Music 15A (Jazz Ensemble I)	1	
Total		18

General Education Courses

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required **60**

All music majors will be expected to pass a piano or guitar proficiency examination. Consult the Arts and Humanities Division Office for specific requirements.

MUSIC

LITERATURE, THEORY AND MUSICIANSHIP (MUSL)

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 is required. 3 hours lecture, 1 hour laboratory. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

2A HARMONY AND MUSICIANSHIP I 3 UNITS

Study of the fundamentals of Western music applicable to both classical and popular styles: notation; fundamental theoretical concepts; musicianship skills including sight singing, rhythmic training, ear training, dictation, and keyboard realization; and basic compositional skills. Strongly recommended: Music 6 or equivalent skills. 2 hours lecture; 4 hours laboratory. Transfer: CSU; UC; AA/AS.

2B HARMONY AND MUSICIANSHIP II 3 UNITS

Continues diatonic harmony through part writing and ear training exercises as typified by musical practice from 1600 to the present. Continues solfeggio, chord recognition, melodic and rhythmic dictation, diatonic four-part voice leading, and figured bass realization. Introduces harmonic dictation, cadential elaboration, non-dominant seventh chords, and tonicization/modulation to the dominant. Prerequisite: Music 2A (completed with a grade of "C" or higher). 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC; AA/AS.

2C HARMONY AND MUSICIANSHIP III 3 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: Music 2B (completed with a grade of "C" or higher). 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC; AA/AS.

2D HARMONY AND MUSICIANSHIP IV 3 UNITS

Study of advanced chromatic harmony, 20th century harmonic practices, large musical structures, style composition, harmonic, structural, and stylistic analysis, and musicianship skills including sight singing, rhythmic

training, dictation, and keyboard realization. Prerequisite: Music 2C (completed with a grade of "C" or higher). 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC; AA/AS.

3 WORLD MUSIC 3 UNITS

The study of the folk and art music of world cultures. Includes the traditional music of Sub-Saharan Africa, Middle East, China, Japan, Indonesia, India, Latin America, Europe, and Native America. Attendance at four concerts in the San Francisco Bay Area required. Strongly recommended: Music 1 or Music 6 or comparable music knowledge. 3 hours. Transfer: CSU; CSU/GE: C1; AA/AS.

4 JAZZ STYLES 3 UNITS

History, trends, and influences of the phenomenon of jazz beginning with pre-Dixieland early 1900's covering the various eras including Swing, BeBop and post Be-Bop to present day. Attendance at concerts and listening to a variety of music is required. 3 hours lecture, 1 hour laboratory. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

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. Transfer: CSU; UC.

6 BASIC MUSIC SKILLS 2 UNITS

Essentials of music through notation, time elements, melody, harmony, and tonality, texture, dynamics and knowledge of the keyboard. Sight singing and ear training. 1 hour lecture, 4 hours laboratory. Transfer: CSU; UC; CSU/GE: C1.

8 HISTORY OF ROCK AND ROLL AND POPULAR MUSIC 3 UNITS

A cultural survey of original American music traditions, forms and trends influenced by cultural, socio-economic, socio-political and economic changes including blues, jazz, early rock, the "British invasion," rap, hip hop culture, Latino rock, heavy metal, jazz-rock fusion, electronic, modern rock, and pop. 3 hours lecture, 1 hour laboratory. Transfer: CSU; CSU/GE: C2; AA/AS; AC.

MUSIC PERFORMANCE (MUSP)

10 COMMUNITY CONCERT BAND ½ UNIT

(May be repeated 3 times)

The Community Concert Band is open to community instrumental musicians wishing to continue their musical growth. This ensemble offers its members an opportunity for musical expression and fellowship along with making a lasting contribution to musical life locally. In addition, the ensemble seeks to broaden performance skills through the programming of quality literature while fostering an interest in mentoring and education. 2½ hours laboratory.

12A WIND ENSEMBLE I 1 UNIT

(May be repeated 3 times.)

Band repertoire of all styles and periods. Emphasis on group participation and public performance. Attendance at all scheduled performances required. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. 4 hours laboratory. Transfer: CSU; UC; CSU/GE: C1; AA/AS.

12B WIND ENSEMBLE II 1 UNIT

(May be repeated 3 times.)

For continuing instrumentalists who want experience in performing and interpreting concert band literature. The music literature will cover all important aspects of the wind band development including original band works, transcriptions, marches and large works of all styles and periods. Emphasis will be on articulations, stylistic differences, and common performance practices of the various periods of music. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. 4 hours laboratory. Transfer: CSU; UC.

13A WIND SYMPHONY I 1 UNIT

(May be repeated 3 times.)

Select and limited ensemble designed for advanced musicians seeking continued study in advanced band repertoire from all periods. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. 4 hours laboratory. Transfer: CSU.

13B WIND SYMPHONY II 1 UNIT

(May be repeated 3 times.)

For continuing advanced musicians who want experience in performing and interpreting wind band literature. The music literature will cover all important aspects wind ensemble development including original band works, transcriptions, marches and large works of all styles and periods. Emphasis will also be on articulations, stylistic differences, and common performance practices of the different eras of music. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. Prerequisite: Music 13A (completed with a grade of "C" or higher). 4 hours laboratory. Transfer: CSU.

13C WIND SYMPHONY III 1 UNIT

(May be repeated 3 times.)

For continued development of advanced instrumentalists who seek a learning laboratory in which direct application of instrumental technique is acquired. Student learning goals and objectives include the preparation and performance of wind repertoire and the continued development of technical skills. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. Prerequisite: Music 13B (completed with a grade of "C" or higher). 4 hours laboratory. Transfer: CSU.

14A JAZZ LAB I 1 UNIT

(May be repeated 3 times.)

Reading, preparation and performance of contemporary jazz music. Opportunity to apply improvisation techniques in a small group setting. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. Enrollment by audition only. 4 hours laboratory. Transfer: CSU; UC; AA/AS.

14B JAZZ LAB II 1 UNIT

(May be repeated 3 times.)

For continuing instrumentalists who want experience in performing and interpreting small group literature. The music literature will cover important aspects of Jazz band development and works of all styles and periods. Emphasis will be on articulations, stylistic differences, and common performance practices of the various periods of music. Enrollment by audition only. Prerequisite: Music 14A (completed with a grade of "C" or higher). 4 hours laboratory. Transfer: CSU; UC.

15A JAZZ ENSEMBLE I 1 UNIT

(May be repeated 3 times.)

Reading, preparation and performance of contemporary jazz music arranged for standard Big Band. The band plays various concerts and festivals. Students develop ability to play various jazz styles, sight read, improvise, and play both as members of a section and as soloists. Enrollment by audition only. 4 hours laboratory. Transfer: CSU; UC.

15B JAZZ ENSEMBLE II**1 UNIT***(May be repeated 3 times.)*

For continuing instrumentalists who want experience in performing and interpreting standard Big Band literature. Students develop ability to play various jazz styles, sight read, improvise, and play both as members of a section and as soloists. Prerequisite: Music 15A (*completed with a grade of "C" or higher*). 4 hours laboratory. Transfer: CSU; UC.

16A JAZZ ORCHESTRA I**1 UNIT***(May be repeated 3 times.)*

Jazz Orchestra I is a performance organization that rehearses and performs a variety of contemporary jazz literature. Students develop ability to play various jazz styles, sight read, improvise, and play both as members of a section and as soloists. The orchestra plays various concerts and festivals. Opportunities to rehearse the orchestra as well as conduct. Enrollment by audition only. 4 hours laboratory. Transfer: CSU.

16B JAZZ ORCHESTRA II**1 UNIT***(May be repeated 3 times.)*

Jazz Orchestra II is a performance organization that rehearses and performs a variety of contemporary jazz literature. Students develop ability to play various jazz styles, sight read, improvise, and play both as members of a section and as soloists. The orchestra plays various concerts and festivals. Opportunities to arrange and compose for the orchestra as well as to conduct. Prerequisite: Music 16A (*completed with a grade of "C" or higher*). 4 hours laboratory. Transfer: CSU.

17 BRASS ENSEMBLE**1 UNIT***(May be repeated 3 times)*

Literature for brass ensemble. Emphasis on rehearsal and performance. Strongly recommended: Music 6. 2 hours. Transfer: CSU; UC.

18 PERCUSSION ENSEMBLE**1 UNIT***(May be repeated 3 times)*

Open to any percussionist wishing to experience ensemble playing. Topics include a variety of styles and techniques used in percussion performance.

Basic music reading is required. Strongly recommended: Music 12A or equivalent skills. 4 hours laboratory. Transfer: CSU; UC.

40 CHAMBER WINDS**1 UNIT***(May be repeated 3 times)*

Chamber Winds is open to any instrumental musician wishing to experience chamber ensemble playing. Topics will include a variety of styles and techniques used in chamber performance. Enrollment subject to a standardized audition by the instructor demonstrating musical ability and technical proficiency at a level suitable to the course level. Corequisite: Music 12A, 12B, 13A, 13B, or 13C. 4 hours laboratory.

44 CONCERT CHOIR**1 UNIT***(May be repeated 3 times)*

Development of vocal and musical ability to interpret and perform the highest calibre of choral literature. 4 hours laboratory. Transfer: CSU; UC; CSU/GE: C1; AA/AS.

45 CHAMBER CHOIR**1 UNIT***(May be repeated 3 times)*

Development of sufficient vocal and music ability to interpret and perform a variety of vocal chamber music. Designed for the advanced singer. Enrollment subject to a standardized audition demonstrating musical ability and technical proficiency at a level suitable to the course level. 4 hours laboratory. Transfer: CSU; UC; CSU/GE: C1; AA/AS.

46 JAZZ CHOIR**2 UNITS***(May be repeated 3 times)*

Vocal jazz ensemble performing. Emphasis on developing and performing a variety of vocal jazz. 4 hours. Transfer: CSU; UC.

47 COLLEGE PRODUCTIONS—MUSIC**1–5 UNITS***(May be repeated 3 times)*

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.



MUSIC APPLIED (MUSA)

11A JAZZ IMPROVISATION I 2 UNITS

Major scales, chord construction, and development of melodic lines used in contemporary styles of Jazz Improvisation. Jazz literature for small groups of the post Bop era. Enrollment by audition or permission of instructor. 7 hours laboratory. Transfer: CSU; UC.

11B JAZZ IMPROVISATION II 2 UNITS

(May be repeated 2 times.)

Exotic scales, altered chord construction, and development of modal and intervallic concepts used in avant garde jazz improvisation. Techniques used in composing and arranging for small ensembles. Prerequisite: Music 11A (completed with a grade of "C" or higher). 7 hours laboratory. Transfer: CSU; UC.

20A GUITAR I 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: Music 6. 4 hours laboratory. Transfer: CSU; UC..

20B GUITAR II 1 UNIT

Continued study and practice of the fundamentals for playing the six-string acoustic guitar. An expanded repertoire of popular songs, classical solo and ensemble music, and styles will be examined. Prerequisite: Music 20A (completed with a grade of "C" or higher) or equivalent. 4 hours laboratory.

21A PIANO I 1 UNIT

(May be repeated 3 times)

Beginning piano. Contemporary and classic approaches to playing piano using basic scales, chords and music notation. 4 hours laboratory. Transfer: CSU; UC.

21B PIANO II 1 UNIT

(May be repeated 3 times)

Development of skills in piano performance, notation, literature. Emphasis on further development of technique and performance. Prerequisite: Music 21A (completed with a grade of "C" or higher) or equivalent. 4 hours laboratory. Transfer: CSU; UC.

22A JAZZ PIANO I 1 UNIT

Voicings, chords, and guidelines for improvisation in the contemporary styles of the jazz pianist. Post bop era, through modern to avant garde piano playing in the jazz idiom. Strongly recommended, Music 6. 4 hours laboratory. Transfer: CSU; UC.

22B JAZZ PIANO II 1 UNIT

(May be repeated 3 times)

Development of skills in jazz piano performance, notation, literature. Emphasis on further development of technique and performance. Prerequisite: Music 22A (completed with a grade of "C" or higher) or equivalent. 4 hours laboratory. Transfer: CSU; UC.

23A VOICE I 1 UNIT

(May be repeated 3 times)

Group singing with emphasis on solo performance, tone production, breathing, diction, sight singing and interpretation of vocal literature. Strongly recommended: Music 6. 4 hours laboratory. Transfer: CSU; UC.

23B VOICE II 1 UNIT

(May be repeated 3 times)

Development of skills in vocal performance, notation, literature. Emphasis on further development of technique and performance. Prerequisite: Music 23A (completed with a grade of "C" or higher). 4 hours laboratory. Transfer: CSU; UC.

24A MUSIC PRACTICUM I 3 UNITS

(May be repeated 3 times)

Specialized study of voice or instrument. Designed for music major or minor to increase opportunities in individualized study of voice or instrument. Corequisite: Music 12A, 12B, 14A, 14B, 15A, 15B, 44A, 44B, 45A, or 45B. 10 hours laboratory. Transfer: CSU; UC.

24B MUSIC PRACTICUM II 3 UNITS

(May be repeated 3 times)

Advanced study of voice or instrument. Designed for music major or minor to increase opportunities in individualized study of voice or instrument. Prerequisite: Music 24A (completed with a grade of "C" or higher). Corequisite: Music 12A, 12B, 14A, 14B, 15A, 15B, 44A, 44B, 45A, or 45B. 10 hours laboratory. Transfer: CSU.

25A MUSIC RECORDING AND TECHNOLOGY I 3 UNITS

(May be repeated 3 times)

Introduction to the music industry and sound engineering, including its structure and practices, the basics of sound, acoustics, and MIDI and electronic musical instruments; multitrack recording and editing; audio recording, sequencing, sampling, and synthesis; use of microphones, mixers, and other audio hardware; audio CD/DVD production; studio design. Basic ability in the use of Mac and/or Windows computers. 2 hours lecture, 4 hours laboratory. Transfer: CSU.

25B MUSIC RECORDING AND TECHNOLOGY II 3 UNITS

(May be repeated 3 times)

Continuation of Music 25A. Advanced study of sound, acoustics, MIDI and electronic musical instruments; use of microphones and audio hardware; multitrack recording/editing. Project-based participation in the roles of recording engineer, music producer, or sound designer. Prerequisite: Music 25A (completed with a grade of "C" or higher). 1 hour lecture, 6 hours laboratory. Transfer: CSU.

26 SOUND DESIGN FOR VISUAL MEDIA 3 UNITS

(May be repeated 2 times)

Introduction to the fundamentals of sound design and sonic arts, history, theory, and principles of auditory perception, sound synthesis and design techniques; practical applications for theatre, film, multi-media, video games and sound installation art. Basic ability in the use of Mac and/or Windows computers. 1 hour lecture, 6 hours laboratory. Transfer: CSU.

27 INTRO TO PRO TOOLS 3 UNITS

(May be repeated 2 times)

An introduction to Digidesign's Pro Tools M-Powered, Pro Tools LE, or Pro Tools/HD systems; session-building including multi-track recording of live instruments, MIDI sequences, software synthesizers and samplers; audio looping with REX files; essential techniques for recording, editing and mixing. Basic ability in the use of Mac and/or Windows computers. 1 hour lecture, 6 hours laboratory. Transfer: CSU.

38 INDIVIDUAL STUDY 1 UNIT

(May be repeated 3 times)

Specialized study of voice or instrument. Designed for music major or minor to increase opportunities in individualized study of voice or instrument. 2 hours.

NURSING (NURS)

DEGREE:

AA—NURSING

AA—LVN TO RN NURSING PROGRAM

The Nursing Program is approved by the California Board of Registered Nursing. Upon completion of the major, the graduate is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The program prepares graduates who can contribute to the advancement of nursing science and influence changes in a variety of settings within the health care system. The graduate possesses a repertoire of knowledge, skills, and attributes that serve as the foundation for safe, competent practice and lifelong learning.

NURSING

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Nursing 55 (Fundamentals of Nursing Practice)	8½	
Nursing 56 (Essentials of Human Growth and Development)	½	
Nursing 58 (Nursing Care for Patients with Infectious Disease)	1	
Nursing 69 (Gerontological Nursing)	1	
Nursing 74 (Nursing Care Plans)	1	
Nursing 61 (Clinical Nutrition)	1½	
Nursing 59* (Nursing Care of the Childbearing Family)	8½	
Nursing 75 (Fluids and Electrolytes)	1	
Physiology 2 (Pathophysiology)	3	
Physiology 2L (Physical Assessments)	1	
Psychology 1** (General Psychology)	3	or . . . 3
SOPHOMORE YEAR	FALL	SPRING
Nursing 60A* (Adult Health 1—Biopsychosocial Perspectives in the Care of the Adult Client in the Hospital and the Community)	8½	
Nursing 64** (Pharmalogical Basis of Therapeutics)	2½	
Sociology 1 (Principles of Sociology) or Sociology 31 (Dependency in Old Age)	3	
Speech 1*** (Fundamentals of Speech Communication) or Speech 10 (Interpersonal Communication) or Speech 30 (Elements of Speech)	3	
Nursing 60B (Adult Health II)	6	
Nursing 60C (Adult Health III)	3½	
Nursing 66 (Advanced Clinical Topics)	½	
Nursing 73* (Intravenous Therapy)	1	
Total	58	
General Education Courses		
For specific General Education courses refer to catalog section on Graduation Requirements.		
Total minimum units required	60†	

*Nursing courses offered each semester
 **Must be completed before second year clinical sequence.
 ***Must be completed by the end of the third semester.

To progress in the Nursing Program and to graduate from the program, students must earn a minimum grade of “C” in each course of the nursing major.

†California Board of Registered Nursing Requirements for licensure: 78 units including 45 units in nursing.

SPECIAL APPLICATION REQUIRED:

Prerequisites for admission to this program include: (1) completion of special application; (2) completion of Anatomy 1 (General Human Anatomy), Physiology 1 (Human Physiology), and Microbiology 1 (each of which includes a lab). Student must receive a “C” or higher in these prerequisites.

Students who have completed two of the three prerequisite science courses prior to January 1 may submit an application prior to January 5. However, the following stipulations are in effect:

- a. Evidence of current enrollment in the third prerequisite science course must be submitted with the application;
- b. The third course must be verified as having been completed by the end of Spring Semester with a grade of “C” or higher and must meet the grade criteria for acceptance into the nursing program as outlined in item 2 of prerequisites.
- c. Preference for selection is given to those having evidence of residence in the geographical area served by the Community College District.
- d. Selection is based on a criterion score derived from analysis of overall GPA, whether or not the student has repeated Anatomy 1, and the grade the student received in English 1A.
- e. Selection is made using the random selection method.
- f. Selected students must take and pass the ATI TEAS test with a score of 67% or higher.

Advanced standing status may be granted to students who have previously completed any portion of the defined nursing curriculum or its equivalent as determined by the Counselor/Coordinator for Health, Physical Education and Athletics.

GRADUATES OF THIS PROGRAM RECEIVE AN ASSOCIATE IN ARTS DEGREE IN NURSING, AND ARE ELIGIBLE TO TAKE THE NATIONAL COUNCIL LICENSING EXAMINATION FOR REGISTERED NURSING (NCLEX-RN) IN ALL FIFTY STATES.

Note: The Board of Registered Nursing requirements supersede catalog rights for graduation.

LVN PATHWAY FOR ASSOCIATE IN ARTS DEGREE NON-DEGREE AND 30-UNIT OPTION

The Registered Nursing Program for Licensed Vocational Nurses meets the requirements of Section 2736.6 of the Nursing Practice Act and Section 1429 of the California Board of Registered Nursing Rules and regulations. Upon completion of any of the curriculum options herein listed, the student is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

The program prepares graduates who can contribute to the advancement of nursing science and influence changes in a variety of settings within the health care system. The graduate possesses a repertoire of knowledge, skills, and attributes that serve as the foundation for safe, competent practice and lifelong learning

LVNs who enter into the second year of the Nursing Program may opt for one of the three following: A.A. in Nursing, Non-Degree option, or 30-unit option. **The 30-unit option is offered and accepted only in the State of California.** Graduates of any of these options are eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

However, unlike the A.A. graduate, whose eligibility to practice as a Registered Nurse is recognized by a process called “endorsement” in all of the United States, the licenses of graduates who choose the Non-Degree or 30-unit option **may not be recognized in other states**. Please see the Nursing Program Coordinator regarding the latter two options.

The program of study for the three options is listed below:

**ASSOCIATE DEGREE
AND NON-DEGREE**

PREREQUISITE COURSES	FALL	SPRING
Physiology 1 (Human Physiology)	5	
Nursing 70 (Nursing Theory: LVN-RN Transitions) . .	1½	
Nursing 70L (Clinical Skills Practice and Assessment Lab) ½		
Microbiology 1 (Microbiology)	5	

The above courses must be completed with a “C” or better before validation or admission to the Nursing Program.

CLINICAL SEQUENCE

The LVN must complete the following curriculum with a “C” or better in each course regardless of the option chosen:

SOPHOMORE YEAR	FALL	SPRING
Nursing 53 (Psychiatric Nursing)	4	
Nursing 69* (Gerontological Nursing)	1	
Physiology 2* (Pathophysiology)	3	
Physiology 2L* (Physical Assessments)	1	
Nursing 60B (Adult Health II)	6	
Nursing 60C (Adult Health III)	3½	
Nursing 66* (Advanced Clinical Topics)	½	
Total Program Units	31	

Prerequisites for admission to the program include: (1) completion of special application; (2) validation of previous nursing knowledge, required for counseling/assessment purposes.

**Theory Courses*

AA Degree graduates must meet the General Education requirements as set forth at Chabot College for the A.A. degree. (Refer to catalog section for Graduation Requirements)

30-UNIT OPTION

PREREQUISITE COURSES	FALL	SPRING
Physiology I (Human Physiology)	5	
Nursing 70 (Nursing Theory: LVN-RN Transitions) . .	1½	
Microbiology I (Microbiology)	5	

The above courses must be completed with a “C” or better before validation or admission to the Nursing Program.

CLINICAL SEQUENCE

The LVN must complete the following curriculum with a “C” or better in each course regardless of the option chosen:

SOPHOMORE YEAR	FALL	SPRING
Nursing 53 (Psychiatric Nursing)	4	
Nursing 69* (Gerontological Nursing)	1	
Physiology 2* (Pathophysiology)	3	
Physiology 2L* (Physical Assessments)	½	
Nursing 60B (Adult Health II)	6	
Nursing 60C (Adult Health III)	3½	
Nursing 66* (Advanced Clinical Topics)	½	
Total Program Units	30	

Prerequisites for admission to the program include: (1) completion of Advanced Standing application; (2) validation of previous nursing knowledge, required for counseling/assessment purposes.

**Theory Courses*

SPECIAL APPLICATION REQUIRED:

Prerequisites for admission to this program include: (1) completion of Advanced Standing application; (2) completion of Physiology 1 (Human Physiology) and Microbiology 1 (each of which includes a lab). Student must receive a “C” or higher in these prerequisites; (3) Completion of Nursing 70 (bridging) course **after having completed Physiology and Microbiology**. In order to register for Nursing 70 the student must attend a mandatory orientation meeting in May. Specific dates and times are published in the *Spring Semester Class Schedule*.

Advanced Standing Status is granted to students who have previously completed any portion of the defined nursing curriculum or its equivalent as determine by the Nursing Program Director and the Nursing Program Counselor.

Note: The Board of Registered Nursing requirements supersede catalog rights for graduation.

NURSING (NURS)

50 FUNDAMENTALS OF NURSING PRACTICE: REVIEW 5 UNITS

Introduction to fundamental concepts and practices in nursing care across the life span with emphasis on later-life issues. Application of the nursing process to the care of adult clients with the following chronic disorders: hypertension, cancer, diabetes mellitus, coronary artery disease, and cerebrovascular accidents. Beginning nursing skills include: principles of medical asepsis, body mechanics, standard precautions, hygienic and nutritional care, and administration of medications. Theoretical content provides information on the care of clients with diverse cultural backgrounds and spiritual needs as well as principles of therapeutic communication and mental health. Prerequisite: Formal referral by the California Board of Registered Nursing for the purpose of meeting requirements for eligibility to take the licensing examination for registered nursing (NCLEX-RN) or possession of a valid California LVN license, or inactive California registered nursing license, or transfer from another nursing program who has completed the equivalent of Nursing 55 with a “C” or better. May not receive credit if Nursing 55 has been completed with a “C” or better. 4 hours lecture, 2 hours laboratory. Transfer: CSU.

51 NURSING OF THE CHILDBEARING FAMILY (OBSTETRICAL NURSING) 4 UNITS

Emphasis placed on the use of the nursing process in promoting adaptive processes necessary for coping with the health issues of the childbearing family; theory and clinical highlight the coping mechanisms for childbearing families. Focus is on cultural diversity and growth and development as they affect the physiological and psychological adaptation of families experiencing pregnancy, labor and birth, postpartum, and the newborn infant. Theory and clinical practice includes integration of assessment skills, growth and development, violence against women, nutrition, pharmacological concepts, ethical issues, and teaching strategies unique to childbearing families. Clinical focuses on care of clients in community and acute care settings. Prerequisite: Formal referral by the California Board of Registered Nursing for the purpose of meeting requirements for eligibility to take the National Council licensing examination for registered nursing (NCLEX-RN). May not receive credit if Nursing 59 has been completed. 2 hours lecture, 6.75 hours laboratory. Transfer: CSU.

52 NURSING OF THE CHILDREARING FAMILY (PEDIATRICS NURSING) 4 UNITS

Emphasis placed on the use of the nursing process in promoting adaptive processes necessary for coping with the health issues of the childbearing family; theory and clinical highlight the coping mechanisms for

childbearing families. Focus on cultural diversity and growth and development as they affect the physiological and psychological adaptation of families experiencing common health issues and problems of infants, children and adolescents. Theory and clinical practice includes integration of assessment skills, growth and development, family abuse issues, nutrition, pharmacological concepts, ethical issues, and teaching strategies unique to childbearing families. Clinical focuses on care of clients in community and acute care settings. Prerequisite: Formal referral by the California Board of Registered Nursing for the purpose of meeting the requirements for eligibility to take the licensing examination for registered nursing (NCLEX-RN). May not receive credit if Nursing 59 has been completed. 2 hours lecture, 6.75 hours clinical. Transfer: CSU.

53 PSYCHIATRIC NURSING **4 UNITS**

Emphasis is on the application of the nursing process in the care of adults experiencing selected conditions requiring treatment in psychiatric care settings. Theory and clinical practice highlight the role of the nurse as a therapeutic agent (in both individual and group settings) in facilitating the client's mind/body adaptation and return to as healthy a state as is possible. Effects on cultural diversity, growth and development, and the importance of support systems in assisting the patient's response to illness in acute and community care agencies incorporated into health care strategies used by the nurse. Theory and clinical practice includes integration of biopsychosocial assessment skills, nutrition, pharmacological and crisis intervention concepts, legal-ethical issues, and anger management (directed inward or towards the environment) into the care of these patients. Prerequisites: Nursing 70 (*completed with a grade of "C" or higher*) or formal referral by the California Board of Registered Nursing for the purpose of meeting requirements for eligibility to take the licensing examination for registered nursing (NCLEX-RN). May not receive credit if Nursing 60A has been completed. 2 hours lecture, 6.75 hours laboratory. Transfer: CSU.

54 CLINICAL TOPICS **½ UNIT**

Study of selected clinical topics and associated nursing process related to nursing practice. Prerequisite: Completion of Nursing 59 or Nursing 60A (or the equivalent) with a "C" or better, or possession of a valid California LVN or RN license. 9 hours lecture. Transfer: CSU.

55 FUNDAMENTALS OF NURSING PRACTICE **8½ UNITS**

Introduction to fundamental concepts and practices in nursing care across the life span. Application of the nursing process to the care of adult clients with the following chronic disorders: Hypertension, Cancer, Diabetes Mellitus, Coronary Artery Disease, Cerebrovascular Accidents, Congestive Heart Failure, Thyroid Disorders and Influenza. Beginning nursing skills include: principles of medical asepsis, body mechanics, standard precautions, hygienic and nutritional care, administration of medications, interpretation of laboratory results, and beginning IV skills. Theoretical content provides overview of the care of clients with diverse cultural backgrounds and spiritual needs, principles of therapeutic communication and mental health, and legal and ethical considerations in the provision of nursing care. Prerequisite: Acceptance into the Nursing Program. 4 hours lecture, 13½ hours clinical practice. Transfer: CSU.

56 ESSENTIALS OF NURSING CARE RELATED TO HUMAN GROWTH AND DEVELOPMENT **½ UNIT**

Overview of human growth and development from infancy to late adulthood with continuation throughout the nursing program. Prerequisite: Acceptance into the Nursing Program, or concurrent enrollment in another nursing program, or with consent of instructor. 1 hour. Total weeks: 9. Transfer: CSU.

58 NURSING CARE FOR PATIENTS WITH INFECTIOUS DISEASE **1 UNIT**

Nursing process in the care of clients with an emphasis on HIV and Hepatitis, including pathophysiology, psychosocial and pharmacological issues, and preventive measures. Significance of specific nursing care measures, therapeutic health care giver attitudes and behaviors, and community resources available for caregivers and patients. Prerequisites: Satisfactory completion of or concurrent enrollment in Nursing 55 or 70, or equivalent. 1 hour lecture. Transfer: CSU.

59 NURSING CARE OF THE CHILDBEARING FAMILY **8½ UNITS**

Emphasis is placed on the use of the nursing process in promoting adaptive processes necessary for coping with family health issues; theory and clinical highlight the coping mechanisms for childbearing and childbearing families. The focus is on cultural diversity and growth and development as they affect the physiological and psychological adaptation of families experiencing pregnancy, labor and birth, postpartum, newborn, and common health issues and problems of infants, children, and adolescents. Theory and clinical practice includes integration of assessment skills, growth and development, family abuse issues, nutrition, pharmacological concepts, ethical issues, and teaching strategies unique to childbearing and childbearing families. Clinical focuses on care of clients in community and acute care settings. Prerequisites: Completion of Nursing 55, 56, 61, 69, 74, with a "C" or better. Satisfactory completion of or concurrent enrollment in Nursing 57, 58, 64 and 75. 4 hours lecture; 13½ hours/week clinical. Transfer: CSU.

60A ADULT HEALTH I—BIOPSYCHOSOCIAL PERSPECTIVES IN THE CARE OF THE ADULT CLIENT IN THE HOSPITAL AND THE COMMUNITY **8½ UNITS**

Emphasis is on the use of the nursing process in the care of adults experiencing selected conditions requiring treatment in medical-surgical and psychiatric care settings. Theory and clinical practice highlight the role of the nurse as a therapeutic agent (in both individual and group settings) in facilitating the client's mind/body adaptation and return to as healthy a state as is possible. Effects on cultural diversity, growth and development, and the importance of support systems in assisting the patient's response to illness in acute and community care agencies incorporated into health care strategies used by the nurse. Theory and clinical practice includes integration of biopsychosocial assessment skills, nutrition, pharmacological and crisis intervention concepts, legal-ethical issues, and anger management (directed inward or towards the environment) into the care of these patients. Prerequisites: Completion of Nursing 55, 56, 61, 69, 74, with a "C" or better. Satisfactory completion of or concurrent enrollment in Nursing 57, 58, 64, 75. 4 hours lecture; 13 hours clinical. Transfer: CSU.

60B ADULT HEALTH II **6 UNITS**

Nursing interventions that assist the adult client in adaptation to stressors of acute and chronic illnesses with unpredictable outcomes. Focus on caring for groups of clients in the medical-surgical setting. Prerequisites: Physiology 2, Physiology 2L, Nursing 60A, and all prior nursing courses in the Associate Degree Nursing program (*all completed with a grade of "C" or higher*). 4 hours lecture, 15½ hours clinical practice. Total weeks: 12. Transfer: CSU.

60C ADULT HEALTH III **3½ UNITS**

Transitional skills needed by the nursing student who is completing the nursing program. Includes skills that facilitate entry into today's nursing practice arena: leadership styles, delivery of nursing care to groups of clients in the acute and chronic health care setting, supervision of unlicensed assistive personnel, case management, delegation of assignments, prioritization of client care, and the health care organization. Prerequisites: Physi-

ology 2, Physiology 2L, (or equivalent) and all required nursing courses (or equivalent) in semesters one through three, and concurrent or prior enrollment in Nursing 73 (*completed with a grade of "P", "C" or higher*). 2 hours lecture, 24 hours/week clinical. Total weeks: 6. Transfer: CSU.

61 CLINICAL NUTRITION **1 ½ UNITS**

Introduction to principles of clinical nutrition. Assessment of nutritional status; application of nutritional principles across the life span in the hospital and community; diet therapy in the treatment of selected diseases; nutritional supplements; weight gain and weight loss; impact of culture and spiritual beliefs on diet. Corequisite: nursing 55, 69, 74 (or satisfactory completion of equivalent). 1½ hours. Transfer: CSU.

64 PHARMACOLOGICAL BASIS OF THERAPEUTICS **2½ UNITS**

Introduction to the principles of drug therapy, clinical pharmacology, and toxicology; therapeutic agents and dosage forms in current use with the application of the nursing process. Prerequisites: Completion of Nursing 55, 56, 61, 69 and 74, (or the equivalent) with a "C" or higher. Satisfactory completion of or concurrent enrollment in Nursing 57, 58, 64, and 75 or possession of a valid California LVN license. 2½ hours. Transfer: CSU.

66 ADVANCED CLINICAL TOPICS **½ UNIT**

Introduction to advanced clinical topics confronting the registered nurse in today's health care setting. Prerequisite: Satisfactory completion of Physiology 2 and 2L (or equivalent) and all required nursing courses (or equivalent) in semesters one through three, and concurrent or prior enrollment in Nursing 60B and Nursing 73 (*both completed with a grade of "C" or "P" or higher*). 1½ hour, 6 weeks. Transfer: CSU

69 GERONTOLOGICAL NURSING **1 UNIT**

Nursing care of the aging client. Physical and psychosocial changes which occur with the aging process. Focus on successful adaptation to aging with emphasis on maintaining or regaining optimal health. Strategies for caring for the client who is coping with altered life styles as a result of problems associated with aging. Theories of aging and cultural influences on the aging process. Corequisite: Nursing 55 and 61 or 71 or possession of valid California LVN license. 1 hour. Transfer: CSU.

70 NURSING THEORY: LVN-RN TRANSITIONS **1 ½ UNITS**

Emphasis on nursing topics that prepare the LVN adult learner for advanced standing in an Associate Degree RN Nursing Program. Includes roles transition, survival skills for the nontraditional student, theoretical foundations of nursing, communicating effectively, critical thinking in nursing practice, nursing process, educator role of the registered nurse, legal - ethical components of nursing, functions of the California Board of Registered Nursing, and selected skills used by the registered nurse in the delivery of patient care. For LVN students desiring admission to Chabot College Nursing Program with Advanced Standing, Nursing 70 and 70L, provide a framework for satisfying selected nursing content and skills offered during year one of associate degree nursing curriculum. Prerequisite: Valid California LVN license, at least one-year work experience as LVN in an acute care client agency, completion of Physiology 1 and Microbiology 1 with a grade of "C" or higher, and attendance at LVN-RN orientation. Corequisite: Working at least part-time as LVN for an acute care agency. 1½ hours. Transfer: CSU.

70L CLINICAL SKILLS PRACTICE AND ASSESSMENT LAB **½ UNIT**

Clinical skills practice lab provides framework for satisfying selected nursing content and skills offered during first year of associate degree nursing curriculum. Designed for LVN students desiring admission to Chabot Nursing Program with Advanced Standing. Corequisite: Nursing 70. 1½ hours laboratory. Transfer: CSU.

72 WORK-STUDY CLINICAL PRACTICUM **2–6 UNITS**

Application of theory and nursing skills in the health care setting, under the supervision of a licensed registered nurse and nursing faculty member while being employed by a cooperating hospital. The student will perform nursing skills mastered in previous nursing program courses, under the supervision of the staff registered nurse mentor/facilitator. Additional clinical practice in: communicating with the client, family and health care team; developing time management skills with a group of clients; prioritizing problems; and developing and implementing nursing care plans. Course will be conducted in a cooperative work environment in which the student, the registered nurse mentor/preceptor and the nurse faculty member collaborate to enhance the student's experience, while promoting quality client care. Prerequisites: Completion of Nursing 55, with a "C" or better. Satisfactory completion of or concurrent enrollment in Nursing 59 or 60A. 1½ to 6 hours laboratory. Transfer CSU.

73 INTRAVENOUS THERAPY **1 UNIT**

Safe administration and maintenance of intravenous therapy as a treatment modality. Includes differentiation of commonly used solutions, dosage calculation, vein selection and venipuncture techniques, recognition of and response to complications. Includes laboratory practice. Prerequisite: concurrent enrollment in the nursing program with eligibility for third or fourth semester of nursing curriculum or a valid LVN license. 1 hour. Transfer: CSU.

74 THE NURSING CARE PLAN **1 UNIT**

Introduction to the components of the nursing process: assessment, nursing diagnosis, planning, implementation, and evaluation with clinical applications of Roy's adaptation framework for nursing as modified by Chabot College nursing facility. Prerequisite: concurrent enrollment in nursing program. 2 hours, 9 weeks.

75 FLUID AND ELECTROLYTES **1 UNIT**

Introduction to principles of fluid and electrolyte balance. Assessment and treatment of imbalances; parenteral therapy; acid-base balance; interpretation and application of laboratory results. Prerequisite: All nursing courses in the first semester of the nursing curriculum (or equivalent) completed with a grade of "C" or higher and concurrent enrollment in Nursing 57, 58 and 59 (or 60A) and 64 or possession of valid California RN or LVN license. 1 hour lecture.

78 FUNDAMENTALS OF CALCULATIONS FOR MEDICATION ADMINISTRATION **½ UNIT**

Development of skills needed to accurately calculate drug dosages. Review of fractions, decimals, percentages, ratios, proportions included. Discussion of the metric and household system of measurement. Key concepts of safe drug dosages are presented. Corequisite: Nursing 55. 9 hours lecture.

80 CRITICAL THINKING AND TEST TAKING FOR NURSING **½ UNIT**

Preparation for National Council Licensing Exam for Registered Nursing (NCLEX-RN). Strategies for successful test taking. Practice in taking multiple-choice tests with time limits. Application of critical thinking and problem solving techniques in clinical situations. Prerequisites: completion of first year in Nursing Program with a grade point average of "C" or better, and concurrent enrollment in the Nursing program. 9 hours lecture.

81 OBSTETRICAL NURSING THEORY **2 UNITS**

Nursing interventions that assist the family with adaptation during the childbearing cycle including assessments and management of the mother and newborn during the antepartal, intrapartal, and postpartal periods; emphasis on the involvement of the total family; reproductive related health care problems of women. Designed to assist Licensed Vocational



Nurses in preparation for the Registered Nurse Licensing examination. Prerequisite: Valid California LVN license. 2 hours lecture, 1 hour skills lab. Transfer: CSU.

82 PEDIATRIC NURSING THEORY 2 UNITS

Emphasis is placed on the nursing interventions that assist the child and family with adaptive processes necessary to cope with acute and chronic conditions affecting infants, children, and adolescents. The focus is also on medical/surgical illnesses, child abuse, and cultural diversity as they affect child care. It includes application of principles of growth and development, physical assessment skills, and pharmacological concepts unique to the child. Prerequisite: Valid California LVN license. 2 hours. Transfer: CSU.

84 PRESCRIPTIVE CLINICAL NURSING SKILLS PRACTICE ½ -1 UNIT

(May be repeated 3 times)

Emphasis is on gaining experience in practicing and refining selected clinical skills used in the delivery of nursing care to a client in the acute care or community based setting. Prerequisite: Satisfactory completion of Nursing 55 or the equivalent (*completed with a grade of "C" or higher*). 27 to 54 total hours Skills Laboratory. Transfer: CSU.

85 REGISTERED NURSE REFRESHER (THEORY AND CLINICAL) 7 UNITS

For United States-educated Registered Nurses whose licenses have expired, or who have not worked as a Registered Nurse in the United States for at least three years, or those foreign-educated nurses with authorization to work in the United States and who are required by the California

Board of Registered Nursing to complete additional coursework in a pre-licensure nursing program. Theory and clinical practice focuses on preparing the Registered Nurse for employment as an entry-level staff nurse in the United States. Prerequisites: Possession of a California Registered Nurse license which has either expired or in which the holder has not been employed as a Registered Nurse for at least three years; or possession of a valid California LVN license and who has six months' recent work experience as an LVN in a health care facility; and possession of an American Heart Association certification which is valid through the last day of the course. 4 hours lecture, 19 hours laboratory. Total weeks: twelve. Transfer: CSU.

86 ESSENTIALS OF MEDICAL TERMINOLOGY 2 UNITS

Core concepts focus on comprehending the standard word roots, suffixes, prefixes, common abbreviations, and selected medical terms not built from word parts. Emphasis on spelling, definitions, pronunciation, and the application of anatomical and diagnostic terms, common disease processes, and pharmaceutical terms in written and oral communication. Designed for nursing majors who wish to acquire basic medical terminology typically used in health care. May not be taken if Health 51A (or equivalent) has been completed with a "C" or better. 2 hours.

87 PREPARING FOR THE TEAS EXAMINATION 1 UNIT

Core concepts focus on strategies for successful test-taking and study in the nursing program. Preparation for the required TEAS examination prior to admission to the nursing program. Application of critical thinking and problem solving in on-line multiple choice tests. Students must have access to a Windows compatible computer. 1 hour. Transfer: CSU.

NUTRITION (NUTR)

1 NUTRITION 3 UNITS

Basics of nutrition, including nutrients, nutritional needs, digestion/absorption, and the role of nutrition in the maintenance of health. Designed to meet the necessary nutrition requirements for majors in the fields of allied health. Strongly recommended: Chemistry 30A (*completed with a grade of "C" or higher*). 3 hours. Transfer: CSU; UC; CSU/GE: E; (CAN FCS 2).

57 NUTRITION FOR FITNESS AND FAT LOSS 3 UNITS

(See also *Physical Education 57*)
Study the role that nutrition and activity play in developing fitness and lowering body fat. Major concepts of fitness and nutrition. Assessment of current fitness level, designing a personal fitness and nutritional plan. (May not receive credit if Physical Education 57 has been completed.) 3 hours. Transfer: CSU; CSU/GE:E

58 NUTRITION FOR SPORTS AND HUMAN PERFORMANCE 3 UNITS

(See also *Physical Education 58*)
An investigation into the role nutrition plays in sports and human achievement. Determination of optimum hydration and nutrient intake in relation to activity. (May not receive credit if Physical Education 58 has been completed.) 3 hours. Transfer: CSU; CSU/GE:E.

OFFICE TECHNOLOGY

(See Computer Application Systems)

PHILOSOPHY (PHIL)

12 INTRODUCTION TO LOGIC 3 UNITS

(See also *Mathematics 12*)
Introduction to formal deductive logic with emphasis on developing the basic concepts of modern symbolic logic; includes deductive validity, relation of ordinary languages to symbolic logic, distinction between inductive and deductive arguments, relation of truth to validity, uses of truth tables, role of logic in the disciplines of mathematics, philosophy and sciences, rules of inference for propositional logic and first order predicate logic. (May not receive credit if Mathematics 12 has been completed.) 3 hours. Transfer: CSU; UC; CSU/GE: A3; AA/AS; (CAN PHIL 6).

50 GOD, NATURE, HUMAN NATURE 3 UNITS

Nature and range of philosophical inquiry in relation to everyday problems of humans as individuals, as citizen, as existing in nature, and as a creator of works of the arts and of the spirit. Analysis of primary philosophical documents that concentrate on these broad areas of a human's concerns. Introduction to Philosophy by the Philosophers' own works, their methods of procedure and inquiry; attention given to the development of skills for reading, analyzing, and pursuing philosophical argument. NOTE: Philosophy 60, 65, and 70 are also introductory courses and may be taken before Philosophy 50 if a more detailed examination of ethical problems, the theory of knowledge, or political philosophy is desired. (Formerly PHIL 1) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS; (CAN PHIL 2).

60 INTRODUCTION TO PHILOSOPHY: ETHICS 3 UNITS

Problems of good and evil, right and wrong, individual and/or social action; principles, criteria or starting points for these issues and decisions as discussed and developed in great writings of the philosophical-literary tradition. (Formerly PHIL 2) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS; (CAN PHIL 4)

65 INTRODUCTION TO PHILOSOPHY: THEORY OF KNOWLEDGE 3 UNITS

Primary works in the areas of knowledge, truth, and thought. Systematic analysis of documents that constitute the major statements in The theory of knowledge; the functions of reasoning, intuition, and sense experience. (Formerly PHIL 4) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

70 INTRODUCTION TO POLITICAL AND SOCIAL PHILOSOPHY 3 UNITS

Philosophical-political analysis of value conflicts in the area of political thought and theory. Philosophical investigation of political principles which affect our lives as well as the role of theory in regard to the nature of the individual in a modern technological democracy. (Formerly PHIL 25) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

PHOTOGRAPHY (PHOT)

**DEGREE:
AA-PHOTOGRAPHY**

**CERTIFICATE OF PROFICIENCY:
PHOTOGRAPHY**

This two-year diploma program provides students with a thorough technical knowledge of contemporary photographic applications. Students also become familiar with digital imagery involving scanning and manipulation; and multimedia technology combining sound, text and images.

Time is spent doing practical hands-on work in studios, darkrooms, and computer laboratories. Students gain on-the-job experience working as photographers, photographers' assistants, and electronic imagers.

PHOTOGRAPHY
ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Art History 1 (Introduction to Art)	3	
Art 10 (Design and Material)	3	
Photography 50 (Introduction to Photography)	3	
Photography 55 (Careers in Photography) or Art 55 (Introduction to Graphic Design Careers)	1-2	
Photography 60 (Intermediate Black and White Photography)	3	
Photography 61 (Color Materials and Processes)	3	

SOPHOMORE YEAR FALL SPRING

Photography 64A (Artificial Light Photography)	3
Photography 62 (Portfolio Workshop)	3
Photography 66 (Digital Imaging)	3
Any studio art course	3
Total	28–29

General Education Courses

For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required **60**

PHOTOGRAPHY

CERTIFICATE OF PROFICIENCY

CORE COURSES FALL SPRING

Art 10 (Design and Materials)	3
Photography 50 (Introduction to Photography)	3
Photography 60 (Intermediate Black and White Photography)	3
Photography 61 (Color Materials and Processes)	3
Electives	3
Total	15

PHOTOGRAPHY (PHOT)

10 ARTISTS' RIGHTS AND THE LAW **3 UNITS**

Copyright issues affecting artists. Particular emphasis on the visual arts and media. Constitutional underpinnings of copyright law. Concepts underlying copyright protections. Copyrights distinguished from patents and trademarks. Creation and ownership of works of art. Rights associated with copyright ownership. Licensing, assigning, and selling rights to others. Collaboration between artists and ownership of rights. Work for hire and work done on commission. Fair use and first amendment issues. Effect of digital technology and the internet on copyright ownership. Copyright infringement and remedies. Moral Rights. 3 hours. Transfer: CSU.

20 HISTORY OF PHOTOGRAPHY **3 UNITS**

(See also *Art History 20*)

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. May not receive credit if Art History 20, Art 67, or Photography 67 has been completed. (Formerly PHOT 67) 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

33 3-D MODELING WITH FORM•Z **3 UNITS**

(See also *Architecture 33, Art 33, Interior Design 33*)

Introduction to 3-dimensional digital modeling using Form•Z software. Emphasis on learning basic commands to create 3-dimensional objects including building interiors and exteriors, and defining photo-realistic views with appropriate light sources. May not receive credit if Architecture 33, Art 33, or Interior Design 33 has been completed. 2 hours lecture, 4 hours studio. Transfer: CSU.

50 INTRODUCTION TO PHOTOGRAPHY **3 UNITS**

Introduction to photographic processes and light sensitive materials. Camera controls and their use in making pictures. Developing black and white negatives and prints. Print finishing, presentation, and critique. 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC; AA/AS; (CAN ART 18).

51 INDIVIDUAL PROJECTS **1 UNIT**

(May be repeated 3 times)

Individual projects in photography or graphic communications at the intermediate to advanced level. Development of knowledge and skills acquired in previous or current work with emphasis on current projects. Prerequisite: Photography 50 (completed with a grade of "C" or higher) and permission of instructor. 4 hours laboratory. Transfer: CSU.

52 BEGINNING CAMERA USE **2 UNITS**

Camera handling techniques, basic exposure principles, camera accessories, photographic composition, and slide presentation. 2 hours. Transfer: CSU.

53A BEGINNING DIGITAL CAMERA USE **1 ½ UNITS**

Camera handling techniques, basic exposure principles, camera accessories, photographic composition. Survey of photography's multiple genres and its changing role in society and culture. 1½ hours. Transfer: CSU.

53B DIGITAL DARKROOM **1 ½ UNITS**

Introduction to darkroom concepts and techniques common to both traditional and digital photography. Digital darkroom components such as CPUs, monitors, scanners, and printers. Digital darkroom techniques including calibration, and output. Survey of photography's multiple genres and its changing role in society and culture. Strongly recommended: Photography 53A. 1 hour lecture, 2 hours laboratory. Transfer: CSU.

55 CAREERS IN PHOTOGRAPHY **1 UNIT**

Opportunities in various areas of photography including commercial, industrial, portraiture, sales, photofinishing; and the investigation of photography as an art form. 1 hour. Transfer: CSU.

60 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY **3 UNITS**

(May be repeated 1 time)

Using exposure/development controls related to black and white negative materials. Development of competent print making skills. Emphasis on visual and critical problems related to black and white photography. Prerequisite: Photography 50 (completed with a grade of "C" or higher). 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC.

61 COLOR MATERIALS AND PROCESSES **3 UNITS**

(May be repeated 1 time)

Understanding theories of exposure, printing, and processing of various color materials. Emphasis on visual problems related to color photography. Prerequisite: Photography 50 (completed with a grade of "C" or higher). 2 hours lecture, 4 hours laboratory. Transfer: CSU.

62 PORTFOLIO WORKSHOP **3 UNITS**

(May be repeated 3 times)

Visual and technical problems of assembling a portfolio. Emphasis on individual projects and the production of a finished portfolio of black and white and/or color images. Prerequisite: Photography 50. Strongly recommended: Photography 60 or 61. 2 hours lecture, 4 hours laboratory. Transfer: CSU.

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. Prerequisite: Photography 50 (completed with a grade of "C" or higher). Strongly recommended: Photography 60 and 61. 2 hours lecture, 4 hours studio/laboratory. Transfer: CSU.

64B COMMERCIAL ILLUSTRATION PHOTOGRAPHY 3 UNITS

Photography as a tool for illustrating ideas and concepts relating to advertising and promotion. Studio and location photography with emphasis on client-photographer relationships. Product and publicity photography; use of medium and large format cameras. Prerequisite: Photography 64A (*completed with a grade of "C" or higher*). 2 hours lecture, 4 hours studio/laboratory. Transfer: CSU.

65 HANDCOLORING, TONING AND BEYOND 3 UNITS

(May be repeated 1 time.)
Creative explorations of the traditional black and white image. Handcoloring of prints using oils, pencils, and other media. Various toning techniques, including masking for multitone images. Solarization and line breakdown. Consideration of other means of manipulating the conventional print. Prerequisite: Photography 50 or equivalent. 2 hours lecture, 4 hours laboratory. Transfer: CSU.

66 DIGITAL IMAGING 3 UNITS

Desktop digital imaging systems and software. Overview of computer operating systems, local area networks, and file management. 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. Strongly recommended: Photography 50. 2 hours lecture, 4 hours laboratory. Transfer: CSU.

68 COLOR SLIDE PHOTOGRAPHY 2 UNITS

(May be repeated 3 times)
Use of color slides to explore the solution of special technical and visual problems encountered in field shooting. Strongly Recommended: Photography 50. 2 hours. Transfer: CSU.

71 BEGINNING PHOTOJOURNALISM 2 UNITS

(See also Mass Communications 71)
Survey of photojournalism as a medium of mass communications. Understanding and applying basic technical and visual skills in the making of successful reportage photographs. Consideration of the work of major twentieth century photojournalists. Strongly recommended: Photography 50 (*completed with a grade of "C" or higher*) or Mass Communications 14 (*completed with a grade of "C" or higher*) with emphasis in photography. (May not receive credit if Mass Communications 71 has been completed.) 1 hour lecture, 3 hours laboratory. Transfer: CSU.

80 PHOTO SILKSCREEN PRINTING 3 UNITS

(May be repeated 3 times)
Origins and history of printmaking with particular emphasis on serigraphy (silk screen). Uses of printmaking in industry, art, and politics. Basic materials and methods involved in producing a screen print, using traditional and digital photographic methods. Printing techniques for single- and multi-color prints. Creation of high contrast and continuous tone images. Color theory related to the production and printing of images. 2 hours lecture. 4 hours laboratory. Transfer: CSU.

81 PHOTO ETCHING AND GRAVURE 3 UNITS

(May be repeated 3 times)
Origins and history of printmaking with particular emphasis on intaglio and gravure printing processes. Uses of printmaking in industry, art, and politics. Basic materials and methods involved in producing an intaglio print, using traditional and digital photographic methods. Printing techniques for single- and multi-color prints. Creation of high contrast and continuous tone images. Color theory related to the production and printing of images. Strongly recommended: At least one photography or other studio art course. 2 hours lecture. 4 hours laboratory. Transfer: CSU.

PHYSICAL EDUCATION (PHED)

**DEGREE:
AA—PHYSICAL EDUCATION**

**CERTIFICATE OF ACHIEVEMENT:
AQUATICS
COACHING
FITNESS INSTRUCTOR
SPORTS INJURY CARE**

**CERTIFICATE OF PROFICIENCY:
AQUATICS
COACHING
FITNESS INSTRUCTOR
SPORTS INJURY CARE**

The Physical Education A.A. degree program is designed for students who want to transfer to a CSU or UC. It provides a rigorous curriculum that will ensure students have met the science and math requirements to enter the-CSU and UC Physical Education/Kinesiology and Exercise Physiology Bachelor of Arts programs. The A.S. degree and certificate programs help prepare students for physical education careers as well as community based programs.

**PHYSICAL EDUCATION
ASSOCIATE IN ARTS DEGREE**

FRESHMAN YEAR FALL SPRING

*Biology 31 (Introduction to College Biology)	4
*Physical Education 1, 2, 3 (Physical Education Activity)	1
Physical Education 6 (Physical Fitness Assessments) or Physical Education 62 (Introduction to Personal Fitness Training)	½-3
Physical Education 20 (Introduction to Physical Education)	3
Anatomy 1 (General Human Anatomy)	4
Physical Education 17 (Introduction to Athletic Training)	4

SOPHOMORE YEAR FALL SPRING

Chemistry 30A (Introductory and Applied Chemistry)	4
Physiology 1 (Human Physiology)	5
Physical Education 8 (Sport in Contemporary Society) or Physical Education 15 (Peak Performance Through Mental Training)	3
Total	28½-31

General Education Courses
 For specific General Education courses refer to catalog section on
 Graduation Requirements.

Total minimum units required 60

**Meets General Education requirement.*

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

AQUATICS

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Physical Education 17 (Introduction to Athletic Training)	4
Physical Education 20 (Introduction to Physical Education)	3
Physical Education 8 (Sport in Society) or Physical Education 15 (Peak Performance through Mental Training)	3
Physical Education 22 (Health & Fitness Assessments) or Physical Education 28 (Components of Physical Fitness—the Human Body)	3
Physical Education 13 (American Red Cross Lifeguard Training Course)	2
Physical Education 14 (Water Safety Instructor)	2
*Physical Education 1, 2, 3 (Physical Education Activity) or Physical Education 4 (Basic Heart Rate Training) or Physical Education 6 (Physical Fitness Assessments)	5
Health 60 (Responding to Emergencies) or Health 70B (Healthcare Provider CPR)	0.2–1
Total	22.2–23

COACHING

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Physical Education 17 (Introduction to Athletic Training)	4
Physical Education 20 (Introduction to Physical Education)	3
Physical Education 8 (Sport in Society) or Physical Education 15 (Peak Performance through Mental Training)	3
Physical Education 61 (Principles of Coaching Interscholastic Sports: Beyond the Basics) or Physical Education 28 (Components of Physical Fitness—the Human Body) or Physical Education 60 (Sports Management)	3
Physical Education 23 (Sports Officiating) or Physical Education 16 (College Success for Athletes) 1–2	
Physical Education 27 (Principles of Coaching Interscholastic Sports)	2
*Physical Education 1, 2, 3 (Physical Education Activity) or Physical Education 4 (Basic Heart Rate Training) or Physical Education 6 (Physical Fitness Assessments)	3
Health 60 (Responding to Emergencies) or Health 70B (Healthcare Provider CPR)	0.2–1
Total	22.2–23

FITNESS INSTRUCTOR

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Physical Education 20 (Introduction to Physical Education)	3
Physical Education 8 (Sport in Contemporary Society) or Physical Education 15 (Peak Performance through Mental Training) or Physical Education 62 (Introduction to Personal Fitness Training)	3
Health 1 (Introduction to Health) or Physical Education 18 (Health and Fitness for Your Disability)	3
Physical Education 22 (Health and Fitness Assessments) or Physical Education 28 (Components of Physical Fitness—the Human Body)	3
*Physical Education 1, 2, 3 (Physical Education Activity) 1	1
Physical Education 4 (Basic Heart Rate Training) or Physical Education 6 (Physical Fitness Assessments) ½–1	
Health 60 (Responding to Emergencies) or Health 70B (Healthcare Provider CPR)	0.2–1
Nutrition 1 (Nutrition)	3
Biology 50 (Anatomy and Physiology)	4
Physical Education 17 (Introduction to Athletic Training)	4
Total	25.7–27

SPORTS INJURY CARE

CERTIFICATE OF ACHIEVEMENT

FALL SPRING

Biology 50 (Anatomy and Physiology) or Physiology 1 (Human Physiology)	4–5
Physical Education 17 (Introduction to Athletic Training)	4
Physical Education 22 (Health & Fitness Assessments) or Physical Education 28 (Components of Physical Fitness—the Human Body)	3
Health 60 (Responding to Emergencies) or Health 70B (Healthcare Provider CPR)	0.2–1
Health 1 (Introduction to Health) or Physical Education 18 (Health and Fitness for Your Disability)	3
Nutrition 1 (Nutrition) or Nutrition 58 (Nutrition for Sports and Athletic Performance) or Physical Education 58 (Nutrition for Sports and Athletic Performance)	3
*Physical Education 1, 2, 3 (Physical Education Activity) or Physical Education 4 (Basic Heart Rate Training) or Physical Education 6 (Physical Fitness Assessments)	2
Total	21.2–23

**Students must take a minimum of one course in each of the four physical education activity areas. 1) Recreation Skills; 2) Aquatics; 3) Body Mechanics; 4) Team Sports.*

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except when a prerequisite applies.

aquatic aerobics, swimming, disabled swimming; (3) Body Mechanics: aerobic fitness, aerobic super circuit, athletic performance training, dance aerobics, disabled aerobics, low impact aerobics, ballet, conditioning, disabled conditioning, dance workshop, disabled P.E., fitness self defense, disabled flexibility, jazz dance, modern jazz dance, judo, power lifting, run/walk fitness, self-defense tactics, disabled self-defense, strength fitness, tai chi, weight training, disabled weight training; (4) Team Sports: baseball, basketball, adv. basketball, adv. touch football, soccer, indoor soccer, softball, sport conditioning, ultimate field sports, volleyball, adv. volleyball. 3 hours laboratory, or 2 hours lab, 1 hour lecture for 9 weeks. Transfer: CSU; UC; CSU/GE: E; AA/AS.

3 PHYSICAL EDUCATION ACTIVITY 1–2 UNITS

(Any Physical Education 1, 2 or 3 course may be repeated 3 times)

Physical Education sections are organized to include activities in four areas: (1) Recreation Skills: archery, badminton, bowling, golf range, golf course, adv. golf, handball, racquetball, racquetina, table tennis, tennis, adv. tennis, wallyball; (2) Aquatics: aquatic aerobics, aqua-conditioning, competitive swimming, disabled swimming; (3) Body Mechanics: aerobic fitness, aerobic super circuit, dance aerobics, disabled aerobics, low-impact aerobics, ballet, circuit fitness training, conditioning, dance exercise, dance workshop, disabled P.E., disc sports, fitness-self defense, disabled flexibility, jazz dance, adv. jazz dance, modern jazz dance, modern dance, nautilus fitness, outdoor aerobics, par-course fitness, power lifting, run/stride fitness, run/walk fitness, self-defense tactics, disabled self-defense, strength fitness, tai chi, tap dance, weight training, wrestling, yoga; (4) Team Sports: basketball, adv. basketball, disc sports, flag football, soccer, indoor soccer, softball, sport conditioning, volleyball, adv. volleyball, ultimate field sports. 4–8 hours laboratory, or 3–5 hours lab, 1 hour lecture for 9 weeks. Transfer: CSU; UC; CSU/GE: E; AA/AS.

4 BASIC HEART RATE TRAINING: FITNESS AND TRAINING USING A HEART RATE MONITOR 1 UNIT

(May be repeated 3 times)

Students learn how to improve fitness utilizing pulse and a heart rate monitor. They will learn how to create a balanced life long exercise program using heart rate as a guide. 3 hours. Transfer: CSU; UC; AA/AS.

5 FAT BURNING CIRCUIT TRAINING 2 UNITS

(May be repeated 3 times)

Develop cardiovascular efficiency, strength, muscular endurance and flexibility through the use of Cybex selector weight machines, Monark stationary bikes and other state-of-the-art equipment. Includes individual fitness prescriptions through assessments. Goal achievement through the use of circuit training. ½ hour lecture, 4½ hours laboratory. Transfer: CSU; UC; CSU/GE: E; AA/AS.

6 PHYSICAL FITNESS ASSESSMENTS ½ UNIT

(May be repeated 3 times)

Physical Fitness Assessments will measure body composition, flexibility, muscular strength and endurance. Students will develop and understand a summary of their fitness status, as well as an exercise prescription to maintain or increase their physical fitness level. 9 one-hour lectures. Transfer: CSU; UC; AA/AS.

7 AEROBIC SUPER CIRCUIT 2 UNITS

(May be repeated 3 times)

Developing cardiovascular efficiency, strength, muscular endurance and flexibility through the use of circuit training. Polar heart rate monitors help students train safely and efficiently in their target heart rate zone. Physical fitness assessment testing and re-testing assist students in establishing appropriate training volumes and intensities. One-hour lectures (9 weeks), 4½ hours of laboratory (18 weeks). Transfer: CSU; UC; CSU/GE: E; AA/AS.

8 SPORT IN CONTEMPORARY SOCIETY 3 UNITS

History of sport; the political, social and economic impact of sport on public opinion. An investigation into the phenomenon of sport including cultural stratification, race, gender, education, economic, politics and the mass media. 3 hours lecture. Transfer: CSU.

13 AMERICAN RED CROSS LIFEGUARD TRAINING 2 UNITS

(May be repeated 3 times)

Skills and knowledge needed to prevent and respond to aquatic emergencies. Upon successful completion of this course students will receive American Red Cross certification in Lifeguard Training, CPR for the Professional Rescuer, and First Aid. 1½ hours lecture, 1½ hours laboratory. Transfer: CSU; UC; CSU/GE: E; AA/AS.

13R AMERICAN RED CROSS LIFEGUARD TRAINING REVIEW ½ UNIT

(May be repeated 3 times)

To review the skills and knowledge needed by lifeguards to prevent and respond to aquatic emergencies. Upon successful completion of this course students will receive American Red Cross certification in Lifeguard Training, CPR for Professional Rescuer, and First Aid. 6 hours lecture, 10 hours laboratory total. Transfer: CSU; UC; CSU/GE: E; AA/AS

14 AMERICAN RED CROSS WATER SAFETY INSTRUCTOR 2 UNITS

(May be repeated 3 times)

To train instructor candidates to teach American Red Cross Swimming and Water Safety courses. Provide water safety certificate. 1½ hours lecture, 1½ hours laboratory. Transfer: CSU; UC; CSU/GE: E; AA/AS

15 PEAK PERFORMANCE THROUGH MENTAL TRAINING 3 UNITS

The study and development of the concepts and theories associated with maximizing performance, from the perspective of sport as well as life, emphasizing the mental skills and strategies for stress control, visualization, goal setting and concentration. 3 hours. Transfer: CSU; CSU/GE: E.

16 COLLEGE SUCCESS FOR ATHLETES 1 UNIT

Aiding the student-athlete in developing realistic expectations of college, explore academic programs, and understand what is necessary to succeed in college while competing in an intercollegiate sport. Rules and regulations of the Commission on Athletics (COA), National Collegiate Athletic Association (NCAA), and National Association of Intercollegiate Athletics (NAIA) will be defined. Eligibility and transferring to a four-year institution will be explored. 1 hour. Transfer: CSU.

17 INTRODUCTION TO ATHLETIC TRAINING 4 UNITS

This course introduces the student to basic taping skills, therapeutic modalities, and rehabilitation principles associated with the field of athletic training. There is a strong emphasis on injury prevention recognition and management. Designed to be preparatory for a career in athletic training. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: E; AA/AS.

18 HEALTH AND FITNESS FOR YOUR DISABILITY 3 UNITS

Application of current health teachings to individuals and life. Physiological, psychological, and social perspectives of health will be covered. Emphasis on knowledge, attitudes and behaviors that will contribute to a healthy individual. Combination of text based curriculum with Internet research. Students will learn how to integrate current health teachings in relation to their disability and their lives. 3 hours. Transfer: CSU; UC; CSU/GE: E; AA/AS.

<p>20 INTRODUCTION TO PHYSICAL EDUCATION 3 UNITS Survey of physical education with emphasis on basic elements, foundations career opportunities, and the relationship of physical education to other fields. 3 hours. Transfer: CSU; UC; CSU/GE: E.</p> <p>22 HEALTH AND FITNESS ASSESSMENTS 3 UNITS Discuss and analyze various health and fitness assessment tools including those used to evaluate aerobic fitness, muscular strength and endurance, flexibility, stress and nutrition. Emphasis will be on developing baseline assessments for use in fitness program development. Students will apply their learning to the creation of a well-rounded fitness program and re-evaluate fitness variables after developing a healthy fitness program. Class is appropriate to those working in the fitness field as well as individuals interested in improving their own health and fitness. 3 hours. Transfer: CSU.</p> <p>23 SPORTS OFFICIATING 2 UNITS <i>(May be repeated 3 times)</i> Theory and practical application of sports officiating with emphasis on the rules, techniques and mechanics of officiating. 1 hour lecture, 3 hours laboratory. Transfer: CSU; UC.</p> <p>25 THEORY AND TECHNIQUES OF OFFENSIVE FOOTBALL 2 UNITS <i>(May be repeated 2 times)</i> Analysis and examination of various approaches to offensive intercollegiate football. Includes all aspects of offensive football; punt return, point after touchdown and field goal kicking. 2 hours. Transfer: CSU; UC; CSU/GE: E.</p> <p>26 THEORY AND TECHNIQUES OF DEFENSIVE FOOTBALL 2 UNITS <i>(May be repeated 2 times)</i> Analysis and examination of various approaches to defensive intercollegiate football. Includes all aspects of defensive football; kick off, punt rush, punt return and P.A.T./FG rush. 2 hours. Transfer: CSU; UC; CSU/GE: E.</p> <p>27 PRINCIPLES OF COACHING INTERSCHOLASTIC SPORTS 2 UNITS <i>(May be repeated 3 times)</i> Theory, principles, and ethics of coaching interscholastic sports with emphasis on the fundamentals and techniques of coaching. Course completion certificate available upon completion (<i>with a grade of "C" or higher</i>). 2 hours lecture, 1 hour laboratory. Transfer: CSU; UC; CSU/GE: E.</p> <p>28 COMPONENTS OF PHYSICAL FITNESS—THE HUMAN BODY 3 UNITS Impact of physical activity, nutrition, and dietary principles upon the body. Includes basic exercise physiology and kinesiology, body mechanics, and body composition testing. 3 hours. Transfer: CSU.</p> <p>28L COMPONENTS OF PHYSICAL FITNESS—LABORATORY 1 UNIT Implementation of the fundamentals of physical fitness and basic strength training principles as an intern in the Chabot College Fitness and/or Chabot Strength Training Center. Prerequisite or Corequisite: Physical Education 28. 3 hours laboratory. Transfer: CSU.</p> <p>30 INTERCOLLEGIATE ATHLETICS—FOOTBALL 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p>	<p>31 INTERCOLLEGIATE ATHLETICS—BASKETBALL 1 UNIT <i>(May be repeated 3 times)</i> Training for intercollegiate competition. Daily practice, 5 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>32 INTERCOLLEGIATE ATHLETICS—BASEBALL 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>33 INTERCOLLEGIATE ATHLETICS—GOLF 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Practice three days per week, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>34 INTERCOLLEGIATE ATHLETICS—TENNIS 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>35 INTERCOLLEGIATE ATHLETICS—TRACK AND FIELD 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>36 INTERCOLLEGIATE ATHLETICS—CROSS COUNTRY 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>37 INTERCOLLEGIATE ATHLETICS—SWIMMING AND DIVING 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>38 INTERCOLLEGIATE ATHLETICS—SOCCER 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>39 INTERCOLLEGIATE ATHLETICS—WRESTLING 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>41 INTERCOLLEGIATE ATHLETICS—WOMEN'S BASKETBALL 1 UNIT <i>(May be repeated 3 times)</i> Training for intercollegiate competition. Daily practice, 5 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>42 INTERCOLLEGIATE ATHLETICS—WOMEN'S SOFTBALL 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p> <p>43 INTERCOLLEGIATE ATHLETICS—WOMEN'S VOLLEYBALL 2 UNITS <i>(May be repeated 2 times)</i> Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.</p>
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**44 INTERCOLLEGIATE ATHLETICS—
WOMEN'S TENNIS 2 UNITS***(May be repeated 2 times)*

Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.

**45 INTERCOLLEGIATE ATHLETICS—
WOMEN'S TRACK & FIELD 2 UNITS***(May be repeated 2 times)*

Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.

**46 INTERCOLLEGIATE ATHLETICS—
WOMEN'S CROSS COUNTRY 2 UNITS***(May be repeated 2 times)*

Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.

**47 INTERCOLLEGIATE ATHLETICS—
WOMEN'S SWIMMING AND DIVING 2 UNITS***(May be repeated 2 times)*

Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.

**48 INTERCOLLEGIATE ATHLETICS—
WOMEN'S SOCCER 2 UNITS***(May be repeated 2 times)*

Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.

**50 INTERCOLLEGIATE ATHLETICS—
WOMEN'S WATER POLO 2 UNITS***(May be repeated 2 times)*

Training for intercollegiate competition. Daily practice, 10 hours weekly. Transfer: CSU; UC; CSU/GE: E; AA/AS.

57 NUTRITION FOR FITNESS AND FAT LOSS 3 UNITS*(See also Nutrition 57)*

Study the role that nutrition and activity play in developing fitness and lowering body fat. Major concepts of fitness and nutrition. Assessment of current fitness level, designing a personal fitness and nutritional plan. (May

not receive credit if Nutrition 57 has been completed.) 3 hours. Transfer: CSU; CSU/GE: E.

**58 NUTRITION FOR SPORTS AND
HUMAN PERFORMANCE 3 UNITS***(See also Nutrition 58)*

An investigation into the role nutrition plays in sports and human achievement. Determination of optimum hydration and nutrient intake in relation to activity. (May not receive credit if Nutrition 58 has been completed.) 3 hours. Transfer: CSU; CSU/GE: E.

59 LIFETIME FITNESS 3 UNITS

Designed for students to take control of their personal health and cope with the changes that will occur in their physical abilities as they age. Includes skills, techniques and information to help adapt activity through the aging process with emphasis on physical activity appropriate for age group. 3 hours. Transfer: CSU.

60 SPORTS MANAGEMENT 3 UNITS

Introduction into the field of sports management. Career opportunities, human resource management, leadership, strategic planning, teamwork, ethics and values, marketing and advertising, finance, managing facilities, sports and the law, economics of sport and community impact. 3 hours. Transfer: CSU.

**61 PRINCIPLES OF COACHING INTERSCHOLASTIC
SPORTS: BEYOND THE BASICS 3 UNITS**

Coaching beyond the basics: ethics, physical training theories and management principles. Research into successful leadership principles, skills and philosophies. Coaching effectiveness and team building dynamics. 3 hours. Transfer: CSU.

62 INTRODUCTION TO PERSONAL FITNESS TRAINING 3 UNITS

Includes the areas of physical activity and health, fitness evaluation, exercise prescription, exercise for special populations, exercise programming and the fundamentals of functional anatomy and exercise physiology as they pertain to personal training. Upon successful completion of the course students will be eligible for the National Certification Board Exam to attain certification in Personal Training through the National Council on Strength and Fitness. 3 hours. Transfer: CSU.



PHYSICAL EDUCATION FOR THE DISABLED

The division will offer classes in aquatics, body mechanics and fitness. Please check the class schedule for the activity of your choice.

PHYSICAL SCIENCE (PSCI)

15 DESCRIPTIVE PHYSICAL SCIENCE: INTRODUCTION TO PRINCIPLES OF PHYSICAL SCIENCE 5 UNITS

An introduction to the physical universe from atomic particles to the stars, with emphasis on the basic principles of physics, astronomy, chemistry, and the geo-sciences (meteorology and geology). Designed for non-majors in physical science. Includes an introduction to laboratory, principles and techniques with emphasis on the basic concepts discussed in the class. May not receive credit if Physics 11 has been completed. Strongly recommended: Mathematics 65, English 101A or 102. 4 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1; AA/AS.

PHYSICS (PHYS)

PHYSICS (PHYS)

2A INTRODUCTION TO PHYSICS I 4 UNITS

Introduction to the major principles of classical mechanics and electricity using pre-calculus mathematics. Includes Newtonian mechanics, energy, gravitation, fluids, thermodynamics, vibration waves, and electrostatics. Prerequisite: Mathematics 20 or 36 or 37 (*completed with a grade of "C" or higher*). 3 hours-lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC Area 5A & Lab; AA/AS; (CAN PHYS 2); with PHYS 2B: (CAN PHYS SEQ A).

2B INTRODUCTION TO PHYSICS II 4 UNITS

Electro-circuits, electromagnetic waves, optics and modern physics. Prerequisite: Physics 2A (*completed with a grade of "C" or higher*). 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; (CAN PHYS 4); with PHYS 2A: (CAN PHYS SEQ A).

4A GENERAL PHYSICS I 5 UNITS

Introduction to the principles of Newtonian mechanics using calculus as needed. Vectors, kinematics, dynamics, energy, momentum, rotation, oscillations and gravitation. Prerequisite: Mathematics I (*completed with a grade of "C" or higher*). 4 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; AA/AS; (CAN PHYS 8); with PHYS 4B and PHYS 4C: (CAN PHYS SEQ C).

4B GENERAL PHYSICS II 5 UNITS

Mechanical waves, electric fields, electric currents, magnetic fields, and induced currents, and alternating circuits. Prerequisite: Physics 4A and Mathematics 2 (*both completed with a grade of "C" or higher*). 4 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A Lab: (CAN PHYS 12); with PHYS 4A and PHYS 4C: (CAN PHYS SEQ C).

4C GENERAL PHYSICS III 5 UNITS

Electromagnetic waves, electromagnetic spectrum including reflection, refraction, diffraction, interference, polarization, fluids, sound waves and thermodynamics. Prerequisite: Physics 4B and Mathematics 3 (*both completed with a grade of "C" or higher*). 4 hours lecture, 3 hours laboratory. Transfer: CSU; UC; IGETC: Area 5A & Lab; (CAN PHYS 14) with PHYS 4A and PHYS 4B: (CAN PHYS SEQ C).

5 MODERN PHYSICS 3 UNITS

Special relativity and modern physics, including photons, quantum mechanics, atoms, solids, nuclear physics, particle physics and cosmology. Prerequisite: Physics 4B (*completed with a grade of "C" or higher*). 3 hours lecture. Transfer: CSU; UC; CSU/GE: B1; IGETC: Area 5A; AA/AS.

11 DESCRIPTIVE PHYSICS 4 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. Includes an introduction to laboratory, principles and techniques with emphasis on the basic concepts discussed in the class. May not receive credit if Physics 10 or Physics 10L has been completed. Strongly recommended: Mathematics 105 or 105L. 3 hours lecture, 3 hours laboratory. Transfer: CSU; UC; CSU/GE: B1, B3; IGETC: Area 5A & Lab; AA/AS.

18 PREPARATORY PHYSICS 3 UNITS

Basic problem solving techniques in mechanics as preparation for Physics 2A and Physics 4A. Methods and strategies used to solve quantitative Physics problems. Intended for liberal arts, mathematics, engineering, and science students. Emphasis on group problem-solving activities, diversity in problem-solving approaches, and detailed oral and written presentation of solutions. Strongly recommended: Math 36 or Math 37 (*completed with a grade of "C" or higher*) or equivalent. 3 hours. Transfer: CSU.

25 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS 3 UNITS

(See also Engineering 25 and Mathematics 25)
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. Strongly recommended: Computer Application Systems 8 or Computer Science 8. May not receive credit if Engineering 25 or Mathematics 25 has been completed. 2 hours lecture, 3 hours laboratory. Transfer: CSU; UC.

122 PHYSICS SUPPLEMENTAL INSTRUCTION 1/2-1 UNIT

An individualized course with tutorial assistance from an instructor, student tutor, in basic Physics computations designed to develop self-confidence and prepare the student for problem solving in the normal navigation of physics courses. 1 1/2-3 hours

PHYSIOLOGY

(See Biological Sciences)

POLITICAL SCIENCE (POLI)

1 INTRODUCTION TO AMERICAN GOVERNMENT 3 UNITS

Introduction to the historical development of American political ideals and institutions including the Federal and California Constitutions, civil liberties, civil rights, citizenship duties, political parties, participation and elections. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: D8, U.S. Hist; IGETC: Area 4A, U.S. Hist; AA/AS; (CAN GOVT 2).

2 INTRODUCTION TO AMERICAN AND CALIFORNIA POLITICS 3 UNITS

Introduction to issues in American and California politics including education, environment, welfare, and health care policy. Special emphasis on California state and local government issues, interpretation of public opinion data, election polls and public policy statistics. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: D8, U.S. Hist; IGETC: Area 4H, U.S. Hist; AA/AS.

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. 3 hours. Transfer: CSU; CSU/GE: D8; AA/AS.

20 COMPARATIVE GOVERNMENT 3 UNITS

Contemporary forms of government, institutions and political problems of selected national governments. Strongly Recommended: Political Science 1 or 7. 3 hours. Transfer: CSU; UC; CSU/GE: D8; IGETC: Area 4H; AA/AS.

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: Eligibility for English 1A, Political Science 1 or 7. 3 hours. Transfer: CSU; UC; CSU/GE: D8; IGETC: Area 4H; AA/AS.

30 INTERNATIONAL RELATIONS 3 UNITS

Introduction to international relations, politics, theories and institutions with an emphasis on contemporary practices. 3 hours. Transfer: CSU; UC; CSU/GE: D8; IGETC: Area 4H; AA/AS.

40 CONTEMPORARY ISSUES IN AMERICAN POLITICS 3 UNITS

Introduction to current political issues; their historical, and economic causes; and the public policies which have been advanced to solve these issues. Emphasis on decision-making process of government and voluntary organizations. 3 hours. Transfer: CSU; UC; CSU/GE: D8; IGETC: Area 4H; AA/AS.

PORTUGUESE

(See Foreign Languages)

PSYCHOLOGY (PSYC)

1 GENERAL PSYCHOLOGY 3 UNITS

Basic psychological concepts underlying human and animal behavior in such areas as learning, motivation, perception, personality and social behavior. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: D9; IGETC: Area 4I; AA/AS; (CAN PSYC 2).

2 INTRODUCTION TO PSYCHOLOGICAL METHODOLOGY 3 UNITS

Introduction to scientific method in the study of human and animal behavior. Experience in designing, performing, and reporting behavioral science experiments and surveys. Includes fundamentals of research design, hypothesis testing, and reasoning in inferential statistics. Strongly Recommended: Psychology 1. 3 hours. Transfer: CSU; UC; CSU/GE: B1, D9; IGETC: Area 4I; AA/AS; (CAN PSY 8)

3 SOCIAL PSYCHOLOGY 3 UNITS

Research and theory regarding psychological processes within individuals such as attitudes, perception, cognition that influence or are influenced by the physical setting in which they occur and the social groups to which individuals belong. Strongly recommended: Psychology 1 or Sociology 1, or Anthropology 3. 3 hours. Transfer: CSU; UC; CSU/GE: D9; IGETC: Area 4I; AA/AS.

5 INTRODUCTORY STATISTICS FOR THE BEHAVIORAL SCIENCES 4 UNITS

Applied descriptive statistics; measures of central tendency and variability; correlation and regression; probability; introduction to statistical inference. Emphasis on selection and interpretation of statistical analyses. Strongly recommended: Mathematics 65 or 65B. 4 hours. Transfer: CSU; AA/AS.

6 ABNORMAL PSYCHOLOGY 3 UNITS

Introduction to problems in emotional and cognitive human behavior ranging from mild social and personal stress to profound personal disorganization. Includes history of treatment and diagnostic models, neuroses, psychoses, sexual dysfunction, anti-social personality and other psychological problems along with a comparative study of contemporary treatment procedures applied to these problems. Strongly recommended: English 1A or 52A. 3 hours. Transfer: CSU; UC; CSU/GE: D9; IGETC: Area 4I; AA/AS.

7 INTRODUCTION TO COUNSELING THEORY AND SKILLS 3 UNITS

Introduction to counseling theory and process with emphasis on fundamental principles of behavior change. Includes essential counseling skills, major counseling theories, and legal and ethical issues. Strongly recommended: Psychology 1. 3 hours. Transfer: CSU.

8 HUMAN SEXUALITY 3 UNITS

(See also Health 8 and Sociology 8)

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. May not receive credit if Health 8 or Sociology 8 has been completed. 3 hours. Transfer: CSU; UC; CSU/GE: E; AA/AS.

12 LIFESPAN PSYCHOLOGY 3 UNITS

Introduction to the psychological, physiological, socio-cultural and socio-historical 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. Transfer: CSU; CSU/GE: E; AA/AS.

18 PSYCHOLOGY OF THE AFRICAN AMERICAN EXPERIENCE 3 UNITS

Psycho-sociological exploration of the African American experience in American society and resultant behavior. 3 hours. Transfer: CSU; UC; IGETC Area 4I; AA/AS.

25 STRESS MANAGEMENT AND HEALTH PSYCHOLOGY 2 UNITS

Analysis of the psychological factors that influence health, stress and illness, and personal well-being. Explores coping with stress, reducing stress, emotion and illness, pressure-cooked kids, children and stress, can't slow down, the mind as healer, the relaxation response, focusing mind, and maximizing performance. 2 hours. Transfer: CSU

25L STRESS MANAGEMENT AND HEALTH PSYCHOLOGY LABORATORY 1/2 UNIT

Using a scientific approach to the study of stress management, this laboratory will introduce students to current stress reduction techniques used in the field of health psychology. An analysis of the mental, physiological, and nutritional factors which help produce optimal-personal performance in daily living activities will be investigated. Prerequisite: Completion or current enrollment in Psychology 25. 1 hour laboratory.

33 PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS

Personality and behavior theory, personality assessment, and techniques of increasing personal effectiveness; basic human nature and the development of human potentialities through genetic inheritance, maturation and learning in a physical and socio-cultural environment; dynamics of individual and group behavior, motivation, stress, adjustive and maladjustive behavior and group and individual interaction. Strongly recommended: English 1A or 52A. 3 hours. Transfer: CSU; UC; CSU/GE: D9; IGETC Area 4I; AA/AS.

45 PSYCHOLOGY OF CREATIVITY 3 UNITS

Introduction to psychological processes involved in creativity, imagination and problem solving. Survey of current theories and research on creativity in such areas as cognitive processes, perceptions, motivation and personality. Emphasis on improving creative and problem solving abilities. 3 hours. Transfer: CSU; CSU/GE: E; AA/AS.

PSYCHOLOGY-COUNSELING (PSCN)

DEGREE
AA-HUMAN SERVICES
AS-HUMAN SERVICES

CERTIFICATE OF PROFICIENCY:
CASE MANAGEMENT FOR HUMAN SERVICES

MULTICULTURAL AWARENESS/ RELATIONS FOR THE SERVICE PROVIDER
MULTICULTURAL AWARENESS/ SELF REFLECTION

HUMAN SERVICES
 ASSOCIATE IN ARTS OR
 ASSOCIATE IN SCIENCE DEGREE

This degree has been designed to provide students an introduction to social and/or psychological theory, multicultural theory, and Psychology-Counseling skills needed to work as a service provider in a social service setting. Students may follow either the AA or AS General Education pattern, as desired.

FRESHMAN YEAR	FALL	SPRING
Psychology 1 (General Psychology) or Sociology 1 (Principles of Sociology)	3	
Psychology-Counseling 1 (Introduction to Psychology-Counseling in a Multicultural Environment) or Psychology 7 (Introduction to Counseling Theory and Skills)	3	
Self-Assessment/Self-Reflection Course(s)*	3	
Option Course**	3	

SOPHOMORE YEAR	FALL	SPRING
Psychology 2 (Introduction to Psychological Methodology) or Psychology 3 (Social Psychology) or Sociology 2 (Social Problems)	3	
Psychology-Counseling 4 (Multiethnic/Cultural Communication) or Speech 11 (Intercultural Communication)	3	
Psychology-Counseling 2 (Introduction to Case Management for Human Services)	3	
Psychology-Counseling 11 (Interpersonal Relationships)	2	
Psychology-Counseling 13 (Multicultural Issues in Contemporary America)	3	
Psychology-Counseling 80 (Occupational Volunteerism in Human Services)	2	
Total	28	

GENERAL EDUCATION UNITS FOR THE A.A. DEGREE 25
 For specific General Education courses refer to catalog section on Graduation requirements.

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19
 For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Human Services GE Requirement	3
<i>Complete a minimum of 3 units from Psychology-Counseling 1, 4, 13</i>	

Total minimum units required 60

***Select a total of 3 units from the following self-assessment/self-reflection courses:**

Psychology-Counseling 10 (Career and Educational Planning)	2 units
Psychology-Counseling 12 (Self-Esteem for Success).	2 units
Psychology-Counseling 15 (College Study Skills)	2 units
Psychology-Counseling 20 (The College Experience)	2 units
Psychology-Counseling 26 (College Success and the Chicano Experience)	1 unit
Psychology-Counseling 36 (Women in Transition)	1 unit

****Select a total of 3 units from the following options:**

Anthropology 3 (Social and Cultural Anthropology)	3 units
Anthropology 5 (Cultures of the U.S.: Anthropological Perspectives on Race, Class, Gender and Ethnicity)	3 units
Early Childhood Development 60 (Teaching Special Needs Infants and Preschoolers)	3 units
English 21 (The Evolution of the Black Writer)	3 units
English 22 (Mexican American/Latino Literature of the U.S.)	3 units
English 32 (U.S. Women's Literature)	3 units
English 38 (Survey of Modern British Literature)	3 units
Ethnic Studies 1 (Introduction to Ethnic Studies)	3 units
Ethnic Studies 2 (Contemporary Ethnic Minority Families in the U.S.)	3 units
Ethnic Studies 3 (Introduction to Muslim-American Studies)	3 units
Foreign Language 1A (Beginning Foreign Language)	3 units
Health 4 (Women and Health)	3 units
Health 8 (Human Sexuality)	3 units
Music 5 (American Cultures in Music)	3 units
Psychology 6 (Abnormal Psychology)	3 units
Psychology 8 (Human Sexuality)	3 units
Psychology 12 (Life Span Psychology)	3 units
Psychology 18 (Psychology of the African American Experience)	3 units
Religious Studies 50 (Religions of the World)	3 units
Religious Studies 70 (Spiritual Traditions of Contemporary Voices)	3 units
Sign Language 64 (ASL Beginning Sign Language)	3 units
Sign Language 65 (ASL Intermediate Sign Language)	3 units
Sociology 3 (American Cultural and Racial Minorities)	3 units
Sociology 4 (Marriage and Family Relations)	3 units
Sociology 8 (Human Sexuality)	3 units
Sociology 10 (Introduction to Asian American Studies)	3 units
Sociology 30 (Social Gerontology)	3 units
Sociology 31 (Dependency in Old Age)	3 units
Sociology 32 (Social Policy, Programs and Services for Elders)	3 units

CASE MANAGEMENT FOR HUMAN SERVICES
CERTIFICATE OF PROFICIENCY

This certificate has been designed to provide students an introduction to case management skills needed to work effectively with consumers in a human services environment. Students will develop multicultural awareness and cultural competence needed to work in a social service setting, along with computer literacy and medical terminology. Students earning this Certificate of Proficiency will investigate multicultural issues and concepts which can affect social service delivery, learn computer applications skills, complete an introductory medical terminology course, and complete course work in the fundamentals of human services and

case management to document intake, assessment, evaluation, and ongoing delivery of service(s).

CORE COURSES	FALL	SPRING
Psychology Counseling 1 (Introduction to Psychology-Counseling in a Multicultural Environment)		3
Psychology-Counseling 2 (Introduction to Case Management for Human Services)		3
Computer Application Systems 8 (Computer Literacy) or Computer Application Systems 88A (Microsoft Word I) or Computer Science 8 (Computer Literacy)		3
Psychology-Counseling 4 (Multiethnic/cultural Communication) or Psychology-Counseling 13 (Multicultural Issues in Contemporary America)		3
Health 51A (Basic Medical Terminology)		4
Total		16

MULTICULTURAL AWARENESS/RELATIONS FOR THE SERVICE PROVIDER
CERTIFICATE OF PROFICIENCY

This certificate has been designed to provide students an introduction to multicultural theory and Psychology-Counseling skills needed to work as a service provider in a social services setting. The student will conduct a self-assessment and self-reflection component, as part of the skill set. A self-assessment needs to be made in relationship to the culturally diverse community and world in which we currently live but also to evaluate service providers' internalized values which may affect their provision of services in a non-judgmental process. Students completing this Certificate of Proficiency will investigate a variety of multicultural issues and concepts which can affect social service delivery, evaluate themselves within the context of the diverse culture, further their inquiry into a cultural area of personal interest, and complete a course specifically targeted to Psychology-Counseling issues/skills as they relate to a multicultural community.

CORE COURSES	FALL	SPRING
Psychology Counseling 13 (Multicultural Issues in Contemporary America)		3
Self Assessments/Self Reflection Course(s)*		3
Option course**		3
Psychology-Counseling 11 (Interpersonal Relationships)		2
Psychology-Counseling 4 (Multiethnic/Cultural Communication) or Speech 11 (Intercultural Communication)		3
Psychology-Counseling 1 (Introduction to Psychology-Counseling in a Multicultural Environment) or Psychology 7 (Introduction to Counseling Theory and Skills)		3
Total		17

***Select a total of 3 units from the following**

Psychology-Counseling 10 (Career and Educational Planning)	2 units
Psychology-Counseling 12 (Self Esteem for Success)	2 units
Psychology-Counseling 15 (College Study Skills)	2 units
Psychology-Counseling 20 (The College Experience)	3 units
Psychology-Counseling 26 (College Success and the Chicano Experience)	1 unit
Psychology-Counseling 36 (Women in Transition)	1 unit

****Select a total of 3 units from the following option:**

Anthropology 3 (Social and Cultural Anthropology)	3 units
Anthropology 5 (Cultures of the U.S.: Anthropological Perspective on Race, Class, Gender and Ethnicity)	3 units
Early Childhood Development 60 (Teaching Special Needs Infants and Preschoolers)	3 units
English 21 (The Evolution of the Black Winter)	3 units
English 22 (Mexican American/Latino Literature of the U.S.)	3 units
English 32 (U.S. Womens Literature)	3 units
English 38 (Survey of Modern British Literature)	3 units
Ethnic Studies 1 (Introduction to Ethnic Studies)	3 units
Ethnic Studies 2 (Contemporary Ethnic Minority Families in the U.S.)	3 units
Ethnic Studies 3 (Introduction to Muslim-American Studies)	3 units
Foreign Language 1A (Beginning Foreign Language)	3 units
Health 4 (Women and Health)	3 units
Health 8 (Human Sexuality)	3 units
Music 5 (American Cultures in Music)	3 units
Psychology 6 (Abnormal Psychology)	3 units
Psychology 8 (Human Sexuality)	3 units
Psychology 12 (Life Span Psychology)	3 units
Psychology 18 (Psychology of the African American Experience)	3 units
Religious Studies 50 (Religions of the World)	3 units
Religious Studies 70 (Spiritual Traditions of Contemporary Voices)	3 units
Sign Language 64 (ASL Beginning Sign Language)	3 units
Sign Language 65 (ASL Intermediate Sign Language)	3 units
Sociology 3 (American Cultural and Racial Minorities)	3 units
Sociology 4 (Marriage and Family Relations)	3 units
Sociology 8 (Human Sexuality)	3 units
Sociology 10 (Instruction to Asian-American Studies)	3 units
Sociology 30 (Social Gerontology)	3 units
Sociology 31 (Dependency in Old Age)	3 units
Sociology 32 (Social Policy, Programs and Services for Elders)	2 units

**MULTICULTURAL AWARENESS/
SELF-REFLECTION
CERTIFICATE OF PROFICIENCY**

This certificate has been designed to provide individual students the opportunity to conduct self-assessment and self-reflection as part of a personal development plan. The self must be analyzed in context of the community at large, which is becoming more diverse and multicultural. Hence, a self-assessment needs to be made in relationship to the culturally diverse community and world in which we currently live. Students completing this Certificate of Proficiency will be exposed to a variety of multicultural issues and concepts, evaluate themselves within the context of the diverse culture and further their inquiry into a cultural area of personal interest to the student.

CORE COURSES

FALL SPRING

Psychology-Counseling 13 (Multicultural Issues in Contemporary America)	3
Self-Assessment/Self-Reflection Courses*	4
Option Course(s)**	5
Psychology-Counseling 11 (Interpersonal Relationships)	2
Psychology-Counseling 4 (Multiethnic/Cultural Communication) or Speech 11 (Intercultural Communication)	3
Total	17

***Select a total of 4 units from the following**

Psychology-Counseling 10 (Career and Educational Planning)	2 units
Psychology-Counseling 12 (Self-Esteem for Success)	2 units
Psychology-Counseling 15 (College Study Skills)	2 units
Psychology-Counseling 20 (The College Experience)	3 units
Psychology-Counseling 26 (College Success and the Chicano Experience)	1 unit
Psychology-Counseling 36 (Women in Transition)	1 unit

****Select a total of 5 units from the following options:**

Anthropology 3 (Social and Cultural Anthropology)	3 units
Anthropology 5 (Cultures of the U.S.: Anthropological Perspectives on Race, Class, Gender and Ethnicity)	3 units
Early Childhood Development 60 (Teaching Special Needs Infants and Preschoolers)	3 units
English 21 (The Evolution of the Black Writer)	3 units
English 22 (Mexican American/Latino Literature of the U.S.)	3 units
English 32 (U.S. Women's Literature)	3 units
English 38 (Survey of Modern British Literature)	3 units
Ethnic Studies 1 (Introduction to Ethnic Studies)	3 units
Ethnic Studies 2 (Contemporary Ethnic Minority Families in the U.S.)	3 units
Ethnic Studies 3 (Introduction to Muslim-American Studies)	3 units
Foreign Language 1A (Beginning Foreign Language)	3 units
Health 4 (Women and Health)	3 units
Health 8 (Human Sexuality)	3 units
Music 5 (American Cultures in Music)	3 units
Psychology 6 (Abnormal Psychology)	3 units
Psychology 8 (Human Sexuality)	3 units
Psychology 12 (Life Span Psychology)	3 units
Psychology 18 (Psychology of the African American Experience)	3 units
Religious Studies 50 (Religions of the World)	3 units
Religious Studies 70 (Spiritual Traditions of Contemporary Voices)	3 units
Sign Language 64 (ASL Beginning Sign Language)	3 units
Sign Language 65 (ASL Intermediate Sign Language)	3 units
Sociology 3 (American Cultural and Racial Minorities)	3 units
Sociology 4 (Marriage and Family Relations)	3 units
Sociology 8 (Human Sexuality)	3 units
Sociology 10 (Introduction to Asian-American Studies)	3 units
Sociology 30 (Social Gerontology)	3 units
Sociology 31 (Dependency in Old Age)	3 units
Sociology 32 (Social Policy, Programs and Services for Elders)	3 units

PSYCHOLOGY-COUNSELING (PSCN)

1 INTRODUCTION TO PSYCHOLOGY-COUNSELING IN A MULTICULTURAL ENVIRONMENT	3 UNITS
Introduction to psychology-counseling theory, skills, techniques, and processes in working with individuals and/or groups. Multiculturalism in	

American society. Emphasis placed on issues and processes of a minority-majority environment. Includes review of demographics, social services, community agencies, and intervention programs. Fundamental counseling techniques, counseling theory and socio-cultural issues related to working in the “service provider” role. Strongly recommended: eligibility for English 1A and completion of Psychology-Counseling 13. 3 hours. Transfer: CSU; CSU/GE: D7; AA/AS; AC.

2 INTRODUCTION TO 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. Analysis of inter-agency collaboration. Includes issues of monitoring an ongoing case management plan and maintaining consumer commitment to plan success. Designed to provide students with knowledge in case management theory implementation for Human Service, Social Work and/or Mental Health. Strongly Recommended: Psychology-Counseling 1. 3 hours. Transfer: CSU

4 MULTIETHNIC/CULTURAL COMMUNICATION 3 UNITS

Exploration of intercultural and interethnic individual behavior in relationships and the communication between and within at least three of five (5) cultural/ethnic groups in the United States: (1) African-Americans, (2) Asian-Americans, (3) Native/Indigenous Americans, (4) Pacific Islander-Americans, (5) Hispanic-Americans. Ethnic/cultural social norms influencing interpersonal communication. Antecedents of successful and failed interpersonal ethnic/cultural communication styles and increase understanding of these styles. Significant practice and discussion of individual/group communication styles. Development of individual communication styles between individuals in dominant and emerging subcultures that inhibit individual goal achievement. Use of social science methods of inquiry in interpersonal communication as it applies to successful functioning in and between individuals of different ethnic/cultural groups. 3 hours. Transfer: CSU; UC; CSU/GE: D3; IGETC: Area 4C; AA/AS.

7 CONTEMPORARY ISSUES 1-3 UNITS

(May be repeated 3 times)

Contemporary life issues related to social effectiveness, and educational and career development. Explores issues through an examination of current counseling related research findings and resource materials. Limit of 6 units. 1-3 hours. Transfer: CSU.

10 CAREER AND EDUCATIONAL PLANNING 2 UNITS

Exploration of the concept of educational/career planning focusing on personal career development through self-assessment, psychological testing, and individual counseling. Emphasis on clarification of individual interests, values, needs, and abilities and investigation of occupational opportunities in the world of work. Designed for those undecided or uncertain about their career and educational plans. (May not receive credit if Psychology-Counseling 10A or 10B has been completed.) 2 hours. Transfer: CSU; CSU/GE: E.

11 INTERPERSONAL RELATIONSHIPS 2 UNITS

(May be repeated 1 time)

Exploration of behavior in interactions with others. Improving interpersonal relationships to benefit academic, career, and personal development. 2 hours. Transfer: CSU; CSU/GE: E.

12 SELF-ESTEEM FOR SUCCESS 2 UNITS

Exploration of causes of low self-esteem, methods for building self-esteem and habits for success. Designed to improve self-esteem to ensure academic success. 2 hours. Transfer: CSU.

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, (8) Disabled American. 3 hours. Transfer: CSU; UC; CSU/GE: D7; IGETC: Area 4I; AA/AS; AC.

15 COLLEGE STUDY SKILLS 2 UNITS

Review of study skill techniques for success in college. Emphasis on time management, personal learning style, active listening, note-taking and test-taking strategies. Includes modeling, practice, and evaluation of study skill techniques. 2 hours. Transfer: CSU.

18 UNIVERSITY TRANSFER PLANNING ½–1 UNIT

Introduction to the resources and planning process needed to ease transition from a 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. ½–1 hour. Transfer: CSU.

20 THE COLLEGE EXPERIENCE 2 UNITS

(May be repeated 1 time)

Explores academic programs, college policies, student rights and responsibilities, graduation and transfer requirements, student services, campus resources and activities and the concept of educational planning through self-assessment. Emphasis is on self-assessment of individual interests, values, needs, and abilities. Designed for first-time, returning, and re-entry students to ease transition into college and maximize successful matriculation through college towards academic/vocational goals. (May not be taken for credit if General Studies 20 has been completed.) 2 hours. Transfer: CSU; CSU/GE: E.

21 STRATEGIES FOR COLLEGE SUCCESS 1 UNIT

Assessment of learning and college life. Introduction to practical strategies for success in college. Includes student academic programs, college policies, student rights and responsibilities, graduation and transfer requirements, and campus resources and activities. Designed for first-time, returning and re-entry students to ease transition into college and maximize success towards their academic goals. (May not be taken for credit if Psychology Counseling 20 or General Studies 20 has been completed.) 1 hour. Transfer: CSU.

22 COLLEGE SUCCESS SERIES ½– 1½ UNITS

(May be repeated 2 times)

Workshop format focusing on practical strategies for success in college; workshop topics may include personal, academic and/or career goal setting; transitioning and adapting to higher education; educational planning for graduation and/or transfer; support services and campus resources; majors and careers; plus other topics as student needs are identified. Designed for all students to maximize their potential with emphasis on enhancing the new student's transition into college. 9–27 total hours. Transfer: CSU.

23 COLLEGE READINESS 3 UNITS

Introduction to academic survival skills and strategies, campus resources and activities, career decision making and planning, college policies and procedures, interpersonal communications, self-exploration and goal setting, student rights and responsibilities, and campus visitation to a University of California or private institution and to a California State

University. Designed for the first-year student to ease transition into college. 3 hours. Transfer CSU.

25 TRANSITION TO COLLEGE **½ UNIT**

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. 9 total hours. Transfer: CSU.

26 COLLEGE SUCCESS AND THE CHICANO EXPERIENCE **1 UNIT**

Investigation of the relationship between Chicano cultural experiences and college success. Emphasis on examination of how Chicano cultural experience can affect collegiate success. 1 hour. Transfer: CSU.

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 cultural 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. Transfer: CSU.

36 WOMEN IN TRANSITION **1 UNIT**

A first step back to school for women facing career, personal, or academic decisions following divorce, widowhood, and other life changes. Includes clarifying values and goals, increasing self-esteem, and identification of college resources to effect success. Designed for women returning to the job market. 1 hour. Transfer: CSU.

80 OCCUPATIONAL COMMUNITY SERVICE IN HUMAN SERVICES **2 UNITS**

Community service experience (54-80 hours) in a human services setting approved by PSCN faculty as related to student's Human Services major or classes at Chabot. Cooperative effort between student and service site supervisor to accomplish agreed upon work objective and broaden experiences for the term enrolled. Student provides verification of service experience hours during the term. Student will make arrangements for hours and duties directly with site supervisor, after getting site approved by PSCN faculty. Community service hours will be provided on a volunteer basis unless other arrangements are made between the student and site supervisor. Students will meet with PSCN instructor one hour per week on campus for input and volunteer experience discussion focused on building working relationships and providing appropriate services to clients. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

RADIO AND TELEVISION BROADCASTING

DEGREE:
AA—RADIO AND TELEVISION BROADCASTING

This two-year diploma program provides students with formal training to become leaders in the communication industry. All aspects of the radio and television industries are covered with the common focus of making graduates job-ready. Equal importance is given to creative production elements and technical quality in operations. The program follows a hands-on approach to learning, stressing the importance of teamwork. Students follow a common curriculum that emphasizes announcing, broadcast journalism and production techniques.

RADIO AND TELEVISION BROADCASTING

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR	FALL	SPRING
Mass Communications 31 (Introduction to Broadcasting)	3	
Mass Communications 33A (Introduction to Television Studio Techniques)	3	
Mass Communications 5 (Introduction to Mass Communications)	3	
Mass Communications 32 (Radio and Television Announcing/Performance)	3	
Mass Communications 34 (Radio Studio Techniques)	3	
SOPHOMORE YEAR	FALL	SPRING
Mass Communications 8 (Advertising Sales and Media Management)	4	
Mass Communications 33B (Intermediate Television Studio Techniques)	3	
Mass Communications 38 (Special Projects in Radio) or Mass Communication 39 (Special Projects in Television)	2-3	
Mass Communications 35 (Writing for Broadcasting)	3	
Total	27-28	
General Education Courses		
For specific General Education courses refer to catalog section on Graduation Requirements.		
Total minimum units required	60	

REAL ESTATE (REST)

**DEGREE:
AA—REAL ESTATE
CERTIFICATE OF ACHIEVEMENT:
REAL ESTATE**

Real estate courses help prepare students for the Real Estate Licensure Examination and employment as real estate salespersons, brokers, appraisers, escrow officers and real estate planners.

**REAL ESTATE
ASSOCIATE IN ARTS DEGREE**

FRESHMAN YEAR	FALL	SPRING
Business 12 (Introduction to Business)	3	
Real Estate 80 (Real Estate Principles)	3	
Real Estate 81A (Legal Aspects of Real Estate)	3	
Real Estate 84 (Real Estate Practice)	3	
Real Estate 85 (Real Estate Economics) or Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
Business 31 (Professional Selling) or Business 36 (Introduction to Marketing)	3	
SOPHOMORE YEAR	FALL	SPRING
Real Estate 82A (Real Estate Appraisal)	3	
Real Estate 83 (Real Estate Finance)	3	
Option*	3	
Total	27-28	

General Education Courses
For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

**Option select one of the following courses:*
Real Estate 81B (Advanced Legal Aspects of Real Estate) 3 units
Real Estate 82B (Advanced Real Estate Appraisal) 3 units
Real Estate 86 (Escrows) 3 units
Real Estate 88 (Real Estate Property Management) 3 units
Real Estate 89 (Real Estate Office Administration) 3 units
Business 10 (Business Law) 4 units
Computer Application Systems 50 (Introduction to Computer Application Systems) 3 units

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

**REAL ESTATE
CERTIFICATE OF ACHIEVEMENT**

CORE COURSES	FALL	SPRING
Real Estate 80 (Real Estate Principles)	3	
Real Estate 81A (Legal Aspects of Real Estate)	3	
Real Estate 82A (Real Estate Appraisal)	3	
Real Estate 85 (Real Estate Economics) or Business 1A (Financial Accounting) or Business 7 (Accounting for Small Business)	3-4	
Real Estate 83 (Real Estate Finance)	3	

Real Estate 84 (Real Estate Practice)	3
Option*	9
Total	27-28

**Option select 9 units from the following courses:*
Real Estate 81B (Advanced Legal Aspects of Real Estate) 3 units
Real Estate 82B (Advanced Real Estate Appraisal) 3 units
Real Estate 86 (Escrow) 3 units
Real Estate 88 (Real Estate Property Management) 3 units
Real Estate 89 (Real Estate Office Administration) 3 units
Business 10 (Business Law) 4 units
Business 31 (Professional Selling) or
Business 36 (Introduction to Marketing) 3 units
Computer Application Systems 50 (Introduction to Computer Application Systems) 3 units

The above listing is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

REAL ESTATE (REST)

80 REAL ESTATE PRINCIPLES 3 UNITS
Real and personal property acquisition, ownership, estates in real property, joint tenancies, partnerships, sales contracts, homesteads, deeds and taxes. Methods of financing, real estate practices, and regulation of the real estate business. 3 hours. Transfer: CSU.

81A LEGAL ASPECTS OF REAL ESTATE 3 UNITS
California law as applied to real estate problems; origin and sources of California real estate law; contracts in general; real estate contracts; law of agency and regulation of agents; classification of property; easements; acquisition and transfer of interests of property; methods and incidents of ownership; land description; recordation. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

81B ADVANCED LEGAL ASPECTS OF REAL ESTATE 3 UNITS
Continuation of Real Estate 81A in advanced aspects of California real estate law; homestead; land contracts; mortgages, deeds of trust and involuntary lien; governmental regulations; landlord-tenant relationships; title insurance; probate proceedings. Prerequisite: Real Estate 81A. 3 hours. Transfer: CSU.

82A REAL ESTATE APPRAISAL 3 UNITS
Real estate appraisals, the appraisal process, and approaches, methods, and techniques used to determine value of various types of property; current trends, neighborhood analysis, and preparing an appraisal report; emphasis on residential and single-unit property. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

82B ADVANCED REAL ESTATE APPRAISAL 3 UNITS
Appraisal of multiple unit property including commercial and special purpose properties; analysis of income and expenses; techniques of capitalization; emphasis on income producing properties. Strongly recommended: Real Estate 82A. 3 hours. Transfer: CSU.

83 REAL ESTATE FINANCE 3 UNITS
Financing transactions in the real estate business and in lending institutions; analysis of money markets, interest rates and real estate financing. Financing procedures, residential and commercial financing. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

84 REAL ESTATE PRACTICE 3 UNITS
Principles and practical techniques of operating a real estate business. Emphasis on daily activities of brokers and salesperson; introduction to

appraising, exchanges, listings, advertising, financing, and marketing. Exchanges, specialized brokerage, property management, professional and public relations. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

85 REAL ESTATE ECONOMICS 3 UNITS

Economic factors influencing real estate. Effects of real estate and business cycles on commercial and residential markets. Government fiscal and monetary policies. Urban development and renewal, regulation of land uses. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

86 ESCROWS 3 UNITS

Escrow procedures for various types of business transactions with emphasis on real estate. Preparation, processing and closing of sales and escrow documents in the transferring, encumbering, and describing of real property. Title search and reports. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

87 REAL ESTATE TAXATION AND EXCHANGES 3 UNITS

Tax aspects of real estate transactions as they affect buyers and sellers. Aspects of real estate marketing that deal with exchanges. Laws pertaining to real estate taxation that affect exchange opportunities. Strongly recommended: Real Estate 80. 3 hours. Transfer: CSU.

88 REAL ESTATE PROPERTY MANAGEMENT 3 UNITS

Problems encountered by owners and resident managers of residential and commercial income properties; application of sound business principles in the pursuit of operational effectiveness. Strongly recommended: Real Estate 80. 3 hours.

89 REAL ESTATE OFFICE ADMINISTRATION 3 UNITS

Practices essential to the management and operation of a real estate office; recruiting and management of sales personnel, office location, types of ownership, advertising, record keeping, budgeting, areas of specialization. Strongly recommended: Real Estate 80. 3 hours.

90 EXAM PREPARATION: STATE OF CALIFORNIA REAL ESTATE LICENSING EXAM 2 UNITS

Real and personal property acquisition, ownership, estates in real property, joint tenancies, partnerships, sales contracts, homesteads, deeds and taxes. Methods of financing, real estate practices, and regulation of the real estate business. 2 hours.

RECREATION AND REHABILITATION THERAPIES (RECR)

67 ACTIVITY DIRECTORS TRAINING 4 UNITS

Fundamentals of activity programming for patients in Skilled Nursing Facilities and Intermediate Care Facilities. Includes an overview of the specific job responsibilities of an activity director as described in Section 72389, Skilled Nursing Facility Regulations and Intermediate Care Facility Regulations of the State of California, Title 22. Methods used to develop and implement therapeutic, social, and restorative activities. Activity analysis, leadership and motivational methods appropriate for residents of long term care facilities. 4 hours. Transfer: CSU.

RELIGIOUS STUDIES (RELS)

7 BIBLE SYMBOLS 3 UNITS

An exploration of selected books from the Old and New Testaments and related works of art both ancient and modern that make much use of biblical system. Focus on seeing symbols in terms of their origin, function, and surrounding context. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

50 RELIGIONS OF THE WORLD 3 UNITS

Introduction to the study of religion by (1) surveying the world religions, stating basic principles of each as shown by fundamental scriptures, practices and works of art, highlighting underlying patterns, *OR* (2) exploring themes and concepts, using the world religions as examples. Themes may include: grace, sin, enlightenment, suffering, and salvation. (Formerly RELS 1) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

64 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. (Formerly RELS 11) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

65 RELIGIONS OF ASIA 3 UNITS

Religious traditions of Asia. Focus on a small subset of Asia's great religions. Comparison/contrast of at least three dominant traditions' religious/philosophical thought and everyday practice. Basic theory in academic study of religion. (Formerly RELS 30) 3 hours. Transfer: CSU; CSU/GE: C2; IGETC: Area 3B; AA/AS.

70 SPIRITUAL TRADITIONS AND CONTEMPORARY VOICES 3 UNITS

Selected themes in spirituality. Contemporary and global spirituality will be read in view of how they expand on and/or reinterpret traditional themes. What does it mean to live a spiritual life in the 21st century? How would contemporary people and major issues of our day benefit from a spiritual approach? Themes and practices will be explored. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

72 CONTEMPORARY ISSUES IN ISLAM 3 UNITS

Insight into the complexities of Islam throughout the world, especially in America. In depth study of topics such as gender roles, contribution of Muslims to the human civilization and the adaptation of Muslim culture into American society provide extensive opportunity for discussion and research. (Formerly RELS 12) 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 3B; AA/AS.

SERVICE LEARNING (SERV)

85 LEARNING IN ACTION 2-3 UNITS

(May be repeated 3 times)

Placement in meaningful volunteer projects in community organizations or schools, approved by instructor and supervised by site supervisor. Introduction to practical skills and knowledge required to serve as effective volunteers or tutors. Discuss specific problems in the community (themes will vary by semester) and help conceptualize, design, and carry

out service projects to address them. Class will meet one hour per week on campus for reflection and discussion of community issues, and students will serve at least 3 hours per week in community agencies or schools. Field placements. 1 hour lecture, 3–6 hours laboratory. Transfer: CSU.

SIGN LANGUAGE (SL)

64 ASL BEGINNING SIGN LANGUAGE

3 UNITS

(May be repeated 3 times)

Introduction to beginning communication skills through the language of sign, with emphasis on American Sign Language (ASL). Introduction to an understanding of deafness and the deaf culture. Basic sign vocabulary, the manual alphabet, and a contrast with various other sign systems used throughout the United States. 3 hours. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

65 ASL INTERMEDIATE SIGN LANGUAGE

3 UNITS

(May be repeated 3 times)

Further development of skills and knowledge learned in Beginning Sign Language 64, with emphasis on American Sign Language (ASL). Communication of vocabulary building, with emphasis on applying ASL characteristics for communication in phrases and culturally specific language. Prerequisite: Sign Language 64 *(completed with a grade of "C" or higher)*. 3 hours. Transfer: CSU; UC; CSU/GE: C2; IGETC: Area 6A-LOTE; AA/AS.

66 ADVANCED SIGN LANGUAGE

3 UNITS

(May be repeated 3 times)

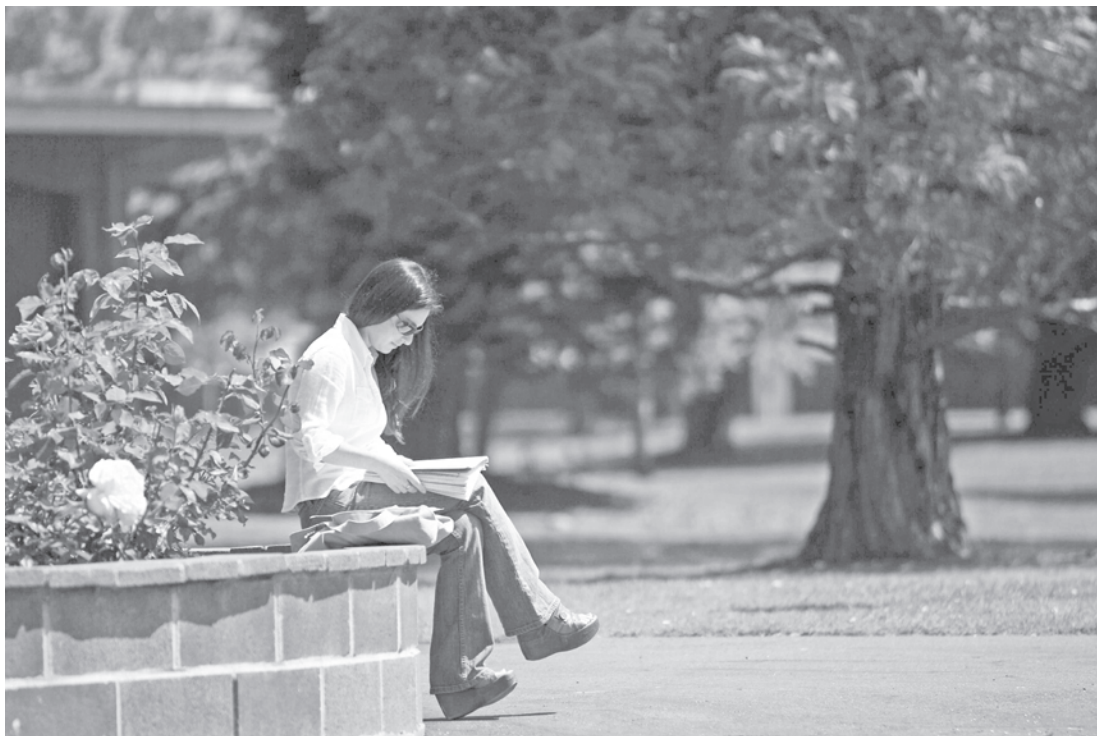
Further development of American Sign Language (ASL) receptive/expressive skills and knowledge learned in Sign Language 65. Emphasis on conversational skills in functional situations, continued vocabulary expansion and knowledge of Deaf culture and the Deaf community. Prerequisite: Sign Language 65 *(completed with a grade of "C" or higher)*. 3 hours. Transfer: CSU.

SOCIAL SCIENCE (SOCS)

DEGREE:

AA—SOCIAL SCIENCE (GENERAL)

An introduction to cultural analysis within and between cultural groups, both in the United States and throughout the world. Emphasis is on comparative theory and methodology. Recognizes the significance of globalization worldwide, its impact of cultures and treats culture as a dynamic entity. Prepares students for upper division majors in an array of subjects where cultural analysis is relevant including anthropology, geography, psychology, sociology, education, counseling, social welfare, global studies, peace studies, multicultural and gender studies.



SOCIAL SCIENCE (GENERAL)

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

- Anthropology 3 (Social and Cultural Anthropology) or Geography 2 (Cultural Geography) 3
- Economics 1 (Principles of Microeconomics) or Economics 10 (General Economics) 3
- Psychology 1 (General Psychology) or Sociology 1 (Principles of Sociology) 3

SOPHOMORE YEAR FALL SPRING

- History 2 (History of Western Civilization Since 1600) or History 12 (History of California) . . 3
- Political Science 20 (Comparative Government) or Political Science 30 (International Relations) 3
- Sociology 2 (Social Problems) or History 27 (U.S. Women's History) or Sociology 30 (Social Gerontology) 3

Total 18

General Education Courses
For specific General Education courses refer to catalog section on Graduation Requirements.

Total minimum units required 60

SOCIOLOGY (SOCI)

1 PRINCIPLES OF SOCIOLOGY 3 UNITS

Designed to illuminate the way students see their social world. Uses a sociological perspective: scientific study of human interaction and society, with emphasis on impact of groups on social behavior. Includes the systematic examination of culture, socialization, social organization, social class, race, gender, deviance, social change and empirical methodology. These content areas are woven throughout the fabric of the course, particularly as they affect the lives of at least three of the following groups: African Americans, Latino Americans, Asian Americans, Native Americans and/or women. 3 hours. Transfer: CSU; UC; CSU/GE: D0; IGETC: Area 4J; AA/AS; (CAN SOC 2); AC.

2 SOCIAL PROBLEMS 3 UNITS

Introduction to social problems common to modern industrial society, and the role of principal institutions in social organization and social disorganization. Includes crime, juvenile delinquency, divorce, drug addiction, alcoholism, aging, mental health and population as well as other areas. Focus on modern American society. Strongly recommended: Psychology I or 50, or Anthropology 3. 3 hours. Transfer: CSU; UC; CSU/GE: D0; IGETC: Area 4J; AA/AS; (CAN SOC 4).

3 AMERICAN 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 American minorities; African Americans, Chicano/Latinos, Asian Americans, and Native Americans. Strongly recommended: Sociology 1 or Anthropology 3 or Psychology 1 or 50. 3 hours. Transfer: CSU; UC; CSU/GE: D0; IGETC: Area 4J; AA/AS; AC.

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 mod-

ern industrial society. Emphasis on methodology of family investigation. 3 hours. Transfer: CSU; UC; CSU/GE: D0; IGETC: Area 4J; AA/AS.

8 HUMAN SEXUALITY 3 UNITS

(See also Health 8 or Psychology 8.)
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. May not receive credit if Health 8 or Psychology 8 has been completed. 3 hours. Transfer: CSU; UC; CSU/GE: E; AA/AS.

10 INTRODUCTION TO ASIAN AMERICAN STUDIES 3 UNITS

An examination of the experiences and perspectives of Asian Americans from Mid-1800s to the present. Major topics will include family, political involvement, assimilation, education and employment. Provides a comparative context for understanding the panethnic movement. 3 hours. Transfer: CSU; CSU/GE: D3; IGETC Area 4C; AA/AS.

11 FEMININITY AND MASCULINITY 3 UNITS

Biological, psychological, sociological, and anthropological overview of the assignment of behaviors to males and females. Identification of physiological and cultural influences on gender identity with emphasis on the historical sex role definition and socialization process in American culture, constraints of those definitions, and issues related to possible future changes. 3 hours. Transfer: CSU; UC; CSU/GE: D4, D0, IGETC: Area 4J; AA/AS.

30 SOCIAL GERONTOLOGY 3 UNITS

Introduction to the study of aging, the social world, and social networks of European-American, African-American, Hispanic-American and Asian-American elders. Focus on heterogeneity within specific groups of minority elders, as well as differences in the aging experience for members of these designated subcultures. Emphasis on sociological theory as it applies to the independent elder. 3 hours. Transfer: CSU; UC; CSU/GE: D0, E; IGETC: Area 4J; AA/AS; AC.

31 DEPENDENCY IN OLD AGE 3 UNITS

Study of the aged and the disabled from a multidisciplinary perspective, but focusing upon the social factors and stress that impact upon the dependent person in U.S. society. It includes an examination of the loss of physical and intellectual function, disease, institutionalization and the looking glass self. The goal is to make these frequently invisible populations not only visible but also better understood. 3 hours. Transfer: CSU, CSU/GE: D0, E; AA/AS.

32 SOCIAL POLICY, PROGRAMS AND SERVICES FOR ELDERLY 3 UNITS

Examination of the programmatic and policy issues in social gerontology including an overview of public and private agencies which provide services to the elderly. View of legislation and service delivery with analysis of historical trends in societal attitudes towards providing services to older adults. Also includes policy, service and program needs of the minority elderly, specifically African American, Asian American, Hispanic American and Native American elders. Requires that student work as a volunteer for a minimum of 12 hours during the semester in an older adult social program, e.g., senior center, etc. 3 hours. Transfer: CSU; CSU/GE: D0; AA/AS.

63 SOCIAL WORKER DESIGNEE TRAINING 2 UNITS

Responsibilities of the person designated as social worker in skilled and intermediate care facilities serving a predominantly elder population. Focus on identifying and meeting the medically-related social and emotional needs of the frail elderly, chronically ill, cognitively impaired and subacute resident that places them within the context of past history, current status, and future goals. Designed to provide theory and skills needed to satisfy State regulations as outlined in Title 22. 2 hours. Transfer: CSU.

SPANISH

(See Foreign Languages)

SPECIAL STUDIES

SPECIAL STUDIES **½–5 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. 1–6 hours. Transfer: CSU.

SPEECH (SPCH)

**DEGREE:
AA–SPEECH COMMUNICATION**

The National Association of Colleges and Employers rated “oral communication” highest among attributes necessary in achieving professional success. More and more businesses and occupations prefer to hire employees who possess strong communication skills. There are opportunities for working in corporate training, consulting, marketing, sales, public relations, human resources, television, radio, telecommunications, and political campaigning. A strong background in communication is also looked upon favorably by four-year universities when evaluating applicants. In addition, effective communication skills can assist in individual development and enhancement of human relations.

SPEECH COMMUNICATION

ASSOCIATE IN ARTS DEGREE

FRESHMAN YEAR FALL SPRING

Speech 1 (Fundamentals of Speech Communication)	3
Speech 10 (Interpersonal Communication)	3
Speech 2A (Oral Interpretation of Literature I)	3
Speech 46 (Argumentation & Debate)	3

SOPHOMORE YEAR FALL SPRING

Option*	3
Total	18

General Education Courses
 For specific General Education courses refer to catalog section on Graduation Requirements.
Total minimum units required 60

- *Option-choose six units from the following:*
- Mass Communications 32 (Radio and Television Announcing/Performance) 3 units
 - Speech 2B (Oral Interpretation of Literature II) 3 units
 - Speech 3 (Group Communication) 3 units
 - Speech 5 (Readers' Theater) 3 units

Speech 11 (Intercultural Communication)	3 units
Speech 30 (Elements of Speech)	3 units
Speech 48 (Activities in Forensics)	1-4 units
Theater Arts 25 (Fundamentals of Stage Speech)	3 units

SPEECH (SPCH)

1 FUNDAMENTALS OF SPEECH COMMUNICATION 3 UNITS

Fundamentals of speech communication; emphasis on developing, stating, organizing, and researching ideas, and presenting to an audience; includes developing the faculties of critical listening and problem-solving. Strongly recommended: Eligibility for English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: A1; IGETC Area 1, Group C: AA/AS; (CAN SPCH 4).

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. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

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 theatre. Development of dialect and further vocal characterization. Prerequisite: Speech 2A. 3 hours. Transfer: CSU; UC; AA/AS.

3 GROUP COMMUNICATION 3 UNITS

Communication in small group situations. Role of communication in various group processes, including norms, roles, leadership and decision-making, with application to modern concepts of organizational communication. Includes participation in simulation exercises and group activities. 3 hours. Transfer: CSU; UC; (CAN SPCH 8).

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. Transfer: CSU; UC; CSU/GE: C2; AA/AS.

10 INTERPERSONAL COMMUNICATION 3 UNITS

Exploration, discussion, and evaluation of the components of verbal and nonverbal communication processes. Strongly recommended: Eligibility for English 1A or 52A. 3 hours. Transfer: CSU; UC; CSU/GE: E; AA/AS; (CAN SPCH 8).

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. Particular attention to values and meanings reflected in American culture, specifically the crisscrossing dynamics of race, ethnicity, gender, religion and class. Emphasis on practical application of skills for effective communication between people of different domestic and international cultures. 3 hours. Transfer: CSU; UC; CSU/GE: D7; AA/AS; AC.

30 ELEMENTS OF SPEECH 3 UNITS

Emphasis on individual abilities and needs in achieving effective verbal communication in daily life, business situations, and community activities. 3 hours. Transfer: CSU; CSU/GE: A1; AA/AS.

46 ARGUMENTATION AND DEBATE 3 UNITS

Analysis of contemporary questions through written and spoken discourse. Analysis, criticism, and synthesis of contemporary moral, political,

economic and philosophical issues of a diverse, multicultural society, using traditional and modern models of argumentation. Strongly recommended: English 1A. 3 hours. Transfer: CSU; UC; CSU/GE: A1, A3; IGETC Area 1, Group C: AA/AS; (CAN SPCH 6).

48 ACTIVITIES IN FORENSICS 1–4 UNITS

(May be repeated 3 times)

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 laboratory hours. Transfer: CSU.

THEATER ARTS (THTR)

1 INTRODUCTION TO ACTING 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. Development of critical thinking skills associated with viewing and analyzing performances of others. Lab hours are required for rehearsal of scenes and attendance of on campus theater productions. (Formerly THEA 1A). 3 hours lecture, 1 hour laboratory. Transfer: CSU; UC; CSU/GE: C1; AA/AS; (CAN DRAM 8).

2 THEORY AND PRACTICE OF ACTING 3 UNITS

Exploration of the theory and practice of acting, focusing on more complex characterization and character analysis. Theatrical styles and period acting with emphasis on monologues and scenes. Voiceover concepts. Development of critical thinking skills associated with viewing and analyzing performances of others. Lab hours are required for rehearsal of scenes and attendance of on campus theater productions. (Formerly THEA 1B). 3 hours lecture, 1 hour laboratory. Transfer: CSU; UC; (CAN DRAM 22).

3 IMPROVISATION FOR THE THEATER 3 UNITS

Introduction to the techniques and theories of improvisation and its various uses in theater. Development of the ability to think quickly, develop characters, work in an ensemble and create spontaneously through various exercises. Recommended for non-drama as well as drama majors. 3 hours lecture, 1 hour laboratory. Transfer: CSU; UC.

4 ACTING ON CAMERA 3 UNITS

Introduction to the principles and techniques of acting on camera. Different techniques for work with three cameras, commercials, acting for film and acting for television. Work with technique for various on camera types of auditions, i.e., commercials, film and television. Prerequisite: Theater Arts 1. Strongly recommended: Theater Arts 2. 3 hours. Transfer: CSU; UC; AA/AS.

5 CHILDREN'S THEATER 3 UNITS

(May be repeated 3 times)

Introduction to the techniques of children's theater. Work with original and published scripts in the creation and performance of a theatrical production designed for young audiences. Casting subject to audition. 3 hours. Transfer: CSU; CSU/GE: C1.

10 THEATER HISTORY AND APPRECIATION 3 UNITS

Basic components of the Theater, including its history and development over time and in various cultural contexts. Theatrical texts and performance techniques from the Greeks to contemporary American artists, with particular emphasis on multi-cultural theater of the 20th Century. Works from at least three of the following categories will be considered: African-American, Asian-American, Latino-American, Pacific Islander-American,

Native-American, Middle-Eastern American theater artists. 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

11 STAGE TO FILM 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 will vary from semester to semester. 3 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A.

12 FILM AS ART AND COMMUNICATION 4 UNITS

Introduction to film as art and communication. Analysis of film expression including narrative, documentary, and experimental. 4 hours. Transfer: CSU; UC; CSU/GE: C1; IGETC: Area 3A; AA/AS.

16 DRAMATIC WRITING I 3 UNITS

May be repeated 3 times

Introduction to the basic principles of dramatic writing, including writing for theater, film, television, and for electronic media. Discussion and development of original material, resulting in the completion of a working script. 3 hours. Transfer: CSU; CSU/GE: C1.

25 FUNDAMENTALS OF STAGE SPEECH 3 UNITS

Theory and practice of speech improvement for acting with emphasis on development of the voice, articulation, and pronunciation for theater production. Covers speeches and oral traditions from 1600 to the present. 3 hours. Transfer: CSU; UC; CSU/GE: C1; AA/AS; (CAN DRAM 6).

30 EMERGING WORK 3 UNITS

(May be repeated 3 times)

Participation in experimental workshop plays, original student scripts, and other projects, possibly leading to scheduled performances. 9 hours laboratory. Transfer: CSU; UC.

40 INTRODUCTION TO TECHNICAL THEATER 3 UNITS

Introduction to technical production of theater; scenic design and construction, scenic painting, costume design, lighting design and organization for production; laboratory experience in preparing plays for public performance. 2 hours lecture, 4 hours laboratory. Transfer: CSU; UC; CSU/GE: C1.

42 COSTUME DESIGN AND MAKEUP 2 UNITS

Introduction to costume design with emphasis on construction, fabrics, basic patterns, wardrobe planning, and historical styles, history, theory, and techniques of theatrical makeup, including stylized forms. Strongly recommended: Theater Arts 40. 1 hour lecture, 2 hours laboratory. Transfer: CSU; UC.

43 STAGE SCENERY AND PROPERTIES 2 UNITS

Introduction to the design of theatrical sets, including properties, techniques of construction, organization, and implementation of design for production. Prerequisite: Theater Arts 40 (*completed with a grade of "C" or higher*). 1 hour lecture, 2 hours laboratory. Transfer: CSU; UC.

44 STAGE LIGHTING 2 UNITS

Introduction to stage lighting design. Physics of light, color, electricity; components of basic lighting technology; comprehensive overview of the art of stage lighting design. Strongly recommended: Theater Arts 40. 1 hour lecture, 2 hours laboratory. Transfer: CSU; UC.

45 THEATER AUDIO 2 UNITS

Introduction to theater audio requirements in relation to sound on stage with emphasis on live sound reinforcement, basics of sound transmission, human reception, and components of theater sound systems. Prerequisite: Theater Arts 40 (*completed with a grade of "C" or higher*). 1 hour lecture, 2 hours laboratory. Transfer: CSU; UC.

47 COLLEGE THEATER ACTING 3 UNITS

(May be repeated. Limit 24 units.)
Participation in main season production or project. Enrollment is for the duration of the production. Enrollment by audition only. 5–15 hours laboratory. Transfer: CSU; UC; AA/AS.

48 COLLEGE THEATER TECHNICAL 1–6 UNITS

(May be repeated. Limit 24 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. Transfer: CSU; UC; AA/AS.

50 PRODUCTION MANAGEMENT 1–6 UNITS

(May be repeated 3 times)
Basic building blocks of producing a show, from the choice of material to the staging of a play from a broad range of historical periods. Organizing department productions, including student fund-raisers, student original projects, theater week, and the main stage productions. Personnel management, conducting regular production meetings, reconciling budget considerations, aesthetic demands, and practical matters. The business operations of all the scheduled productions, including promotions and front-of-house duties. 1 hour lecture, 3–15 hours laboratory. Transfer: CSU; UC; AA/AS.

TUTORING (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. Transfer: CSU.

29 INDEPENDENT STUDY-TUTORING ½–2 UNITS

(May be repeated 3 times)
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 1 unit, 1 hour lecture, 2 hours tutoring; for 2 units, 1 hour lecture, 4 hours tutoring. Transfer: CSU.

51 STUDY SKILLS & TUTORIALS INTERVENTIONS ½–1 UNIT

Individualized and group activities designed to support success in the classroom setting. Includes learning style assessment and follow-up, study skills workshops, group tutorials activities and assignments for individualized tutoring support. 18–36 hours total. Transfer: CSU.

200 SUPERVISED TUTORING NON-CREDIT

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.

WELDING TECHNOLOGY (WELD)

**DEGREE:
AS–WELDING TECHNOLOGY**

**CERTIFICATE OF PROFICIENCY:
INSPECTION AND PIPE WELDING
WELDING**

The program prepares students for employment in the welding trade and intensive preparation for welder certification.

Student will be able to gas and arc weld in all positions as well as use gas and arc cutting equipment. Upon completion of the A.S. Degree in welding, the student will be employable in the trades or will be able to transfer to a state university for study in an industrial-related degree program.

**WELDING TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE**

FRESHMAN YEAR FALL SPRING

Welding Technology 63 (Welding Layout and Fitting)	2	
Welding Technology 64A (Beginning Arc, Flux-Core Welding and Blueprint Reading)	3	
Welding Technology 65A (Beginning TIG, MIG and Blueprint Reading).	3	
Welding Technology 64B (Advanced Arc, Flux-Core Welding, and Blueprint Reading)	3	
Welding Technology 65B (Advanced TIG, MIG, and Blueprint Reading)	3	
Welding Technology 67A (Welding Skills Laboratory)	2	or 2
Welding Technology 67B (Advanced Welding Skills Laboratory)	2	or 2

SOPHOMORE YEAR FALL SPRING

Welding Technology 69A* (Fabrication and Installing Piping Systems)	3	
Welding Technology 66* (Welding Inspection and Testing)	2	
Welding Technology 69B* (Advanced Pipe Welding)	3	
Total	26	

GENERAL EDUCATION UNITS FOR A.S. DEGREE 19

For specific A.S. General Education courses refer to catalog section on A.S. Graduation Requirements.

General Education Courses (Areas A-E)	16
Welding Technology GE Requirement	3
<i>Complete a minimum of 3 units</i>	
Industrial Technology 74** (Measurements and Calculations)	
Total minimum units required	60

*Offered alternating years.
**Satisfies mathematics requirement for graduation.

The above listing is a suggested sequence only Some courses may have prerequisites. Students may take courses in any sequence except where a prerequisite applies.

WELDING

CERTIFICATE OF PROFICIENCY

This program is recommended for students preparing for entry-level welding position.

CORE COURSES	FALL	SPRING
Industrial Technology 74* (Measurements and Calculations)	3	
Welding Technology 63 (Welding Layout and Fitting)	2	
Welding Technology 64A (Beginning Arc, Flux-Core Welding and Blueprint Reading)	3	
Welding Technology 65A (Beginning TIG, MIG, and Blueprint Reading)	3	
Welding Technology 67A (Welding Skills Laboratory)	2	or 2
Welding Technology 70 (Introduction to Welding)	2	or 2
Total		15

*Satisfies mathematics requirement for graduation

The above list is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where prerequisite applies.

INSPECTION AND PIPE WELDING

CERTIFICATE OF PROFICIENCY

CORE COURSES	FALL	SPRING
Welding Technology 64B (Advanced Arc, Flux-Core Welding and Blueprint Reading)	3	
Welding Technology 65B (Advanced TIG, MIG and Blueprint Reading)	3	
Welding Technology 66 (Welding Inspection and Testing)	2	
Welding Technology 67B (Advanced Welding Skills Laboratory)	2	or 2
Welding Technology 69A (Fabrication and Installing Piping Systems)	3	
Welding Technology 69B (Advanced Pipe Welding)	3	
Total		16

The above list is a suggested sequence only. Some courses may have prerequisites. Students may take courses in any sequence except where prerequisite applies.

The **Welding Certificate of Proficiency** and the **Inspection and Pipe Welding Certificate of Proficiency**, combined, satisfy welding major requirements for the **Associate in Science Degree**.

WELDING TECHNOLOGY (WELD)**63 WELDING LAYOUT AND FITTING 2 UNITS**

(May be repeated 3 times)

Theoretical and practical application of welding blueprints on welded assemblies and subassemblies. Welding power source classification and process identification, welding joint discontinuities, defects and distortion, AWS codes, standards and recommended procedures, use of jigs, fixtures, holding devices, and welding sequences techniques to control welding distortion, methods of straightening and restoring the dimensions of finished products. Laboratory includes Arc, MIG, TIG, and Flux-core welding, plasma and fuel cutting. Strongly recommended: Industrial Technology 74. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

64A BEGINNING ARC, FLUX-CORE WELDING, AND BLUEPRINT READING 3 UNITS

(May be repeated 3 times)

Theory and practical application of: Arc Welding, Shielded Metal Arc Welding (SMAW) and Flux-Core Arc Welding (FCAW), plasma, carbon arc and flame cutting, American Welding Society (AWS) nomenclature and codes, welding metallurgical transformations, welding discontinuities and defects, welding electrodes and wire selection, hazardous materials regulation, general shop equipment usage, shop safety, and blueprint reading (as applied in manufacturing industry). Strongly recommended: Welding Technology 70. 1 hour lecture, 6 hours laboratory. Transfer: CSU.

64B ADVANCED ARC, FLUX-CORE WELDING AND BLUEPRINT READING 3 UNITS

(May be repeated 3 times)

Advance theory and practical application of: Arc Welding Shielded Metal Arc Welding (SMAW) and Flux-Core Arc Welding (FCAW), plasma, carbon arc and flame cutting, American Welding Society (AWS) nomenclature and codes, welding metallurgical transformations, welding discontinuities and defects, welding electrodes and wire selection, hazardous materials regulation, general shop equipment usage, shop safety, and blueprint reading (as applied in manufacturing industry). Strongly recommended: Welding Technology 64A or 70. 1 hour lecture, 6 hours laboratory. Transfer: CSU.

65A BEGINNING TIG, MIG, AND BLUEPRINT READING 3 UNITS

(May be repeated 3 times)

Theory and practical application of fuel and inert gas welding of ferrous and non-ferrous metals and their alloys, oxyacetylene brazing, flame and plasma cutting, GTAW (Gas Tungsten Arc Welding) and GMAW (Gas Metal Arc Welding), skill development, AWS (American Welding Society) codes and standards, supplies selection, introduction to blueprint reading, proper and safe use of welding equipment and hazardous material regulations. Strongly recommended: Welding Technology 70. 1 hour lecture, 6 hours laboratory. Transfer: CSU.

65B ADVANCED TIG, MIG AND BLUEPRINT READING 3 UNITS

(May be repeated 3 times)

Advance theory and GTAW and GMAW skill development of ferrous and non-ferrous metals and their alloys in the vertical and overhead positions according to AWS codes and standards, advanced blueprint reading and fitting, oxyacetylene brazing, flame and plasma cutting, electrodes and wire selection, advance blueprint reading and practical interpretation of welding symbols, proper and safe use of shop and welding equipment, hazardous material regulations. Strongly recommended: Welding Technology 65A and 70. 1 hour lecture, 6 hours laboratory. Transfer: CSU.

66 WELDING INSPECTION AND TESTING 2 UNITS

(May be repeated 3 times)

Theory and practical application of inspection tests using destructive and non-destructive methods, AWS (American Welding Society) welding codes specification, analysis of joint configuration, wire and electrode selections, tensile strength, bend and hardness testing, dye penetrant, magnetic particle, radiographic, ultrasonic, and metallographic inspection. Strongly recommended: Welding Technology 65B or Industrial Technology 74. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

67A WELDING SKILLS LABORATORY**2 UNITS***(May be repeated 3 times)*

Development and improvement of practical welding skills using SMAW, FCAW, MIG, GMAW, and GTAW. Strongly recommended: Welding Technology 64A. 6 hours laboratory.

67B ADVANCED WELDING SKILLS LABORATORY**2 UNITS***(May be repeated 3 times)*

Advanced development and improvement of practical welding skills using SMAW, FCAW, MIG GMAW and GTAW. Strongly recommended: Welding Technology 64B and Welding Technology 65B or equivalent. 6 hours laboratory.

68 CERTIFICATION PREPARATION**½–2 UNITS***(May be repeated 3 times)*

Welding processes preparation for certification exams including the theory. Theory of American Welding Society D1.1, American Society of Mechanical Engineers Section IX, American Petroleum Institute 1104. Includes laboratory practice in skills needed to take these exams. Prerequisite: Welding experience. 1½ to 6 hours laboratory.

**69A FABRICATION AND INSTALLING
PIPING SYSTEMS****3 UNITS***(May be repeated 3 times)*

Theory and practical application of: pipe joint preparation and design, API (American Petroleum Institute) and AWS (American Welding Society) welding codes specification for pipe and pipe fittings, analysis of joint configuration, plasma and flame cutting of pipes, wire and electrodes selections, beginning of pipe welding blue print and welding symbols, SMAW, GMAW, and GTAW of pipe joints, non-destructive and destructive test and qualitative concepts of evaluation. Prerequisite: Welding Technology 64B, Welding Technology 65B or equivalent. 1 hour lecture, 6 hours laboratory.

69B ADVANCED PIPE WELDING**3 UNITS***(May be repeated 3 times)*

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 weld Heat Affected Area (HAA); welding discontinuities and defects; destructive and non-destructive testing; and methods of inspection and testing. Prerequisite: Welding Technology 69A or equivalent. 1 hour lecture, 6 hours laboratory.

70 INTRODUCTION TO WELDING**2 UNITS***(May be repeated 3 times)*

Welding industry fundamentals including introduction to SMAW, GMAW, GTAW, FCAW, oxyacetylene and braze welding, plasma and fuel

gas cutting, general shop equipment usage, welding electricity fundamentals, shop safety, welding consumables identification, hazardous materials regulation, introduction to blueprint reading as applied in manufacturing industry. 1 hour lecture, 3 hours laboratory. Transfer: CSU.

71 WELDING FOR ARTISTS**1 UNIT***(May be repeated 3 times)*

Provides fundamental welding and typical shop instruction and skills that artistically inclined individuals need to learn in order to be effective in the artistic creation process. 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. Includes general shop equipment usage, welding electricity fundamentals, shop safety, welding consumable identification, hazardous materials regulation. 1 hour lecture, 3 hours laboratory. Transfer: CSU; CSU/GE: C1.

WORK EXPERIENCE ◊ (WEXP)**95 WORK EXPERIENCE ◊****1–3 UNITS***(Work Experience courses may be repeated up to a total of 16 units.)*

College supervised on-the-job training. Paid or volunteer work experience, including an internship, in an occupation related to student's major or classes at Chabot. Cooperative effort between student, supervisor, and instructor to accomplish new work objective and broaden experiences for each semester enrolled. Corequisite: Work Experience 96. 5–15 hours of employment per week. Transfer: CSU.

96 WORK EXPERIENCE SEMINAR**1 UNIT***(Work Experience courses may be repeated up to a total of 16 units.)*

Provides the focal point for the coordination of the student's curriculum with college supervised employment/volunteering in the student's major field. Emphasis on building strong working relationships with supervisors, subordinates, co-workers. Issues pertaining to the modern workplace. Corequisite: Work Experience 95. 1 hour. Transfer: CSU.

98 OCCUPATIONAL WORK EXPERIENCE**ALTERNATE PLAN****4–8 UNITS***(Work Experience courses may be repeated up to a total of 16 units.)*

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, like an internship. 20–40 hours of work experience each week is required.

◊ Refer to page 14 for program requirements.

DISTRICT FOUNDATION

The Foundation is a non-profit corporation chartered under the laws of the State of California. The specific and primary purposes for which the corporation is formed are to operate for the advancement of community college education and for charitable purposes by the distribution of its funds for such purposes.

OFFICERS

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STAFF ASSISTANT

Erna L. de Nu

CHABOT COLLEGE FOUNDATION

The Mission of the Chabot College Foundation is to develop and expend funds to support excellence at Chabot College.

The Foundation was established in 1967 and over the years has established its presence in the region with great success. Guided by volunteer governance, the Foundation's dedicated board is made up of leaders from the surrounding communities. Since 2003 the Foundation has raised in excess of \$1 million in cash gifts and grants, including a donation from the Valley Foundation which allowed Chabot College to partner with the San Leandro Adult School in opening our San Leandro Center.

The Foundation is a 501(c)3 non-profit organization and donations are tax-deductible. Opportunities to give include: gifts of cash, securities, stock, real estate, trusts, annuities and bequests; commemorative brick purchases; corporate partnerships; spring and fall community event participation.

For more information on the Chabot College Foundation, call (510) 723-6936 or visit www.ChabotCollege.edu/Foundation. The Foundation is located at Chabot College, 25555 Hesperian Blvd., Hayward, California 94545.



Blooming Affaire, the Foundation's spring fundraiser, provides community visibility for the college and much-needed funds for campus programs such as nursing and fine arts. Pictured is a table designed by Chabot art student and Foundation Board Member Suzanne Pershing.

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Hon. Mary Hayashi, Assemblymember
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Dr. Celia Barberena, Chabot College President
Heidi B. Finberg, Foundation Staff



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 wish to suggest a needed continuing education class, should telephone (510) 723-6665.

**CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT
5020 FRANKLIN DRIVE,
PLEASANTON, CA 94588**

ACADEMIC ADMINISTRATORS

KINNAMON, JOEL L., 2002; B.S., Oklahoma State University; M.B.A., Oklahoma City University; Ed.D., Nova Southeastern University; Chancellor

NON-ACADEMIC ADMINISTRATORS

AGUSTIN, KENNEDY	Manager, Network Systems & Services
ARIES, JENNIFER L.	District Director, Public Information and Marketing
DOZIER, JULIA A.	Director, Economic Development-Contract Education
FISHER, MARIANN L.	Marketing & Sales Manager-Contract Education
GULARTE, MARY ANNE	Director, Human Resource Services
HORNER, DOUGLAS	Project Planning Manager, Facilities
HOWE, ANDREW D.	Manager, Purchasing and Warehouse Services
HUTCHINSON, JUDY T.	District Budget Officer
KINGSTON, JEFFREY	Vice Chancellor, Facilities Planning & Management
LEGASPI, LORENZO S.	Vice Chancellor, Business Services
METHE, JEANNINE P.	Chief Technology Officer
NAHLEN, JOHN	Director, Business Services
NELSON, TIM C.	Director, Maintenance & Operations
NORIEGA, ALICE G.	Manager, Employee Benefits/Worker's Compensation

FACULTY OFFICE HOURS

Chabot College is noted for the close relationship of the faculty with students. The educational benefits of the student being able to know and talk personally with his or her instructor is recognized. Each member of the full-time faculty schedules office hours each week for this purpose. This schedule is posted outside the instructor's office. Students are encouraged to take advantage of this opportunity, the benefits of which include:

- Assistance in understanding and achieving specific course expectancies.
- The development of concepts and understandings beyond the course expectancies.
- Insights into career opportunities within the instructor's area of expertise.
- Encouragement, assistance, and direction in meeting both educational and personal needs.
- A continuing association with a member of the academic community.

CHABOT COLLEGE

ACADEMIC ADMINISTRATORS

AMBRIZ, NORMA J., 1991; A.A., Hartnell Community College; B.S., M.S., San Diego State University; Dean, Social Sciences.

BARBERENA, CELIA, 2008; B.S. Findlay College, M.A., Ph.D., Bowling Green State University; President.

CLARK, THOMAS C., 2005; B.A., CalPoly, Pomona; M.A., California State University, Chico; Dean, Applied Technology & Business.

CORCORAN, MARCIA L., 2005; B.A., University of California, Santa Barbara; M.A., Stanford University; Ph.D., University of California, Berkeley; Dean, Language Arts.

JAHNKE, SARAH A., 1998; B.A., University of Northern Iowa; M.S., Mankato State University; Dean, Science and Mathematics.

KRITSCHER, MATTHEW D., 2008; B.S., California Polytechnic State University; M.A., California Polytechnic State University; Dean, Counseling.

MATSUDA, MELINDA K., 1985; B.A., M.A., California State University, Hayward; Vice President, Student Services.

SHIMADA, GERALD A., 2000; B.A., University of California, Berkeley; M.A., San Francisco State University; Dean, Special Programs & Services.

TAYLOR, RONALD C., 2003; B.A., M.A., Ph.D., University of California, Berkeley; Vice President, Academic Services.

WAGONER, DALE J., 1989; A.A., Chabot College; B.S., California State University, Chico; M.A., University of California, Berkeley; Dean, Health, Physical Education & Athletics

NON-ACADEMIC ADMINISTRATORS

FINBERG, HEIDI B., Assistant Director, Foundation

JAVAHERIPOUR, GHOLAM H., Vice President, Business Services.

JONES, JUDY I., Manager, Children's Center.

KASER, KATHLEEN P., Manager, Bookstore.

LINZMEYER, KATHRYN A., Director, Financial Aid.

MAY, SUSAN H., Director, Community Education & Marketing.

NAKANO, WAYNE K., Assistant Manager, Bookstore.

PIATETSKY, STEVEN S., Director Media Services.

YOUNG, JUDY, Director, Admissions and Records.

FACULTY

FACULTY SENATE—DIANE ZULIANI, PRESIDENT

ABSHER, MICHAEL S., 2002; A.A., Chabot College; Machine Tool Technology.

ALEGRE, JOSE REYES M., 1990, A.A., Saddleback College; B.A., M.A., California State University, Fullerton; Mathematics.

ALEXANDER, NICHOLAS V., 1988; B.S., University of California, Berkeley, Ph.D., Stanford University; Physics.

ALLEN, KATHLEEN R., 1997; A.A., Las Positas College; B.A., California State University, Hayward; M.A., San Francisco State University; Disabled Students Programs and Services (DSPS).

AMES, JASON M., 2005; B.A., University of San Francisco; M.A., California State University, Hayward; Speech/Forensics.

ANDERES, E. DESRE, 1995; A.B., M.A., San Diego State University; Geography.

ARNOLD, CAROLYN L., 1992; A.B., Smith College; Ph.D., Stanford University; M.S., Stanford University; M.A., San Francisco State University; Institutional Research.

ASHRAF, SADAQ, 2005; A.A., DeAnza College; B.A., University of California, Berkeley; M.A., Santa Clara University; Counselor.

AYE, DENNIS P., 2005; B.A. St. Ambrose University; M.A., University of Connecticut; Physical Education/Men's Basketball Coach.

BARAN, FE L., 1989; B.A., St. Theresa's College, Philippines; M.A., University of California, Los Angeles; English/ESL.

BARDE, LINDA J., 1975; B.A., California State University, Hayward; M.S., California State University, San Francisco; M.A., College of Notre Dame, Belmont; Therapeutic Recreation, Sign Language.

BATCHELOR, EGL T., 1991; B.S., M.S., California State University, Hayward; Mathematics.

- BAUM, JAMES G., 2005; Automotive Technology.
- BAUMANN, CAROL A., 1989; B.A., Simmons College; M.S., School of Library and Information Science; Librarian.
- BERG, JANE C., 2002; A.A., Chabot College; B.A., University of California, Berkeley; M.A., San Francisco State University; Assistive Computer Technology.
- BERLAND, JOSEPH H., 1989; B.A., University of California, Los Angeles; M.S., California State University, Los Angeles; Mathematics.
- BHANGAL, JASWINDER K., 2004; A.A., B.A., Bundelkhand University; M.A., University of Phoenix; Business.
- BLACKWELL, KIMBERLY S., 2007; B.A., Spelman College; M.A., John F. Kennedy University; Counseling.
- BRAGANZA AGNELLO F., 1990; B.S., Makerere University; M.S., West Virginia University; Ph.D., University of California, Davis; Biology.
- BUCHWALD, NORMAN I., 2000; B.A., California State University, Northridge; MFA, Colorado State University; MLIS, University of Southern California; Librarian.
- BUELL, WILLIAM R., 2006; A.A. Chabot College; Fire Technology.
- CAIN, LARRY A., 1982; A.A., Los Angeles Valley College; A.B., M.A., University of California, Berkeley; English.
- CALCAGNO, DANIEL W., 2003; A.A., Chabot College; B.A., California State University, Sonoma; M.A., St. Mary's College; Physical Education/Assistant Football Coach.
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- COCKERHAM, RUDOLPH C., 2002; B.A., Humbolt State University; B.S.N., M.S.N., Samuel Merritt College; Nursing.
- CORBETT, RUTH A., 1983; A.A., Chabot College; B.A., California State University, Hayward; M.A., California State University, Hayward; Political Science.
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- CREW, JAMES D., 2002, A.A., Chabot College; B.S., M.S., California State University, Hayward; Mathematics.
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- DERMODY, MARY E., 2006; B.A., SUNY Genesco; M.A., San Francisco State University; Computer Application Systems.
- DeWIT, THOMAS W., 1991, B.A., University of California, Berkeley; Secondary Education Credential. San Francisco State University; M.A., University of Virginia; English.
- DOCKTER, LAURIE B., 1976; B.A., University of California, Berkeley; M.S., San Diego State University; Chemistry.
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- ENRIQUEZ, CARLOS E., 2006; B.S., National Autonomous University of Mexico; B.S., Murdoch University; Ph.D., University of Arizona; Biology.
- ESQUIERDO, EUGENE J., 1991; B.F.A., M.F.A., California College of Arts and Crafts, Oakland; Art.
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- HERN, KATHLEEN M., 2004; B.A., New York University; B.A., Mills College; M.A., Bowling Green State University; English.
- HICKS, CYNTHIA G., 1985; B.A., Indiana University; M.A., San Francisco State University; English.
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- WELLONS, RETHA V., 2005; B.A., M.A., M.S., Ph.D., University of Michigan; Nursing.
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- WIN, SOE M., 2000; B.S., M.S., Ph.D., University of Illinois; Electronics.
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- WORTHINGTON, BARBARA J., 2005; A.A., Merritt College; B.A., M.A., California State University, Hayward; English.
- WU, PATRICIA P., 2006; B.A., University of California Berkeley; M.S., Georgetown University; Biology.
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KENNETH L. EDWARDS, Instructor	1962–76	JACKSON CONLEY, Instructor	1966–89
FLOSSIE E. SHEEHAN, Instructor	1965–76	MELVIN EDWARDS, Instructor	1966–89
ARYLENE F. MARSH, Instructor	1962–77	ROBERT J. FORESTER, Counselor	1968–89
EMILY G. PLETTA, Instructor	1961–77	HAROLD B. FRASER, Instructor	1969–89
JANET M. COTTER, Instructor	1964–78	HERBERT B. KENNEDY, Instructor	1969–89
FRED HIRSCH, Chairman-instructor	1961–78	HARRISON J. HANNON, Instructor	1972–89
R. GLENN LEUNING, Chairman-instructor	1964–78	GEORGE ANNA TOW, Counselor	1975–89
MARIE G. MAIERHOFFER, Instructor	1962–78	PHOEBE E. CORTESSIS, Instructor	1976–89
WALLACE B. PEFLEY, Instructor	1962–78	STEPHEN I. MALTZ, Instructor	1963–90
NANCYJEAN WEITZMANN, Instructor	1962–78	MARY LOU FITZGERALD, Instructor	1964–90
C. MARIE BUSBY, Instructor	1961–79	JOHN C. NEWELL, Instructor	1964–90
CHESTER A. LAVELLE, Instructor	1967–79	FRANK C. DENNEY, Instructor	1965–90
HAROLD O. PALMER, Chairman-instructor	1961–79	GLENYS W. WILSON, Instructor	1965–90
BYFORD H. SCOTT, Instructor	1962–79	RICHARD D. YEO, Executive Dean	1965–90
DONALD J. GREEN, Instructor	1962–80	WILL A. DICKHUTH, Director of Counseling & Guidance	1968–90
ROBERT BARTHOL, Instructor	1967–81	CLAIRE E. CHAPIN, Instructor	1971–90
REED L. BUFFINGTON, Superintendent/President	1961–81	RAY J. EDWARDS, Instructor	1962–91
LEENDERT KAMELGARN, Instructor	1965–81	JOHN D. YARBROUGH, Instructor/Counselor	1962–91
YVETTE K. LEHMAN, Instructor	1967–81	JOHN L. MAXWELL, Instructor	1964–91
WALLACE LOOK, Librarian	1969–81	DAVID S. BURTON, Instructor	1965–91
JOHN R. MCKINLEY, Dean of Administrative Services	1962–81	JAMES E. WICKENS, Instructor	1966–91
ROBERT T. WHALEN, Instructor	1961–81	GERALD D. FRIEDEL, Instructor	1967–91
BERT P. JAMISON, Instructor	1961–82	IRVING BATZ, Dean of Student Services	1968–91
EDWIN F. QUINNELL, Librarian	1969–82	DONALD V. NILSON, Instructor	1974–91
MISCHA SCHWARTZMANN, Instructor	1963–82	ROBERT G. BROWN, Instructor	1964–92
VIVIAN BORKGREN, Instructor	1972–83	JOSEPH E. GRAVES, Instructor	1964–92
DOLORES E. CYSEWSKI, Instructor	1965–83	DORET R. KOLLERER, Instructor	1965–92
WARREN B. HICKS, Associate Dean of Instruction Learning Resources	1963–83	JOHN T. HEALEY, Instructor	1966–92
DAVID P. HILL, Instructor-Counselor	1965–83	GORDON T. RANDALL, Instructor	1967–92
MARGUERITE P. HOPE, Instructor	1967–83	MARILYN M. RHODES, Instructor	1971–92
ARTHUR L. LARSON, Dean of Student Personnel	1967–83	BARBARA L. SHORT, Instructor	1971–92
BATES L. BRIAN, Instructor	1968–84	STANLEY C. LICHTENSTEIN, Instructor	1975–92
R. WAYNE CREWS, Instructor	1965–84	KATHLEEN R. CONNEELY, Instructor	1961–93
JACK CRIQUI, Instructor	1963–84	VITTORIO VALENZA, Instructor	1961–93
THOMAS H. DRISCOLL, Instructor	1965–84	JOHNN T. MILLER, Instructor	1962–93
STUART J. INGLIS, Instructor	1965–84	RAY STANFANSON, Instructor	1962–93
L. JACK FISHBAUGH, Instructor	1961–85	NEIL R. COLEY, Instructor	1963–93
EUGENE F. MARKER, Instructor	1964–85	GORDON R. PEAK, Instructor	1965–93
DAVID M. MINOR, Instructor	1965–85	FRANK E. WEST, Instructor	1969–93
GEORGIA E. OWENS, Instructor	1964–85	DIANE M. SIVERS, Instructor	1973–93
BARAY-REYES, MARGUERITE, Instructor-Counselor	1973–85	MARGARET C. EMERY, Instructor	1975–93
WILLIAM H. HOPPER, Instructor	1964–86	PETER G. MADSEN, Instructor	1982–93
ELEANOR B. MEYER, Instructor-Counselor	1963–86	JOHN L. WAGONER, Chair, Division of Physical Education	1962–94
LAWRENCE D. MOSHER, Instructor	1966–86	GENE R. WELLMAN, Director of Athletics	1962–94
JAMES T. DAVIS, Instructor	1962–87	DON C. EATON, Instructor	1963–94
MARK C. JONES, Instructor	1962–87	GLENN A. MALCOLM, Instructor	1963–94
JAMES F. COOVELIS, Instructor	1963–87	EZRA A. MEYER, Instructor	1964–94
FREDERICK B. AUGUSTINE, Instructor	1965–87	GRETA V. WEAVER, Instructor-Counselor	1964–94
BEVERLY J. LEVINE, Instructor	1965–87	CLYDE T. ALLEN, Instructor	1965–94
BETSY M. MAHLE, Instructor	1966–87	DAVID L. GARNHART, Instructor	1965–94
JOY L. SANDERSON, Instructor	1971–87	JOHN E. CLEARY, Instructor	1966–94
GEORGE A. SAGE, Instructor	1961–88	LEE HINCKLEY, Counselor	1967–94
MARY M. BOUBEL, Instructor-Librarian	1962–88	OTTO E. MIELENZ, Chair-Instructor	1967–94
PAUL E. BECKETT, Instructor	1963–88	ROBERT L. HARRIS, Instructor	1968–94
ROBERT E. KELLY, Instructor	1963–88	GORDON W. LOCKLEAR, Instructor	1968–94
KAYE C. KENNETT, Chair-Instructor	1964–88	NICK L. SINGARES, Instructor	1969–94
AMY E. AWTRY, Instructor	1965–88	WILLIE J. JACKSON, Instructor	1970–94
ELSIE G. KENT, Instructor	1966–88	MARION A. SANCHEZ, Instructor-Counselor	1970–94
BARBARA W. GARFINKLE, Counselor	1967–88	GEORGE B. IMMISCH, Instructor	1975–94
WALDEN A. LEECING, Instructor	1967–88	MASON C. LAYMAN, Instructor-Counselor	1975–94
MARVIN D. THOMPSON, Instructor-Counselor	1968–88	DONALD CHRISTIANSEN, Instructor	1976–94
		MILDRED J. COLLINS, Instructor	1977–94
		HOWARD B. LARSEN, Instructor	1985–94

ADMINISTRATION, FACULTY AND STAFF

JUANITA R. FOCHA, Instructor 1967-95
 EDWARD G. CATES, Instructor 1970-95
 CONSTANTINE MASTROYANNIS, Instructor 1965-95
 JERALD T. BALL, Instructor 1964-96
 ROBERT G. HUNTER, Dean of Academic Services,
 Vocational and Applied Technology 1966-96
 ROBERT E. DAHL, Instructor 1967-96
 ELIZABETH O. VICIAN, Counselor/Instructor 1967-96
 NORMAN V. OLSON, Instructor 1970-96
 JIMMY G. S. ONG, Instructor 1971-96
 JUDY U. PORTA, Instructor 1975-96
 JANICE M. ALBERT, Instructor 1962-97
 BILLY A. SMITH, Instructor 1965-97
 HELEN P. BRIDGE, Instructor 1975-97
 DONALD CAPP, Instructor 1975-97
 JAMES A. HEALEY, Instructor 1965-97
 KINMONT T. HOITSMA, Instructor 1970-97
 JOHN BRUNN, Instructor 1961-98
 ELLEN L. McILROY, Instructor 1966-98
 ELAIN T. DIAS, Instructor 1975-98
 MARK N. WAYNE, Instructor 1965-98
 GILBERT J. RIBERA, Instructor 1964-98
 GEORGIE A. CHIVINGTON, Instructor 1965-98
 LEONARD I. BLAU, Instructor 1966-98
 MARY L. EVANS 1967-98
 DIANE B. KERRICK, Instructor 1967-98
 DAVID J. PERRY, Instructor 1967-98
 CHARLES T. GOETSCHERL, Instructor 1975-98
 LELAND F. KENT, Dean of Academic Services 1975-98
 RUTHIE L. SELF, Vice-President of Student Services 1983-98
 HARRIET N. HUNGATE, Instructor 1985-98
 FELIX GALAVIZ, JR., Project Puente Coordinator 1975-99
 PATRICIA R. McGRATH, Project Puente Coordinator 1969-99
 MILTON F. NORTE, Instructor 1980-99
 JAMES F. JOSEPH, Instructor 1979-99
 ALLEN J. WALL, Instructor 1989-99
 HANS J. PEETERS, Instructor 1963-00
 BARBARA M. POPE, Instructor 1965-00
 VALERIE C. HICKS, Librarian 1969-00
 ELLIOTT A. CHARNOW, Dean of Humanities Instructor 1972-00
 WILLIAM B. BROPHY, Instructor 1976-00
 FREDERICK L. COLLINS, Instructor 1982-00
 CLIFFORD F. OLIVER, Instructor 1965-01
 CHARLES W. HAMMOND, Instructor 1967-01
 FREDERICK SIMS, Instructor 1968-01
 TERRY CAGAANAN, Instructor 1970-01
 NEILL G. STUDLEY, Instructor 1972-01
 VICTORIA P. MORROW, Instructor 1975-01
 LEONARD WOOLFOLK, Instructor 1975-01
 CONNIE I. CLARK, Instructor 1977-01
 PAYTON P. NATTINGER, Instructor 1976-01
 RICHARD ALBERT, Instructor 1962-02
 CAROL Y. CONWAY, Instructor 1976-02
 ALLAN R. REIFF, Instructor 1967-03
 ADAM D. YOUNG, JR., Instructor 1967-03
 CAROLYN J. GREENE, Instructor/Counselor 1968-03
 ELIZABETH A. FLYNN, Instructor 1970-03
 ORDEAN G. SEVERUD, Instructor 1976-03
 JEAN J. SMITH, Instructor 1985-03
 MILTON TANNER, Instructor 1964-04
 MYRNA L. BOWMAN, Instructor 1973-04
 DAVID F. LEONARD, Instructor 1973-04
 ROBERT R. WISEMAN, Instructor 1975-04
 LYDIA E. COOPER, Instructor 1980-04
 DAVID W. BUTLER, Librarian 1983-04
 RONALD D. ARROYO, Instructor/Counselor 1984-04

RAY K. WESTERGARD, Instructor 1986-04
 ROBERT W. THOMSEN, Instructor 1963-05
 CHESTER D. RHOAN, Instructor 1968-05
 WILLIAM E. THRELFALL, Instructor 1968-05
 DAN A. ALEX, Instructor 1975-05
 LARRY A. BEAL, Instructor 1975-05
 VIRGINIA MARUYAMA, Instructor 1975-05
 RUSSELL L. BRESLAUER, Instructor 1980-05
 RICHARD E. BOTELHO, Instructor 1981-05
 FRANCISCO C. SUMARES, Instructor 1982-05
 EUGENE F. ROCKEMANN, Instructor 1983-05
 ROBERT W. COLLINS, Instructor 1968-06
 DIANA IMMISCH, Instructor 1990-06
 HELENE J. LOOZE, Instructor 1975-06
 GAILA A. MOORE, Instructor 1977-06
 LOIS MACHADO, Instructor 1976-06
 CHARLES R. NATSON, Instructor 1990-06
 ORLANDO S. PASCOA, Instructor 1989-06
 SUSAN A. COTA, Chancellor 1991-07
 ROSS E. SHOEMAKER, Instructor 1968-07
 DONALD K. SKILES, Instructor 1988-07
 DAVID E. AROVOLA, Instructor 1970-08
 KENNETH R. EBERHARD, Instructor 1969-08
 EUGENE P. GROPPETTI, Dean of Arts & Humanities/
 Instructor 1975-08
 ROBERT L. HUGHES, Instructor 1995-08
 DANIEL J. LEONARDI, Instructor 1974-08
 WILLIAM A. McDONALD, Counselor/Instructor 1992-08

CLASSIFIED STAFF

CLASSIFIED SENATE—RACHEL UGALE, PRESIDENT

ADAMSON, ARLENE L.	Instructional Assistant II
AGUILAR, CARMEN M.	Early Childhood Specialist
ALDANA, NANETTE F.	Telephone Operator/Receptionist
AMONS, JONATHAN R.	Bookstore Cashier
AUZENNE, JODI L.	Early Childhood Specialist
AVILA, TRISHA	Student Services Specialist II
BALANGITAO, DOLORES B.	Coordinator, International Student Programs
BARBOZA, ARTHUR	Student Services Assistant (EOPS)
BELTRAN, VICTORIA A.	Administrative Assistant II
BHATT, BHARATI K.	Early Childhood Specialist
BISHOP, JACK W.	Security Officer
BLACK, SARAH L.	Security Communications Dispatcher
BLAIR-KEENEY, RICHARD A.	Counselor Assistant II
BOLICH, KATHERINE A.	Early Childhood Specialist
BONGARD, LORA M.	Counselor Assistant I
BONONCINI, KIMBERLY A.	Administrative Assistant II
BOOKER, MICHAEL D.	Counselor Assistant II (EOPS)
BRAUNSTEIN, ISABEL R.	Media Services Specialist II
BRIZUELA, MINDY M.	Counselor Assistant I
BROUDY, GLORIA J.	Children's Center Cook
CAAMPUED, ROZEN F.	Health Science Admissions Specialist
CAO, KIM-UYEN T.	Administrative Assistant II
CARLSEN, LISA D.	Instructional Assistant II
CASAREZ, MIGUEL A.	Laboratory Technician III
CASILLAS, MARIA D.	Dental Hygiene Clinical Assistant
CEREFICE, JOANN	Administrative Assistant II
CISNEROS, MARYLOU C.	Veterans Benefits Specialist
CLARK, ALEXANDER P	Computer Network Support Specialist
COOK, KAREN M.	Early Childhood Specialist
CORMIER, VANESSA	Teacher Preparation Program Manager
COSTELLO-CHEVIS, MARGARET M.	Early Childhood Specialist

ADMINISTRATION, FACULTY AND STAFF

CRAIG, YVONNE W.	Grant Developer/Writer	ONG, ANNIE P.	Staff Assistant - Children's Center
DANAHER, EDNA E.	Student Records Evaluator	OSIKOMAIYA, YETUNDE O.	Student Services Specialist II
DANIELS, SHARRON V.	Bookstore Course/General Book Buyer	OWYOUNG, GINA L.	Instructional Assistant II
DECKER, RONALD L.	Laboratory Technician III	PAHULU, TALAHIVA	Academic Services Curriculum and Scheduling Specialist II
DEL AGUILA, ANA M.	ECD Professional Development Coordinator	PATCHIN, THERESA M.	Administrative Assistant II
DeLEON, ARLENE K.	Instructional Computer Laboratory Specialist	PATEL, DHARMA P.	Alternative Media Technology Specialist
DOLIN, DARRELL I.	Security Officer	PEJMAN, H. COLIN	Graphic Arts Technician III
DOMIRE, CRYSTAL A.	Early Childhood Specialist	POSADA, PATRICIA	Articulation Specialist
DUTRA, LAUREEN M.	Student Services Specialist II	POWELL, CATHERINE V.	Instructional Assistant III
EMANUELE, LINDA S.	Student Services Assistant	PRECIACO, DANIELLE M.	Executive Assistant to the Vice President
FIELD, KATRIN M.	Assessment Specialist	RAMIREZ, SYLVIA M.	Student Services Assistant Special Programs
FISCUS, SUSAN M.	Student Services Specialist II	REES, GREGORY P.	Business Office Coordinator
FRANCO, REFUGIO	Student Services Specialist I	RIPPLINGER, VIRGINIA P.	Administrative Assistant II
FRANCO, PHILOMENA	Student Services Specialist II	ROBERTS, CYNTHIA M.	Admission and Records Assistant II
FULLER, DONALD A.	Instructional Systems Technician	ROSA, CYNTHIA	Student Records Evaluator
GALLARDO, ARTHUR	Bookstore Shipping/Receiving Specialist	SAMRA, RAJINDER S.	Research Analyst
GENER, JEAN B.	Laboratory Technician IV	SANNEBECK, CHERYL L.	Administrative Assistant II
GEMTILUOMO, CATHERINE	Administrative Assistant II	SEATON, MICHAEL J.	Computer Network Support Specialist II
GENTILUOMO, JOSEPH M.	Intercollegiate Athletics Technician	SHEPHERD, JEAN	Laboratory Technician IV
GHIASSY, HAKIM	Security Officer	SHREVE-ANTONINI, JAMMIE L.	Family Resources Coordinator
GILL, JASPRIT K.	Administrative Assistant II	SILVA, KAREN	Executive Assistant to College President
GUTIERREZ, ANA A.	Early Childhood Specialist	SIMS, JOHN H.	Instructional Systems Technician
HA, HELENE	Laboratory Technician II	SIN, SIT C.	Library Technician III
HALE, EUGENE	Stage Technician	SMITH, LYDIA G.	College Clerk II
HAMPTON, KATRIN M.	Assessment Specialist	SMITH-CRAWFORD, TINA L.	Bookstore Textbook Purchasing Assistant
HARVEY, MIYO T.	Student Counseling Assistant	SOTO, NANCY A.	Early Childhood Development Program Development Coordinator
HENRY, WILLIAM A.	Counselor Assistant II	ST GERMAINE, MICHELLE E.	Early Childhood Specialist
HERNANDEZ, RUBEN	Student Services Specialist II	STEVENSON, VERNON L.	Bookstore General Merchandise Buyer
HODSON, ADRIENNE M.	Childrens Center Assistant Manager	SULLIVAN, JAMES	Admissions and Records Assistant II
HSU, ALICE	College Business Office Supervisor	SULTAN, SVETLANA	Laboratory Technician II-Biology
IBRAHINI, HASSINA	Early Childhood Specialist	THOMAS, MAGUERITE	Academic Services Curriculum and Scheduling Specialist II
IRIARTE, LORENZO	Reprographics Systems Technician II	THOMPSON, TERRANCE M.	Career Transfer Center Specialist
IRIARTE, MICHELLE M.	Counselor Assistant I EOPS	TRAN, SANDY D.	Learning Resources Technician I
JOHNSON, DENISE A.	Early Childhood Specialist	TSAI, MAYA H.	International Admissions Specialist
KLING, DEBRA K.	Administrative Assistant II	TSAKOYIAS-MENDES, VICKY,	Children's Center Assistant Manager
KNOWLES, KAREN A.	Bookstore Cashier	TSUBAMOTO, VIRGINIA M.	Early Childhood Specialist
KNOX, EARNEST C.	Security Officer	UGALE, RACHEL A.	Student Services Technology Specialist
KRUEG, KAAREN A.	Executive Assistant to the Vice President	ULIBARI-SPONSEL, LISA R.	Instructional Designer-Developer I
KUITA, DEBRA A.	Bookstore Cashier	VAN, SHELIA	Bookstore Accounting Specialist
LAVINE, JAMES A.	Security Officer	VANNI, YVONNE M.	Dental Hygiene Clinical Assistant
LEWIS, BLAKE V.	Library Technician I	VETTERS, JUDITH A.	Community Education Specialist
LIM, DANIEL D.	Accounting Specialist	VO, MELLISSA G.	Early Childhood Specialist
LO, ALICE P.	Administrative Assistant II	WATT, GORDON J.	Computer Network Support Specialist II
LOPEZ, JOSE D.	Physical Education/Athletic Assistant	WIEMER, ERNA G.	Admissions and Records Assistant III
McALLISTER, KARI S.	Performing Arts Center Operations Specialist	WINSOR, MINTA F.	Distance Education Coordinator
McDONNELL, NAN V.	Counselor Assistant II	WITT, BELLA B.	Administrative Assistant II
McGREGOR, MICHELLE A.	Early Childhood Specialist	WONG, SISLEY	Financial Aid Systems Coordinator
McGUIRE, SEAN T.	Stage Technician	WRIGHT, JUDY ANNE	Admissions and Records Assistant II
MENDEZ, ROBERTO	Program Director, Educational Talent Search	YAHYA, ABDULLAH	Webmaster
METCALF, KAREN S.	Instructional Assistant II	YASAKI, JOHN K.	Computer Network Support Specialist II
MINO, MARY M.	Admissions and Records Assistant II	YOW, ISABEL	Admissions and Records Assistant II
MOGLE, ROSEMARY L.	Administrative Assistant II	ZUIDEMA, LINDA K.	Security Officer
MONTOUTH, STEFANIE M.	Student Counseling Assistant I		
MOORE, NATHAN M.	Security Officer		
MOORE, STACY R.	Counselor Assistant II		
MUJAHD, HANIYYAH F.	Early Childhood Specialist		
NICHOLSON, SHEELA M.	Early Childhood Specialist		
NOYES, ROGER C.	Theater Manager		
OLSON, NANCY B.	Early Childhood Specialist		

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
CLASSIFIED STAFF ASSIGNED TO CHABOT COLLEGE**

AGUINALDO, REYDANTE H.	Custodian I
AGUIRRE, MIGUEL A.	Electrician
AMBRECHT, ALLAN L.	Electrician
APOSTOL, RODOLFO V.,	Custodian I
AQUINO, BENITO N.	Lead Custodian
BARATTINO, ROBERT D.	Maintenance Mechanic
BARTO, KATHLEEN M.	Computer Operator/User Support Specialist
BORLAGDAN, LYNN A.	Custodian I
BROWN, PATRICIA J.	Administrative Systems Analyst II
BURNSIDE, HENRY	Lead Maintenance Worker
CABRAL, KEVAN A.	Lead Storekeeper
CALIXTO, VIRGILIO D.	HVAC Maintenance Engineer
CERVANTES, MARTHA	Custodian I
CORREA, GREGORY L.	Maintenance Technician
DELEON, ELIZABETH V.	Custodial Supervisor
DOUGLAS, KIRK R.	Grounds Worker I
DUCHSCHERER, RICHARD R.	Custodial Manager
ELLIS, JESSE	Hardware Maintenance Specialist
ESPIRITU, VIRGILIO L.	Custodian I
FOLLOWILL, STACEY L.	Senior Programmer/Analyst I
FRANCO, LINDA E.	Lead Custodian
GOULD, CATHERINE A.	Sr. Programmer Analyst II
GUERRERO, JUAN J.	Custodian I
HERNANDEZ, DAVID H.	Custodian I
HERNANDEZ, MARTHA M.	Custodian I
HIRSTEIN, THERESA A.	Computer Operations Supervisor
HOLLEMAN, ROBERT M.	HVAC Maintenance Engineer
HUYNH, LIEM T.	Programmer Analyst II
JENNINGS, HARRY H.	Grounds Mechanic
JUDSON, KYLE T.	Sr. Programmer/Analyst I
KLAMM, MIKE	Custodian II
LEGASPI, EPIFANIO S.	Custodian I
LIVINGS, OSCAR H.	Custodian II
MAHABALI, VICTOR	Grounds Worker I
MALONEY, ARLO E.	Maintenance Worker
McHUGH, JOHN L.	Network Services Specialist II
MILLS, EDNA J.	Custodian I
MOLINA, SILVIA,	Custodian I
MONTANA, NATHAN P.	Custodian II
NOBRIGA, JOHN A.	Maintenance Supervisor
PATCHIN, STEVE D.	Grounds Supervisor
PERRY, KEITH A.	Custodian II
PICHT, ROBERT O.	Lead Custodian
POLIZZI, JULIET A.	Administrative Assistant II
POLVOROSA, ISABEL G.	Computer Operator
PUGH, MARVIN L.	Custodian I
PUNGCHAI, PONGPUNT	Programmer Analyst II
RICH, GERALD L.	Custodian II
RIVERA, SCOTT	Storekeeper
ROLLE II, JAMES N.	Grounds Supervisor
SANCHEZ, GREGORY R.	Custodian
SILVA, CYNTHIA A.	Administrative Assistant I.
SMALLEY, STEVEN P.	Maintenance Worker
SMYTHE, MARK C.	Network Systems Specialist II
SOLES, JAMES B.	Maintenance Manager
STARLING, ReVOYDA F.	Network Systems Specialist
STRICKLEN, ERIC V.	Senior Programmer/Analyst II
SUHR, DAVID A.	Senior Programmer/Analyst III
TAYLOR, PATRICK B.	Grounds Worker II
TOLLEFSON, KATHERINE	User Support Specialist
TROCHE, DANITA A.	Senior Programmer/Analyst II
WILLIAMS, ELVIS B.	Custodian I
WOOD, ROYCE A.	Custodial Supervisor

CLASSIFIED STAFF EMERITI

JOSEPH H. BUNIO	1968–1986 Groundswoker
CHARLES DEAN, JR.	1968–1986 Custodian I
MAXINE CALLERI	1973–1986 Personnel Technician II
VIRGINIA I. MacCROSSEN	1973–1986 Admissions and Records Clerk II
NORMA L. KERNES	1965–1987 Student Services Assistant
CHARLES E. SHERMAN	1965–1987 Maintenance Technician
DON MARTINEZ, JR.	1966–1987 Maintenance Worker
DOLORES H. CAMARENA	1976–1987 Secretary I
MARION H. McSWEENEY	1962–1988 Learning Resources Technician III
VICTOR T. CABRAL	1966–1988 Maintenance Worker
JAMES J. MILLER	1966–1988 Grounds Worker
BARRY C. ABELLA	1974–1988 Admissions and Records Clerk I
ELLEN E. JOHNSON	1975–1988 Admissions and Records Clerk I
CARL R. JOHNSON	1976–1988 Maintenance Technician
SEGUNDO C. RAYMUNDO	1976–1988 Custodian I
SUSANNE E. CROUSE	1965–1989 Secretary II
VINCENT F. GALLEGOS	1965–1989 Maintenance Mechanic
BETTY W. GIBLIN	1965–1989 Registrar/Manager, Admissions and Records
SUSUMU MATSUMOTO	1965–1989 Gardener
MARJORIE R. O'LEARY	1971–1989 Executive Secretary
ROSEMAY RIDDELL	1979–1989 Secretary II
JOHN ALEXANDER	1973–1990 Grounds Worker
LOUISE G. BATTLE	1976–1990 Custodian I
IRENE M. JEUITT	1979–1990 Custodian I
FRANCISCO T. CALBONERO	1980–1990 Custodian I
LESLIE (BOB) R. ENCE	1966–1991 Manager Media Operations
ABEL S. MARKS	1971–1991 Grounds Worker I
PATRICIA A. BURNSIDE	1974–1991 Admissions and Records Clerk I
PATRICIA A. BROCK	1977–1991 Accounting Technician
AGNES L. HOLBROOK	1978–1991 Accounting Assistant
FAYE L. GLEASON	1980–1991 Secretary I
DOROTHY C. SULLIVAN	1981–1991 Admissions and Records Clerk I
DANIEL R. BOKWKA	1961–1992 Payroll/Risk Manager
MAUREEN M. MURRAY	1967–1992 Admissions and Records Clerk I
LOUIE C. ABAITUA	1972–1992 Assistant Maintenance Supervisor
IRIS E. PULLEN	1974–1992 Printing Systems Operator I
LUCILLE M. ABRAHAM	1977–1992 Media Services Specialist II
DOLORES M. TASSINARI	1981–1992 Learning Resources Technician
BETTY D. DAVIS	1962–1993 Executive Assistant to the Chancellor
JOHN R. RODRIGUEZ	1965–1993 Grounds Technician
JOAN M. CAMPANILLE	1966–1993 Secretary to the President
SETH T. BAILEY	1973–1993 Laboratory Technician II
LAWRENCE SIZAR	1973–1993 Director, Personnel Services and Employee Relations
ELIZABETH E. INGLIS	1976–1993 Instructional Assistant II
ELEANOR JARDINE	1976–1993 Learning Resources Technician II
BARBARA ANDERSON	1980–1993 Secretary I
ROYAL J. JOHNSON	1980–1993 Custodian I
NATHANAEL CLARK	1981–1993 College Clerk III

ADMINISTRATION, FACULTY AND STAFF

KAREN A. CUFFLIN	1978–1994 Manager, Bookstore	THOMAS P. FULLER	1981–2007 Grounds Manager
THERESA M. RIVERA	1979–1994 Custodian I	DONALD R. BENSON	1991–2008 Lead Custodian
WILLIAM H. COX	1984–1994 Lead Custodian	MARY L. DIAZ	1995–2008 Custodian I
GENE W. HOUCK	1969–1995 Television Technician III	KAREN K. HASHIMOTO	1984–2008 Administrative Assistant II
RAYMOND MARCHAN	1972–1995 Custodian I	NINA J. KIGER	1991–2008 Student Life Operations Coordinator
JoANNE C. NEU	1979–1996 Executive Secretary	BARBARA L. LAWRENCE	1970–2008 Library Services Specialist
MARY L. RIVERA	1971–1996 Mailroom Clerk		
JAMES M. SHEEHAN	1978–1996 Custodian		
EVERETT D. ARRUDA	1986–1996 Maintenance Technician		
GAY M. CONNOR	1965–1997 Staff Assistant		
MARGARET P. RODDAN	1970–1997 Student Records Evaluator		
KAY C. NICHOLSON	1978–1997 Admissions and Records Clerk I		
LINDA K. PYZER	1982–1997 Computer Operator		
MARY J. TWOMEY	1982–1997 Instructional Assistant II		
ALBERTA M. PITTS	1969–1998 Locker Room Attendant		
IDA M. THOMPSON	1977–1998 Admissions & Records Assistant II		
ANNE M. WARRIN	1977–1998 Instructional Assistant II		
JANET COVINGTON	1961–1999 Reprographic Systems Technician II		
MARY F. McCLENDON	1963–1999 Academic Services Specialist II		
MADGIE FAYE ROBERTS	1976–1999 Learning Resources Technician I		
PATRICIA L. SIRA	1976–1999 Custodian I		
DIANNE J. COLON	1975–2000 Telephone Receptionist		
DIANA J. BOND	1981–2000 Secretary II		
SYLVESTER JOHNSON	1972–2001 Locker Room Attendant		
VINCENT L. TRIGGS	1972–2001 Laboratory Technician II		
IRENE N. GARCIA	1974–2001 Career Transfer Center Specialist		
PEGGY A. WENTZ	1976–2001 Admissions & Records Assistant II		
PEGGY R. PETTIS	1982–2001 Bookstore General Merchandise Buyer		
NANCY E. BEERS	1991–2001 Student Services Assistant		
STEPHNE J. MACINTOSH	1977–2003 Library Technician III		
CONNIE LEAL	1986–2003 Custodian I		
ROSALIE J. STEMPIK	1987–2003 Administrative Assistant II		
ANN M. REYMUNDO	1989–2003 Admissions and Records Assistant		
WIANA L. CHOY	1982–2004 Academic Services Specialist II		
GARY R. CHAMBERLAND	1987–2004 Maintenance Supervisor		
JOHN F. CORRIGAN	1991–2004 HVAC Maintenance Engineer		
HEIDI SPEARER	1991–2004 Administrative Assistant		
JAMES W. LYONS	1989–2005 Lead Custodian		
JIMMY A. RUMELHART	1988–2005 Laboratory Technician- Electronics		
LOISANNE M. SELLARS	1994–2005 Bookstore Textbook Purchasing Clerk		
SARILEE JANGER	1988–2006 Administrative Assistant II		
MARILYN H. MANSOURIA	1979–2006 Executive Assistant to the Vice President		
HORTENCIA FRANCO	1975–2007 Administrative Assistant II		
JOAN E. FRANCO	1991–2007 Instructional Computer Lab Specialist		
ROBERTA F. PRATT	1988–2007 Security Communications Dispatcher		

INDEX

A

Absence	58
Academic Administrators	181
Chabot College	181
District	181
Academic Credit	69
Academic Honors	54
Academic Renewal	57
Access to College Facilities	45
Accounting	87
Accounting Technician	89
Accreditation	11
Adaptive Physical Education	48
Add Authorization Numbers	41
Administration, Chabot College	181
Administration, District	181
Administration of Justice	70
Administrative Assistant	95
Administrative Symbols	56
Admission	
International Student	33
Procedures and Policies	33
Residency Requirements For	34
Special-Concurrent Enrollmen	34
With Advanced Standing	33
Advanced Placement Examinations	30, 30–31
Advisory Boards	13
Alcohol	50
American Cultures Requirement	20, 22
American Institutions Requirement	20
Americans with Disabilities Act (ADA)	59
Anatomy	84
Anthropology	72
Appeal Process	55
Apprenticeship	72
Aquatics	158, 159
Architecture	73
Art	74
Emphasis in Ceramics	75
Emphasis in Painting	75
General	75
Art History	79
Articulation	24, 36
Articulation Office	25
Aspire Program	47
Assessment (Testing)	36
ASSIST.org	24
Associated Student Activities Fee	40
Associated Students	47
Associate in Arts	20
Associate in Arts Degree	16
Requirements for	20
Associate in Science	22
Associate in Science Degree	16
Requirements for	22
Associate in Science Degree, Requirements for	22

Astronomy	79
Athletics	50
Athletics, Intercollegiate	49
Eligibility	50
Facilities	50
Attendance Requirements	58
Automotive Technology	80
Automotive Chassis Technology	81
Automotive Drivetrain Technology	81
Automotive Engine Machining	81
Automotive Engine Performance Technology	82
Automotive Maintenance Technology	81

B

Basic Skills Course Limitation	41
BAY Career Project	47
Bicycles-Motorcycles	45
Biological Sciences	
Anatomy	84
Biology	84
Biology (Emphasis in Allied Health)	84
Biotechnology	85
Environmental Science	85
Microbiology	86
Physiology	86
Biotechnology	85
Board of Trustees	4
Board Priorities	11
Bookkeeping	90
Bookstore	34
Business	87
Accounting	87
Accounting Technician	89
Bookkeeping	90
Business Administration	88
Management	89
Marketing	89
Retailing	90
Retail Management	88, 89
Small Business Management	90
Business Administration	88
Business Graphics	96

C

Calendar 2008–2009	7, 8
California State University	25
CalWORKs	47
Campus Posting Policy	59
Campus Safety and Security	42
CAN Numbering System	70
Capability To Profit From Instruction	58
CARE	48
Car Pooling	45
Case Management for Human Services	166
Catalog Requirements/Continuous Attendance	16
Certificate of Achievement	16

INDEX

<p>Certificate of Proficiency 16</p> <p>Certificate or Certificate of Proficiency 16</p> <p>Chabot College 13</p> <p>Chabot College Foundation 179</p> <p>Chemistry 93</p> <p>Children’s Center 47</p> <p>Chinese 121</p> <p>Citizens’ Advisory Boards 13</p> <p>Classified Staff 186</p> <p style="padding-left: 20px;">Emeriti 188</p> <p>Class Schedule 39, 70</p> <p>CLASS-Web 39</p> <p>Clubs 47</p> <p>Coaching 158, 159</p> <p>College Transcripts 42</p> <p>Colloquia 94</p> <p>Commencement Exercises 21, 23</p> <p>Community Education 53</p> <p>Community Interest Studies 94</p> <p>Composition & Literature 113</p> <p>Computer Application Systems 94</p> <p style="padding-left: 20px;">Administrative Assistant 95</p> <p style="padding-left: 20px;">Business Graphics 96</p> <p style="padding-left: 20px;">Office Technology 96</p> <p style="padding-left: 20px;">Software Specialist 94, 96</p> <p>Computer Science (Emphasis in Mathematics) 100</p> <p>Computer Science (General) 99</p> <p>Concurrent Enrollment 28</p> <p>Construction Electricians 102</p> <p>Construction Electricians Training Program 102</p> <p>Contemporary Studies 103</p> <p>Continuing Education 180</p> <p>Continuing Education Studies 103</p> <p>Continuing Students 39</p> <p>Counseling 35</p> <p style="padding-left: 20px;">Academic 35</p> <p style="padding-left: 20px;">Career 35</p> <p style="padding-left: 20px;">Personal-Social 35</p> <p style="padding-left: 20px;">Transfer 35</p> <p>Course 41</p> <p style="padding-left: 20px;">Add Procedure 41</p> <p style="padding-left: 20px;">Attributes and Transfer Designations 70</p> <p style="padding-left: 20px;">Conflict/Course Overlap 41</p> <p style="padding-left: 20px;">Numbering System 70</p> <p>Courses of Instruction 69</p> <p>Creative Writing 112, 113</p> <p>Credit, Academic 69</p> <p>Credit By Examination 56</p> <p>Crime Prevention 43</p> <p>Crime Statistics 44</p> <p>Cross Registration 28</p> <p style="text-align: center;">D</p> <p>Dance 103</p> <p>Daraja Project 69</p> <p>Declaracion De No Discriminacion 60</p>	<p>Degree and Certificate Programs 17</p> <p>Degrees and Certificates 13</p> <p>Dental Hygiene 103</p> <p>Dental Hygiene Clinic 49</p> <p>Digital Design 76</p> <p>Digital Media 107</p> <p>Disability Related Concerns 68</p> <p>Disabled Student Programs and Services 48</p> <p style="padding-left: 20px;">Adaptive Physical Education 48</p> <p style="padding-left: 20px;">High-Tech Center 48</p> <p style="padding-left: 20px;">Learning Skills Center 48</p> <p style="padding-left: 20px;">Resource Center 48</p> <p style="padding-left: 20px;">Vocational Rehabilitation Services 48</p> <p>Discrimination 60</p> <p>Dismissal 55</p> <p>Distance Education 14, 108</p> <p>District Foundation 179</p> <p>District History 11</p> <p>Dropping or Withdrawing From Classes 41</p> <p>Drug-Free Workplace 50</p> <p>Due Process Policy 60–64</p> <p style="text-align: center;">E</p> <p>Early Childhood Development 108</p> <p>Early Decision 36</p> <p>Economics 111</p> <p>Educational Master Plan 12</p> <p>Educational Program 12</p> <p>Educational Talent Search 48</p> <p>Emergency Call Boxes 43</p> <p style="padding-left: 20px;">Locations 45</p> <p>Emphasis in Sculpture 75</p> <p>Employment and Career Services Center 28, 36</p> <p>Engineering 111</p> <p>English 112</p> <p style="padding-left: 20px;">Composition & Literature 113</p> <p style="padding-left: 20px;">Creative Writing 112, 113</p> <p style="padding-left: 20px;">English (Emphasis in Literature) 112</p> <p style="padding-left: 20px;">Learning Skills 115</p> <p style="padding-left: 20px;">Preparatory Reading and Writing 115</p> <p style="padding-left: 20px;">Writing 112</p> <p>English As A Second Language 116</p> <p>Enrollment Limits 41</p> <p>Environmental Science 85</p> <p>EOPS 48</p> <p>Ethnic Studies 116</p> <p>Examinations 57</p> <p>Expenses, General 14</p> <p style="text-align: center;">F</p> <p>Facilities 45</p> <p style="padding-left: 20px;">Access to 45</p> <p style="padding-left: 20px;">Use Of 46</p> <p>Faculty 181</p> <p>Faculty Emeriti 185</p>
--	--

Faculty Office Hours	181
Family Educational Rights and Privacy Act (FERPA)	67
Fees	14
Associated Student Activities	40
California Residents—Enrollment	39
Excepción de la matricula de no-residente de California	39
Exemption From Nonresident Tuition	39
Health Services	40
International Student Tuition	39
Mailing	40
Nonresident Tuition	39
Refunds	39, 40
Film	117
Financial Aid	36
Financial and Academic Eligibility	37
Fire Prevention Inspector	118
Fire Technology	117
Fitness Instructor	158
Foreign Languages	121
Chinese	121
French	121
German	122
Italian	122
Japanese	122
Portuguese	123
Spanish	123
Former Students	38
Foster Youth Success Initiative	49
Foundation	179
Chabot College	179
District	179
French	121
Full-time student	41

G

General Education	12
Certification For Transfer to UC or CSU	28
Program	12
Reciprocity with Community Colleges	16
Requirements For California State University	25
Requirements For The University Of California	26
General Studies	124
Geographic Information Systems	125
Geography	125
Geology	126
German	122
Grade Change	55
Grade Point Average	54
Grades	54
Graduation Requirements	20–23
Graphic Design	75, 76
Grievance Policy, Student	64–67

H

Hazing	51
Health	127
Health And Accident Insurance	51
Health Services Fee	40
High-Tech Center	48
History	129
Honors, Academic	54
Housing	51
Humanities	130
Human Services	165

I

IGETC	26, 27
Advanced Placement Scores	27
Illustration	75, 76
Independent Study	130
Individual Occupational Major	13
Industrial Technology	131
Information Directory	9
Inspection and Pipe Welding	177
Instructors' Withdrawal Option	42
Insurance, Student	51
Intercollegiate Athletics	49
Interior Design	132
Kitchen and Bath Design	132
International Student	33, 49
Admission	33
Applicant Requirements	33
Program	49
Tuition	39
International Studies	133
Italian	122

J

Japanese	122
Journalism	134

K

Kitchen and Bath Design	132
-----------------------------------	-----

L

Learning Communities	69
Daraja Project	69
PACE Program	69
PUENTE	69
Springboard to Transfer	69
Learning Connection	50
Learning Goals	12
Learning Resources	13
Learning Skills	115
Learning Skills Center	48

INDEX

<p>Liberal Arts 135</p> <p>Library 13</p> <p>Library Studies 136</p> <p>Limitation On Unit Load 41</p> <p>Lost And Found 44</p> <p>LVN Pathways 150</p> <p style="text-align: center;">M</p> <p>Machine Tool Technology 136</p> <p style="padding-left: 20px;">Machinist 137</p> <p style="padding-left: 20px;">Numerical Control 137</p> <p style="padding-left: 20px;">Numerical Control Programmer (Machinist) 137</p> <p style="padding-left: 20px;">Tool Maker 138</p> <p>Machinist 137</p> <p>Mailing Fee 40</p> <p>Management 89</p> <p>Marketing 89</p> <p>Mass Communications 139</p> <p>Master Plan 12</p> <p>Mathematics 140</p> <p>Mathematics Proficiency 21, 23</p> <p>Matriculation 38</p> <p>Media Services Center 14</p> <p>Medical Assisting 144</p> <p>Medical Emergencies On Campus 50</p> <p>Microbiology 86</p> <p>Military Withdrawal 42</p> <p>Mission Statement 11</p> <p>Multicultural Awareness/ Relations for the Service Provider 166</p> <p>Multicultural Awareness/ Self Reflection 167</p> <p>Music 146</p> <p style="padding-left: 20px;">Applied 149</p> <p style="padding-left: 20px;">Literature, Theory and Musicianship 146</p> <p style="padding-left: 20px;">Performance 147</p> <p style="text-align: center;">N</p> <p>Narcotics and Dangerous Drugs 50</p> <p>Newspaper 51</p> <p>New Students 38</p> <p>Non-Academic Administrators 181</p> <p style="padding-left: 20px;">Chabot College 181</p> <p style="padding-left: 20px;">District 181</p> <p>Non-Discrimination Policy 60</p> <p>Nonresident Tuition 39</p> <p>Notice Of Unsatisfactory Work 57</p> <p>Numbering System 70</p> <p>Numerical Control 137</p> <p>Numerical Control Programmer (Machinist) 137</p> <p>Nursing 150</p> <p style="padding-left: 20px;">LVN Pathways 150</p>	<p>Nutrition 155</p> <p style="text-align: center;">O</p> <p>Occupational Work Experience Education 14</p> <p>Off-Campus Programs 14</p> <p>Office Technology 96</p> <p>On-Line Services, Student 51</p> <p>Open Enrollment 41</p> <p>Orientation 36</p> <p style="text-align: center;">P</p> <p>PACE Program 69</p> <p>Parking 44</p> <p style="padding-left: 20px;">Bicycles-Motorcycles 45</p> <p style="padding-left: 20px;">Lots 44</p> <p style="padding-left: 20px;">Permits 44</p> <p style="padding-left: 20px;">Visitor's 45</p> <p>Pass/No Pass Grades 55</p> <p>Pets 46</p> <p>Philosophy 155</p> <p>Photography 155</p> <p>Physical Education 157</p> <p style="padding-left: 20px;">Aquatics 158, 159</p> <p style="padding-left: 20px;">Coaching 158, 159</p> <p style="padding-left: 20px;">Fitness Instructor 158</p> <p style="padding-left: 20px;">Sports Injury Care 158, 159</p> <p>Physical Science 163</p> <p>Physics 163</p> <p>Physiology 86</p> <p>Placement Examinations 30</p> <p>Political Science 164</p> <p>Portuguese 123</p> <p>Posting Policy 59</p> <p>Preparatory Reading and Writing 115</p> <p>Prerequisites 40</p> <p style="padding-left: 20px;">Conditions for Challenging 40</p> <p>President's Message 3</p> <p>Probation and Dismissal 55</p> <p style="padding-left: 20px;">Academic 35, 55</p> <p style="padding-left: 20px;">Appeal Process 55</p> <p style="padding-left: 20px;">Progress 55</p> <p style="padding-left: 20px;">Removal of Poor Academic Status 55</p> <p style="padding-left: 20px;">Removal Of Poor Progress Status 55</p> <p>Program Planning 36</p> <p>Program Requirement, Waiver Of 41</p> <p>Psychology 164</p> <p>Psychology-Counseling 165</p> <p style="padding-left: 20px;">Case Management for Human Services 166</p> <p style="padding-left: 20px;">Human Services 165</p> <p style="padding-left: 20px;">Multicultural Awareness/ Relations for the Service Provider 166</p> <p style="padding-left: 20px;">Multicultural Awareness/ Self Reflection 167</p>
--	--

INDEX

<p>Publications 51</p> <p>Public Transportation 45</p> <p>PUENTE 69</p> <p style="text-align: center;">Q</p> <p>Quest 50</p> <p style="text-align: center;">R</p> <p>Radio and Television Broadcasting 169</p> <p>Readmission 33</p> <p>Real Estate 170</p> <p>Recording Devices 58</p> <p>Recreation and Rehabilitation Therapies 171</p> <p>Refunds 40</p> <p>Registered Nursing Program for LVNs 150</p> <p>Registration 38</p> <p style="padding-left: 20px;">Continuing Students 39</p> <p style="padding-left: 20px;">Fees And Refunds 39</p> <p style="padding-left: 20px;">Former Students 38</p> <p style="padding-left: 20px;">New Students 38</p> <p>Registration Policies 40</p> <p style="padding-left: 20px;">Prerequisites 40</p> <p style="padding-left: 20px;">Request for Course Substitution or Waiver of Program Requirement 41</p> <p>Religious Studies 171</p> <p>Repeating A Course 42</p> <p>Residency Requirements For Admission 34</p> <p>Retailing 90</p> <p>Retail Management 88</p> <p>R.O.T.C. 29</p> <p style="text-align: center;">S</p> <p>Safe Ride Program 43</p> <p>San Leandro Center 14</p> <p>Schedule of Classes 39</p> <p>Scholastic Honors 54</p> <p>Scholastic Standards 54</p> <p>Secret Organizations 51</p> <p>Security Services 42</p> <p>Semester Units 69</p> <p>Service Animals 46</p> <p>Service Learning 171</p> <p>Sexual Harassment 68</p> <p>Sign Language 172</p> <p>Small Business Management 90</p> <p>Social Activities 51</p> <p>Social Science 172</p> <p>Sociology 173</p> <p>Software Specialist 94, 96</p> <p>Spanish 123</p> <p>Special Student Programs and Services 47</p> <p>Special Studies 174</p> <p>Speech 174</p> <p>Speech Communication 174</p>	<p>Sports Injury Care 158, 159</p> <p>Springboard to Transfer 69</p> <p>Strategic Planning Themes 12</p> <p>Student Activities 47, 50</p> <p>Student Conduct and</p> <p style="padding-left: 20px;">Due Process Policy 60–64</p> <p>Student Governance And Clubs 47</p> <p>Student Grievance Policy 64–67</p> <p>Student Health Center 49</p> <p>Student Life 50</p> <p style="padding-left: 20px;">Office of 51</p> <p style="padding-left: 20px;">Student Activities 50</p> <p>Student Load 41</p> <p>Student On-Line Services 51</p> <p>Student Records, Impounding 58</p> <p>Student Rights and Privacy 67</p> <p>Student Rights and Responsibilities 59</p> <p style="text-align: center;">T</p> <p>Tape Recorders in Class 58</p> <p>Teacher Preparation Program (T.E.A.M.) 51</p> <p>Testing, Assessment 36</p> <p>Textbook Return Policy 35</p> <p>Textbooks and Supplies 42</p> <p>Theater Arts 175</p> <p>Tool Maker 138</p> <p>Training And Development Solutions 53</p> <p>Transcripts 29</p> <p style="padding-left: 20px;">College Transcripts 42</p> <p style="padding-left: 20px;">From Other Colleges and Universities 29</p> <p>Transfer 28</p> <p>Transferability of Chabot Courses 24</p> <p>Transfer Admission Guarantee (TAG) 28</p> <p>Transfer Center 36</p> <p>Transfer Preparation 24</p> <p>Transferring to private and/or out-of-state colleges/universities 24</p> <p>Transportation, Public 45</p> <p>Trustees, Board of 4</p> <p>Tutoring 176</p> <p style="text-align: center;">U</p> <p>Unit Load, Limitation On 41</p> <p>Used Book Buy Back 35</p> <p>Use Of Facilities 46</p> <p>Use Of Tape Recorders 58</p> <p style="text-align: center;">V</p> <p>Value Statement 11</p> <p>Veterans Educational Assistance 51</p> <p>Vision, Mission & Value Statements 11</p> <p>Vision Statement 11</p> <p>Visitor's Parking 45</p> <p>Visitors To The College 45</p>
---	---

Vocational Rehabilitation Services	48
--	----

W, X, Y, Z

Waiver of Program Requirement	41
Welding Technology	176
Inspection and Pipe Welding	177
Welding	177
Wellness, Graduation Requirement	22
Withdrawing From Classes	41
Extenuating Circumstances	42
Instructors' Withdrawal Option	42
Military Withdrawal	42
Total Withdrawal	42
Withdrawing With Extenuating Circumstances	42
Women's Studies	52
Work Experience	178
Work Experience Education	14
Writing	112