



BERKELEY CITY COLLEGE*
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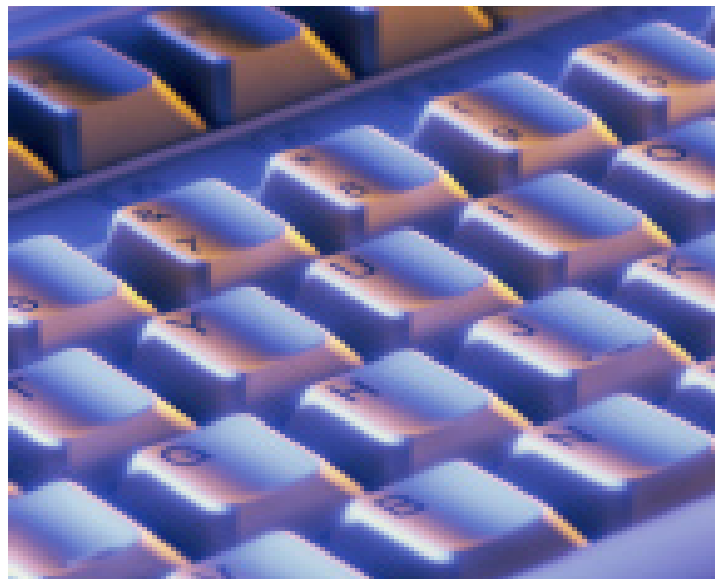
COLLEGE OF ALAMEDA

BERKELEY CITY COLLEGE

Fall 2009 Late Start Art, Business, Computer Information Systems, English, History and Multimedia Arts Classes

Late-Start and Mid-Semester Classes Begin in September, October, and November.

Enroll Now!



Call (510) 981-2800

Check for classes on the World Wide Web. Access: www.berkeleycitycollege.edu

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- Master the Latest Microsoft Office Essentials
 - * Word * Excel * Access * Power Point
- Learn Computer Keyboarding, Data Base and Web Design Basics
- Explore Fundamentals of Digital Cinematography
- Perfect Your Grammar Skills in Writing Workshops



PERALTA COMMUNITY COLLEGE DISTRICT

Fall 2009 Late Start Art, Business, Computer Information Systems, English, History, and Multimedia Arts Classes

Art

ART 201F, 1 Unit—Art Destination

Studies: Southeast and East Asia

1 hour lecture (GR or P/NP)

Art, architectural, and archaeological heritage of selected geographic areas: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

Section B1, Class # 44187, Instr. Rydlander

Lec: 1-2:50 pm, M

North Berkeley Community Center

1901 Hearst St., Berkeley

Class Takes Place Mondays, 10/19 to 12/14/09

Note: Nine-Week Class; Additional Meetings TBA on First Day of Class

Business

BUS 215A, 1 Unit

Computer Keyboarding

.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Introduction to computer keyboard skills: Beginning basic skill development.

Section B2L, Class # 42680, Instr. Jarvis

Lec: 9-9:30 am, TTh; BCC, Rm. 323

Lab: 9:30-10:50 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

BUS 215B, 1 Unit

Computer Keyboarding

.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: BUS 215A or 230D or 233A

Continuing computer keyboard skills: Basic formats for various business forms, to 35 wpm.

Second Nine-Week Session—

Section B2L, Class # 42684, Instr. Jarvis

Lec: 9-9:30 am, TTh; BCC, Rm. 323

Lab: 9:30-10:50 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

BUS 215C, 1 Unit

Computer Keyboarding

.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: BUS 215B or 230F or 233B

Intermediate computer keyboard skills: Emphasis on skills improvement and speed development to 42-45 words per minute.

Section B2L, Class # 42688, Instr. Jarvis

Lec: 9-9:30 am, TTh; BCC, Rm. 323

Lab: 9:30-10:50 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

BUS 215D, 1 Unit

Computer Keyboarding

.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: BUS 215C or 231F or 234B

Advanced computer keyboard skills: Continued speed development to 55 words per minute.

Section B2L, Class # 42692, Instr. Jarvis

Lec: 9-9:30 am, TTh; BCC, Rm. 323

Lab: 9:30-10:50 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

BUS 241, 1.5 Units

Beginning Word Processing

1 hour lecture, 1.5 hours laboratory (GR or P/NP). Recommended preparation: BUS 215A or equivalent computer keyboarding class.

Introduction to word processing concepts and basic computer operations: Creating and editing basic word processing documents used in business.

Section B2L, Class # 42696, Instr. Jarvis

Lec: 9-9:50 am, TTh; BCC, Rm. 323

Lab: 10-11:20 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

BUS 242, 1-3 Units

Intermediate Word Processing

3-9 hours laboratory (GR or P/NP)

Recommended preparation: BUS 241 or equivalent beginning word processing class.

Intermediate word processing: Training and development of intermediate skills on word processing programs and equipment.

Section B2L, Class # 42698, Instr. Jarvis

Lab: 9-11:20 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

BUS 243, 1-3 Units

Advanced Word Processing

3-9 hours laboratory (GR or P/NP)

Recommended preparation: BUS 242 or equivalent intermediate word processing class.

Course study under this section may be repeated one time for a maximum of 3 units.

Advanced word processing: Training and development of advanced skills on word processing programs and equipment.

Section B2L, Class # 42700, Instr. Jarvis

Lab: 9-11:20 am, TTh; BCC, Rm. 323

Second Session: 10/20-12/17/09

Class Begins Tuesday, 10/20/09

Computer Information Systems

CIS 42B, 2 Units

Spreadsheet Applications II

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Prerequisite: CIS 42A (may be taken during same term as CIS 42B during the first 9-week session). Formerly offered as CIS 236. Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Financial functions, logical functions, forecasting trends, lookup tables, "pivot tables", graphic design for financial statements, statistical operations (regression analysis), macro programming.

Section B1L, Class # 42726, Instr. Staff

Lec: 9-11:50 am, M; BCC, Rm. 126

Lab: 9-11:50 am, W; BCC, Rm. 126

Class Takes Place 10/19-12/16/09

Class Begins Monday, 10/19/09

CIS 105, 1 Unit

Mechanics of Web Page Design

1 hour lecture (GR). Recommended preparation: CIS 237. Acceptable for credit: CSU

Basic theory and practice of web page construction using HTML and authoring tools: Preparation of images for the web, interface design, and interactivity.

Section B1, Class # 42727, Instr. Blumsack

Lec: 1-4:50 pm, S; BCC, Rm. 312

Class Meets Four Saturdays Only:

11/14, 11/21, 12/5, and 12/12/09

CIS 200, 1.5 Units**Computer Concepts and Applications**
(Learn Microsoft Word, Excel, or Access)
(GR or P/NP)

Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet.

Section B2L, Class # 43218, Instr. Dunlop

Lec: 6:30-8:20 pm, W; BCC, Rm. 312

Lab: 8:30-9:20 pm, W; BCC, Rm. 312

Lab: 6:30-9:20 pm, M; BCC, Rm. 312

Second Session: 10/19-12/16/09

Class Begins Monday, 10/19/09

CIS 230, .5 Unit**Laboratory Practice in Microcomputers**

1.5 hours laboratory (GR or P/NP). Recommended preparation: CIS 200. Course study under this section may be repeated three times.

Designed to provide laboratory experience not covered under other course offerings: Prescribed laboratory activities or establishment of a specialized course of study under direction of instructor.

Section B2L, Class # 42729, Instr. Djukich

Lab: 9-11:50 am, T; BCC, Rm. 312

Class Meets: 10/20-12/15/09

Class Begins Tuesday, 10/20/09

Section B4L, Class # 42731, Instr. Dunlop

Lab: 6:30-9:20 pm, W; BCC, Rm. 312

Class Meets: 10/21-12/16/09

Class Begins Wednesday, 10/21/09

CIS 237, 1 Unit**Introduction to Internet Basics**

(GR or P/NP). Recommended preparation: CIS200 or 241

Introduction to Internet basics Connecting to the internet; exploring the World Wide Web; using email, search engines and directories, FTP/News-groups/Telnet; creating and publishing HTML pages; and ethical issues.

Section B1L, Class # 42733, Instr. Dunlop

Lec: 1-4:50 pm, S; BCC, Rm. 312

Class Meets Four Saturdays:

10/17, 10/24, 10/31, 11/7/09

CIS 245A, 1.5 Units**Introduction to Microsoft Access**

1 hour lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: CIS 1 or 200

Introduction to Microsoft Access database management: Designing, creating, modifying, and using databases; developing tables, queries, forms, and reports; tips for use in various business settings.

Section B1L, Class # 43363, Instr. Staff

Lec: 1-1:50 pm, F; BCC, Rm. 323

Lab: 2-4:50 pm, F; BCC, Rm. 323

Class Meets Four Fridays:

9/11, 9/18, 9/25 and 10/2/09

Web Programming Associate in Science and Certificate of Achievement Programs

This program prepares you for a career in programming for the Internet and the World Wide Web in job titles such as web programmer, programmer/analyst, software developer, and information technology professional. You should have a solid computer literacy background as evidenced by course work such as CIS 1, CIS 5, or CIS 200 and CIS 42A or the equivalents.

Web Programming Associate in Science Degree and Certificate of Achievement

<i>Required Courses</i>	<i>Units</i>
Fundamental Courses:	
CIS 6 Introduction to Computer Programming	5
CIS 36A Java Programming Language I	4
Scripting Languages:	
CIS 85 JSP and Servlets	4
Professional Competence:	
BUS 201 Business Communication	3
CIS 23 C# Programming	4
CIS 81 Systems Analysis with UML	3
CIS 83 Capstone Project	3
CIS 84 Database Programming for the Web	4
CIS 101/101L Survey of Program/Language for the Web & Lab	3
CIS 103 Survey of Program/Language for the Web— Continuation	4
CIS 105 Mechanics of Web Page Design	1
MMART 130/ 130L Survey of Digital Imaging & Lab	3
Total Minimum Required Units	41

**For the Associate in Science degree in Web Programming, you must complete the General Education pattern and optional courses for an additional 19 units.*

Ask about Berkeley City College's Computer Information Systems A.A. Degrees and Certificates in:

- Applied Computer Information Systems
- Web Programming

Fall 2009 Late Start Art, Business, Computer Information Systems, English, History, and Multimedia Arts Classes

CIS 245B, 1.5 Units

Microsoft Access with Visual BASIC for Applications (VBA) I

1 hour lecture, 1.5 hours laboratory (GR or P/ NP). Prerequisite: CIS 1 or 5 or 200, and 216 and 245A

Microsoft Access database management: Design and optimization of relational databases; use of VBA and other tools to create and customize data entry and data viewing forms, analytical and descriptive reports, and related database elements.

Section B1, Class # 43364, Instr. Staff

Lec: 1-1:50 pm, F; BCC, Rm. 323

Lab: 2-4:50 pm, F; BCC, Rm. 323

Class Meets Four Fridays:

10/9, 10/16, 10/30 and 11/6/09

CIS 245C, 1.5 Units

Microsoft Access with Visual BASIC for Applications (VBA) II

1 hour lecture, 1.5 hours laboratory (GR or P/ NP). Prerequisite: CIS 1 or 5 or 200, and 216 and 245B

Microsoft Access database management: Design and optimization of relational databases in a multi-user, networked environment; use of VBA and other tools to create and customize data access pages and macros, menus, and toolbars; security and related issues.

Section B1, Class # 43365, Instr. Staff

Lec: 1-1:50 pm, F; BCC, Rm. 323

Lab: 2-4:50 pm, F; BCC, Rm. 323

Class Meets Four Fridays:

11/13, 11/20, 12/4, and 12/11/09

CIS 246, 1.5 Units

Introduction to PowerPoint (GR or P/NP).

Introduction to Microsoft PowerPoint presentation graphics: Preparation for creating, saving, editing, and printing presentation materials; graphics techniques and overhead transparencies, color slides, outline notes, handouts, and on-screen graphics.

Section B1, Class # 43425, Instr. Jarvis

Lec: 1-1:50 pm, S; BCC, Rm. 312

Lab: 2-4:50 pm, S; BCC, Rm. 312

Class Meets Four Saturdays:

9/19, 9/26, 10/3, and 10/10/09

English

ENGL 5, 3 Units

Critical Thinking

3 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize, and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills.

Section B5, Class # 42778, Instr. Hoshida

Lec: 6:30-9:20 pm, W; BCC, Rm. 313

Class Begins Wednesday, 9/9/09

Note: Online Transfer College class meets every fourth Wednesday; remainder of hours are online.

ENGL 208, 1 Unit

Writing Workshop

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP) (Offered for 1 unit in regular term and for .5 unit in summer term.)

Course study under this section may be repeated 3 times.

Individualized instruction in writing utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills.

Section B1L, Class # 42820, Instr. Lowood

Lec: 10-10:30 am, F; BCC, Rm. 313

Lab: 10:30 am-Noon, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B2L, Class # 42822, Instr. Kostoulas

Lec: 1-1:30 pm, F; BCC, Rm. 313

Lab: 1:30-3 pm, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B3L, Class # 42824, Instr. Lowood

Lec: 6-6:30 pm, M; BCC, Rm. 313

Lab: 6:30-8 pm, M; BCC Rm. 313

Late Start Class Begins Monday, Sept. 14, 2009.

Section B4L, Class # 42826, Instr. Lowood

Lec: 4-4:30 pm, W; BCC, Rm. 313

Lab: 4:30-6 pm, W; BCC Rm. 313

Late Start Class Begins Wednesday, Sept. 9, 2009.

ENGL 208A, 1 Unit

Writing Workshop

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP) (Offered for 1 unit in regular term and for .5 unit in summer term.) Course study under this section may be repeated 3 times.

Individualized instruction in writing utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills.

Section B1L, Class # 44566, Instr. Lowood

Lec: 10-10:30 am, F; BCC, Rm. 313

Lab: 10:30 am-Noon, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B2L, Class # 44568, Instr. Kostoulas

Lec: 1-1:30 pm, F; BCC, Rm. 313

Lab: 1:30-3 pm, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B3L, Class # 44570, Instr. Lowood

Lec: 6-6:30 pm, M; BCC, Rm. 313

Lab: 6:30-8 pm, M; BCC Rm. 313

Late Start Class Begins Monday, Sept. 14, 2009.

Section B4L, Class # 44573, Instr. Lowood

Lec: 4-4:30 pm, W; BCC, Rm. 313

Lab: 4:30-6 pm, W; BCC Rm. 313

Late Start Class Begins Wednesday, Sept. 9, 2009.

ENGL 208B, 1 Unit

Writing Workshop

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP) (Offered for 1 unit in regular term and for .5 unit in summer term.) Course study under this section may be repeated 3 times.

Individualized instruction in writing: Thesis control, essay organization, and idea development.

Section B1L, Class # 44625, Instr. Lowood

Lec: 10-10:30 am, F; BCC, Rm. 313

Lab: 10:30 am-Noon, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B2L, Class # 44627, Instr. Kostoulas

Lec: 1-1:30 pm, F; BCC, Rm. 313

Lab: 1:30-3 pm, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B3L, Class # 44629, Instr. Lowood

Lec: 6-6:30 pm, M; BCC, Rm. 313

Lab: 6:30-8 pm, M; BCC Rm. 313

Late Start Class Begins Monday, Sept. 14, 2009.

Section B4L, Class # 44631, Instr. Lowood

Lec: 4-4:30 pm, W; BCC, Rm. 313

Lab: 4:30-6 pm, W; BCC Rm. 313

Late Start Class Begins Wednesday, Sept. 9, 2009.

ENGL 258, 1 Units

Writing Workshop (Basic Skills)

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP) (Offered for 1 unit in regular term and for .5 unit in summer term.) Non-degree applicable. Course study under this section may be repeated three times.

Individualized instruction in writing utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills.

Section B1L, Class # 42828, Instr. Lowood

Lec: 10-10:30 am, F; BCC, Rm. 313

Lab: 10:30 am-Noon, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B2L, Class # 42830, Instr. Kostoulas

Lec: 1-1:30 pm, F; BCC, Rm. 313

Lab: 1:30-3 pm, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B3L, Class # 42832, Instr. Lowood

Lec: 6-6:30 pm, M; BCC, Rm. 313

Lab: 6:30-8 pm, M; BCC Rm. 313

Late Start Class Begins Monday, Sept. 14, 2009.

Section B4L, Class # 42834, Instr. Lowood

Lec: 4-4:30 pm, W; BCC, Rm. 313

Lab: 4:30-6 pm, W; BCC Rm. 313

Late Start Class Begins Wednesday, Sept. 9, 2009.

ENGL 258A, 1 Unit

Writing Workshop

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP)

Individualized instruction in writing: Thesis control and essay organization.

Section B1L, Class # 44262, Instr. Lowood

Lec: 10-10:30 am, F; BCC, Rm. 313

Lab: 10:30 am-Noon, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B2L, Class # 44264, Instr. Kostoulas

Lec: 1-1:30 pm, F; BCC, Rm. 313

Lab: 1:30-3 pm, F; BCC Rm. 313

Late Start Class Begins Friday, Sept. 11, 2009.

Section B3L, Class # 44266, Instr. Lowood

Lec: 6-6:30 pm, M; BCC, Rm. 313

Lab: 6:30-8 pm, M; BCC Rm. 313

Late Start Class Begins Monday, Sept. 14, 2009.

Section B4L, Class # 44268, Instr. Lowood

Lec: 4-4:30 pm, W; BCC, Rm. 313

Lab: 4:30-6 pm, W; BCC Rm. 313

Late Start Class Begins Wednesday, Sept. 9, 2009.

History

HIST 20, 3 Units

History of the Jewish People

3 hours lecture (GR or P/NP). Acceptable for credit: CSU, UC

History and culture of the Jewish people from Biblical times to the present with emphasis on the past 100 years: Persecution and immigration, the Holocaust, Jewish experience in America, growth of the state of Israel.

Section B1, Class # 44163, Instr. Palter-Palman

Lec: Time, Place, Dates TBA

Note: Online Transfer College class; for information, e-mail info@eberkeley.org. Onetime class meeting takes place Sat., Sept. 12, 2009.

Multimedia Arts

MMART 153, 1.5 Units

Digital Cinematography Basics

Digital cinematography basics: Digital camera use including manual functions and settings, camera movement, use of camera accessories and tools, preproduction preparation, on-set protocol, motion picture aesthetics, industry and on-set terminology, duties and responsibilities of the camera team.

Section B1, Class # 44351, Instr. Newman

Lec: 1-4:50 pm, T; BCC, Rm. 218

Late Start 6-Week Class Begins Tuesday, 10/27/09 and Ends Tuesday, 12/1/09

Business—Office Technology Associate in Arts Degree

Required Courses	Units
**BUS 202	Business Math 3
BUS 201	Business Communication 3
CIS 1	Introduction to Computer Information Systems 4
CIS 42A	Spreadsheet Applications I 2
CIS 42B	Spreadsheet Applications II 2
***COPED 456L	Occupational Work Experience 1
**ENGL 201A & 201B	Preparation for Composition and Reading 6
**ENGL 209	Writing Workshop 2
	Electives 8
	Total Minimum Required Units 31*

Choose from the following electives:

BUS 5	Human Relations in Business (3)
BUS 10	Introduction to Business (3)
BUS 20	General Accounting (3)
BUS 56	Introduction to Human Resources Management (3)
CIS 228A	Desktop Publishing/Pagemaker (2)
CIS 228B	Desktop Publishing/Quark (2)
CIS 229A	Desktop Publishing/Pagemaker Cont. (2)
CIS 229B	Desktop Publishing/Quark Cont. (2)
CIS 237	Introduction to Internet Basics (1)
CIS 241	Introduction to Using Windows (1)
CIS 245A	Introduction to Microsoft Access (1.5)
CIS 245B	Microsoft Access with Visual BASIC I (1.5)
CIS 245C	Microsoft Access with Visual BASIC II (1.5)
HLTED 1	Exploring Health Issues (3)
HLTOC 201	Medical Terminology I (2)
HLTOC 202	Medical Terminology II (2)
SPAN 11	Spanish for the Medical Health Professions (3)
SPAN 12	Spanish for the Business Professions (3)

*For the Associate in Arts degree in Business—Office Technology, you must complete the General Education pattern and elective courses for an additional 29 units.

**You may substitute higher-level English and mathematics courses for these requirements.

***The degree or certificate requires only 1 unit of COPED 456L; additional units are optional.



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Counseling

(510) 981-2803

Transportation

By car take I-80 to University Ave.
exit, drive east on University to
Milvia. Take a right turn on Milvia to
Center St., go left on Center St.
Parking is available on the street or
in the Center Street garage.

By BART take Richmond
train to the downtown
Berkeley station. Exit at
Center St. escalator. Berkeley City
College is one-half block west of the
Downtown Berkeley BART station.
By bus take AC transit. Call
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