



# Merritt College

## Catalog

### 2022-2023

*supreme art of the  
awakened joy in creative  
and knowledge.*

*Albert Einstein*

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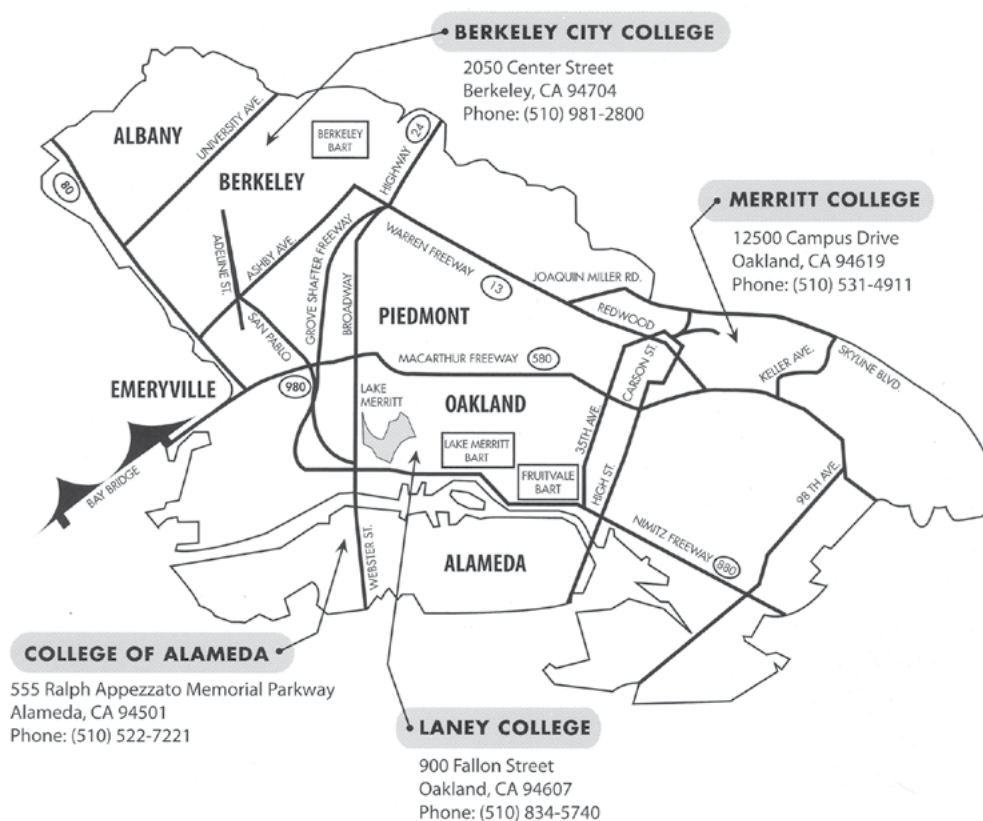
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# Merritt College Catalog

## 2022-2023

**Merritt College**

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Phone: (510) 531-4911

[www.merritt.edu](http://www.merritt.edu)

# Merritt College Catalog

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## President's Message

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On behalf of our faculty, classified professional staff, and administration, I am pleased to welcome you to Merritt College. We are honored that you have decided to pursue your educational and professional goals



here at Merritt, and we are firmly committed to helping you attain them. Founded as the Merritt School of Business in 1929, Merritt College has built a legacy of academic excellence, career training, and civic engagement. This rich history continues to inform and inspire the Mission, Core Values, and Vision for the college.

Within the pages of this catalog you will find information for more than 100 degree and certificate programs. Our wide array of course offerings afford you the opportunity to achieve whatever intellectual, vocational, or personal pursuit you have in mind. Our faculty comprises some of the most accomplished, skilled, and talented educators in their respective fields, and our dedicated counselors and professional staff will provide you with the services and support you need to be successful.

As we all work toward and look forward to reclaiming our lives and regaining a sense of normalcy, I want to commend you for your courage and commitment to your education. Thank you for choosing and trusting us to help you realize your educational aspirations. Merritt College is a special place and your presence here ensures that our best days are ahead.

Sincerely,

A handwritten signature in black ink, appearing to read 'David M. Johnson', written over a light gray background.

David M. Johnson, Ph.D.

*President*



## Important Message to Our Students

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### ACCREDITATION

Merritt College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The ACCJC is located at 331 J Street, Suite 200, Sacramento, CA 95814, (415) 506-0234, email: [accjc@accjc.org](mailto:accjc@accjc.org), <https://accjc.org/>.

### ACCURACY STATEMENT

Merritt College endeavors to accurately and fairly present its programs, course descriptions, schedules and policies and to ensure that all information presented here is correct and current as of the date of its release. Merritt College assumes no responsibility for administrative or publication errors. In addition, Merritt College reserves the right to add, amend, modify or withdraw any of its policies, course descriptions, class schedules or other information reflected here from time to time. Please check our website at [www.merritt.edu/catalog](http://www.merritt.edu/catalog) for our catalog supplement and the most current, available information.

### CATALOG RIGHTS

Catalog rights is a term used to define the specific set of requirements ordinarily as established in the catalog for a specific year, which the student must satisfy to qualify for a degree, certificate, etc. As long as a student maintains enrollment in at least one semester per academic year (excluding summer session and intersession) in any of the Peralta Colleges, the student's catalog rights include one of the following options:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; or
2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the Degree/Certificate are completed; or
3. The regulations current at the time the student files and receives the Degree/Certificate.

### INTERPRETATION OF REQUIREMENTS

Merritt College assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog. Counselors and advisors are available and willing to assist students in planning their programs and to clarify college policies and procedures.

### USING MERRITT COLLEGE'S CATALOG

Merritt College's catalog describes the courses, programs, and services of the college that are planned for the 2022-2023 academic year. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. Current or complete information may be obtained from the appropriate administrative office.



## Peralta Community College District Board of Trustees

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Atheria Smith, M.B.A.	Acting Vice Chancellor of General Services
Stephanie Droker, E.D.	Interim Deputy Chancellor and Chief Operating Officer
Antoine Mehoulley, B.S.	Chief Technology & Information Systems Officer
Mark Johnson, M.A.	Executive Director, Marketing, Communication & Public Relations
Timothy Thomas	Director of Public Safety

## Merritt College Administrators

David M. Johnson, Ph.D.	President
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Lilia Chavez, Ed.D.	Vice President of Student Services
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Ree'shemah Thornton, M.A.	Dean of Enrollment, Special Programs and Grants
Vacant	Director of Financial Aid Services
Doris Hankins, M.A.	Director of Student Activities and Campus Life
Nathan Pellegrin, M.S.	Director of Research and Planning



## 2022 Summer Semester

May 30	M	Drop for Nonpayment of Tuition and Enrollment Fees
June 13	M	Day and Evening Instruction Begins
June 19	Su	Last Day to Drop Regular Session Classes and Receive A Refund <b>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</b>
June 19	Su	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 19	Su	Last Day to Add Summer Session Classes
June 19	Su	Census Due – Instructors Verify Enrollment in Classes
June 22	W	Last Day to File for PASS/NO PASS Grading Option
June 23	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	M	Independence Day – Holiday Observance
July 12	T	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
July 12	T	Attendance Verification Day – Instructors Verify Enrollment
July 21	Th	Summer Session Ends
July 28	Th	Grade Rosters/Rollbooks are Due

**Note:** Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change. See the online Academic Calendar <https://www.peralta.edu/admissions/academic-calendar> for the latest information.





## 2022 Fall Semester

August 8	M	Drop for nonpayment of Tuition and Enrollment Fees
August 22	M	Day and Evening Instruction Begins
August 27	S	Saturday Instruction Begins
August 28	Su	Last Day to Add <b>without</b> Permission Number or Add Card
September 2	F	Last Day to Add Regular Session Classes <b>in person</b> with a Permission Number or Add Card
September 5	M	Last Day to Drop Regular Session Classes and Receive A Refund <b>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</b>
September 5	M	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
September 5	M	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 5	M	Labor Day – Holiday Observance
September 5	M	Census Roster Due
September 9	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
October 14	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 19	W	Professional Day – No Classes
November 11	F	Veteran's Day – Holiday Observance
November 18	F	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
November 18	F	Attendance Verification Day – Instructors Verify Enrollment
November 24-27	Th-Su	Thanksgiving – Holiday Observance
December 11-17	Su-S	Final Examinations
December 17	S	Saturday Instruction Ends
December 17	S	Fall Semester Ends
January 4	W	Final Grades Due

**Note:** Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change, see the online Academic Calendar <https://www.peralta.edu/admissions/academic-calendar> for the latest information.



## 2023 Spring Semester

January 9	M	Drop for Nonpayment of Tuition and Enrollment Fees
January 16	M	Martin Luther King Jr. Birthday – Holiday Observance
January 23	M	Day and Evening Instruction Begins
January 28	S	Saturday Instruction Begins
January 28	S	Last Day to Add Regular Session Classes
February 5	Su	Last Day to Drop Regular Session Classes and Receive A Refund <b>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</b>
February 5	Su	Last Day to Drop Regular Session Classes Without a “W” Appearing on Transcripts
February 5	Su	Census Due — Instructors Verify Enrollment in Classes
May 20	S	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 17-20	F-M	President’s Birthday – Holiday Observance
March 14	W	Professional Day – No Classes
March 17	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 27-April 2	M-Su	Spring Recess
March 31	F	Caesar Chavez – Holiday Observance
April 6	Th	Second Census Due for Noncredit Online Classes
April 28	F	Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.
April 28	F	Attendance Verification Day – Instructors Verify Enrollment
May 19	F	Malcolm X’s Birthday – Holiday Observance
May 21-27	Su-S	Final Examinations
May 27	S	Saturday Instruction Ends
May 27	S	Spring Semester Ends
May 29	M	Memorial Day – Holiday Observance
June 2	F	Grade Rosters/Rollbooks are Due

**Note:** Saturday classes begin January 28 and meet every Saturday except February 18. Saturday classes end on May 27. Dates are subject to change. See the online Academic Calendar <https://www.peralta.edu/admissions/academic-calendar> for the latest information.



# About Peralta Community College District

## Mission

The Peralta Community College District is a collaborative of colleges advancing social and economic transformation for students and the community through quality education, rooted in equity, social justice, environmental sustainability, and partnerships.

## Values

**Student success and equity:** The colleges and service centers evaluate all decisions in light of how they will equitably support student and community success and empowerment.

**Diversity:** We recognize and celebrate the strengths of our diverse students, communities, and colleagues.

**Excellence:** We promote the highest level of quality in all programs and services.

**Innovation:** The colleges and service centers support creative approaches to meet the changing demographic, economic, and educational needs of our communities.

**Financial health:** We effectively manage resources.

**Environmental sustainability:** We engage in model environmental sustainability practices.

**Collaboration:** The colleges and service centers use a consultative decision-making process based on trust, communication, and critical thinking.

**Trust:** We support one another's integrity, strength, and ability.

**Employee development:** We promote the development of all employees.

**Communication:** We seek first to understand, then to be understood.

**Respect:** We treat one another with care and respect.



# About Merritt College

Merritt College, located at 12500 Campus Drive, Oakland, California, is a public, two-year college and one of four colleges of the Peralta Community College District in Alameda County. Merritt College offers courses and comprehensive programs that support transfer to four-year institutions as well as technical and occupational endeavors. Merritt College is committed to meeting the educational needs of the diverse student population and the community it serves. Located on a 125-acre site in the hills of southeastern Oakland, Merritt College combines modern, spacious facilities with a panoramic, spectacular view of the entire Bay Area.

Merritt College has a deep and rich history of commitment to social justice, equity and inclusion. An important part of that identity includes being the birthplace and home of the Black Panthers. We strive to build upon that legacy and are proud of the progress that we have made serving our students and community. Some notable acknowledgements include being the recipient of the Campaign for College Opportunity - Champion of Higher Education Award in 2020. This was in recognition of Merritt leading the way in conferring Associate Degrees for Transfer to Black and Latinx transfer-seeking students. In 2021 Merritt received the Dr. John W. Rice Award for Diversity & Equity from the California Community Colleges Board of Governors. Our important work in these areas continues and we look forward to ongoing successes for our students and our College.

## Mission

Merritt College puts students first. Through our rich educational programs, we foster a culture of equity and inclusion that empowers students to achieve their greatest potential and make meaningful contributions to their respective communities and our global society.

## Core Values

**Student Access and Success:** We provide rigorous and engaging in-person and remote learning experiences that support the academic and personal achievements of our students, as well as advances in retention, persistence and completion.

**Equity:** We commit to supporting all of our students with the instruction, guidance and resources that they need to achieve their educational goals.

**Inclusion:** We encourage every member of the campus community to adopt our shared commitment to providing exceptional learning experiences, and to contribute to the ongoing success of the College through participatory governance.

**Diversity:** We honor and respect the broad spectrum of backgrounds, experiences, languages, values and cultures reflected by our campus community.

**Social Justice:** We strive to create a student-centered learning environment that supports equal opportunity and systemic change.

## Vision

Merritt College strives to remain a pre-eminent institution of learning, training, and civic engagement.

## Equity Commitment

Believing that it is our obligation to our students to confront societal racism and discrimination, we commit to the intentional and relentless application of equity and social justice as we cultivate academic excellence, self-determination and informed civic engagement.

## Institutional Learning Outcomes (ILOs)

**Communication:** Communicate with clarity and precision using oral, nonverbal, and/or written language, expressing an awareness of audience, situation, and purpose.

**Critical Thinking:** Think critically using appropriate methods of reasoning to evaluate ideas and identify and investigate problems and to develop creative and practical solutions to issues that arise in workplaces, institutions, and local and global communities.

**Quantitative Reasoning:** Apply college-level mathematical reasoning to analyze and explain real world issues and to interpret and construct graphs, charts, and tables.

**Cultural Awareness:** Through a knowledge of history and cultural diversity, recognize and value perspectives and contributions that persons of diverse backgrounds bring to multicultural settings and respond constructively to issues that arise out of human diversity on both the local and the global level.

**Civic Engagement and Ethics:** Internalize and exhibit ethical values and behaviors that address self-respect and respect for others with integrity and honesty that will enable success and participation in the larger society.

**Information and Computer Literacy:** Use appropriate technology to identify, locate, evaluate and present information for personal, educational and workplace goals.



## Merritt College and the Peralta District — A Short History

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While the concept of “community college” was still evolving, many institutions and organizations preceded the establishment of Merritt Community College and the Peralta Community College District. University High School was located at 5714 Grove Street (now Martin Luther King Jr. Way), serving primarily the children of University of California faculty; in 1946 the site became the Merritt School of Business; in 1953 The Oakland Junior College institution was organized by the Oakland Board of Education, establishing Laney and Merritt as separate campuses in this new institution; in 1954, Merritt College added a liberal arts curriculum to the already established business curriculum; and in 1955, the first recipients of Associate in Arts degrees graduated from Merritt College.

In 1963 Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont residents voted to form the Northern Alameda County Junior College District. The first meeting to organize the Northern Alameda County Junior College District Board of Trustees was held December 16, 1963. On January 20, 1964, The Junior College District was renamed The Peralta Junior College District of Alameda County, honoring Sergeant Luis Maria Peralta, a soldier in the Spanish army who received the largest of the Spanish Land Grants (1820), Rancho San Antonio, a 44,800-acre plot that encompasses most of the East Bay region of California. On July 1, 1964, the Board of Education voted to offer vocational, occupational, and liberal arts courses on each campus.

The Oakland Unified School District proposed at the March 2, 1964 board meeting a location on Redwood Road as a possible site for Merritt College. In April 1964, a letter was sent to the Oakland Unified School District with a notification that the Peralta Junior College District intended to purchase the Redwood Road site. As noted in the May 2, 1964 Board of Trustees’ minutes, the firm of Main, Lafrentz & Company, Certified Public Accountants, was selected to design business systems, and an appraiser was acquired to calculate costs associated with the lease/and or purchase of the Redwood Road site for Merritt College.

In 1965, voters passed a \$47 million bond for the construction of additional campuses, and in 1970, the College of Alameda opened on a 2.5- acre site near the U.S. Naval Air Station in Alameda, California. In September 1970, Laney College completed its new campus adjacent to the Oakland Museum and The Bay Area Rapid Transit (BART) terminal. Merritt College moved from its location on Grove Street in spring of 1970 to its present location 12500 Campus Drive, Oakland, California. And in 1974, the Peralta College for Nontraditional Study was established and later renamed Vista Community College, presently known as Berkeley City College.

Merritt College acquired its name from Dr. Samuel Merritt, a pioneer developer in Oakland whose accomplishments include: establishment of a marine insurance company; ship-building and trading; lumber sales, real estate acquisitions, founder and member of the Board of Directors of the Oakland Bank of Savings; Mayor of Oakland; and, development of the Oakland park system. Dedicated to the development and beautification of Oakland, he enjoyed great success as an architect and builder, designing, building, and financing more than one hundred buildings. Dr. Samuel Merritt’s name remains memorable and visible throughout the Bay area. In addition to Merritt College, Samuel Merritt Hospital and Lake Merritt also bear his name.

## Additional Historical Information

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After the 1960 California Master Plan for Higher Education was signed into state law by Governor Brown, resulting in a system that combined “exceptional quality with broad access for students,” more Black students enrolled at Merritt College. Huey P. Newton enrolled at Merritt College in 1959, and Bobby Seal in 1962. In that same year Donald Warden founded the Afro-American Association, a community-based center near the Merritt College campus on Grove Street. The center promoted a Black Consciousness Program that greatly impacted the lives of many who would become famous and influential. In his autobiography *Revolutionary Suicide*, Huey P. Newton writes, “I was one of the first ten to join the organization . . . whose purpose was mainly to develop a sense of pride among Black people for their heritage, their history, and their contributions to culture and society.” He further emphasizes that while some of the members were college students, many were from the surrounding community.

In 1964, Merritt College students from the Revolutionary Action Movement (RAM), formed the Soul Students Advisory Council (SSAC), which became the Black Student Union (BSU). SSAC fought for the inclusion of Black Studies curriculum. According to Dr. Siri Brown, historian, “not many are aware that Merritt College offered the first Black history course in the country in 1964 and became the first department in 1967 – one year prior to San Francisco State University’s Ethnic Studies Department. Our legacy is due to the efforts of many, including Bobby Seal, a Merritt College student who co-founded the Black Panther Party for Self-Defense with Huey P. Newton in October 1966; Melvin Newton, our first Department Chair, Huey’s brother and Black Panther Party member; and, the great soldier/educator Dr. Celia Arrington, who taught in the African American Studies Department for over 30 years. These people developed an outstanding curriculum and foundation . . .”

In *Power to The People: The World of The Black Panthers*, it is noted that membership of six grew to a notable, political organization in excess of 10,000 men and women in 49 chapters. According to Bobby Seal, “The Black Panther Party was an ‘All Power to All the People!’ organization. It was a powerful grassroots activist organization that formed coalitions seeking to further our civil human rights and achieve real freedom and justice for all people. . .”

# Safety and Emergency Services

Safety and Emergency Services is available 24 hours a day to receive calls and dispatch emergency services. **For emergencies and non-emergencies dial (510) 465-3514 or (510) 466-7236 or ext. 7236 from a campus phone.**

## MEDICAL EMERGENCIES

In life or death situations (a person has stopped breathing, is bleeding profusely, or is in immediate danger), or in case of severe illness or an accident requiring medical assistance, students are advised to:

1. **dial 9-911 from a campus phone, or 911 from any available phone.** The county emergency response team will be activated and send an ambulance, the fire department, and police.
2. The next step is to **dial ext. 7236 from a campus phone; or (510) 465-3514 or (510) 466-7236 from any available phone.** Safety Services will respond to the emergency and notify the campus nurse. If required, Safety Services will contact emergency response services (i.e., ambulance, fire, police, etc.).

In cases of illness or an accident that is serious but not life threatening, **dial ext. 7236 from a campus phone; or (510) 465-3514 or (510) 466-7236 from any available phone.** Safety Services will respond and notify the campus nurse and/or **call 911**, if necessary.

## SUMMARY

On January 1, 2021, the Peralta Community College District undertook a unique and transformative approach to security services on the District's four campuses, and the District Administrative Center. Marina Security Services was hired to provide dispatching services 24 hours a day, 7 days a week, and 365 days per year. This vendor replaces the services previously provided by the Alameda County Sheriff's Office.

The District is committed to a community-based security service model that focuses on personal engagement between the security team, students, faculty, staff and administration. Security personnel will walk the campus during daytime hours or will be stationed at the security guard's console. Personnel are equipped with two-way radio devices with connectivity to other district staff and the District's dispatcher. The goal of the District is to create a non-lethal, nontraditional security ecosystem that proactively responds to challenges before traditional policing services, including local law enforcement, are activated or called. This approach to security will include community engagement and respect.

## MISSION STATEMENT

**Marina Security Services:** The mission of Marina Security Services is to unobtrusively provide our clients and the communities within which they operate with safe and secure facilities without disrupting their ability to operate in the way they desire to achieve their objectives. At Marina Security Services, our security guards and staff take pride in acting within the framework of our four core values: Communication, Integrity, Professionalism, and Diligence.

## BIKE PATROL

The Bike Patrol is part of Peralta's commitment to enhancing the personal safety of students, staff and visitors. The bikes will allow safety ambassadors to respond more quickly than safety ambassadors on foot, and reach locations inaccessible to a vehicle.

## CRIME PREVENTION AND PERSONAL SAFETY TIPS

Crime prevention is the responsibility of all staff and students. In order to maintain a safe, secure place to work and study, members of the campus community should be aware of their own surroundings and of any circumstances that seem out of the ordinary; suspicious individuals or activities should immediately be reported to Safety Services. An awareness of the following crime prevention pointers is essential in the reduction of crimes against students and staff:

- Keep vehicles, offices, classrooms, and other areas secured when practical.
- Keep valuable and/or easily portable items secured, when possible.
- Keep keys and emergency communication systems readily available.
- Choose routes and locations that are better lit, more familiar, and more secure, when available.
- Travel, work, and study with potential assistance near-by, when possible.
- Analyze surroundings for opportunities to escape, hide, and to obtain help and witnesses.
- Analyze surroundings for potential criminal access, ambush, and activity.
- Know the locations of emergency phones.
- Know the locations and call numbers of emergency responders.
- Practice describing people and events in a way that supports accurate reporting.
- Opt in for safety and security alert systems.
- Notify others when working at unusual times or in unusual locations.

Please view the short video, *Merritt College: Safety in 60 Seconds*, for additional safety and crime prevention practices: <https://www.youtube.com/watch?v=3FZuVHkLEsA>

**Questions, suggestions or concerns regarding campus safety and security may be directed to the Dispatch Office at (510) 465-3514. All concerns will be treated with confidentiality and care.**

**WEAPONS POLICY**

The unauthorized use, possession, or storage of weapons, fireworks, or explosives is prohibited on the Peralta Community College District (PCCD) premises, at any PCCD sponsored activity, or in vehicles parked on the premises. Weapons are defined as including, but not limited to: firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, clubs and other blunt force instruments.

**JEANNE CLERY DISCLOSURE**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges and universities to keep and disclose information timely and annually about certain crime on and near their respective campuses. These crime statistics can be found in the Peralta Community College Personal Safety Handbook, on the **Peralta Community College District website**: <https://www.peralta.edu/campus-public-safety/personal-safety-handbooks>

**ANNUAL SECURITY REPORT**

The Peralta Community College District (PCCD) Annual Security Report (ASR) is provided in accordance with the Crime Awareness and Campus Safety Act of 1990 and subsequent amendments that led to its being renamed the Jeanne Clery Act in 1998.

The ASR is part of ongoing efforts to inform the public of the safety programs and services available and the crimes that are reported to Peralta Sheriff's, local police partners and other campus security personnel. It also contains information about proactive steps that can be taken to help maintain a safe and secure campus for everyone.

For more information about the latest Peralta Community College District Annual Security Report, please visit: <https://www.peralta.edu/campus-public-safety/annual-security-report>

## Campus Information Directory

INFORMATION ABOUT	LOCATION	PHONE
Academic Standing (Probation and Dismissal)	Counseling Office, R109	436-2475
Add and Drop Classes	Admissions and Records Office, R114	436-2487/2488
Admissions and Academic Records	Admissions and Records Office, R114	436-2487/2488
Allied Health Programs	Allied Health Office, S Building	436-2422
Allied Health Program Requirements	Counseling Office, R109, or Allied Health, S Building	436-2475/2422
Orientation	Orientation Office, R109	436-2562
Bookstore	Campus Store, R101	436-2438
Business Services	Business Office, Q200	436-2407
CalWORKs	CalWORKs Office, R128	436-2469
Career Planning	Counseling Office, R109	436-2475
Check Dispersal (Students & Staff)	Cashier's (Bursar's) Office, Q228	436-2402
Child Care	Children's Center	436-2436
CARE Program	EOPS/CARE Office, R109	436-2476
Counseling	Counseling Office, R109	436-2475
Course Outlines/Descriptions/Information	Office of Instruction, L304	434-3860
Credit by Examination for Coursework	Admissions and Records Office, R114	436-2487/2488
Credit/Non-Credit Course Information	Office of Instruction, L304	434-3860
Degree/Program Requirements	Counseling Office, R109	436-2475
Student Accessibility Services (SAS) (Formerly DSP: Disability Services Program)	SAS Office, R109	436-2429
Dean of Counseling, Equity and Achievement	Office of Student Services, H113	436-2493
Dean of Enrollment	Office of Student Services, R113F	436-2585
Division I: Liberal Arts and Social Sciences	Division I Office, D216	436-2425
Division II: Mathematics, Science, and Applied Technology	Division II Office, S438	436-2409
Division III: Allied Health and Public Safety	Division III Office, S438	436-2515
Emergency Services/Safety Services	District Office	465-3514 ext. 3514 from campus
Extended Opportunity Programs/Services	EOPS/CARE Office, R109	436-2470
Facilities Rental	Business Services Office, Q214	434-3967
Fee-Based Classes/Payments	Office of Instruction, Q304	434-3860
Fees Payments	Cashier's (Bursar's) Office, Q228	436-2402
Financial Aid (Grants/Loans/Books)	Financial Aid Office, R113	436-2465
First-Year Experience (FYE)	Building R105D	434-3972

TABLE CONTINUES ►



## ◀ TABLE CONTINUED

INFORMATION ABOUT	LOCATION	PHONE
Food Services	Cafeteria, R131	434-3950
Grievance Procedures, Student	Student Services Office, R113	436-2477
Help with Personal Problems	Counseling Office, R109	436-2475
ID Cards	Office of Student Activities and Campus Life, R124	436-2535
Information	College Switchboard, Q105	531-4911
Instructional Services	Office of Instruction, Q305-309	436-2413
Learning Center Services	Learning Center, L Building, First Floor	436-2442/2443
Library Services	Library, L Building, L200	436-2457/2557
Lost and Found	Office of Student Activities and Campus Life, R124	436-2535
NextUP (formerly CAFYES)	NextUp Office, R105C	436-2581
Petition for Associate Degrees and Certificates	Admissions and Records Office, R114	436-2487/2488
President	College President's Office, Q301-304	436-2416
Production Copying (College Staff Only)	Production Center, Q106	436-2665
Public Information	Peralta District Office	466-7369
Puente Program	Building P108	434-3829
Safety Aides	Administration of Justice, A-128	436-2546
Safety and Emergency Services	Peralta District Office	465-3514 ext. 3514 from campus
SANKOFA	Counseling Area, R-106F	434-3958
Schedule of Classes	Admissions and Records Office, R114	436-2487/2488
Street Scholars	Building P112	436-2504
Student Activities/ASMC/Student Clubs	Office of Student Activities and Campus Life, R124	436-2535
Student Conduct and Due Process	Student Services Office, R113	436-2477
Student Services Administration	Vice President's Office, Student Services, R113	436-2477
Study Load/Permission to Carry Excess Units	Counseling Office, R109	436-2475
Switchboard & Mailroom	Switchboard/Mailroom, Q105/Q107	531-4911 (or dial "0" on campus)
Transfer Requirements (In or Out)	Transfer Center, R105	436-2475
Transcripts	Admissions and Records Office, R114	436-2487/2488
Tutorial Services/Assistance	Tutorial Services, L Building, First Floor	436-2442/2443
Veterans Services	Veterans Services Office, R105	436-2581
Vice President of Instruction	Office of Instruction, Q305-309	436-2413
Vice President of Student Services	Office of Student Services, R113	436-2477/2478
Wellness Center	R106	436-2533



# Student Services

## Division Structure

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### Vice President of Student Services

**Dr. Lilia Chavez** R113E • (510) 436-2478

**Staff Assistant** R113D • (510) 436-2477

- Adelante Summer Bridge
  - Admission and Records
  - Athletics
  - CalWORKs
  - CARE
  - Career Center
  - Centro Latino
  - Counseling
  - EOPS
  - Financial Aid
  - First-Year Experience (FYE)
  - Next Up
  - Orientation
  - Outreach
  - Phi Theta Kappa (PTK)
  - Puente
  - Sankofa (Umoja)
  - Student Accessibility Services
  - Student Concerns/Complaints
  - Transfer Center
  - Veterans Services
  - Welcome Center
  - Wellness Center
- 

### Dean of Enrollment, Special Programs and Grants

**Ree'shemah Thornton, M.A.** R133F • (510) 436-2585

**Staff Assistant** R113G • (510) 436-2595

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### Dean of Counseling, Equity, and Achievement

**Dr. Lisa S. Webb** R109 • (510) 436-2684 • lisawebb@peralta.edu

**Sr. Clerical Assistant** R109 • (510) 436-2696; (510) 436-2475

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### Financial Aid Services

R113-A • (510) 436-2467

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### Director of Wellness Center

**Stefani de Vito** R-106 • (510) 436-2468

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### Director of Student Activities & Campus Life

**Doris Hankins** R124 • (510) 434-3982

**Staff Assistant** R124 • (510) 436-2419

- Associated Students of Merritt College (ASMC)
- Bookstore
- College Graduation
- Student Center
- Student Clubs and Organizations

## AFRICANA STUDIES COMMUNITY RESEARCH CENTER

The Africana Studies Community Research Center, created by the department of Ethnic Studies at Merritt College, houses an originally designed curriculum to be used on iPads/or computers. The curriculum is comprised of interactive museum-quality learning modules where students can engage through visual, touch screen, and e-portfolio lessons about African-American history. The modules are multilayered, high impact visual installments produced by award-winning filmmakers and graphic designers. They are also Americans with Disabilities Act (ADA) compliant and Spanish, bilingual to ensure access. The modules are for educational purposes and include assessment that impacts the grade of the student. Every African-American Studies course and instructor links his/her curriculum and assessment to the modules.

The Center also houses and collects local African-American historical documents on the Black Panther Party, post-World War II, Black migration, unions, arts and culture, and other areas. African-American Studies majors and interested students are trained in historical preservation processes including archiving, scanning, and interviewing methods for individual and family histories. Students receive transferable credit and certification for this work, and their projects become a permanent part of the collection. The Center is open to scheduled high school class visits, community organizations, and youth groups and is located in **Building L, Room 127**.

Find out more at <https://www.merritt.edu/africanacenter/>

## ATHLETICS

Merritt participates in intercollegiate competition through membership in the Bay Valley Conference, an eleven-team league in the Bay Area. The college offers eight sports teams for student athlete participation: men's and women's basketball teams; men and women's track and field and cross-country teams; and, men and women's soccer teams.

Students participating in intercollegiate athletics must meet the eligibility requirements of the California Community College Athletics Association (CCCCAA) and Merritt College:

- Meet with a counselor, and complete a Student Educational Plan (SEP).
- Maintain a 2.0 cumulative Grade Point Average (GPA) at minimum.
- Successfully complete 24 units between the first and second season of competition in a specific sport of which 18 units must be academic.

For specific information regarding eligibility, prospective athletes are urged to consult with the Athletic Director or the coach of the sport in which they wish to participate before or immediately upon enrollment at **(510) 434-3849**.

## BOOKSTORE (COLLEGE STORE)

The Merritt College Bookstore supports learning and school spirit by providing textbooks, school supplies, Merritt-logo apparel and gifts, general-reading books, snacks, and graduation regalia.

The Bookstore works with instructors to provide the exact materials students need for classes in the most affordable formats available. In addition to offering used and digital books whenever possible, the Bookstore's growing Textbook Rental program allows students to rent books for the semester at a substantial savings.

While the Bookstore accepts all major credit and debit cards, personal checks are not accepted. Students can purchase books online for in store pickup or home delivery at the Bookstore's website, [www.merrittshop.com](http://www.merrittshop.com). The website also lists current store hours and textbook information. The Bookstore is located in **Building R, Room 101**, and can be reached at **(510) 436-2438**.

## CASHIER'S (BURSAR'S) OFFICE

At the Cashier's Office, students can make payments related to enrollment fees, tuition and receive disbursement of checks. Other services include the sale of parking permits. The Cashier's Office window is located in **Building Q, Room 228**. For information, call **(510) 436-2406**.

## CHILDREN'S CENTER

The Children's Center provides childcare services to eligible students (working parents, enrolled in six or more units, or low-income families) on campus. The center provides professional care for children 3-5 years of age.

The Children's Center provides a safe, friendly, developmentally, age-appropriate environment for the children of students, staff and community members to grow and learn. The goals of the program are to offer a high-quality Center that permits children to discover and learn to become decision makers and problem solvers, to feel good about themselves, and to develop cognitive (thinking), language arts (talking), literacy (reading), social/emotional (relationships), and physical development (moving and doing) skills.

The Children's Center is open Monday through Friday from 7:45 a.m. to 5:15 p.m. The Center follows the campus calendar and serves children during the fall and spring semesters. Children receive three cost-free meals per day. The fees for care are based on family size and gross monthly income. Services are free to eligible low-income, CalWORKs and TANF families.

A registration process is required. Information regarding guidelines and application procedures is available at the Children's Center located on campus (first building on left when entering from Campus drive). For information, call **(510) 436-2436**.

## COLLEGE HOUR

Activities and events of college-wide interest are held during College Hour. For more information, contact the Office of Student Activities and Campus Life in **Building R, Room 124**, or email [mc-studentactivities@peralta.edu](mailto:mc-studentactivities@peralta.edu).



## COUNSELING SERVICES

Merritt College offers a wide range of professional counseling services for students who have completed an application. These services include:

- Educational planning and Student Educational Plan (SEP) development for degrees, occupational (career education) certificates, and transfer to four-year institutions.
- Career counseling.
- Advising on academic issues.
- Personal counseling about concerns affecting academic progress.
- Referral to on-and off-campus services.
- e-Counseling offered for specific situations

Students should consult a counselor early to prepare a program of study. Required courses for associate degrees and certificates appear in the Programs and Courses section of this catalog. Students are advised to make an appointment with a counselor during the first semester of attendance to develop a SEP, and then, at least once each successive semester.

Students may schedule appointments with counselors during available day or evening hours. The Counseling Office is located in Building R, Room 109. For information or to make an appointment, call **(510) 436-2475**.

## FINANCIAL AID

The Financial Aid Office provides information, applications, and assistance about federal and state financial aid, fee waivers, grants, loans, scholarships, work-study, and appeals. The Financial Aid Office offers other forms of assistance to students to cover fees, academic expenses and other related costs. The office is located in **Building R, Room 113**. For information, call **(510) 436-2465**.

## FOOD SERVICES

Food services areas at Merritt College are in two locations: the Cafeteria in **Building R, Room 131, (510) 434-3590**; and outside the entrance of **Building A**. In addition, the College Bookstore offers snacks and drinks for sale.

## INTERNATIONAL STUDENT SERVICES

Special regulations govern the admission and advising of foreign students with F-1 visas. These students should contact the Office of International Education for all concerns regarding admissions or F-1 status issues. Students may contact the office by phone at (510) 466-7380 or email: [gloaled@peralta.edu](mailto:gloaled@peralta.edu). The office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

## LEARNING CENTER

The mission of the Merritt College Learning Center is to serve as a campus hub for learners and to assist students in becoming more efficient, effective and independent learners. It is open to all students who would like assistance with instructional assignments and assistance in becoming efficient, effective, and independent learners. The Learning Center focuses on the provision of academic support and assistance to help students reinforce the mastery of concepts in college courses across the curriculum. Learning Center services are designed to help students acquire the skills needed to succeed in college courses.

The Learning Center houses the Tutorial Program, the Writing Across the Curriculum (WRAC) Program, an electronic classroom, a Mathematics and Science Learning Lab, and a Computer Lab. Academic support services include:

- Free drop-in tutoring and mentoring in subjects across the curriculum.
- Free online tutoring.
- Open-entry/open-exit, self-paced courses in English and Learning Resources/Study Skills.
- Writing Across the Curriculum services to help students understand English fundamentals and the writing process.
- Mathematics and Science Learning Lab services to support developmental, vocational, collegiate, and transfer-level courses.
- Open computer labs and computer-aided instruction.
- Learning Center and classroom workshops on study skills and student success strategies.
- Study-skills strategies provided in the form of tip sheets, and online resources.
- Group study activities.

All students are eligible for free Learning Center services if enrolled in LRNRE 501 (a non-credit, zero-unit, no-fee/free course). Students enrolled in the Learning Center's English and Learning Resources/Study Skills courses are also eligible for free Learning Center Services.

**Tutorial Program:** The tutorial program serves its student population by offering academic assistance across the curriculum. The objective is to prepare and assist students in academic advancement and improved self-esteem by offering **free** tutoring individually or in a small group setting. Tutoring is available on a drop-in basis or by appointment.

Subjects tutored include the following:

- |                     |                                |                     |
|---------------------|--------------------------------|---------------------|
| • Anthropology      | • Computer Information Systems | • Nutrition         |
| • Astronomy         | • Computer Science             | • Political Science |
| • Biology           | • English & ESOL               | • Psychology        |
| • Chemistry         | • History                      | • Sociology         |
| • Child Development | • Mathematics                  | • Spanish           |
| • Communications    | • Nursing                      |                     |

Subjects may vary depending on students' needs and requests. For more information regarding the Tutorial Program, contact the Learning Resource Center Coordinator, **Building L, Room 121, (510) 436-2443**.

The Learning Center is located in **Building L, First Floor**. Hours of operation: Monday through Thursday 9:00 a.m.-6:00 p.m. and Friday 10:00 a.m.-3:00 p.m. For in-person, zoom services and additional information, **(510) 436-2442** or **(510) 436-2443**.

## LEARNING COMMUNITIES

**First-Year Experience (FYE):** FYE is a year-long program designed to help incoming students ease into college life in a supportive environment, leading to college success. Dedicated faculty, staff, and counselors work closely with students to make this transition successful. Students are placed in a cohort of like students to take specific classes and meet individually with FYE counselors to develop an educational plan. The students participate in experiences beyond the classroom that include field trips, team-building exercises, and the FYE/IMPACT Club on campus. The program has a partnership with east Bay College Fund that provides funding, counseling, and scholarships. **Building R, Room 105D, (510) 434-3972, [www.merritt.edu/fye](http://www.merritt.edu/fye)**

**Puente Program:** The goal of the Puente Program is to increase the number of educationally underserved students who transfer to four-year colleges and universities. Puente students are provided with accelerated English writing instruction, sustained academic counseling, and mentoring from the professional community. Students must meet the following criteria to participate in the Puente Program: be interested in transferring to a four-year college or university; be eligible for English 1A (completion of prerequisites); make a commitment to work with the Puente counselor; and make a commitment to work with their mentors as designated by the Puente coordinator.

The Puente Program Office is located in **Building P, Room 108, (510) 434-3829, [www.merritt.edu/puente](http://www.merritt.edu/puente)**.

**Sankofa (Umoja):** Sankofa is an innovative program that assists in the transition of students from community college to a four-year college or university and helps with the challenges to achieve those goals. The program assists students in the development of Student Education Plans (SEPs), selection of courses, addressing personal concerns, and connecting students to support services across the campus. Sankofa is affiliated with Umoja (a Kiswahili word meaning unity), a community dedicated to enhancing the cultural and educational experiences of African American and other students. It serves to help its members navigate the college environment and become successful in education. Sankofa is open to all students. The Sankofa Program Office is located in **Building R, Room 106F, (510) 436-3958, [www.merritt.edu/sankofa](http://www.merritt.edu/sankofa)**.

**Street Scholars:** Street Scholars serves formerly incarcerated men and women enrolled at Merritt College (or one of the other three Peralta Colleges) who are either on probation or parole or have completed their community supervision but are facing challenges with their academic pursuits or achieving long-term stability in their community. The support program offers peer mentoring and an academic and student services support program designed specifically with these students in mind and with their input. Students also direct and facilitate one-on-one and group mentoring processes, ensuring that formerly incarcerated and systems impacted men and women are understood and supported throughout their reentry, reintegration, and academic experience.

The Street Scholars Program Office is located in **Building P, Room 112, (510) 436-2504, [www.merritt.edu/streetscholars](http://www.merritt.edu/streetscholars)**.

## LIBRARY

The Library, located on the second and third floors of the L Building (above the Learning Center), welcomes all students to use its facilities, resources, and services to support their academic studies. Open both day and evenings, whenever classes are in session, the Library provides students with access to print and electronic books, research databases, course textbooks, and other reading materials. Computers, printers, and photocopiers are available for students to use for class assignments or research. Electrical outlets and Wi-Fi throughout the Library allow students to use their own portable devices. In addition, students will find plenty of space for both individual and collaborative learning, including carrels, tables, and group study rooms. For distance education students, the Library offers electronic resources accessible off-campus and a chat service for connecting with a librarian for online assistance.

Visit the library website at [www.merritt.edu/library](http://www.merritt.edu/library), call **(510) 436-2557**, or email: [ask@merritt.libanswers.com](mailto:ask@merritt.libanswers.com) for more information.

## MERRITT COLLEGE @FRUITVALE

Merritt College operates a satellite, outreach education center, Merritt College @Fruitvale, that serves a large community of speakers of other languages. **The Center provides bilingual student services such as assistance with the enrollment process, class registration, counseling, and general information about financial aid eligibility.** The Center forms a vital link with community groups and agencies to plan and coordinate services. Merritt College @Fruitvale places special emphasis on English Speakers of Other Languages (ESOL) courses for general education and vocational education opportunities, both online and face-to-face. One of the goals for the center is to ease the transition of students to the main campus for first-time or nontraditional students. They are encouraged to take classes at the center and at the main campus. The instructional program (credit and noncredit courses) and bilingual student services offered by Merritt College @Fruitvale strive to provide a positive experience and to build confidence in students as they apply for college, begin to study, and transition to the main campus of Merritt College, as well as other Peralta colleges. For additional information, call **(925) 587-6387**.

## ORIENTATION

All new Merritt College students must complete a college Orientation session. The Orientation provides information regarding programs and services. In addition, it informs students as to what to expect in college, how often to meet with a counselor, how to plan their schedule, and where to find resources to succeed in college. For more information, call **(510) 436-2582**.

## PARKING ON CAMPUS AND TRAFFIC REGULATIONS

All provisions of the California Vehicle Code apply to individuals and to vehicles being driven on and about campus property and parking lots. All vehicle codes, including 21113 C.V.C., are strictly enforced. The speed limit is 5 m.p.h. in campus parking lots and on campus property.

Persons must obey all California Vehicle Codes and carefully read and follow the campus parking and traffic signage. Illegally parked vehicles will be cited and/ or towed at the owner's expense. For towed vehicles, contact Safety Services at (510) 465-3514. Parking violations are enforced 24 hours a day, seven days a week, including holidays. **College officials do not have the authority to rescind or to arbitrate citation matters.**

Merritt College parking lot gates are locked and secured at 11:00 p.m. each evening. Overnight parking is not authorized and vehicles will be towed at the owner's expense. **Contact Safety Services for towed vehicles at (510) 465-3514.**

Vehicle and parking regulations are as follows:

- Semester student parking permits may be purchased from the Cashier's Office for \$40.00 (\$20.00 for motorcycles). The summer session rate is \$20.00 for cars (\$10.00 for motorcycles). Permits are not replaceable or refundable. Rates are subject to change.
- Students may choose to pay for parking on a daily basis, rather than purchasing a semester permit. The cost of daily parking is \$2.00 per day (exact change only). The daily permits may be purchased from the ticket machines located in the parking lots. Daily parking permits expire at 10:45 P.M. each night.
- The lots are monitored, and parking tickets are issued for cars not displaying a daily ticket of a parking permit. Violators of traffic regulations are prosecuted in the Oakland traffic court.
- Merritt College parking lot gates are locked and secured at 11:00 P.M. each evening. Overnight parking is not authorized and vehicles will be towed at the owner's expense. **Contact Safety Services for towed vehicles at (510) 465-3514.**
- Parking of private vehicles on Merritt College property is done at the risk of the owner.
- Parking Lot A and a portion of Parking Lots C and D are reserved for faculty, staff, visitors, and motorcycle parking. Students are not permitted to park in lot A, or in reserved spaces marked for staff and visitors in lots C and D.
- Students must park only in designated student parking areas and display a parking ticket/permit. Student parking lots are C, D (excluding reserved spaces for staff and visitors) and E. Students are not to park in red zones, yellow loading zones, green 30 minute zones or in other unauthorized areas. Illegally parked vehicles will be cited and/ or towed at the owner's expense. Parking violations are enforced 24/7, including holidays. **For towed vehicles, contact Safety Services at (510) 465-3514.**
- A vehicle left unattended in an area that constitutes a traffic hazard will be towed at the owner's expense.
- The speed limit on the Merritt campus is 5 mph. The speed limit on Campus Drive is 30 m.p.h. Because of the hazardous nature of the curve on Campus Drive, it is essential that the speed limit be observed.
- Disabled student parking areas are posted with blue paint and handicapped parking signs. "Handicap Accessible" signs mean the area is accessible by persons with disabilities; it does not mean it is designated for "Handicapped Parking". Disabled students must properly display daily or semester parking permits along with their D.M.V. issued handicap placard and/or handicap license plate. Staff must also properly display staff parking permits along with a D.M.V. issued disabled placard and/or disabled plate.
- Visitors to the campus may park in green (30-minute) zones for a maximum of 30 minutes without a permit. Visitors intending to remain longer than 30 minutes must park in a fee lot and pay \$2.00.
- Visitors may also park lawfully on the street. Special guest permits may be obtained through the Merritt College Business Office. Semester parking permits may be purchased for the student parking at Merritt College for \$40.00 (\$20.00 for motorcycles).

Questions or problems involving parking should be referred to the Business Office and Administrative Services, **Building Q, Room 214, (510) 436-2407.**

## SAFETY AIDES

Merritt College Campus Safety Aides are students of the Administration of Justice program who help take care of the safety needs on the Merritt College campus. They assist Peralta Safety Services by patrolling the campus and its parking lots. Aides are available for escort services to and from parking lots. To receive assistance call the Safety Aides on campus at **(510) 436-2546**, from 8 a.m. to 10 p.m. on Monday-Friday. Safety Aides can also be reached by calling Peralta Safety Services at 466-7236, or x7236 from any campus phone.

## SCHOLARSHIP INFORMATION

Information regarding scholarships and the application process is made available during spring and fall terms. There are a variety of scholarships available to help fund a college education. For scholarship information, please contact Merritt College Student Services: **(510) 436-2535.**

**Peralta Foundation Scholarships:** Peralta Foundation awards on average \$175,000 in scholarships annually. The students who attend Peralta Colleges (Berkeley City College, College of Alameda, Laney College, or Merritt College) are eligible to apply. Gifts from alumni, employees, committed citizens, corporations, and foundations help many students who lack financial resources achieve their educational and career goals. Scholarships are offered in spring and fall every year. Visit <https://peraltafoundation.org/scholarships/> for information and application deadlines.

**Merritt College Project Success Aid Program:** The Project Success emergency Aid Program is designed to assist students in dealing with unforeseen financial emergencies, which if not resolved quickly, could lead to a student's departure from the institution and loss of momentum toward completion. Qualifying students may receive up to \$500 in Emergency Aid Funds.

**Emergency Aid funds may:**

- Be paid to third parties by the institution or by issuing a gift card for a student's financial emergency-defined here as an unforeseen expense that if not resolved quickly could lead to the student's departure from the institution and loss of momentum toward completion. Categories of eligible expenses include, but are not limited to, utilities, housing/rent, food, medical/dental, transportation, and childcare.
- Be awarded for the unexpected expenses of an eligible undergraduate regardless of how many credits the student has earned, as there is no undergraduate credit minimum or maximum for this program.

**Eligible students will:**

- Be enrolled part-time or full-time in a certificate, associate or bachelor's degree program at the time of the aid request. The program does not extend to alumni.
- Complete the online application and upload supporting documentation of the financial need (i.e., required uninsured medical treatment, automotive repair estimate, notice of unexpected change in housing or utilities expense).
- Benefit from having an expense paid with emergency aid through this program, not to exceed \$500 during the life of the aid program.
- Be enrolled during the semester in which emergency aid funds are awarded.
- Be entitled to use of the emergency aid funds with no expectation of repayment.

**Associated Students of Merritt College Scholarships:** The Associated Students of Merritt College offers a variety of scholarships during the spring semester. For more information, please call the Office of Student Activities and Campus Life at **(510) 436-2535**.

**SPECIAL PROGRAMS****Student Accessibility Services (SAS)** (Formerly Disability Services Program)

The Student Accessibility Services (SAS) office provides assistance to facilitate equal educational opportunities for students who have disabilities. Our mission is to:

- Empower students with disabilities for success
- Provide services to minimize the limiting effects of a disability
- Advocate for the needs and rights of students with disabilities
- Create a "level playing field" in the classroom and online
- Services are voluntary for qualified students who request services. Counselors in the program provide counseling on an individual basis to determine academic accommodation needs.
- Academic accommodations/support services may include alternate media and adaptive equipment, sign language interpreting, testing accommodations, classroom note-taking assistance, priority registration, and referral to other campus and community resources.

Our goals are to:

- Focus on the true ability of students
- Determine and provide individualized accommodations
- Foster equal treatment through all Merritt College programs
- Promote awareness of disability rights and the philosophy of equal access

To access SAS services, students must provide current documentation of a verified disability, and make an appointment to meet with a counselor or with the Learning Disabilities Specialist. The SAS Office is located in **Building R, Room 109**. For information and appointments, call **(510)436-2429**.

Merritt College's SAS provides the following services:

- Alternate Media Services reformats books and study materials to auditory, large-print, and other formats.
- Computer Access Lab includes state-of-the-art adaptive computer hardware and software.
- Learning Opportunity Program serves students with diagnosed learning disabilities.
- On-campus tram service provides assistance to students with mobility impairments.

**Alternate Media Services (AMS):** Alternate Media Services refers to print materials (textbooks, handouts, PowerPoint presentations) or anything in print that is to be converted to an alternate format, such as audio, large print, Braille, or electronic text. AMS also refers to films and videos with closed captions and auditory descriptions.

The Alternate Media Specialist can arrange for books and study materials to be reformatted from standard or published formats to a targeted alternate format appropriate to an individual student's disability, thus ensuring equal access. Instructional materials in alternate formats include Braille, large print, e-text, audio, and tactile graphics.

AMS will be provided to student, staff, and community members whose disability-related limitations prevent them from accessing printed material in its standard or published format.

Students needing AMS should first contact a counselor in the SAS Office for authorization and on approval, set up an appointment with the Alternate Media Specialist located in **Building R, Room 109**. For information, call **(510) 436-2429**.



**Computer Access Lab:** The Computer Access Lab for students with disabilities offers state-of-the-art adaptive computer hardware and software, including voice recognition (speech to text), screen readers (text to speech), and spelling and math programs. Students learn to use the computer and specialized software to produce general classroom assignments. Students are advised to meet with a counselor in the SAS Office before enrolling in the classes (LR 211, Learning Resources and LR 272, Learning Resources). The Computer Access Lab is located in **Building P, Room 306**. Call **(510) 436-2429** to meet with a SAS counselor about the use of this lab.

**Learning Opportunity Program:** The Learning Opportunity Program provides study skills assessment and instructional assistance to students who have learning disabilities and have completed testing and evaluation by the Learning Disabilities Specialist, another qualified professional, or an agency. The Learning Disabilities Specialist provides individualized assessment to determine specific learning disabilities, and academic and cognitive strengths. They also offer study-skills assistance to students with learning difficulties. Students should be enrolled in at least six units (at least one academic course) to participate in the program.

The goals of the program are to assist students with learning disabilities 1) in reaching their academic and vocational goals; 2) to strengthen and develop their individual learning styles; and 3) to produce independent living skills.

The Learning Opportunity Program provides the following services:

- Assessment and evaluation of eligibility for the Learning Opportunity Program
- Identification of learning styles and modalities
- Evaluation of academic skills
- Compensatory learning strategies and techniques
- Accommodations and services based on individual assessment results
- Computer-assisted instruction
- Academic coaching

For information, contact the SAS Office in the Student Services Division in **Building R, Room 109A**, or call for an appointment with a SAS counselor at **(510) 436-2429**. Hours of operation: Monday through Friday, 8:00 a.m. - 4:30 p.m.

**Extended Opportunity Programs and Services (EOPS):** Extended Opportunity Programs and Services (EOPS) is a state-funded program that provides academic and financial support to students who are economically and educationally disadvantaged. To qualify, the student must be a California resident, enrolled in at least 12 semester units, must have completed fewer than 70 degree-applicable units, and be educationally disadvantaged. Student support services include orientation, early registration, counseling, individualized academic planning, career guidance, academic progress monitoring, basic skills instruction, tutoring, book service grants, transfer assistance, peer advising, and special cultural awareness activities.

Students who are interested and qualify for the program should complete an EOPS application and speak to an EOPS staff member. The EOPS Office is located in **Building R, Room 109**. For information, call **(510) 436-2470**.

**Cooperative Agencies Resources for Education (CARE):** The Cooperative Agencies Resources for Education (CARE) program, part of Extended Opportunities and Program Services (EOPS), is a state funded, supplemental support service program for students who qualify as single head of household with children, and who have an active CalWORKs case number. CARE students may be eligible to receive CARE grants, textbooks, supplies, daily meals and payment of some college fees (health fee, parking). Services provided include workshops, activities and classes to enhance personal development, group support, peer networking, and referrals to campus and community-based resources. For information regarding eligibility requirements, benefits, and to obtain a CARE application go to: <https://www.merritt.edu/eopscare/>

The CARE Office is located in the Student Center, **Building R, Room 109P**. For information, call **(510) 436-2476**.

**Next Up:** Next up, also known as Cooperating Agencies Foster Youth Educational Support (CAFYES), offers eligible current and former foster youth support and services that can include help with books and supplies, transportation, tutoring, food, and emergency housing. Next Up is a supplemental component of existing Extended Opportunity Programs and Services (EOPS) that serves to strengthen the capacity of community college districts to support the higher education success, health, and well-being of some of the nearly 13,000 current and former foster youth who are enrolled in California Community Colleges.

Next Up is located in **Building R, Room R105C**, **(510) 436-2581**, [www.merritt.edu/cafyes](http://www.merritt.edu/cafyes)

**CalWORKs:** CalWORKs works in collaboration with the Alameda County Department of Social Services to help families with dependent children transition from welfare to work. The program provides support services to students who are enrolled in classes and who are currently receiving aid for dependent children. Services provided include academic, personal and career counseling; work-study opportunities; design of individualized student education plans; job placement; supervised study time; life skills and special interest workshops; and, information and referral to other student services, support services and agencies. The Department of Social Services provides transportation vouchers and checks for student supplies and books on a limited basis. For information, contact the CalWORKs Office in **Building R, Room 128**, or call **(510) 436-2469** for the CalWORKs counselor.

## STUDENT ACTIVITIES AND CAMPUS LIFE

The Office of Student Activities and Campus Life provides a variety of services and activities that enhance student life on the Merritt College campus. Student Activities and Campus Life oversees the Associated Students of Merritt College (ASMC), Inter-Club Council (ICC), sponsors a variety of multicultural enrichment events, and plans the student leadership development. For information, email [mc-studentactivities@peralta.edu](mailto:mc-studentactivities@peralta.edu).

Services provided include:

- ASMC Parking Permits
- ASMC and Student Clubs Requisitions
- Commencement Information and Planning
- Facilities Reservations  
(ASMC Chambers, Student Lounge, spaces for Student Clubs)
- Fundraising Requests
- Lost and Found
- Posting Requests
- Student Club Advisement, Chartering, and Event Planning
- Student Identification Cards
- Student Travel (ASMC) and Conferences
- Tabling Requests

**Associated Students of Merritt College (ASMC):** The Associated Students of Merritt College (ASMC) is the official student body organization of Merritt College. ASMC is comprised of the Executive Council, the Senate, and the Inter-Club Council. The officers include the President, Vice President, Vice President of Finance, Vice President of Communications, Vice President of Inter-Club Council, Vice President of Participatory Governance, and 13 senators. Merritt College students who are enrolled in six or more units and in good academic standing, with a 2.0 GPA, are eligible to run for the ASMC Council.

ASMC officers are elected or appointed in accordance with the student body constitution. Active participation in the student council provides students with the opportunity to collaborate with students, staff, faculty, and administration to have their voices and input included in matters regarding campus concerns. ASMC also assists in the development of co-curricular programs where student leaders apply their own innovation and vision to bring new programs to the campus.

The ASMC offers leadership opportunities for students to represent the college and to participate at all levels of student governance through campus, district, participatory governance and Region III meetings and conferences. Through the campus participatory governance process and district meetings, student leaders participate in problem solving, which impacts the formulation of general college policies. ASMC meetings are open to the public and students are encouraged to attend. ASMC is a member of the Student Senate for California Community Colleges. For more information, contact the Office of Student Activities and Campus Life in **Building R, Room 124**, or email [mcstudentactivities@peralta.edu](mailto:mcstudentactivities@peralta.edu).

**Commencement Information:** Merritt College's annual commencement ceremonies are held in May. During the ceremony, students are recognized for earning degrees, certificates, and transferring to state or private universities and colleges. The commencement committee collaborates with the campus bookstore, administrators, faculty, staff and students to conduct mandatory commencement information sessions.

For more information, contact the Office of Student Activities and Campus Life in **Building R, Room 124**, or email [mc-studentactivities@peralta.edu](mailto:mc-studentactivities@peralta.edu).

**Lost and Found:** Lost and Found is located in the Office of Student Activities and Campus Life in **Building R, Room 124**. For information, email to [mc-studentactivities@peralta.edu](mailto:mc-studentactivities@peralta.edu). Lost and found items must be claimed within six months.

**Student Center (Building R):** The Merritt College Student Center (Building R) houses all offices providing services to students under the auspices of Student Services Administration. See individual listings for description and office locations.

**Student Clubs and Organizations:** Student clubs and organizations were established to provide opportunities for students to participate in scholastic, social, cultural, and recreational pursuits outside the regular classroom schedule. In order for a club or organization to be sponsored by the ASMC and the Inter Club Council, it must abide by the campus policy on club activities, which includes submitting a club packet in Fall semester of each academic year to the Office of Student Activities and Campus Life.

Current Merritt College student clubs and organizations:

- BangNull (Cybersecurity)
- Puente
- Phi Theta Kappa (PTK)
- United Health Alliance

For more information regarding student clubs, student government/ ASMC and student organizations, contact the Office of Student Activities and Campus Life located in **Building R, Room 124**, or email [mc-studentactivities@peralta.edu](mailto:mc-studentactivities@peralta.edu).

**Student ID Card:** Upon admission into the Peralta Community College District, new students are entitled to one student ID card from one of the district colleges at no cost; thereafter, a replacement fee of \$5.00 is charged. A student ID card is issued after a student is enrolled in at least one Merritt College course and fees have been paid. Students must bring a current class schedule printout and a current California driver's license or photo ID to the Office of Student Activities and Campus Life to receive an ID card. The student ID card is important because it is used to access various resources, such as tutoring, the library, financial aid assistance, and other services.

In subsequent semesters, students need only obtain a semester sticker for the ID card. To obtain a semester sticker, students must present a current class schedule printout to the Student Activities Office. Semester stickers are free.

The Office of Student Activities and Campus Life is located in **Building R, Room 124**.

## TRANSFER CENTER

The Transfer Center provides information and support to students for the transfer process, information on transfer activities, and programs that link Merritt College and 10 university of California and 23 California State university campuses, and many independent colleges and universities located throughout the Bay Area and the United States.

Services provided include:

- Transfer counseling (selecting major, completing lower-division requirements, etc.)
- Resource library of college catalogs
- Online monthly calendar of transfer events
- Tours to four-year colleges and universities
- Appointments with visiting college representatives who provide application assistance
- Application, personal statement, and transfer workshops
- Transfer admissions guarantee and 4-year concurrent enrollment program information

The Transfer Center is located in **Building R, Room 105**. For information, call **(510) 436-2475**.

## VETERANS SERVICES

The Veterans Services Office offers information regarding applications and certification for benefits for those eligible for the Montgomery G.I. Bill, Selected Reserve, and Vocational Rehabilitation, or Survivors and dependents of deceased or disabled Veterans.

The primary function of this office is to provide certification to the Veterans Administration Office that eligible veterans are enrolled at the college and pursuing approved educational goals. Staff is available to provide help with application processing and to complete check inquiries with the Veterans Administration Office. Veterans must maintain academic progress as outlined in the college catalog. Additionally, in order to receive benefits, veterans must declare a major and will only be paid for classes required for that major as designated by the veterans' academic counselor.

For information, visit Veterans Services located in **Building R, Room 105J**, or call **(510) 436-2581**.

## WELCOME CENTER

The Merritt College Welcome Center provides courteous and professional customer service while relaying detailed information about college programs, services and policies to students, staff, faculty, and community members. The Welcome Center staff encourages students to utilize the center to get student assistance with registration and enrollment process and/or referrals to the many support services that Merritt College offers. Additionally, the Welcome Center provides directions to and within the campus and scheduled tours.

Students are welcome to stop by **Building R, Room 105** or call **(510) 436-2581**.

## WELLNESS CENTER

The Wellness Center is located in **Building R, Room 106**. Clinic hours are posted on the Wellness Center door and on the website at: <https://www.merritt.edu/health/>. Drop-ins are welcome. Students may also call **(510) 436-2533** for additional information or to schedule an appointment. The Wellness Center offers the following assistance and services to Merritt College students:

- First Aid and over-the-counter medications such as aspirin and decongestants
- Pregnancy tests, safe sex supplies, and feminine hygiene products
- Vouchers for low-cost vision care and eyeglasses
- HIV testing twice per month
- Referrals for physical exams and more-specialized medical care
- Flu shots, massage, acupuncture, and other services are offered periodically and advertised in advance

**Note:** All Wellness Center services are confidential and free of charge, for students only.





# Admissions, Enrollment and Fee Policies



## Admissions Requirements

### ELIGIBILITY FOR ADMISSION

Students who are 18 years of age or older and can benefit from college level instruction are eligible for admission as California residents or nonresidents. Students under 18 years of age may also enroll if high school graduation has occurred or a General Education Diploma (GED) or California High School Proficiency Examination (CHSPE) Certificate has been earned.

### RESIDENCE REQUIREMENTS

To qualify as an in-state resident for tuition purposes, the applicant must live continuously in California for at least one year immediately preceding the residence determination date, which is the day before the first day of the term of application for admission. The applicant must also provide evidence of intention to make California a permanent home.

The applicant is responsible for demonstrating both physical presence in California and intent to establish California residence; an unmarried minor's residence is the same as parents or legal guardian(s). In addition, the applicant must be a U. S. citizen or hold U.S. immigration status that does not prevent establishment of residency.

### ADMISSION OF NONRESIDENT STUDENTS

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as nonresident students. Nonresident students are subject to the following fees: Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, and Health Services Fee. Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the Fees section of this catalog.

**Note:** Nonresident students pay all fees unless exempted.

### ADMISSION OF INTERNATIONAL STUDENTS

Special regulations govern the admission of F-1 International and non-immigrant students. International students should contact the Office of International Education for application and admissions information at **(510) 466-7380** or by fax at **(510) 465-3257** or email [gloaled@peralta.edu](mailto:gloaled@peralta.edu). All F-1 international students must complete an additional application along with a \$50 application fee and other documents. Visit <https://www.peralta.edu/international> to learn more about the application process. The Office of International Education is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

### ADMISSION OF HIGH SCHOOL STUDENTS

Peralta's concurrent enrollment program provides enrichment opportunities for high school students who can benefit from college level instruction. Access to the Concurrent/Dual Enrollment Program is not allowed for (1) remedial work, (2) work to make up for failed high school or middle school classes, (3) recreation or hobbies, or (4) any class that can be accessed at the local K-12 school. A high school student may enroll in Peralta colleges as a special part-time student. However, if enrolling in 15 units or more, full tuition and all other fees must be paid. A high school principal must make a recommendation for enrollment, and proof of parental or guardian consent and a counselor signature on the high school concurrent/ dual enrollment form must be provided.

Participation in the concurrent enrollment program will result in college credit. With approval from the high school, high school credit may also be received. Enrollment in a college-level course requires adherence to regulations and policies of the college, including prerequisite requirements. High school students must bring a transcript to help with self-placement.

### SPECIAL ADMISSION OF K-12 STUDENTS

K-12 Special Enrollment provides enrichment opportunities for students who can benefit from college level instruction. Peralta Community College District may admit a limited number of K-12 students who have exceptional abilities, or who desire specialized or advanced training. Such admission must be with the recommendation of the principal and approval of the parent(s) or guardian(s).

Students enrolling in a college level course must meet enrollment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. Special part-time, concurrently enrolled K-12 students are exempt from California Community College enrollment fees. However, all other fees are required and must be paid at the time of registration. (See the current Peralta Colleges Class Schedule for current health and campus use fees). Special enrolled K-12 students may not enroll in more than one approved class per semester, except in summer when students may enroll in two approved classes. For a list of approved classes visit the District High School Students website at <https://www.peralta.edu/admissions/otherschool-resources>.

**Note:** Students admitted under the K-12 Special Enrollment earn actual college credits that count towards financial aid eligibility in future semesters.

All coursework is governed by the Family Educational Rights and Privacy Act, which allows release of academic information, including grades, to the student only, regardless of age. Academic information is not released to parents or third parties without the consent of the student.

#### Steps for K-12 Special Enrollment:

1. Download the admission application and the K-12 Special Enrollment form at [www.peralta.edu/admissions/forms](https://www.peralta.edu/admissions/forms).
2. Complete the admission application and the K-12 Special Enrollment form and obtain the signature of the school principal.
3. Submit the completed admission application and the Special Enrollment form to the Admissions office at the college.
4. The K-12 Special Enrollment Program form must be completed for each semester of desired attendance.

## ADMISSION OF VETERANS

The College Veterans' Services Offices were established to help process Veteran's Affairs Educational Benefit paperwork and to coordinate with other campus services. New students should contact the office at least two months prior to the term they plan to attend to initiate required paperwork. Continuing students should check in at the Veterans Affairs' Office at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA payment. In addition, all recipients must confirm their classes with the Veterans' Affairs Office after completion of registration, and once again the week before final exams begin. All material submitted to the Veteran's Administration requires approximately two months for processing through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, accordingly. After completing 12 units at a Peralta college, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran's DD-214 separation paper should be submitted to the Admissions and Records Office. Credit granted for military service is based on A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. For information, visit Veterans Services located in **Building R, Room 105J**, or call **(510) 436-2581**.

## MILITARY RESIDENCE EXEMPTION

Nonresident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions of higher education), receive a waiver of nonresident tuition until discharged from military service. Nonresident U.S. military personnel on active military duty and stationed in California for more than one year immediately prior to separation from the military, are entitled to resident classification for up to one year after completion of active duty within California. This one-year waiver after military discharge allows the time necessary to establish permanent California residency. Non-California residents serving in the military and discharged in California, must show evidence of surrender of out-of-state residency. Waivers and procedures apply to dependents of active military duty parents or guardians in California.

## OTHER RESIDENCY EXEMPTIONS

For additional residency exemptions visit <https://www.peralta.edu/boardoftrustees/bp-ap> and review Administrative Procedure 5015.

# Admissions Procedures

Apply for admission online through the Peralta Colleges website, [www.peralta.edu](http://www.peralta.edu), and select the college of choice. Please follow the Open CCCA instructions to complete and submit the online admission application. Once submitted, a message is sent via Peralta email or an email assigned by Open CCCA, providing instructions for logging onto the Passport Student Center for enroll in classes. Students must also complete enrollment, orientation, and counseling requirements. Detailed instructions may be found online and in the printed schedule of classes. On-campus assistance for online registration is available in the Welcome Center in Building R, Room 105.

A separate application must be filed for entrance into the Nursing and Radiologic Science programs at Merritt College. See detailed eligibility and admission requirements for these programs in the Programs and Courses section of this catalog.

Official transcripts of past academic records should be sent to the District Admissions and Records Office. The student is responsible for requesting that the transcripts from other schools previously attended be mailed directly to the District Admissions and Records Office by the school issuing them. The address is 333 E 8th Street, Oakland, CA 94606.

All first-time students are required to complete the three core services. The three core services include orientation and advising, enrollment and meeting with a counselor before enrolling in classes.

## AB 705

AB 705 is a law that requires colleges to maximize the probability that a student will enter and complete transfer level coursework in English and Mathematics within a one-year timeframe, and use, in the placement of students into English and Mathematics courses in order to achieve this goal, one or more of the following measures:

1. High school coursework, grades, and/or grade point average (GPA) from transcripts or CalPASS
2. Self-reported high school transcript information; or,
3. Guided placement, including self-placement for students.

Merritt College provides a variety of additional instructional support and student services assistance to increase course success.

The following tables are default placement rules based on AB 705 implementation guidelines from the California Community Colleges Chancellor's Office and the Academic Senate for California Community Colleges (Memo AA 18-40).

## AB 705 Placement Guidelines for English

HIGH SCHOOL PERFORMANCE METRIC FOR ENGLISH	RECOMMENDED AB 705 PLACEMENT
HS GPA $\geq$ 2.6	ENGL IA Composition and Reading No additional academic or concurrent support required
HS GPA 1.9 - 2.6	ENGL IA Composition and Reading+ ENGL 508A/B/C Academic Composition Skills Strongly recommended
HS GPA < 1.9	ENGL IA Composition and Reading+ ENGL 508A/B/C Academic Composition Skills Required

## AB 705 Placement Guidelines for Mathematics

### PATHWAY OPTION 1: SLAM (STATISTICS & LIBERAL ARTS MATH)

These are the guidelines for students who are planning to major in subjects like Psychology, History, Art, Ethnic Studies, Anthropology, Criminal Justice, Political Science, Health Education, Journalism, Child Development, or other non-technical fields.

HIGH SCHOOL PERFORMANCE METRIC	RECOMMENDED AB 705 PLACEMENT
HS GPA $\geq$ 3.0	MATH 13 Introduction to Statistics No additional academic or concurrent support required
HS GPA 2.3 - 3.0	MATH 13 Introduction to Statistics+ MATH 213 Support for Statistics Recommended
Otherwise	MATH 13 Introduction to Statistics+ MATH 213 Support for Statistics Required

### PATHWAY OPTION 2: B-STEM (BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)

These are the guidelines for students who are planning to major in subjects like Business Administration, Finance, Physics, Chemistry, Engineering, Architecture, Computer Science, or other technical fields.

HIGH SCHOOL PERFORMANCE METRIC	RECOMMENDED AB 705 PLACEMENT
HS GPA $\geq$ 3.6 or HS GPA $\geq$ 3.2 AND in Pre-Calculus "C" or better	MATH 3A Calculus I Passed Pre-calculus, or Trig (or higher) with a "C" or better
HS GPA $\geq$ 3.4 or HS GPA $\geq$ 2.6 AND took HS Calculus course	MATH I Pre-Calculus and/or MATH 50 Trigonometry No additional academic or concurrent support required
HS GPA 2.6-3.4 or Took HS Pre-Calculus course	MATH 1 + MATH 215 Support for Pre-Calculus and/or MATH 50 + MATH 216 Support for Trigonometry
Otherwise	MATH 1 + MATH 215 and/or MATH 50 + MATH 216 required

Students who are not transferring, but are seeking an associate degree or certificate only, may have selected a program with specific math requirements. They should check with the program chair or with a counselor to make sure that they are taking the correct Math course.

## ORIENTATION AND ADVISING

All first-time and other interested students are required to participate in an orientation and advising session. College programs, services, and facilities will be explained and interested students will be directed to student activities and to leadership opportunities. Counseling staff will assist students with course selections.

## EXEMPTION FROM ORIENTATION COMPONENT

Contact a counselor concerning possible exemption from the orientation component. Students with physical, psychological, acquired brain injury, visual, communication or learning disability, requiring special assistance to participate in the registration, or other parts of the Orientation/Enrollment/Counseling process should contact Student Accessibility Services at **(510) 436-2429** or go to **Building R, Room 109A**.

## FOLLOW-UP COUNSELING

All new students are encouraged to meet with their counselors at least once during the first semester of attendance. This session helps students with goal setting, selection of a major, career exploration, and the completion of an educational plan. Students are encouraged to make an appointment early in the semester. The counseling process is a combination of academic advisement, evaluation of prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate student success.

## SUBMISSION OF TRANSCRIPTS

Students must request in advance and provide official transcripts covering ALL previous high school and college coursework. Transcripts should be mailed directly to the District Admissions and Records Office by the issuing school, or students may bring official transcripts (sealed) in person to the College Admissions and Records Office or to their counselor. The address of the District Admissions and Records Office is 333 E. 8th Street, Oakland, CA 94606.

# Enrollment Policies and Procedures

## ADDING CLASSES/CHANGE OF CLASSES

The last day to add regular session (full-term) classes is available online at <https://www.peralta.edu/admissions/add-drop> under Admissions and Records. This is also published in the academic calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to follow to add and drop classes.

## ATTENDANCE POLICIES

1. Attendance is expected at every meeting of all courses in which students are enrolled.
2. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
3. All instructors may drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why they have not attended. All drops must be recorded on the Census Rosters and Instructors' Class Records.
4. It is the student's responsibility to drop from classes that they do not wish to attend. Instructors have two opportunities to drop students (1) Instructors are to drop students on the online Census Roster; and, (2) Instructors are to drop students using the online Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.
5. The instructor's decision to drop a student for not meeting the attendance requirements of the class is FINAL.
6. A leave of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by email.
7. Responsibility for making up work missed because of absence rests with the student.
8. District policy limits attendance in classes to those who are officially enrolled in the class.

## AUDITING CLASSES

Peralta Board Policy does NOT permit students to audit classes. Class attendance is limited to students who are officially enrolled.

## ENROLLMENT IN CONFLICTING CLASSES

Students are NOT permitted to enroll in classes with conflicting or overlapping meeting times.

## EXCESS UNITS

Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in a combined total of 18.5-21.5 units per semester at all Peralta Colleges. Enrollment in 22-25 units per semester requires the approval of the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum load for summer session is 10 units.

## NO SHOWS

Students who are not present at the first class meeting may be dropped by the instructor, and their seats may be given to a student on the wait list.

## OPEN CLASSES/OPEN ENROLLMENT

It is the policy of the Peralta Community College District that, unless specifically exempted by statute, every course, course section or class, wherever offered and maintained by the District and for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

## STUDENT STUDY LOAD

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. (See section on Grades and Grade Points for explanation of grade-point average).

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. For summer session, a maximum unit load is set for 10 units.

It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.

## PROGRAM PREPARATION

Students should consult college counselors when preparing their programs. Required courses are listed under each vocational and liberal arts major and Programs and Courses sections of this catalog. Certain state university and college requirements are listed in the section Transfer Information to aid students who wish to develop a tentative program before meeting with a counselor. Continuing students should consult a counselor as soon as possible for assistance in preparing a program of classes. Students may not enroll in classes which have conflicting or overlapping scheduled meeting times.

## WAIT LISTS

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit, can add themselves to the wait list. A process will run each night that will automatically enroll students in the class from the wait list as seats become available. An email will be sent to the student's Peralta email notifying them of the enrollment and the charge to their student account. Students should check their Peralta email regularly. The last day a student can add to a wait list is the day before the first day of the term. Wait lists apply only to regular session (full-term) classes.

After classes begin, students enrolled in the class who do not show up for the first class meeting may be dropped by the instructor who will then add students from the wait list. If the student is not moved into the course from the wait list during the enrollment period, they must be sure to attend the first meeting of the class to be considered for late enrollment from the wait list. If there is a space available and the student is not at the class, they will lose their place on the wait list and another student may be added instead.

### Wait List important details:

- Adding to a wait list does not guarantee enrollment in the class. All corequisites or prerequisites must be completed before a student will be enrolled from the wait list.
- Students will not be enrolled from the wait list if the class conflicts with times of their existing class schedule.
- Students can view their wait list position in their online student center (under class schedule).
- Students can remove themselves from a wait list the same way they would drop a class in their online student center.

## DROPPING CLASSES/WITHDRAWAL

Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes they are not attending. If the student does not drop a class, they will be charged and could receive an "F" grade that will appear on the student's permanent record. Students are responsible for dropping classes using the Passport System or at the college Office of Admissions and Records. Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade. A withdrawal that occurs prior to the Census date shall not be noted on the student's academic record.

A "W" grade symbol will be recorded on the student's transcript upon withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" grade symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who did not withdraw from a class nor was dropped by the class instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor.

Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also included in determining the ability to repeat courses).

Enrollment Fee Refund Information can be obtained at <https://www.peralta.edu/admissions/student-finance/drop-refund>



## Fees

### CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

Students are required to pay a California Community College Enrollment Fee. The fee is \$46 per semester unit (subject to change) which is collected at the time of enrollment in classes.

High school students admitted on a part-time basis upon recommendation of their principal are exempt from paying the Enrollment Fee, but all other fees apply, including the Campus Center Use Fee. Full-time High school students enrolling in 15 units or more pay full tuition fees and all other fees.

### ENROLLMENT FEE ASSISTANCE

The California College Promise Grant (formerly known as the Board of Governors Fee Waiver (BOGW)) is available to assist if a student is unable to pay the Enrollment Fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office. Under the California Dream Act, AB 540 students may also apply for the California College Promise Grant.

### NONRESIDENT TUITION

If students are not legal residents of California for one year and one day prior to the first day of the term, they will be charged Nonresident Tuition of \$265 per semester unit unless they qualify for the nonresident status known as "AB 540". Nonresident students must pay Nonresident Tuition in addition to Campus Center Use Fee, and Health Services Fee.

**Note:** Students pay all other fees unless specifically exempted from paying a particular fee.

### NON RESIDENT FEE EXEMPTION - AB 540

AB 540 Affidavit or the California Nonresident Tuition Exemption provides exemption from the payment of non-resident tuition for certain non-resident students who have attended high school in California and received a high school diploma or its equivalent. Over the years, eligibility requirements have been expanded.

#### AB 540 Guidelines & 68130.5 Requirements for Eligibility:

- Graduated with a California high school diploma or have the equivalent; and
- Attended a high school in California for three or more years; and
- Attained high school credit equivalent to three or more years of full time attendance;
- Or three or more years of high school coursework and attended a combination of California elementary, secondary, and high school for three years or more;
- Or attended a combination of California high school, adult school, and community college for the equivalent of three years or more;
- Or completed an associate's degree from a California Community College;
- Or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California;
- Attendance at a campus of the California Community Colleges shall not exceed a total of two years of full-time attendance;
- Must register or be currently enrolled at an accredited institution of public higher education in California;
- Must file or will file an affidavit as required by individual institutions, stating that the filer will apply for legal residency as soon as possible;
- Must not hold a valid non-immigrant visa. Non-immigrants, as defined by federal law, have been admitted to the United States temporarily and may have been granted one of the following visas: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, TN, TD, V, TROV, NATO.

**The California Dream Act (AB 131):** The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

Students who are non-immigrants (for example, those who hold F student visas, B visitor visas, etc.) are not eligible for this exemption. Eligible students must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

The AB 540 CA Nonresident Tuition Exemption Form can be requested and submitted to Admissions and Records or downloaded online at <https://www.peralta.edu/admissions/forms>. Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents." These students remain ineligible for federal financial aid. Under the California Dream Act of 2011, AB 130 and AB 131, they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship, the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application <https://dream.csac.ca.gov/>.

For more information on AB 540 and the California Dream Act, please visit <https://www.peralta.edu/financial-aid/california-dream-act/>.

### NONRESIDENT CAPITAL OUTLAY FEE

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Nonresident Capital Outlay fee is \$15 per semester. **Note:** Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

### CAMPUS CENTER USE FEE

In addition to the California Community College Enrollment Fee, Nonresident Tuition and Nonresident Capital Outlay Fee, there is a Campus Center Use Fee of \$2 per campus, per semester (excluding off-campus locations), to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal must pay the Campus Center Use Fee. Nonresident students must also pay the Campus Center Use Fee.

### CAMPUS PARKING FEES

Students must park their vehicles in authorized lots on the south side of the campus, and pay a Parking Fee of \$2.00 per day. Disabled students, whose vehicles display a valid OMV placard and a valid parking permit, may park in designated disabled parking zones. Visitors park in a fee lot and pay \$2.00 a day.

#### Semester Parking Permit Fees:

Students enrolled less than 9 units: . . . . .	\$40.00	Motorcycle (per semester) . . . . .	\$10.00
Students enrolled 9 units or more: . . . . .	\$29.00	Motorcycle (summer session) . . . . .	\$5.00
Summer Session: . . . . .	\$20.00		

**A student decal must to be displayed on the automobile window with the daily paid parking receipt.** Both the decal and the parking permits are issued by the college Cashier's Office.

### STUDENT HEALTH FEE

Students are required to pay the Student Health fee of \$18.00 per semester for fall and spring semesters, and \$15 for summer session. This fee is collected at the time of enrollment. The Student Health Fee is subject to change as allowed by the State Legislature.

**Note:** Students who qualify in the following categories are exempted from payment of the Health Fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);
- Students who are attending college under an approved apprenticeship training program.
- Students who are attending college in non-apportionment courses.

The Student Health Fee is refundable if the student drops all units on or before the last day to drop regular session classes.

### STUDENT REPRESENTATION FEE

Under Education Code 76060.5, each college Student Body within Peralta College District elected to establish a Student Representation Fee of \$2.00 per college, per semester, for each student. This fee provides support for students or representatives who present college positions and viewpoints before city, county, district governments, and offices and agencies of the state and federal governments. Students will be charged this fee unless a Student Representation Fee waiver form is submitted to the college Cashier's Office before the last day of the applicable semester.

### INTERNATIONAL HEALTH INSURANCE FEE

Once enrolled in classes, all international students will be automatically enrolled in the mandatory health insurance program through Relation. Upon enrollment, students will receive a health insurance card, coverage benefits, and an information package from Relation. For more information on current health insurance fees and links, please visit <https://www.peralta.edu/international/health-insurance> or to review AP 5030, please visit <https://www.peralta.edu/boardoftrustees/bp-ap>.

### RETURNED-CHECK FEE

There will be a \$25.00 charge on checks returned to the college.

### OTHER FEES

Students should have adequate funds at the beginning of the semester to pay for books and enrollment fees.

Students may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment, provided such materials are of continued value outside the classroom setting and provided the materials are not solely or exclusively available from the district. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Financial Aid Office.

### TRANSCRIPT FEE

Students can order official transcripts even if they owe college or district fees and tuition, however, transcript order fees must be paid at the time transcripts are requested. The Peralta Community College District has retained Credentials Solutions, Inc. to accept transcript orders online through a secured site. Fees to order official transcripts are located at <https://www.peralta.edu/admissions/transcripts>.

**Note:** Official transcripts **will** include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College.

## FEE PAYMENT POLICY/DROPPING A STUDENT FOR NONPAYMENT OF ENROLLMENT FEES

Students must pay all applicable fees no later than two (2) weeks before the beginning of the term. If a student owes more than \$800 in fees two weeks before the beginning of the term, all classes will be dropped. Students who add classes after the two-week deadline, and then owe more than \$800 in fees, are required to pay all fees before classes start or their classes will be dropped. A hold will be placed on student accounts when fees are owed as of the last day of enrollment. The hold will block enrollment for future semesters and the debt may be assigned to collections. For important dates, see the A&R website: <https://www.peralta.edu/admissions/student-finance/payment-policies>.

## STUDENT'S RESPONSIBILITY TO DROP COURSES

Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes they are not attending. If the student does not drop a class, they will be charged and could receive an "F" grade that will appear on the student's permanent record.

## FEE PAYMENT DEADLINE

Tuition and enrollment fees are due and payable at the time of registration and each time subsequent classes are added.

## FEE PAYMENT OPTIONS

There are several fee payment options available: in person at the Cashier's Office; by mail (check or money order made payable to Peralta Community College District); online by credit/debit card (Visa or MasterCard); and by payment plans that are available upon request. For additional information, go to <https://www.peralta.edu/admissions/student-finance/fees-and-payment>, and follow appropriate links to Payment Policy.

## INSTALLMENT PAYMENT PLANS

Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least \$25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. Please refer to the Peralta District Admissions and Records website on payment policies for more details: <https://www.peralta.edu/admissions/student-finance/payment-policies>.

## PAYMENT OF CHARGES AND FINANCIAL AID DISBURSEMENTS

When receiving financial aid disbursements all eligible charges, upon authorization will be deducted before remaining amounts are released. For more information on Financial Aid disbursements, please visit <https://www.peralta.edu/financial-aid/disbursementfaq> or the campus Financial Aid office.

## ENROLLMENT FEE REFUND POLICY

**Class Cancellations:** The State-mandated Enrollment Fee will be fully refunded if an action of the college (e.g., class cancellation) prevents class attendance:

**Regular Session (Full-Term) Classes:** If registration is cancelled prior to the first day of instruction, or if official withdrawal from classes occurs during the first two weeks of instruction, a full refund, less a \$10 processing fee (charged whether or not the class was attended) will be disbursed.

If an official change of program occurs during the first two weeks of instruction, and as a result reduces the number of units, a refund will be disbursed. If the change results in placement in a different enrollment fee category, a processing fee is not applicable in this case.

If an Enrollment Fee of less than \$10 is paid, and registration is cancelled or withdrawal from all classes occurs before the deadline, the processing fee shall equal the Enrollment Fee.

No refund of the Enrollment Fee will be made to any student who withdraws from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Please refer to deadline dates in the Schedule of Classes for information regarding other sessions.

Members of an active or reserve military unit who receive orders compelling a withdrawal from courses, may, upon petition, receive a full refund of the Enrollment Fee unless academic credit is awarded.

**Short-Term and Open-Entry/Open-Exit Classes:** Students who enroll in short-term or open-entry/open-exit classes will receive a 100 percent refund if official withdrawal occurs within 10 percent of the first class meeting. No refunds will be issued after this date. Please refer to the deadline dates.

**Variable-Unit Classes:** No refund shall be made for variable units not earned by the student.

**Nonresident Tuition and Capital Outlay Fee Refund Policy:** A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class that is canceled by Merritt College. Also, a 100 percent refund (minus a \$20 processing fee) will be disbursed for any class from which a student withdraws through the last day to drop regular session credit classes and receive a refund. There will be no refunds after this date. No refund will be made after the "no grade record date" for regular session classes. Students may appeal to the Vice President of Instruction to waive restrictions of this refund policy for cases of extreme hardship.

## NONPAYMENT OF FEES AND OTHER OBLIGATIONS

The college, under appropriate rules and regulations, will withhold grades, diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay the enrollment fee or nonresident tuition. Grades and diplomas will be withheld from students or former students who fail to pay loans, other fees, or obligations that have been properly charged.





# Financial Aid

## GENERAL INFORMATION

The Peralta Colleges provide financial assistance to those students whose family's support and personal resources are insufficient to meet educational expenses. The amount of financial assistance is based on demonstrated financial need. The financial assistance programs include scholarships, grants, loans, and part-time employment. Through one or any combination of these resources, the colleges make every effort to qualified students. The amount of financial aid granted to a student is determined by the availability of funds, the extent of the student's need, and their academic performance or promise.

**Scholarships** based on merit or financial need, or a combination of both, are offered to students by community organizations, parents' employers, labor unions, churches, service organizations, and national foundations. These scholarships will be announced as they are made available to the college. They do not require repayment.

**Grants** are funds that do not have to be repaid. The amount a student receives is based on need and is determined by an authorized need-analysis system.

**Loans** are funds that must be repaid after the student leaves school or drops below half-time enrollment. Most have a low rate of interest. The amount a student receives is based on need and is determined by an authorized need-analysis system.

**Employment** provides the student with an opportunity to earn money for school with Work Study Employers. This type of award is based on financial need.

**Special Programs** may be available through the Veterans Administration, California State Department of Rehabilitation, and Bureau of Indian Affairs, among others. Eligibility requirements vary.

Students applying for financial aid may take courses at any of the Peralta Colleges. However, a "home" campus will be assigned for aid purposes for the academic year. The home campus is the college where the student has declared his/her academic major.

For additional information and the most recent updates, refer to [www.peralta.edu/financial-aid](http://www.peralta.edu/financial-aid)

## SUMMARY OF FEDERAL FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, students must

- Be enrolled in an eligible program at their home college and be a regular student working toward a degree, financial aid-eligible certificate, or transfer requirements for a four-year institution
- Have a valid Social Security Number
- Have a high school diploma or GED
- Be registered with Selective Service if required to register
- Be achieving satisfactory academic progress
- For most programs, have a need for financial aid as demonstrated by completion of the Free Application for Federal Student Aid (FAFSA)
- Not be in default on any student loan or owe a repayment on a grant made under any Title IV program

For additional information, stop by the campus Financial Aid Office or refer to the campus financial aid webpage. Students may also apply online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

## APPLICATION PROCESS/DEADLINES

The application process for financial aid begins with the completion of the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. The application is available October 1 for the following fall semester. Priority for aid will be given to students who apply early. Required verification and supplemental documentation must be submitted to the Financial Aid Office. Applications will be treated on a "first-come, first-served" basis. Students must apply each year for financial aid, beginning in October for the following academic year.

There are various financial aid deadlines throughout the year. Check the Financial Aid website at [www.peralta.edu/financial-aid](http://www.peralta.edu/financial-aid) for a complete listing of deadlines.

## SATISFACTORY ACADEMIC PROGRESS

Federal regulations mandate that all institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial assistance. All students who apply for and receive financial assistance are expected to meet the academic standards described in Peralta Colleges' Financial Aid Satisfactory Progress Policies and Procedures. Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website at [www.merritt.edu/financial-aid/satisfactory-academic-progress-2/](http://www.merritt.edu/financial-aid/satisfactory-academic-progress-2/), or in the campus Financial Aid Office in **Building R, Room 113**.

## REMEDIAL COURSEWORK

If a student receives financial aid for remedial coursework, and completes 30 units, no further aid will be paid for remedial study. The student may continue to enroll in remedial classes, but financial aid payments will be calculated only for degree-applicable coursework.



## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students who enroll in excessive ESOL coursework (over 45 units) without enrolling in classes leading toward their stated educational major or goal will be notified by the Financial Aid Office. ESOL students will be strongly urged to enroll in coursework that will assist them in completing their educational goal. To continue receiving financial aid, the student must enroll in at least one class leading toward their approved educational goal.

## FINANCIAL AID CENSUS DATE

Each term the Financial Aid Office establishes a Census Date after which no adjustments will be calculated on funds paid for that term for units added or dropped. Students should check with their home campus Financial Aid Office for the Financial Aid Census Dates.

## FINANCIAL AID DISBURSEMENT

In order to receive a disbursement, a student must have a completed application, a completed financial aid file and be enrolled in the required number of units.

Most aid is distributed on a three-payment-per-semester basis. Normally, the first payment is the week before the term begins, the second payment may be expected during the third week of each semester, and the third payment after the mid-point of each semester.

Student loans are disbursed in accordance with procedures set forth by federal regulations. Federal Work-Study recipients will be paid once a month.

Financial Aid funds are disbursed by BankMobile, a third-party funds management service that has partnered with Peralta Community College District (PCCD). All enrolled students who have applied for financial aid through the FAFSA or Dream Act application will receive a Peralta BankMobile activation kit. Students must select their preference for financial aid disbursement. There are two methods to choose from:

1. Bank Mobile Account – an online financial account; the student uses PeraltaCard (debit card); card will be mailed to student.
2. Direct deposit to an existing bank account.

It is critical that all students update their mailing address.

There are fees associated with BankMobile. Please read, review, and understand the BankMobile Fee Schedule. More information about BankMobile fees can be found at <https://www.peralta.edu/financial-aid/consumer-information>.

## WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Federal aid recipients who withdraw or are dropped from all classes by instructors are subject to regulations regarding the Return of Title IV funds.

Students who withdraw or are dropped from all classes prior to completing more than 60% of the enrollment period are subject to these rules. Also, in accordance with federal aid regulations, students who receive Title IV financial aid and unofficially withdraw (receiving grades: "F", "FW", and "NP" from all enrolled classes may be required to repay a certain portion of the Title IV funds received.

Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of "unearned" federal financial aid received by the student. If the student received more financial aid than the amount earned, the student will be billed for the overpayment.

Financial aid recipients are advised to:

- Avoid total withdrawal from all classes;
- If completely withdrawn from all classes, repay any "unearned" financial aid as soon as possible.

**Note:** Failure to do any of the above may result in the loss of financial aid eligibility.

Information on the Merritt College Financial Aid Return to Title IV Withdrawal Policy can be found at [www.merritt.edu/financial-aid/merritt-college-financial-aid-return-to-title-iv-r2t4-withdrawal-policy/](http://www.merritt.edu/financial-aid/merritt-college-financial-aid-return-to-title-iv-r2t4-withdrawal-policy/)

## STUDENT CONSUMER INFORMATION

**Please note:** Students are now limited to six full-time years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request at the Financial Aid Office. For additional consumer information, visit: <https://www.peralta.edu/financial-aid/consumer-information>.

## Federal Grant and Loan Programs

### PELL GRANT

A Pell Grant is federal aid designed to provide financial assistance to those who need it to attend post-high school educational institutions. Basic grants are intended to be the “floor” of a financial aid package and may be combined with other forms of aid to meet the full cost of education. The actual amount of the grant is determined by the student’s estimated family contribution, the total cost of attending college, and enrollment status. Students will receive a Student Aid Report (SAR) from the Department of Education after the FAFSA application is processed, which constitutes official notification of the expected family contribution (EFC). The lower the EFC, the higher the award will be.

### SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a federal grant designed for students with financial need who receive the Pell Grant. Funds are limited.

### FEDERAL WORK-STUDY (FWS)

This federally-funded program provides employment opportunities to students with financial need. Students awarded FWS receive an allocation of funds earned through part-time jobs on or off campus. FWS provides an excellent learning process through on-the-job training. Students must be enrolled in at least six (6) units, meeting satisfactory academic progress, and be eligible for Title IV funds to participate in FWS.

### FEDERAL STUDENT LOANS

The following loans are available to students who are enrolled at least half-time and are eligible for Title IV funds:

- **Subsidized Loans:** The Federal Government will pay interest on subsidized loans during the in-school period and during the grace period following the student’s termination or graduation. The grace period is for six months.
- **Unsubsidized Loans:** The student is responsible for paying the interest on unsubsidized loans during the in-school and grace periods. Students are eligible if they meet the Department of Education’s criteria as listed with the Financial Aid Office. Further information about loans may be obtained on the Financial Aid website at <https://www.peralta.edu/financial-aid/student-loans/>, or by visiting the college Financial Aid Office in **Building R, Room 113**.

## California State and Other Grants

### CAL GRANTS

Cal Grant programs are available to California residents who qualify. To qualify, a student must be:

- A U.S. citizen, a permanent resident, or an eligible non-citizen;
- A California resident attending an eligible college located in California;
- Making satisfactory academic progress.

Applying for a Cal Grant requires the submission of the following:

1. The FAFSA application, obtained at <https://studentaid.gov/h/apply-for-aid/afsa> or Dream Act application at <https://www.peralta.edu/financial-aid/california-dream-act/>
2. A verified GPA form, obtained at [www.csac.ca.gov/post/cal-grant-gpa-verification-form](http://www.csac.ca.gov/post/cal-grant-gpa-verification-form) and/or the college electronic transmission of GPA verification for students who have completed 16 units or more at Peralta colleges.

Students must apply by March 2 to maximize their opportunity to receive an award. Students have until September 2 to apply if the March 2 Cal Grant deadline is missed AND they plan to attend a community college in the fall. However, the number of Cal Grant awards is limited.

### CALIFORNIA COLLEGE PROMISE GRANT

California College Promise Grant (CCPG), formerly Board of Governors or BOG Fee Waiver, was created to provide access for California residents to Community Colleges so that the cost of enrollment would not be a barrier. For eligible students, this program waives the \$46/unit tuition fees. The CCPG is not a cash award and does not cover other educational expenses.

To receive this assistance, students must complete a Fee Waiver Application or must have applied for financial aid through the FAFSA or the California Dream Application, and be a California resident or eligible AB 540 student. Students must re-apply each year starting with the Summer.

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

This program is primarily for the recruitment and retention of students from under-represented groups who are both educationally and economically disadvantaged. **Referrals for grants are made for full-time EOPS students only.** For additional information regarding this program, visit the campus EOPS office in **Building R, Room 109**.

## SCHOLARSHIPS

Scholarships are available from various individuals and organizations. The amounts of and qualifications for these scholarships vary. New scholarships are constantly being made available to students, thanks to many community supporters of the college. Students are encouraged to research for scholarships online. For scholarship information, please contact Merritt College Student Services: **(510) 436-2535**.

## BUREAU OF INDIAN AFFAIRS GRANT (BIA) TRIBAL GRANTS

The Bureau of Indian Affairs grants offer assistance to eligible American Indian students to meet their college costs. These students must be at least one-fourth American Indian, Eskimo or Aleut heritage, as certified by a Tribal Agency served by the Bureau of Indian Affairs. The amount of the grant varies depending on the student's need and the availability of funds of the particular BIA agency.

Tribal Grants are for eligible students who belong to federally recognized Indian Tribes. Tribes generally have their own applications, deadlines, and eligibility criteria.

## CHAFEE FOSTER YOUTH GRANT

This grant of up to \$5,000 is available to current or former California foster youth under 24 years of age who wish to take vocational training or college courses.

To complete Chafee Grant application requirements and verify qualifying foster youth status, the following three forms must be submitted:

1. The Chafee Grant Application, obtained at [https://chafee.csac.ca.gov/SupportFiles/California\\_Chafee\\_Grant\\_Program\\_Application.pdf](https://chafee.csac.ca.gov/SupportFiles/California_Chafee_Grant_Program_Application.pdf)
2. The Free Application for Student Aid (FAFSA), obtained at <https://studentaid.gov/h/apply-for-aid/fafsa>;
3. The Chafee Need Analysis Report (NAR), obtained at [chafee.csac.ca.gov](https://chafee.csac.ca.gov)

In addition, the student must have financial need. The school must report financial need by submitting the Need Analysis Report noted above. The student must also enroll at least half time in an eligible school. The program of study must be at least one academic year long, and the student must attend class(es) regularly and get good grades.

## CALIFORNIA DREAM ACT/AB 540

The Dream Act is really two laws that were passed in 2011 and allow AB 540 students to apply for and receive several types of financial aid, including:

- State financial aid like Cal Grants and Chafee Grants
- Assistance from EOPS, or
- CARE Privately-funded scholarships

AB 540 Affidavit or the California Nonresident Tuition Exemption provides exemption from the payment of non-resident tuition for certain non-resident students who have attended high school in California and received a high school diploma or its equivalent. Over the years eligibility requirements have been expanded.

AB 540 Guidelines & 68130.5 Requirements for Eligibility:

- Graduated with a California high school diploma or have the equivalent; and
- Attended a high school in California for three or more years; and
- Attained high school credit equivalent to three or more years of full time attendance;
- Or three or more years of high school coursework and attended a combination of California elementary, secondary, and high school for three years or more;
- Or attended a combination of California high school, adult school, and community college for the equivalent of three years or more;
- Or completed an associate's degree from a California Community College;
- Or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California;
- Attendance at a campus of the California Community Colleges shall not exceed a total of two years of full-time attendance.
- Must register or be currently enrolled at an accredited institution of public higher education in California.
- Must file or will file an affidavit as required by individual institutions, stating that the filer will apply for legal residency as soon as possible.
- Must not hold a valid non-immigrant visa (Non-immigrants, as defined by federal law, have been admitted to the United States temporarily and may have been granted one of the following visas: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, TN, TD, V, TROV, NATO.

Eligible AB 540 students can complete the Dream Act application by going to the website at <https://dream.csac.ca.gov/>.

Refer to the following table for information on how and where to apply for the various financial aid programs covered by the California Dream Act.

## California Dream Act Financial Aid Programs

GRANT/SCHOLARSHIP	WHEN TO APPLY	CONTACT/LOCATION FOR APPLICATION	TYPE OF AID PROVIDED	TYPE OF APPLICATION REQUIRED
Privately Funded Institutional Scholarships	Each Year: JAN 1	Financial Aid Office	Helps pay for education related expenses	Institutional application(s)
Assistance from EOPS or Care	Each Term	EOPS Office	Tutoring, book vouchers, and other support	Institutional application(s)
Cal Grant A or B Entitlement <a href="https://www.csac.ca.gov/cal-grants">https://www.csac.ca.gov/cal-grants</a>	Each Year OCT 1 - MAR 2 for Fall Term	Financial Aid Office or California Student Aid Commission	Tuition and education-related expenses	California Dream Application* and GPA Verification Form
Cal Grant C Entitlement <a href="https://www.csac.ca.gov/cal-grants">https://www.csac.ca.gov/cal-grants</a>	Each Year OCT 1 - MAR 2 for Fall Term	Financial Aid Office or California Student Aid Commission	Education-related expenses for occupational or career technical programs	California Dream Application,* Cal Grant C Supplemental Application, and High School or Community College GPA Verification Form
Cal Grant A or B or C Competitive <a href="https://www.csac.ca.gov/cal-grants">https://www.csac.ca.gov/cal-grants</a>	Each Year MAR 3 - SEP 2	Financial Aid Office or California Student Aid Commission	Tuition and education-related expenses for Grants A and B; Education-related expenses for occupational or career technical programs for Grant C	California Dream Application* and GPA Verification Form; Cal Grant C Supplemental Application
Chafee Grant <a href="https://chafee.csac.ca.gov/">https://chafee.csac.ca.gov/</a>	Each Year OCT 1 - MAR 2 for Fall Term	Financial Aid Office or California Student Aid Commission	Education-related expenses for foster youth	California Dream Application* and Chafee Grant application

\*To apply for any or all of the financial aid programs requiring the California Dream Application, students only need to complete and submit ONE application. The California Dream Application can be found at <https://dream.csac.ca.gov/landing>; The Chafee Grant Application can be found at [https://chafee.csac.ca.gov/SupportFiles/California\\_Chafee\\_Grant\\_Program\\_Application.pdf](https://chafee.csac.ca.gov/SupportFiles/California_Chafee_Grant_Program_Application.pdf)

\*\*The GPA Verification can be found at [www.csac.ca.gov/post/cal-grant-gpa-verification-form](http://www.csac.ca.gov/post/cal-grant-gpa-verification-form)



# Academic Policies and Procedures



## ACADEMIC RECOGNITION

**Associate Degree Honors:** Students who receive an associate degree are graduated “With Honors” if they have an overall cumulative grade point average (GPA) of 3.25 to 3.49. Those with an overall cumulative GPA of 3.50 to 3.74 are graduated “With High Honors” and those with 3.75 to 4.0 are graduated “With Highest Honors.” The honor status GPA is computed on the basis of units attempted and completed districtwide, excluding non-degree-applicable courses numbered 250-299, 400-899, and 950-999. The student’s honor status is assigned to the college awarding the associate degree. (All lower-division units from regionally accredited degree granting institutions outside of the Peralta Community College District are included in the GPA calculation.)

**Honor Roll:** Students who have completed 12 or more units with a semester GPA of 3.25 or better are placed on the honor roll. The honor status GPA is computed on the basis of units attempted and completed districtwide. The student’s honor status is assigned to the college where the majority of units were completed for a particular semester. (Units awarded in “P” graded classes are not counted in the GPA calculation.)

## ACADEMIC RECORDS

In compliance with requirements established by the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Code of Regulations, Merritt College hereby provides notice of procedures and policies regarding student access to educational records maintained by and at the College. College procedures and policies must, of course, remain subject to any further modification made necessary or appropriate as a result of subsequent legislation or regulations. Questions regarding the legislation and college guidelines should be addressed to the Vice President of Student Services. Copies of the act and the regulations are available for review in that office.

The purpose of the FERPA, as it applies to Merritt College, is two-fold:

1. To give presently or formerly enrolled Merritt students access to their individual education records maintained at the College;
2. To protect such students’ rights to privacy by limiting the transfer of their records without their consent.

The legislation states that an institution is not required to grant students access to certain materials, which includes the following:

1. Information provided by a student’s parents relating to applications for financial aid or scholarships;
2. Information related to a student compiled by a Merritt College employee:
  - a. that is appropriate for such officer’s or employee’s performance of their responsibility;
  - b. that remains in the sole possession of the maker thereof;
  - c. that cites medical, psychiatric, or similar reports which are used solely in connection with treatment purposes and only available to recognized professionals or paraprofessionals in connection with such treatment (provided, however, that a physician or other professional of the student’s choice may review such records);
  - d. that is maintained by a law enforcement unit, that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or which may be assigned by the district, and that such law enforcement unit personnel do not have access to other student records, and that such information is kept apart from other student records, and that it is maintained solely for law enforcement purposes, and that is available only to other law enforcement officials of the same jurisdiction.

As required by the Act, the College reserves the right to publish at its discretion the following categories of information with respect to each student who is presently or has previously attended Merritt: Participation in officially recognized activities and sports; weight and height of members of athletic teams; high school of graduation of athletic teams; and degrees and awards received, including honors, scholarship awards, athletic awards and other types of recognition. Students have a right to inform the College within a reasonable period of time that any or all of this so-called “directory information” should not be released without their prior consent.

**Release of Student Records:** No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a former or current student’s written consent.
- “Directory information” may be released in accordance with the definitions in Board Policy 5040.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials or their respective designees, or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the condition in Education Code section 76225.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

**Federal Military Recruitment:** The following information shall be released to the federal military for the purposes of recruitment:

- Student names
- Addresses
- Telephone listings
- Dates and places of birth
- Levels of education
- Majors
- Degrees received
- Prior military experience
- And/or the most recent, previous educational institutions of enrolled in by the students

## ACADEMIC RENEWAL

A maximum of two semesters or 24 semester units of coursework at all Peralta Colleges, which has been legally petitioned, may be alleviated and disregarded in the computation of cumulative GPA under the following conditions:

- A period of one year must have elapsed since the work to be alleviated was completed;
- The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;
- Since the most recent work to be disregarded was completed, the student must have completed 15 lower-division semester units with at least a 2.5 GPA, at either any of the Peralta Colleges or another regionally accredited institution.

**Note:** When course work is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

## ACADEMIC STANDING

To remain in good academic standing, a student must maintain a cumulative GPA of 2.0 or higher.

Students who have a cumulative GPA of less than 2.0 will be considered scholastically deficient. There are two types of scholastic deficiency: Academic probation and progress probation.

**Academic Probation:** A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 shall be placed on academic probation. Such a student shall receive special counseling, including consideration of possible reduction of their study load. A student who has a cumulative GPA of less than 2.0 at the end of any term, either semester or summer session, shall be placed on probation during the following term of attendance and shall remain on probation until their cumulative GPA is 2.0 or higher.

**Progress Probation:** A student who has enrolled in a total of at least 12 semester units shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50 percent of all grades recorded. Students on progress probation will lose priority registration.

**Academic Dismissal:** A student on academic probation shall be subject to dismissal after three consecutive semesters in which the student has earned a cumulative GPA of less than 1.75 in all units attempted. Summer session and regular intersessions shall be considered a semester.

**Progress Dismissal:** A student on Progress Probation shall be subject to dismissal if the percentage of units in which the student has been enrolled and for which the entries of "W," "I," and "NP" are recorded reaches or exceeds 50 percent in at least three consecutive semesters. Summer session and regular intersessions shall be considered a semester.

The Office of the Vice President of Student Services will notify the student via their Peralta email when they have been placed on academic and/or progress probation or when they are subject to dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with an academic counselor to gain clearance for registration, discuss strategies for improving academic performance (including possible reduction in study load), and complete an "Academic Success Contract."

**Reinstatement from Dismissal:** Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services. A student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Readmission will be conditional and on a semester review basis with the student subject to the continued probation dismissal policy.

**Note:** For purposes of standards for academic and progress probation and dismissal “all units attempted” means all units of credit for which a student earns a grade of A, B, C, D, F, or FW from any Peralta College; and “enrolled units” means all units attempted as previously defined, and all units for which the student earns a grade of W, I, P, or NP from any Peralta College.

## COURSE REPETITION

District Administrative Procedure (AP) 4225 provides detail regarding course repetition and course repeatability and should be referenced. This procedure follows state regulations in Title 5.

Following is a summary and is not intended to replace or change AP 4225:

- A. Students may petition to repeat a course for one of the following reasons:
  1. To alleviate substandard academic work (D, F, FW, and/or NP) or because a W was earned (Two repeats are permitted; thus, a course can be taken for a maximum of three times).
  2. To meet a “legally mandated training requirement as a condition of continued paid or volunteer employment” (documentation required).
  3. To address a “significant change in industry or licensure standards which is necessary for a student’s employment or licensure” (documentation required).
  4. Because of “extenuating circumstances” including verified cases of accidents, illness, or other circumstances beyond the student’s control.
  5. Because “another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question” (documentation required).
  6. Because of a “significant lapse of time” (no less than 36 months) and “there is a properly established recency prerequisite for the course or program pursuant to Title 5, section 55003”.
- B. Students can repeat courses for one of the following reasons, and a petition is not required:
  1. A student is permitted to enroll in a variable unit, open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course one time.
  2. A student may repeat Cooperative Work Experience for a maximum total of 16 semester units, with a maximum of 6 semester credit hours during one enrollment period in general work experience, and a maximum of 8 semester credit hours during one enrollment period in occupational work experience.
  3. A student may repeat a course that is designated as repeatable because repetition of that course is required by the California State University (CSU) and/or the University of California (UC) for completion of a bachelor’s degree.
  4. A student may repeat a course for purposes of Intercollegiate Athletics (350 contact hours per year per sport and 175 contact hours in courses that focus on conditioning and skill development) or participation for up to four (4) semester enrollments in that course.
  5. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges and the event is sanctioned by a formal collegiate or industry governing board.
  6. A student may enroll in active participatory courses in physical education, visual or performing arts that are related in content for no more than four (4) courses in each content area (even if a W is received).
- C. Students with disabilities may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that student for one of the reasons specified in Title 5, section 56029.

## CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment or examination. Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

**Determination of Eligibility for Credit for Prior Learning**

- The student must be in good standing in the District
- The student must have previously earned credit or noncredit from a College in the District or be currently registered in a College within the District
- Current students must have an Education Plan on file
- The course is listed in the current College catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered at a College in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

**Prior Learning Assessment Grading Policy**

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedure 4230 Grading and Academic Record Symbols and Administrative Procedure 4231 Grade Changes

**Credit by Exam:** A registered student who is attending classes, is in good standing (not on probation), and has completed at least 12 units at Merritt College may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses). The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the department chairperson for the course involved.

Credit by examination may be accrued by a student up to a maximum of 15 units. Units earned will be recorded on a student's record as a letter grade or P as determined by each department and grading policy. Students are not permitted to challenge by examination any course of lower level than a course previously completed.

Credit by examination is not part of a student's current workload and cannot be counted toward the 12 unit residency, veteran's benefits, financial aid, athletic eligibility, or similar purposes.

Since the approved course list is updated annually, confer with a counselor regarding any changes.

**Credit by Examination Courses:**

ADJUS 21	BIOSC 101
ADJUS 22	BIOSC 102
ADJUS 23	BIOSC 103
ADJUS 25	BIOSC 104
ADJUS 57	MATH 203

**Credit for Military Experience:** Completion of a minimum of one year of active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, may allow veterans to receive six (6) semester units toward an associate degree. All veterans not enrolled in the veterans' program and who have completed 12 semester units may obtain military credit by providing a copy of their discharge papers (DD-214) to the Admissions and Records Office on campus. A DD-214 may also be used to satisfy the requirements of CSU GE Area E.

Recommendations of the American Council on Education are considered in allowing credit for military experience or for courses taken during military service. Veterans must submit to the Admissions and Records Office discharge and other official papers verifying courses completed. These units of credit will be applied toward elective units and will not be counted toward the student's associate degree general education or degree major requirements.



**Credit for Industry Recognized Credentials:** Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or the Admissions and Records Office
- Admissions and Records shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
  - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
  - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

**Student-Created Portfolio Assessment:** Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or the Admissions and Records Office
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript

**Credit from Other Institutions:** The Peralta Colleges accept credit for all lower-division, degree-applicable courses completed at other collegiate institutions that have been accredited by a regional accrediting body. Consult a counselor for a preliminary evaluation of course equivalents.

Students transferring from another accredited institution may request to use some of this credit to meet Peralta District degree or certificate requirements. Official transcripts should be sent directly from the transfer institution to the District Admissions and Records Office. The review of transfer units occurs when the graduation petition is submitted to the College Admissions and Records Office. External transcripts become the property of the District. Transcripts submitted to Peralta District will not be released to students, other colleges or other agencies.

**Credit for External Exams:** Advanced Placement (AP), International Baccalaureate (IB), and College-Level Examination Program (CLEP)

**General Guidelines:** In order to receive credit for either AP, IB, or CLEP:

- Students must be enrolled in the Peralta Community College District to apply for such credit.
- Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit.
- Students may use units earned through any of these exams to meet certificate (AP only) and associate degree requirements (to see the unit values awarded by the Peralta District for any of these exams, please see the charts that follow each section).
- Students may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria.
- Students may not use units from these exams to satisfy the 12-unit residency requirement at any of the Peralta Colleges.
- If students have earned credit from an AP exam, they should not enroll in a comparable college course because credit will not be granted for both the exam and the course.

**Advanced Placement:** Students will be granted credit for College Entrance Examination Board (CEEB) AP tests with scores of 3, 4, 5 (see the AP chart which follows) in specific subject areas for certificates, associate degrees, CSU General Education Breadth certification and IGETC certification. The unit/credit value granted for a college certificate or associate degree may vary from the unit/credit value given by a UC or a CSU.

Students may use units earned by AP examinations toward CSU General Education Breadth Certification, (partial or full), according to the CSU approved list below and they may use units earned by AP examinations to meet Intersegmental General Education Transfer Curriculum (IGETC) as per the approved list below. Each AP exam may be applied to one IGETC area as satisfying one General Education course requirement, with the exception of Language Other Than English (LOTE). There is no equivalent AP exam for IGETC Area 1B or CSU GE Breadth Area A3, Critical Thinking/Composition. There is no equivalent AP exam for IGETC Area 1C or CSU GE Breadth Area A1, Oral Communication. If a student has passed more than one AP exam in Calculus, only one exam may be used for credit/unit purposes for a Certificate, Associate Degree, CSU GE certification, and IGETC certification.

Some four-year institutions (e.g., out-of-state, independent) may not accept AP credit. Actual transfer credit awarded for admission is determined by the CSU and UC. Individual CSU and UC campuses continue to determine the applicability and quantity of AP credits granted toward major or baccalaureate degree requirements.

In some areas, CSU grants additional units for elective credit towards eligibility for admission. The CSU campus to which a student transfers determines the total number of units to be awarded for successful completion of AP examination(s) and how the exam scores may apply to other graduation requirements.

For IGETC certification, AP exams in Biology, Chemistry, or Physics B allow a community college to apply 4 semester or 5 quarter units to IGETC certification (as noted in the chart below). For Environmental Science, Physics C: Mechanics and Physics C: Electricity, Magnetism, 3 semester or 4 quarter units are applied for IGETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

The University of California AP policy can be found at:

<https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/>

The California State University AP policy can be found at their website:

<https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

**Advanced Placement Procedures:** If a student wishes to apply for AP credit having received a score of 3, 4, 5 on any of the exams listed below, they should:

1. Obtain a "Petition for Advanced Placement Examination Credit" from the Admissions and Records Office;
2. Attach official copies of AP score reports from the College Board or an official copy of their high school transcript (if it reports Advanced Placement Examinations); and
3. Take the completed petition and supporting documentation to a Counselor for review.
4. If a student wishes to receive credit for an AP examination not on this list, they should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction, who will evaluate requests on a case-by-case basis.

AP EXAM	PCCD COURSE <sup>1</sup>	PCCD GE AREA	PCCD UNITS	CSU GE AREA AND/OR A.I.	CSU GE UNITS	IGETC AREA	IGETC UNITS
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2 + B3	4	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1 + B3	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	3
Computer Science A2	Clears GE Area 4c	4c	3	N/A	0	N/A	0
Computer Science Principles	Clears GE Area 4c or GE Area 4b	4c or 4b	3	B4	3	N/A	0
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language/Composition	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature/Composition	ENGL 1A + 1B	3 + 4a or 4d	8	A2 + C2	6	1A or 3B	3
Environmental Science <sup>3</sup>	Clears GE Area 1	1	3	B1 + B3 or B2 + B3 (if completed prior to Fall 2009)	4	5A + 5C	3
French Language (if completed prior to Fall 2011)	FREN 1A	3	5	C2	3 (6 units if completed prior to Fall 2009)	3B and 6A	3 (if completed prior to Fall 2014)

TABLE CONTINUES ►

# ACADEMIC POLICIES AND PROCEDURES

◀ TABLE CONTINUED

AP EXAM	PCCD COURSE <sup>1</sup>	PCCD GE AREA	PCCD UNITS	CSU GE AREA AND/OR A.I.	CSU GE UNITS	IGETC AREA	IGETC UNITS
French Language and Culture	FREN 1A	3	5	C2	3	3B and 6A	3
French Literature (if completed prior to Fall 2009)	Clears GE Area 3	3	3	C2	3	3B and 6A	3
German Language	GERM 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2014)	3
German Language and Culture	GERM 1A	3	5	C2	3 (6 units if completed prior to Fall 2009)	3B and 6A	3
Government/Politics: Comparative	POSCI 2	2	3	D8	3	4H	3
Government/Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3
History: European	HIST 2A or 2B	2	3	C2 or D6	3	3B or 4F	3
History: U.S.	HIST 7A or 7B	2	3	(C2 or D6) + US 1	3	3B or 4F + (US 1)	3
History: World History	HIST 3A or 3B	2	3	C2 or D6	3 (6 units if completed prior to Spring 2019)	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Italian Language and Culture	N/A	3	5	C2	3	3B and 6A	3
Japanese Language and Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin	Clears GE Area 3	3	5	C2	3	3B and 6A	3
Latin Literature (if completed prior to Fall 2009)	Clears GE Area 3	3	3	C2	3	3B and 6A	3
Latin: Vergil (if completed prior to Fall 2012)	Clears GE Area 3	3	3	C2	3	3B and 6A	3
Mathematics: Calculus AB <sup>2</sup>	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC <sup>2</sup>	MATH 3A or 3B	4b	5	B4	3	2A	3

TABLE CONTINUES ▶

◀ TABLE CONTINUED

AP EXAM	PCCD COURSE <sup>1</sup>	PCCD GE AREA	PCCD UNITS	CSU GE AREA AND/OR A.I.	CSU GE UNITS	IGETC AREA	IGETC UNITS
Mathematics: Calculus BC/AB Subscore <sup>2</sup>	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Music Theory (if completed prior to Fall 2009)	MUSIC 101	3	3	C1	3	N/A	N/A
Physics 1 <sup>4</sup>	Clears GE Area 1	3	5	B1 + B3	4	5A and 5C	4
Physics 2 <sup>4</sup>	Clears GE Area 1	3	5	B1 + B3	4	5A and 5C	4
Physics B <sup>4</sup> (if completed prior to Fall 2013)	PHYS 2A or PHYS 3A	3	5	B1 + B3	4 (6 units if completed prior to Fall 2009)	5A and 5C	4
Physics C: Electricity/ Magnetism <sup>4</sup>	PHYS 4B	3	5	B1 + B3	4	5A and 5C	4
Physics C: Mechanics <sup>4</sup>	PHYS 4A	3	5	B1 + B3	4	5A and 5C	3
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language (if completed prior to Spring 2014)	SPAN 1A	3	5	C2	6	3B and 6A	3 (if completed prior to Fall 2014)
Spanish Language and Culture	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature (if completed prior to Spring 2013)	SPAN 38	3	3	C2	6	3B and 6A	3 (if completed prior to Fall 2014)
Spanish Literature and Culture	SPAN 2A	3	5	C2	3	3B and 6A	3

<sup>1</sup> The Peralta Community College District (PCCD) course or General Education Area associated with the Advanced Placement examination. Where courses are noted, they will only be used to establish PCCD pre-requisites and/or course equivalencies. Please see a Counselor for specific information.

<sup>2</sup> If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

<sup>3</sup> Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 OR B2+ B3 of GE Breadth. Fall 2009 or later, those credits may only apply to B1+B3.

<sup>4</sup> If student passes more than one AP exam in Physics, only six units of credit may be applied to a baccalaureate, and only four units of credit may be applied to GE Breadth certification.



**International Baccalaureate (IB):** The Peralta Community College District may award International Baccalaureate Examination (IB) credit toward Associate Degree General Education requirements, or for CSU GE or IGETC transfer certification to those who attain an appropriate score on Higher Level (HL) Exams. If a student intends to transfer to a four-year institution, they should consult with a counselor or the individual institution regarding its IB credit policy for major course work.

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE-Breadth certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE-Breadth certification: Language A1 HL (any language), Language A2 HL (any language), Language B HL (any language), Mathematics HL, and Theatre HL). An acceptable IB score for IGETC or CSU GE-Breadth equates to either 3 semester or 4 quarter units for certification purposes. If a student has earned credit from an IB exam, they should not enroll in a comparable college course because credit will not be granted for both.

CSU may grant additional units admission eligibility. For more information, see the following CSU Memo at:

<https://www2.calstate.edu/apply/transfer/Documents/AA-2015-19.pdf>

If a student wishes to apply for IB credit, they should:

1. Obtain a "Petition for International Baccalaureate Examination Credit" from the Admissions and Records Office;
2. Attach an official IB transcript;
3. Take the completed petition and supporting documentation to a counselor for review.

IB EXAM	PCCD GE AREA	PCCD GE UNITS	CSU GE AREA	CSU GE UNITS	IGETC AREA	IGETC UNITS
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL (any region)	2 or 3	3	C2 or D6	3	3B or 4F	3
Language A1 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A2 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A1 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language A2 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language B HL (any language) <sup>1</sup>	3	3	N/A	0	6A	3
Mathematics HL	4b	3	B4	3	2A	3
Physics HL	1	3	B1	3	5A w/o lab	3
Psychology HL	2	3	D9	3	4I	3
Theatre HL	3	3	C1	3	3A	3

<sup>1</sup> The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-native speakers. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.

**College-Level Examination Program (CLEP):** The following CLEP examinations can be used for credit toward a certificate, Associate degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification. Students must have achieved at least a score of 50 on any of the following exams.

If students have earned credit from a CLEP exam, they should not take a comparable college course because credit will not be granted for both.

CSU may grant additional units for elective credit toward eligibility for admission. Also, there are some CLEP exams not listed below for which CSU may grant elective credit. Students should check with the CSU to which they plan to transfer.

If a student wishes to apply for CLEP credit, they should:

1. Obtain a "Petition for External Exam Credit" from the Admissions and Records Office;
2. Attach official copies of CLEP score reports from the College Board;
3. Take the completed petition and supporting documentation to a counselor for review.

CLEP EXAM	PCCD GE UNITS	PCCD GE AREA	UNITS FOR CSU GE	CSU GE AREA AND/OR AMERICAN INSTITUTIONS
American Government	3	2	3	D8
American Literature	3	3	3	C2
Analyzing and Interpreting Literature	3	3	3	C2
Biology	3	1	3	B2
Calculus	5	4b	3	B4
Chemistry	3	1	3	B1
College Algebra	3	4b	3	B4
College Algebra - Trigonometry	3	4b	3	B4
English Literature	3	3	3	C2 (if completed prior to Fall 2011)
French Level II	3	3	3	C2
German Level II	3	3	3	C2
History, United States I	3	2	3	D6+US-1
History, United States II	3	2	3	D6+US-1
Human Growth and Development	3	2	3	E
Humanities	3	3	3	C2
Information Systems and Computer Applications	1	4c*	0	N/A
Introductory Business Law	0	N/A	0	N/A
Introductory Psychology	3	2	3	D9

TABLE CONTINUES ►

# ACADEMIC POLICIES AND PROCEDURES

◀ TABLE CONTINUED

CLEP EXAM	PCCD GE UNITS	PCCD GE AREA	UNITS FOR CSU GE	CSU GE AREA AND/OR AMERICAN INSTITUTIONS
Introductory Sociology	3	2	3	D0
Natural Sciences	3	1	3	B1 or B2
Pre-Calculus	4	4b	3	B4
Principles of Macroeconomics	3	2	3	D2
Principles of Microeconomics	3	2	3	D2
Spanish Level II	3	3	3	C2
Trigonometry	3	4b	3	B4 (If completed prior to Fall 2006)
Western Civilization I	3	2	3	C2 or D6
Western Civilization II	3	2	3	D6

\* Unit awarded based on the minimum required for PCCD General Education Area 4c.

## GRADING POLICIES

**Scholastic Standards:** Each instructor assigns grades to students based on standards established as appropriate for each class. Written papers, participation in class discussions, midterm and final examinations, and class attendance may be used by an instructor to determine grades. It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

**Academic Record Symbols:** Merritt College uses the following evaluative and non-evaluative symbols in the grading of students in conformance with related provisions of Title 5 of the California Code of Regulations.

## EVALUATIVE SYMBOLS/GRADING SCALE

SYMBOL	DEFINITION	GRADE POINT
<b>A</b>	Excellent	4
<b>B</b>	Good	3
<b>C</b>	Satisfactory	2
<b>D</b>	Passing ( <i>less than satisfactory</i> )	1
<b>F</b>	Failing	0
<b>FW</b>	Failing <i>FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.</i>	0
<b>P</b>	Pass ( <i>at least satisfactory; units awarded not counted in GPA</i> )	
<b>NP</b>	No Pass ( <i>less than satisfactory, or failing; units not counted in GPA</i> )	
<b>I</b>	Incomplete  The grade of I is only appropriate when the student has completed a minimum of two-thirds of the work for the course with a passing grade.  Conditions for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade.  Incomplete grades may affect a student's Financial Aid Satisfactory Academic Progress and ability to receive financial aid, especially courses part of a degree requirement funded by Pell Grant or Federal Student Loan.  <b>Incomplete defaults:</b>  I-B: The I-B grade defaults to an assigned grade of a B I-C: The I-C grade defaults to an assigned grade of a C I-D: The I-D grade defaults to an assigned grade of a D I-F: The I-F grade defaults to an assigned grade of a F	
<b>SP</b>	Satisfactory Progress towards completion of the course <i>(Used for noncredit courses only and is not supplanted by any other symbol)</i>	

TABLE CONTINUES ►



SYMBOL	DEFINITION
<b>IP</b>	<p><b>In Progress</b></p> <p>The “IP” symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.</p>
<b>RD</b>	<p><b>Report Delayed</b></p> <p>The “RD” symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.</p>
<b>W</b>	<p><b>Withdrawal</b></p> <p>A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student’s academic record.</p> <p>A “W” symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).</p> <p>The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than “W” as awarded by the instructor. The “W” symbol shall not be used for academic probation but only for progress probation.</p> <p>A “W” shall not be assigned “if a determination is made pursuant to Title 5 sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because they reasonably believed that remaining in the course would subject them to discriminatory treatment or retaliation for alleging discriminatory treatment.” In such instances, no symbol will be assigned.</p>
<b>EW</b>	<p><b>Excused Withdrawal</b></p> <p>“Excused Withdrawal” (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District’s required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an “EW.”</p> <p>Excused withdrawal shall not be counted in progress probation and dismissal calculations.</p> <p>Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.</p> <p>In no case may an excused withdrawal result in a student being assigned an “FW” grade. (f ) Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5. section 58161</p>
<b>MW</b>	<p><b>Military Withdrawal</b></p> <p>The “MW” shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the “MW” symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The “MW” shall not be counted in determining “progress probation” and in calculating grade points for dismissal.</p>

**Grade Notations for Courses:** All courses listed in the Programs and Courses section of the catalog fall into one of four categories:

1. Credit courses that may be taken either for a letter grade or on a pass/no-pass basis. These courses are listed with a "GR or P/NP" notation.
2. Credit courses that may be taken for pass/no-pass only. These courses are listed with a "P/NP" notation.
3. Credit courses that may be taken for a letter grade only. These courses are listed with a "GR" notation.
4. Noncredit courses that may be taken for pass/no-pass or on a satisfactory progress basis. These courses are listed with a "P/NP" or "SP" notation.

**Grade Point Average:** The cumulative GPA is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

GPA is determined by the following formula: Total grade points earned, divided by total semester units attempted = GPA.

**Example:** A student who earns 5 units of "A," 4 units of "B," 3 units of "C," 2 units of "D," and 2 units of "P" would compute the GPA as follows:

COMPLETED	ATTEMPTED	GRADE POINTS
5 units	5 units	A x 5 = 20
4 units	4 units	B x 4 = 12
3 units	3 units	C x 3 = 6
2 units	2 units	D x 2 = 2
0 units	2 units	P x 2 = 0
<b>14 units</b>	<b>16 units</b>	<b>40 earned</b>

40 grade points earned, divided by 14 units attempted equals a 2.85 GPA.

\*Units for which a grade of "W," "MW," "P," "NP," or "I" was assigned are not counted in units attempted.

Conversion of quarter units to semester units used by all colleges and universities who are on the semester system is as follows:

Divide quarter units by 1.5 to determine the equivalent unit value in terms of semester units. For example, three quarter units of work equals two semester units. The student may consult a counselor if in doubt about the conversion of units accumulated under the quarter system.

**Grade Corrections:** No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and incompetency.

No grade will be changed later than two (2) years after the calendar date ending the semester in which the grade was assigned. Grades are not subject to change by reason of a revision of judgment on the instructor's part. No grade except Incomplete may be revised by the instructor on the basis of a new examination or additional work undertaken as agreed upon when the ("I") grade was originally submitted or completed after submission of final grades.

## INDEPENDENT STUDY

Independent Study permits a student to explore an area of study or project of their choice not covered by regular catalog offerings. Such study may include directed field experience, research, or development of skills and competence.

### Conditions for Independent Study

1. Student must have completed 12 semester units at the college.
2. Student must be concurrently enrolled in at least one other class at the college.
3. Student can enroll in one (1) Independent Study course in any given semester which cannot exceed five (5) units.
4. Student can only earn a maximum of five (5) units in any one discipline.

### Approval Process of Independent Study

1. Student must demonstrate that their background is adequate for the proposed course of study.
2. Student must submit the required Independent Study form, with a written request, including an outline of the project to the instructor (contract full-time instructor) and obtain written approval prior to the end of the second week of the semester.
3. Student must have approval of the department chair.
4. Student must have the approval of the Office of Instruction.

Independent Study courses are conducted by full-time instructional faculty, are graded in a manner consistent to other course offerings, and provide access to the instructor during the instructor's office hours or at other times with the instructor's consent. These courses may count as electives and generally do not fulfill specific associate degree requirements.

Transfer credit for Independent Study (49s) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49s) transfers as elective credit to the CSU system.

## PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Peralta Community College District has established certain prerequisite, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and College believe that these requirements are necessary for students' academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. Students may enroll in a course without the recommended preparation, but are advised they might not derive as much benefit from instruction as they would have if they had satisfied the recommended preparation.

Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. A prerequisite course must be completed with a satisfactory grade (A, B, C, P).

Corequisite means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course.

Recommended Preparation (Advisory) means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material, but without which the student is still likely to succeed in a course or program.

If a student has not met the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student's enrollment in the class will become official if the student files a successful challenge. The student will be given ample time to provide proof that they have met the prerequisite or corequisite or to complete the waiver process for the prerequisite or corequisite, at which time they will be officially enrolled. There are three options for students who do not meet course prerequisites:

- Prerequisite/Corequisite Challenge
- Prerequisite/Corequisite Equivalency
- Prerequisite/Corequisite Substitution

**Prerequisite/Corequisite Challenge:** If a student desires to challenge the prerequisite or corequisite, they must file a Petition for Prerequisite/ Corequisite Challenge with appropriate documentation and submit it to the Admissions and Records Office.

Grounds for challenge shall include at least one of the following:

1. The student has acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
2. The student has not yet been allowed to enroll due to limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students, and would be delayed by a semester or more in attaining the degree or certificate specified in their SEP.
3. The student demonstrates that they do not pose a threat to themselves or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in their educational plan because the prerequisite or corequisite course has not been made reasonably available.

A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified in writing that they have been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

**Prerequisite/Corequisite Equivalency:** The District will maintain a list of courses offered at other colleges or universities that satisfy the District's prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Admissions and Records Office, Counseling Office, or Division Office and complete a Prerequisite/ Corequisite Equivalency form. Upon verification, the student will be officially enrolled in the course.

**Prerequisite/Corequisite Substitution:** If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Division Dean, and/or Vice President of Instruction, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.

## STUDENT RIGHT-TO-KNOW DISCLOSURE (COMPLETION AND TRANSFER RATES)

In compliance with the Higher Education Act of 1965, as amended, completion and transfer rates for students attending Merritt College can be found on the Peralta District web site at: <https://www.peralta.edu/ir/dashboards>.





**"If you stop  
struggling, then  
you stop life."  
—Huey P. Newton**

# **Associate Degrees and Certificates**



## Associate Degrees and Certificates

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**Merritt College awards the following degrees and certificates in liberal arts, science, occupational fields, or specialized areas of study:**

- 
- Associate in Arts Degree (AA)
- 
- Associate in Science Degree (AS)
- 
- Certificate of Achievement (CA)
- 
- Certificate of Proficiency (CP)
- 

**Merritt College also awards degrees intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus:**

- 
- Associate in Arts for Transfer (AA-T)
- 
- Associate in Science for Transfer (AS-T)
- 

### **The college also awards noncredit certificates:**

- 
- Certificate of Completion (CP1)
- 
- Certificate of Competency (CP2)
- 
- Certificate of Accomplishment (CP3)
- 

For specific courses required for each degree major or certificate, see the listings under the individual department headings in the Program and Courses section of the catalog.

MERRITT COLLEGE ASSOCIATE DEGREE AND CERTIFICATES

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency: CP1	Noncredit Certificate of Completion: CP2	Noncredit Certificate of Accomplishment: CP3
<b>Administration of Justice:</b>							
Administration of Justice	AS-T						
Homeland Security			CA				
<b>African-American Studies</b>		AA					
<b>Anthropology</b>	AA-T	AA					
<b>Art:</b>							
Art Foundation			CA				
Botanical Illustration				CP			
Ceramics				CP			
<b>Biology:</b>							
Natural History and Resources			CA				
<b>Bioscience:</b>							
Fluorescence Bioscience Microscopy			CA				
Histotechnician			CA				
Optical Microscopy			CA				
<b>Business:</b>							
Accounting		AA	CA				
Business Administration		AA					
Business Administration 2.0	AS-T						
Business Management			CA				
Digital Marketing			CA				
Entrepreneurship				CP			
Human Resource Management				CP			
Retail Management				CP			
<b>Child Development:</b>							
Assistant Teacher				CP			
Associate Teacher				CP			
Child Development		AA					
Early Childhood Education	AS-T						
Family Child Care Provider				CP			
Infant/Toddler Specialist				CP			
Introduction to Early Childhood Education for Child Care Providers						CP2	
Introduction to Infant/Toddler Care						CP2	
Teacher			CA				
Transitional Kindergarten			CA				
<b>Communication:</b>							
Communication Studies	AA-T						

TABLE CONTINUES ►

# ASSOCIATE DEGREES AND CERTIFICATES

◀ TABLE CONTINUED

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency: CP1	Noncredit Certificate of Completion: CP2	Noncredit Certificate of Accomplishment: CP3
<b>Community Social Services:</b> Community Social Services/ Substance Abuse		AA	CA				
<b>Computer Information Systems:</b> Applications Security		AS	CA				
Computer Project Management			CA				
Computer Science and Information Systems Career Readiness						CP2	
Infrastructure Security		AS	CA				
<b>Computer Science</b>		AS	CA				
<b>Economics</b>	AA-T	AA					
<b>Educational Technology:</b> Online Teaching and Course Design				CP			
<b>English for Speakers of Other Languages:</b> Bridge to Credit ESOL					CP1		
<b>Environmental Management and Technology:</b> Conservation and Resource Management			CA				
Urban Agroecology			CA				
<b>Fire Science:</b> Chief Fire Officer			CA				
Fire Officer			CA				
Fire Technology		AS	CA				
<b>Health Professions and Occupations:</b> Health Navigator			CA				
<b>Health Sciences</b>		AS					
<b>Landscape Horticulture:</b> Arboriculture		AS					
Basic Cannabis Horticulture			CA				
Basic Landscape Horticulture			CA				
Intermediate Landscape and Parks Maintenance			CA				
Intermediate Nursery Management			CA				
Landscape Architecture		AA					
Landscape Design and Construction Specialist		AS					
Landscape and Parks Maintenance Specialist		AS					
Nursery Management Specialist		AS					
Tree Care Specialist			CA				
Tree Climber Specialist			CA				

TABLE CONTINUES ▶

# ASSOCIATE DEGREES AND CERTIFICATES

◀ TABLE CONTINUED

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency: CP1	Noncredit Certificate of Completion: CP2	Noncredit Certificate of Accomplishment: CP3
<b>Learning Resources:</b> Basic Employability Preparation				CP			CP3
<b>Liberal Arts: CSU GE Breadth</b>			CA				
<b>Liberal Arts: IGETC</b>			CA				
<b>Liberal Arts: Arts and Humanities</b>		AA					
<b>Liberal Arts: Cross-Cultural Studies</b>		AA					
<b>Library Information Studies:</b> Research Skills					CP1		
<b>Mathematics</b>	AS-T	AS					
<b>Medical Assisting:</b> Administrative Medical Assisting			CA				
Clinical Medical Assisting			CA				
<b>Natural Sciences</b>		AS					
<b>Nursing</b>		AS					
<b>Nutrition and Dietetics:</b> Dietary Manager (Dietetic Service Supervisor)			CA				
Dietetic Technology		AS					
Nutrition and Dietetics	AS-T						
<b>Paralegal Studies</b>		AA					
<b>Psychology</b>	AA-T						
<b>Radiologic Science</b> (The Certificate is available only to those already awarded an Associate degree or higher.)		AS	CA				
<b>Real Estate</b>		AA	CA				
<b>Social and Behavioral Sciences</b>		AA					
<b>Sociology</b>	AA-T						



## Associate Degree and Certificate Requirements

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The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates.

### ASSOCIATE DEGREE (AA/AS)

The Associate in Arts (AA) and the Associate in Science (AS) degrees require the completion of all Merritt College General Education graduation requirements and specified degree major requirements.

**Note:** The AA degrees in Liberal Arts: Arts and Humanities and Liberal Arts: Cross-Cultural Studies additionally require California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).

Students completing degree requirements are responsible for filing all official transcripts of previous college work and for filing a "Petition for AA/AS Degree or Associate Degree For Transfer to CSU (AA-T/AS-T)" with the Admission and Records Office by the deadline date during the semester in which they plan to complete the requirements. (See the college calendar in the Schedule of Classes for deadline dates.)

### ASSOCIATE DEGREE FOR TRANSFER (AD-T)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system with junior status into a similar major; students are not guaranteed admission to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or major, or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For additional information on AA-T/AS-T degrees, refer to the Transfer Information section of the catalog.

Students completing degree requirements are responsible for filing all official transcripts of previous college work and for filing a "Petition for AA/AS Degree or Associate Degree for Transfer to CSU (AA-T/AS-T)" with the Admission and Records Office by the deadline date during the semester in which they plan to complete the requirements. (See the college calendar in the Schedule of Classes for deadline dates.)

### CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement is granted in those programs for which 16 or more units are required in the major. It is also granted for certain programs of 8 -15.5 units which have been state approved. The student may petition the Admissions and Records Office for the Certificate of Achievement upon completion of all the requirements specified for the certificate (see requirements under the specific department headings in the Programs and Courses section of the catalog). In addition to the unit requirements, a Certificate of Achievement requires a grade of "C" or better in each course. The Certificate of Achievement is indicated on the student's transcript.

### CERTIFICATE OF PROFICIENCY

A Certificate of Proficiency is granted in certain programs for which up to and including 15.5 units are required. A grade of "C" or better is required in each course. The student may petition the Admissions and Records Office for the certificate upon completion of all the requirements specified for the certificate (see requirements under the specific department headings in the Programs and Courses section of the catalog). The Certificate of Proficiency is not indicated on the student's transcript and is not considered a financial aid-eligible program.

### CERTIFICATE OF COMPLETION

A Certificate of Completion is a prescribed pathway of noncredit courses that focuses on improved employability or job opportunities. It also prepares a student for degree-applicable credit courses.

### CERTIFICATE OF COMPETENCY

A Certificate of Competency is a prescribed pathway of noncredit courses that prepares a student in a set of competencies to progress in a career path and to take appropriate credit courses, including Basic Skills and ESOL.

### CERTIFICATE OF ACCOMPLISHMENT

A Certificate of Accomplishment is an organized sequence of noncredit courses that prepares a student for a set of competencies in educational areas geared towards immigrants, health and safety, persons with substantial disabilities, parenting, home economics, and older adults. The Certificate of Accomplishment is not indicated on the student's transcript.

## Associate Degree

The Associate degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live. Students are encouraged to fulfill the requirements for an Associate degree.

Degrees are conferred at the end of the academic term. The student who wishes to transfer may, by careful planning, simultaneously complete Associate degree and transfer requirements. The degree, however, is not required for transfer, nor does it automatically entitle the student to advanced standing at a four-year institution (except for the specific guarantees and considerations provided by the CSU system to students who complete an AA-T or AS-T degree).

A student may apply for an additional Associate degree for another major. In this case, previously completed acceptable courses may be counted towards the degree; however, the student must fulfill all current degree major, General Education, and other degree requirements.

### ASSOCIATE DEGREE GENERAL REQUIREMENTS

**Note:** For AD-T requirements, see the Transfer Information section of the catalog.

Students applying for the Associate degree (AA or AS) must complete:

1. At least 60 degree-applicable semester units which includes courses in the degree major or Area of Emphasis, General Education courses, and electives, as necessary.  
**Note:** When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum of 19 units in General Education requirements with at least a 2.0 ("C") average. Choices should be made from the Merritt College AA/AS General Education Course List.  
**Note:** General Education courses for the AA or AS degree completed at another Peralta College will be accepted by Merritt College. However, exceptions to this rule exist for some courses on the IGETC and CSU GE Course Lists. See a counselor for more information.
3. Students must declare a major to earn an Associate degree with a minimum of 18 units for the degree major or Area of Emphasis. The maximum number of units varies with the degree major. Consult the Programs and Courses section of the catalog and/or see a counselor for more information)
4. Refer to the individual curriculum patterns for specific information regarding a particular degree major or Area of Emphasis. A grade of "C" or better is required in each course in the degree major or Area of Emphasis.
5. At least 12 units of the 60 units completed at Merritt College.  
**Note:** Degree requirements completed at another Peralta College will be accepted by Merritt College; however, a minimum of 12 units must be completed at Merritt College.
6. A minimum grade-point average of 2.0 ("C") in EACH of the following is required: overall grade-point average; and General Education requirements.
7. A "C" or better is required in each course in the degree major and in General Education Areas 4a and 4b (English composition and Mathematics areas), in addition to a "C" average for all General Education courses.

## Associate Degree General Education Requirements

*Local AA/AS GE Requirements. Not Applicable for AA-T and AS-T Degrees.*

The following list of courses is revised each semester as courses are added from the curriculum. Students should see a counselor at least once each semester for updated information and to plan for their educational goals.

Complete a minimum of 19 units, distributed in the areas below, with an overall grade point average of 2.0 ("C") and a grade of "C" or better in Area 4a (English Composition) and Area 4b (Mathematics). Although a course may be listed in more than one area, it may not be counted in more than one area (except in Area 5, Ethnic Studies; see Note in Area 5).

### OUT-OF-DISTRICT OR OUT-OF-STATE COURSES

These courses are evaluated individually to see if they fulfill Merritt College General Education requirements. The Peralta Community College District will accept courses with a minimum of 4 quarter units to satisfy an area that requires a minimum of 3 semester units and courses with a minimum of 1.5 quarter units to satisfy Area 4c which requires a minimum of 1 semester unit. See a counselor for information about this process.

**Note:** Courses with an (\*) are listed in more than one area but may not be counted in more than one area.

#### AREA ONE:

### Natural Sciences

Courses in the Natural Sciences are those that examine the physical universe, its lifeforms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

**One course with a minimum of 3 semester units from the following is required:**

**ANTHR** 1

**ASTR** 1, 10

**BIOL** 1A, 1B, 2, 3, 4, 9, 10, 15, 20A, 20B, 23, 24, 25, 29, 36, 42

**BIOSC** 53

**CHEM** 1A, 1B, 12A, 12B, 30A, 30B

**GEOG** 1

**GEOL** 1, 12

**LANHT** 1, 1E

**PHYS** 2A, 2B, 4A, 4B, 4C, 10

**AREA TWO:****Social and Behavioral Sciences**

Courses in the Social and Behavioral Sciences are those that focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help develop an awareness of the method of inquiry the social and behavioral sciences use. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

**One course with a minimum of 3 semester units from the following is required:**

**ADJUS** 21, 22, 25, 63

**AFRAM** 2\*, 3, 4\*, 5\*, 8\*, 10\*, 11\*, 12\*, 13\*, 14A\*, 14B\*, 16\*, 18<sup>1</sup>\*,  
19<sup>2</sup>\*, 23\*, 25\*, 27\*, 30\*, 31\*, 32\*, 33\*, 35\*, 38<sup>3</sup>\*, 45\*, 52\*

**ANTHR** 2, 3, 4, 5\*, 7\*, 13, 16

**ASAME** 1\*, 19<sup>2</sup>\*, 30\*, 32\*, 45A\*, 45B\*

**BUS** 5, 52

**CHDEV** 50, 51, 53, 56A, 80\*

**COMM** 6\*, 10\*, 13\*, 19\*

**COSER** 10, 29\*

**COUN** 30

**ECON** 1, 2

**EDUC** 1

**ENVMT** 2, 3, 5\*, 11, 12<sup>3</sup>\*, 55

**GEOG** 2

**HLTED** 1

**HIST** 2A\*, 2B\*, 7A\*, 7B\*, 19\*

**LANHT** 33B, 64\*

**M/LAT** 6<sup>2</sup>\*, 12\*, 17B\*, 19<sup>4</sup>\*, 23\*, 32<sup>1</sup>\*

**NATAM** 19<sup>1</sup>\*, 76E

**POSCI** 1, 2, 3, 5\*

**PSYCH** 1A, 3, 6, 10, 12, 19, 24, 28, 31, 33

**SOC** 1, 2, 3, 5\*, 13, 45, 120

<sup>1</sup> AFRAM 18 is the same as M/LAT 32; maximum credit one course.

<sup>2</sup> AFRAM 19 is the same as ASAME 19, M/LAT 6, and NATAM 19; maximum credit one course.

<sup>3</sup> AFRAM 38 is the same as ENVMT 12; maximum credit one course.

<sup>4</sup> M/LAT 19 is the same as HIST 17 at BCC, CoA, and Laney; maximum credit one course.

**AREA THREE:****Humanities**

Courses in the Humanities are those that study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

**One course with a minimum of 3 semester units from the following is required:**

**AFRAM** 18<sup>1</sup>\*, 25\*, 27\*, 30\*, 31\*, 32\*, 33, 39, 41\*, 42\*, 43\*, 45\*, 52

**ANTHR** 7\*

**ART** 1, 3, 4, 7\*, 9, 40

**ASAME** 1\*, 30\*

**ENGL** 1B\*, 10A, 10B

**ENVMT** 5\*

**HIST** 2A\*, 2B\*, 7A\*, 7B\*, 19\*

**HUMAN** 2

**LANHT** 55, 64\*

**M/LAT** 17B\*, 28\*, 30A\*, 30B, 32<sup>1</sup>\*

**MUSIC** 9, 10, 11\*, 15A\*, 15B\*, 19, 24\*, 100

**PHIL** 1, 2, 10

**SPAN** 1A, 1B, 30A

<sup>1</sup> AFRAM 18 is the same as M/LAT 32; maximum credit: one course.

## AREA FOUR:

## Language and Rationality

Courses in language and rationality are those that help develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system is used.

**One course in each sub-area (a, b, c, and d):**

**a. English Composition:** One course, minimum of three semester units and a grade of "C" or better, from:

**ENGL** 1A\*, 1AS\*, 1B\*, 5\*, 100\*

**b. Mathematics:** May be met by one of two options:

Option 1: One course, minimum of three semester units and a grade of "C" or better, from:

**BIOSC** 105

**MATH** 1, 2, 3A, 3B, 3C, 3E, 3F, 13, 15, 16A, 16B, 50, 202, 203, 230, 240

Option 2: Credit by Examination of MATH 203. Requires a grade of "C" or better on the exam to earn 4 units of credit. The exam may be taken only once and is offered by the MATH Department. The *Credit By Exam* form, available at Admissions & Records, will be used to record exam grades on the student's transcript. Contact the MATH Department Chair and/or a counselor for more information.

**c. Computer Literacy:** One course, minimum of one semester unit, from:

**CIS** All courses with a minimum value of one unit and numbered 1 through 249 and 900 through 949

**CS** All courses with a minimum value of one unit and numbered 1 through 249

**EDT** 1, 2, 3, 4, 5, 6, 7

**LANHT** 9A, 9B, 9C, 34A, 34B, 34C

**LRNRE** 211

**LIS** 85

**NUTR** 10

**RLEST** 20

**Note:** Students may be able to satisfy the Computer Literacy requirement by passing a proficiency exam. See a counselor for more information.

**d. Oral or Written Communication, or Literature:** One course, minimum of three semester units, from:

**AFRAM** 41\*, 42\*, 43\*

**COMM** 3, 4, 6\*, 10\*, 13\*, 19\*, 20, 45

**ENGL** All courses numbered 1 through 247\* (except 48s, 49s, and 208)

## AREA FIVE:

## Ethnic Studies

Ethnic Studies is the scholarly study of African-American, Latin American, Asian and Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

**One course, minimum of three semester units, from the following:**

**AFRAM** 2\*, 4\*, 5\*, 8\*, 10\*, 11\*, 12\*, 13\*, 14A\*, 14B\*, 16\*, 19<sup>1</sup>\*,  
23\*, 30\*, 31\*, 32\*, 33\*, 35\*, 38<sup>5</sup>\*, 41\*, 42\*, 43\*, 45\*, 52\*

**ANTHR** 5\*

**ART** 7\*

**ASAME** 19<sup>1</sup>\*, 30\*, 32\*, 45A\*, 45B\*

**CHDEV** 80\*

**COMM** 6\*, 13\*

**COSER** 29\*

**ENVMT** 12<sup>5</sup>\* (formerly ENVST 38)

**ENVST** 76A-E<sup>2,3</sup>\*, 78A<sup>2,3</sup>\*

**HIST** 19\*

**M/LAT** 6<sup>1</sup>\*, 12\*, 17B\*, 19<sup>4</sup>\*, 23\*, 28\*, 30A\*

**NATAM** 19<sup>1</sup>\*, 76A-E<sup>2,3</sup>\*, 78A<sup>2,3</sup>\*, 78B<sup>3</sup>\*

**MUSIC** 11\*, 15A\*, 15B\*, 24\*

**POSCI** 5\*

**SOC** 5\*

<sup>1</sup>AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit: 1 course

<sup>2</sup>ENVST 76A-E & 78A same as NATAM 76A-E & 78A; credit: 1 course

<sup>3</sup>ENVST 76A-E & 78A or NATAM 76A-E & 78A-B must be taken for at least 3 units to satisfy Area 5

<sup>4</sup>M/LAT 19 same as HIST 17 at BCC, CoA, & Laney 5AFRAM 38 same as ENVMT 12; credit: 1 course

<sup>5</sup>AFRAM 38 same as ENVMT 12; credit: 1 course

**Note:** Any course listed in Area 5 that is also listed in another Area may satisfy both areas but the units are counted only once.





# Transfer Information

## Transfer Information

One of the primary missions of a community college is to prepare students for transfer to four-year colleges and universities. If your plan is to transfer to a California, public four-year college, you should complete the lower division (freshman/sophomore) major, as well as general education and elective courses for a total of 60 transferable units; doing so will assure that you can transfer with junior (upper division) standing. Although not required for transfer, many students earn an Associate Degree in addition to completing transfer requirements, or an Associate Degree for Transfer (ADT) degree.

Merritt College students may choose to transfer to a California State University (CSU), the University of California (UC), or to an independent college or university in California or out-of-state. Merritt has developed a number of partnerships with local four-year institutions, including a Concurrent Enrollment Program with CSU East Bay, UC Berkeley, Holy Names University, and Mills College. Through the California Community College Chancellor's Office, Merritt College has acquired Transfer Guarantee Agreements with over 39 Historically Black Colleges and Universities (HBCUs).

### PLANNING TO TRANSFER

Merritt College offers a variety of resources to assist students with the transfer process. The Transfer Center houses catalogs for four-year colleges and universities and sponsors visits with their representatives. Counselors are familiar with all transfer requirements and can assist you in planning a program of study to ensure a smooth, timely, and successful transfer.

If you wish to enter a four-year college or university after attending Merritt College, you should take note of the following suggestions:

1. See a Merritt College counselor by appointment to develop an appropriate Student Educational Plan (SEP) to assist you in planning your transfer and to ensure that you take appropriate transferable courses to meet requirements while at Merritt College. If you have completed coursework at another college, you should inform the counselor when scheduling your appointment and, if possible, bring an unofficial transcript to your appointment.
2. Read the four-year college or university catalog and website regarding:
  - a. Transfer admissions requirements;
  - b. Major requirements and degrees offered;
  - c. General education or breadth requirements; and
  - d. Application and financial aid deadlines.
3. Review information regarding transferability of courses, including lower-division major requirements and general education requirements, and articulation agreements for the UC and the CSU systems, which are available at [www.ASSIST.org](http://www.ASSIST.org).
4. Identify the degree credit in lower-division community college courses which are articulated with lower-division major courses at the four-year college or university (general education, major, graduation, or elective degree credit).
5. A maximum of 70 lower-division transferable semester (or 105 transferable quarter) units can be applied toward the total number of bachelor's degree units required in the UC or CSU systems. Total units transferable to independent and private colleges vary. Subject credit for all transferable courses in excess of 70 semester units will be granted to satisfy university lower-division (i.e., general education, major, and graduation) requirements.
6. Complete all courses designated as required lower-division preparation for the major prior to transfer, especially when admission to the major is contingent upon successful completion of specific courses (i.e., for selective or impacted majors).
7. Students can complete the lower-division requirements for most transfer majors. The SEP developed with a counselor will assist you in planning your programs and understanding any required prerequisites.
8. Applications for admission to the University of California and the California State University are available online at <https://admission.universityofcalifornia.edu/> and [www.calstate.edu/apply](http://www.calstate.edu/apply), respectively. In addition, counselors in the Counseling Office and in the Transfer Center can provide help with applications to independent institutions in and outside California.
9. You must assume complete responsibility for compliance with regulations and instructions for selecting and completing the courses that will permit you to meet your educational objectives for transfer and for satisfying prerequisites for any programs or courses.

**ASSIST**

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is California's official statewide repository of transfer information, offering easy access to a single articulation database for California Community Colleges, CSUs, and the UCs only.

At the ASSIST website, students planning to transfer from a community college to a UC or a CSU campus have access to the following types of articulation agreements:

- Transferable course lists;
- General Education agreements (IGETC, CSU GE-Breadth, and campus specific);
- Major preparation; and
- Department (course-to-course).

ASSIST will help you in determining if you will receive credit for courses you have already taken, or plan to take, and how those courses apply to a specific academic major or general education requirement. You can access ASSIST at [www.ASSIST.org](http://www.ASSIST.org).

**TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY**

If you are completing requirements for the associate degree and are also planning to transfer to a four-year college or university, the college reminds you that the associate degree alone does not usually qualify you for admission. You should meet with a Merritt College counselor regarding admission, general education, and major preparation requirements to be sure that your Merritt program of study will meet the course, unit, and grade requirements of the college to which you seek admission.

**TRANSFER TO INDEPENDENT UNIVERSITIES AND COLLEGES**

Requirements of independent universities and colleges vary greatly. Students should determine the private institution of their choice, obtain appropriate catalogs, and confer with a counselor to plan an appropriate, effective transfer program.

**CONCURRENT ENROLLMENT AND CROSS REGISTRATION PROGRAMS**

Merritt College offers a Concurrent Enrollment Program with UC Berkeley, Mills College, CSU East Bay, and Holy Names University that allows you to take courses you need (if offered) that are not available at Merritt and that enables you to test your potential for success in a university/ college setting. The benefits of this opportunity include:

- Taking lower-division courses at the university without paying university fees;
- Earning academic credit toward transfer at the university; and
- Enjoying the university experience before you transfer.

Visit the Transfer Center in **Building R, Room 105, (510) 434-3961** or see a counselor for more information about this program.

**COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system that is different from the course numbers assigned by individual California community colleges. The C-ID designation under a course in the Program and Courses section of this catalog means that the course is comparable in content and scope to a similar course offered by participating California colleges and universities. Students can also be assured that the course will be accepted at another California community college that offers a course with the same C-ID designation.

The C-ID Numbering System is particularly useful for students attending more than one California community college since C-ID designation is often applied to courses students need to prepare for transfer. The list of approved courses with C-ID designation can be found at <https://c-id.net/courses>.

## C-ID Course Designation

COURSE #	COURSE TITLE	C-ID #
ADJUS 21	Introduction to Administration of Justice	AJ 110
ADJUS 22	Concepts of Criminal Law	AJ 120
ADJUS 23	Principles and Procedures of the Justice System	AJ 122
ADJUS 24	Legal Aspects of Evidence	AJ 124
ADJUS 25	Community Relations	AJ 160
ADJUS 26	Introduction to Forensic Investigation	AJ 150
ADJUS 51	Juvenile Law and Procedures	AJ 220
ADJUS 56	Criminal Investigation	AJ 140
ADJUS 63	Introduction to Corrections	AJ 200
AFRAM 19	Racism in the United States	SJS 110
AFRAM 19 + SOC 5 + COMM 13	Racism in the United States / Minority Groups / Ethnic Perceptions in the Mass Media	SJS 110
ANTHR 2	Introduction to Archaeology and Prehistory	ANTH 150
ART 20	Beginning Drawing and Composition	ARTS 110
ART 22	Intermediate Drawing and Composition	ARTS 205
ART 46	2-D Visual Design	ARTS 100
ART 47	3-D Visual Design	ARTS 101
ART 50	Beginning Painting	ARTS 210
ART 137	Beginning Figure Drawing and Composition	ARTS 200
ASAME 1	Art and Culture of Asia	ARTH 130
ASAME 19	Racism in the United States	SJS 110
BIOL 1A	General Biology	BIOL 190
BIOL 1B	General Biology	BIOL 140
BIOL 1A + 1B	General Biology + General Biology	BIOL 135 S
BIOL 2	Human Anatomy	BIOL 110 B
BIOL 4	Human Physiology	BIOL 120 B
BIOL 20A + 20B	Human Anatomy and Physiology + Human Anatomy and Physiology	BIOL 115 S
BIOL 42	Basic Pathophysiology	HIT 105 X
BUS 1A	Financial Accounting	ACCT 110
BUS 1B	Managerial Accounting	ACCT 120
BUS 2	Introduction to Business Law	BUS 125
BUS 10	Introduction to Business	BUS 110
BUS 20	General Accounting	BSOT 127 X
CHDEV 50	Principles and Practices of Teaching Young Children	ECE 120
CHDEV 51	Child Growth and Development	CDEV 100
CHDEV 52	Observation and Assessment	ECE 200

TABLE CONTINUES ►



## ◀ TABLE CONTINUED

COURSE #	COURSE TITLE	C-ID #
CHDEV 53	The Child, the Family and the Community	CDEV 110
CHDEV 54B	Introduction to Curriculum	ECE 130
CHDEV 55A	Practicum-Field Experience	ECE 210
CHDEV 74	Health, Safety, and Nutrition	ECE 220
CHDEV 80	Teaching in a Diverse Society	ECE 230
CHEM 1A	General Chemistry	CHEM 110
CHEM 1A + 1B	General Chemistry	CHEM 120 S
CHEM 12A	Organic Chemistry	CHEM 150
CHEM 12A + 12B	Organic Chemistry	CHEM 160 S
CHEM 30A	Introductory General Chemistry	CHEM 101
CIS 1	Introduction to Computer Information Systems	ITIS 120
CIS 6	Introduction to Computer Programming	COMP 122
CIS 7	Control Structures and Objects	COMP 122
CIS 11	Discrete Structures and Logic	COMP 152
CIS 33	Software Architectures and Algorithms	COMP 132
CIS 42	Spreadsheet Applications	BSOT 112 X
CIS 42	Spreadsheet Applications	BSOT 122 X
CIS 42	Spreadsheet Applications	BSOT 132 X
CIS 60	Computer Forensics Fundamentals	ITIS 165
CIS 62	Introduction to Systems Analysis and Design	ITIS 140
CIS 72	Systems and Network Administration	ITIS 155
CIS 78	Digital Architectures for Computation	COMP 142
CIS 106A	Routing and Switching Networks	ITIS 151
CIS 110	Information and Communication Technology Essentials	ITIS 110
CIS 205	Computer Literacy	BSOT 105 X
COMM 3	Introduction to Human Communication	COMM 180
COMM 4	The Dynamics of Group Discussion	COMM 140
COMM 6	Intercultural Communication	COMM 150
COMM 20	Interpersonal Communication Skills	COMM 130
COMM 45	Public Speaking	COMM 110
COSER 26	Case Management for Substance Abuse Paraprofessionals	ADS 170 X
COSER 28	Dual Diagnosis: Mental Illness and Drug Abuse	ADS 190 X
ECON 1	Principles of Economics (Micro-Economics)	ECON 202
EMT 221	Paramedic EMS	100 X
EMT 221	Paramedic EMS	101 X
EMT 221	Paramedic EMS	102 X

TABLE CONTINUES ▶



## TRANSFER INFORMATION

◀ TABLE CONTINUED

COURSE #	COURSE TITLE	C-ID #
EMT 221	Paramedic EMS	103 X
ENGL 1A	Composition and Reading	ENGL 100
ENGL 1AS	Composition and Reading	ENGL 100
ENGL 1B	Composition and Reading	ENGL 120
ENGL 5	Critical Thinking in Reading and Writing	ENGL 105
ENGL 10A	Creative Writing	ENGL 200
FISCI 201	Principles of Fire and Emergency Services	FIRE 100 X
FISCI 202	Fire Prevention	FIRE 110 X
FISCI 203	Building Construction for the Fire Service	FIRE 130 X
FISCI 204	Fire Behavior and Combustion	FIRE 140 X
FISCI 205	Fire Protection Systems	FIRE 120 X
FISCI 206	Principles of Fire and Emergency Services Safety and Survival	FIRE 150 X
FISCI 230	Company Officer 2A – Human Resource Management	FIRE 200 X
FISCI 231	Company Officer 2B – General Administrative Functions	FIRE 210 X
FISCI 232	Company Officer 2C – Fire Inspection and Investigation	FIRE 220 X
FISCI 233	Company Officer 2D – All Risk Command Operations	FIRE 230 X
FISCI 234	Company Officer 2D – All Risk Command Operations	FIRE 240 X
FISCI 235	Instructor I: Instructional Methodology	FIRE 250 X
FISCI 239	Chief Officer 3D – Emergency Services Delivery Responsibilities	FIRE 231 X
GEOG 1	Physical Geography	GEOG 110
GEOL 1	Introduction to Physical Geology	GEOL 101
GEOL 12	Environmental Geology	GEOL 130
HIST 2A	History of European Civilization	HIST 170
HIST 7B	History of the United States since 1865	HIST 140
KIN 150	Introduction to Kinesiology	KIN 100
LANHT 2 + 3 + 4 + 5B + 6B + 7 + 40	(Plant Materials: Various)	AG-EH 108 L
M/LAT 6	Racism in the United States	SJS 110
MATH 3A	Calculus I	MATH 210
MATH 3B	Calculus II	MATH 220
MATH 3C	Calculus III	MATH 230
MATH 3E	Linear Algebra	MATH 250
MATH 3F	Differential Equations	MATH 240
MATH 13	Introduction to Statistics	MATH 110
MATH 16A	Calculus for Business and Life/Social Sciences	MATH 140
MUSIC 10	Music Appreciation	MUS 100
MUSIC 100	Music Fundamentals and Culture	MUS 110
NATAM 19	Racism in the United States	SJS 110

TABLE CONTINUES ▶

## ◀ TABLE CONTINUED

COURSE #	COURSE TITLE	C-ID #
PHIL 1	Introduction to Philosophy	PHIL 100
PHYS 4A	General Physics with Calculus	PHYS 205
PHYS 4B	General Physics with Calculus	PHYS 210
PHYS 4C	General Physics with Calculus	PHYS 215
PHYS 4A + 4B + 4C	General Physics with Calculus	PHYS 200 S
POSCI 1	Government and Politics in the United States	POLS 110
PSYCH 1A	Introduction to General Psychology	PSY 110
PSYCH 6	Social Psychology	PSY 170
PSYCH 12	Human Sexuality	PSY 130
PSYCH 24	Abnormal Psychology	PSY 120
PSYCH 28	Introduction to Research Methods in Psychology	PSY 200
SOC 1	Introduction to Sociology	SOCI 110
SOC 2	Social Problems	SOCI 115
SOC 5	Minority Groups	SJS 110
SOC 5	Minority Groups	SOCI 150
SOC 13	Sociology of the Family	SOCI 130
SOC 120	Introduction to Research Methods	SOCI 120

## Special Transfer Admission Programs

### TRANSFER ADMISSIONS GUARANTEE (TAG)

If your goal is to transfer to a four-year university, you might want to consider the Transfer Admissions Guarantee (TAG) program. TAG is available to students who meet specific unit, transfer coursework, and GPA requirements. Students who complete the university's admission application, the TAG application process, and meet the contractual requirements are guaranteed admission. A TAG is generally written one year prior to transfer.

### ARTICULATION AGREEMENTS

Articulation is the process that facilitates the successful transfer of students from community colleges to four-year colleges and universities. It is the development of formal written agreements that explain how courses transfer from one institution to another, either "as comparable to" or "acceptable in lieu of" specific course requirements at four-year institutions. Successful completion of articulated courses related to admission criteria, general education, and major preparation (which can be recorded on a SEP with the assistance of a counselor) will help to ensure successful and competitive transfer.

The Merritt College Articulation Officer and counselors have information about the current articulation agreements between Merritt College and the CSU campuses, the UC campuses, and some independent colleges and universities in and outside of California. Articulation agreements with the CSU and UC campuses are available at [www.ASSIST.org](http://www.ASSIST.org).

By working closely with a Merritt College counselor, it is possible to complete the minimum 60 semester units of a degree at Merritt College and then transfer as a junior (an upper-division student).

### CALIFORNIA COMMUNITY COLLEGES HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCUs) TRANSFER GUARANTEE AGREEMENT

Historically Black Colleges and Universities (HBCUs) were established primarily to serve the higher education needs of the African American community; however, they are open to students of all ethnicities. HBCUs are leading institutions in awarding degrees to African American students in the life sciences, physical sciences, mathematics and engineering programs.

Through the California Community Colleges Chancellor's Office, Merritt College has acquired Transfer Guarantee Agreements with over 39 HBCUs, offering a variety of majors. The goal of the California Community Colleges HBCU Transfer Guarantee Program is to simplify the transfer process and develop pathways that will contribute to an increase in baccalaureate degree attainment.

**ASSOCIATION OF INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES (AICCU) ADT COMMITMENT**

ADT Commitment is the Independent California College and University sector's adaptation of the ADT pathway. If an ADT transfer student meets all the requirements of admission to a participating institution, admission is guaranteed to that college as opposed to a system.

**The ADT Commitment Is:**

- Guaranteed admission for the ADT students meeting admission requirements;
- Guarantees a minimum of 60 semester/90 quarter units will transfer;
- Guarantees the student starts with junior standing.

For a full list of AICCU ADT Participating Institutions and majors accepted visit <https://aiccu.edu/page/transferstudents>.

## General Education Transfer Requirements

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You have the option of fulfilling General Education (GE) requirements in one of the following ways:

- **IGETC:** Primarily used when applying to multiple UCs or both UCs and CSUs (not advisable for high-unit majors);
- **CSU GE Breadth:** Used when applying to CSUs only; and
- **UC campus specific:** An option used depending on the choice of major and college.

A listing of approved courses in these three GE requirement options is available from a counselor or at [www.ASSIST.org](http://www.ASSIST.org).

**CERTIFICATION OF GENERAL EDUCATION**

Merritt College (Peralta Community College District) can officially certify the completion of IGETC and CSU GE Breadth education patterns. The "Request for Certification" form is available from and can be filed in the Admissions and Record Office during the final term before transfer.

**Certification may be done only once.** See a counselor for more information.

Official transcripts of any coursework completed outside the Peralta Community College District must be on file to accompany the request. Once certification is completed, student records (transcript) will reflect the type of certification. If a student transfers without certification the student will be subject to other campus-specific GE requirements of the university or college to which the student transfers.

**CERTIFICATION FOR CSU GE BREADTH**

Merritt College may provide either full certification (completion of 39 units of lower-division GE requirements, in every area) or partial certification (completion of requirements in one or more areas) to the CSUs. A total of 48 units is required to meet the GE requirements for the CSU System (the additional nine [9] required units must be upper division courses and must be completed after the student transfers to a CSU campus). Students should file the "Request for Certification" form when asking that their transcript be sent to the CSU of their choice during the final term before transfer. **Certification may be done only once.** See a counselor for more information.

**CERTIFICATION FOR IGETC**

Merritt College (the Peralta Community College District) can provide either full certification (completing all requirements in each subject area) or partial certification (maximum of two courses missing and completed after transfer) of IGETC. All courses **MUST** be completed with a grade of "C" or better. Students should file the certification request at the Admissions and Records Office when asking that their transcript be sent to the UC or CSU campus of their choice during the final term before transfer, once an offer of admission has been accepted. **Certification may be done only once.** See a counselor for more information.

## University of California

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The UC System includes nine general campuses throughout the state: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the health sciences.

The UC admissions requirements for transfer vary according to the student's eligibility to enroll at UC after graduation from high school. In addition, if you wish to enroll in an oversubscribed and/or upper-division major, you must meet additional admissions requirements.

**GENERAL TRANSFER REQUIREMENTS**

You should place the highest priority on achieving minimum transfer eligibility and completing preparation courses for your choice of major. Major preparation gives you the best opportunity to begin upper-level courses after transfer. Some campuses require completion of certain major preparation requirements before transfer. Lack of such major preparation may affect eligibility for the major, particularly if there are many applicants and a limited number of spaces. The GE requirements are designed to give university undergraduates a broad background in all major academic disciplines-natural sciences, physical sciences, social sciences, humanities, and fine arts.

You should develop a SEP that first gives attention to minimum admission eligibility and completion of major preparation, and then incorporates the most appropriate GE pattern. Typically, completion of GE is not required for admission; it is required for graduation from UC. There are two options for completing GE:

1. If you are pursuing a major with few required major preparation courses, you should consider completing the Intersegmental General Education Transfer Curriculum (IGETC).
2. If you are pursuing a major with a large number of preparatory courses, you should consider the UC campus-specific GE pattern. Each school and college at every UC campus has its own set of GE requirements.

Consult with a counselor for assistance in developing a SEP that plans for major preparation and the most appropriate GE pattern option.

There are three parts to preparing for transfer to UC:

- Minimum Transfer Admissions Eligibility: Courses and grades that prepare you to be minimally eligible for UC transfer;
- Major Preparation: Courses that prepare you to complete a major after transferring; and
- GE: Courses that satisfy the GE requirements for graduation from UC.

### MINIMUM TRANSFER ADMISSIONS ELIGIBILITY

Students eligible to enter UC after high school graduation (Subject, Scholarship, and Examination requirements for freshman were met), or students who were identified by UC in the senior year as eligible under the Eligibility in the Local Context (ELC) Program are minimally eligible to transfer with a "C" (2.0 GPA) average in transferable coursework.

Students who met the Scholarship Requirement, but did not satisfy the Subject Requirement for UC eligibility as a freshman must take transferable college courses in the missing subjects, earning a "C" or better in each course, and have an overall "C" (2.0 GPA) average in all transferable coursework to be minimally eligible to transfer. Students who were not eligible for admission to UC after high school graduation because the Scholarship Requirement was not met must meet minimum eligibility requirements as follows:

1. Complete 60 semester units of UC transferable college credit with a GPA of at least 2.4; **and**
2. Complete a course pattern requirement to include all of the following:
  - a. Two transferable college courses (3 semester units each) in English composition; **and**
  - b. One transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; **and**
  - c. Four transferable college courses (3 semester 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.

### OTHER BACCALAUREATE DEGREE REQUIREMENTS

#### 1. Entry Level Writing Requirement (formerly Subject A):

An English composition requirement that each student must satisfy to graduate may be met by one of the following methods:

- Score of at least 3 on the College Board Advanced Placement Examination in English; **or**
- Score of at least 680 on the SAT II Writing Subject Test; **or**
- Score of at least 5 on the International Baccalaureate Higher Level Examination in English Language; **or**
- Completion of a UC transferable community college course of 3 units in English composition with a "C" grade or better.

#### 2. American History and Institutions:

This requirement may be met by one of the following methods:

- Satisfactory completion in high school of a one-year course in U.S. History or a half-year course in both American Government and U.S. History with a grade of "C" or better (except UCLA which requires a "B" average and Santa Barbara which requires a college level course); **or**
- Completion of UC transferable college history/government course(s).

Additional information can be found at <https://admission.universityofcalifornia.edu/>.

### HIGH SCHOOL PROFICIENCY EXAMINATION

If you **do not** have a high school diploma, UC will accept the Certificate of Proficiency awarded by the State Board of Education upon successful completion of the High School Proficiency Examination. UC will also accept proficiency examinations from other states and the General Education Development (GED) Certificate in place of a diploma. However, you must still meet the Subject, Scholarship, and Examination Requirements.

### REQUIREMENTS FOR NON-RESIDENTS

The minimum admissions requirements for nonresident transfer applicants are the same as those for residents except that non-residents must have a grade point average of 2.8 or higher in all transferable college coursework.

## California State University

The following information applies to the 23 campuses of the CSU System: Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

### GENERAL TRANSFER REQUIREMENTS

You will qualify for admission as a transfer student if you have a GPA of 2.0 ("C") or better in all transferable units completed; are in good standing at the last college or university attended; and meet any of the following standards:

1. You were eligible as a freshman at the time of application for admission or at the time of graduation from high school, provided you have been in continuous attendance at a college since graduation; **or**
2. You were eligible as a freshman except for the college preparatory subject requirements and have completed appropriate college courses in the missing subjects; **or**
3. You have completed at least 60 transferable semester units and have completed appropriate college courses to make up missing college preparatory subjects (non-residents must have a 2.4 GPA or better).

A maximum of 70 transferable semester (105 quarter) units earned in a community college may be transferred to the CSUs. Consult with a Merritt College counselor or any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements.

### MAKING UP MISSING COLLEGE PREPARATORY SUBJECT REQUIREMENTS

1. Undergraduate transfer applicants who did not complete the subject requirements while in high school may make up missing subjects in any of the following ways:
  - a. Complete appropriate courses in college with a "C" or better (one course of 3 semester [4 quarter] units will be considered equivalent to one year of high school study); **or**
  - b. Earn acceptable scores on specified examinations.
2. Transfer applicants with 56 or more semester units (84 or more quarter units) can satisfy the preparatory subject requirements by completing, with a "C" or better, one of the following alternatives:
  - a. 1987 or earlier high school graduates: Meeting the eligibility requirements listed for lower-division transfer, or successful completion of written communication and mathematics courses on the approved CSU list of transferable GE courses; **or**
  - b. 1998 and later high school graduates: Meeting the eligibility requirements listed for lower-division transfer, or successful completion of 30 semester (45 quarter) units of GE courses to include all of Area A and the Mathematics requirement on the CSU General Education Certification list.

### Minimum eligibility for upper-division transfer applicants:

1. Completion of at least 60 transferable units with a minimum GPA of 2.0; **and**
2. Within the total units completed, you must complete a minimum of 30 lower-division units of GE; **and**
3. Completion of areas A1, A2, A3, and B4 with a grade of "C" or better.

### UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS CERTIFICATION

To complete the CSU graduation requirement in United States History, Constitution and American Ideals before transfer, you must complete courses that have been approved. See a counselor for a list of these courses or check [www.ASSIST.org](http://www.ASSIST.org).



## Associate Degree for Transfer (AD-T)

California Community Colleges are now offering Associate Degrees for Transfer (AD-T). The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to a university in the CSU system with junior status, and into a similar major at a CSU campus; students are not guaranteed admission to a particular campus or major.

In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 semester or 90 quarter units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

### Merritt College offers AA-T and AS-T degrees in the following areas:

- Administration of Justice (AS-T)
- Anthropology (AA-T)
- Business Administration 2.0 (AS-T)
- Communication Studies (AA-T)
- Early Childhood Education (AS-T)
- Economics (AA-T)
- Mathematics (AS-T)
- Nutrition and Dietetics (AS-T)
- Psychology (AA-T)
- Sociology (AA-T)

The Degree Major requirements for each degree can be found under the corresponding department heading in the Programs and Courses section of the catalog (for Early Child Education, see the listing for Child Development). Other majors/degrees are in development and will be provided online at [www.merritt.edu/catalog](http://www.merritt.edu/catalog). Students may also visit <https://icangotocollege.com/associate-degree-for-transfer> to find out which CSU campuses accept each degree. For more information, please see a counselor.

### ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS

The AD-T degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
  - c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

Students are encouraged to include the CSU graduation requirement in United States History, Constitution and American Ideals in their educational planning and complete the courses prior to transfer. Students should meet early with a counselor to complete a SEP.

# California State University General Education Breadth Requirements

These requirements are subject to change. See a counselor each semester to stay current.

## CSU UPPER DIVISION (JUNIOR) TRANSFER REQUIREMENTS:

1. Complete a minimum of 60 transferable semester units with an overall grade point average of "C" (2.0). Non-residents and those with an F-1 visa need at least a 2.4 GPA.
2. Complete at least 30 of those units from the GE courses listed below, including all of Area A and Area B4 (MATH) with grades of "C-" or better.  
**Note:** For some campuses, you may not complete Areas A and B4 during your last semester before enrollment.
3. Preferred completion of all lower division major prerequisites (required by most impacted majors).
4. No more than 70 semester/105 quarter units are transferable to the CSU system.

**IGETC:** CSU lower division GE requirements may also be met by completing the IGETC. However, certain restrictions may apply and IGETC is not recommended for all majors. See a counselor for more information.

**Note:** Courses with an (\*) are listed in more than one area but may not be counted in more than one area.

### AREA A:

## English Language Communication and Critical Thinking

Three courses, minimum of 9 semester (12-15 quarter) units, with at least one course each from Oral Communication (A1), Written Communication (A2), and Critical Thinking (A3), with a grade of "C-" or better.

A1. Oral Communication **COMM** 3, 4, 20, 45

A2. Written Communication **ENGL** 1A, 1AS

A3. Critical Thinking **ENGL** 5 **PHIL** 10

### AREA B:

## Scientific Inquiry and Quantitative Reasoning

Three courses, for a minimum of 9 semester (12-15 quarter) units, with at least one course each from Physical Sciences (B1), Life Sciences (B2), Laboratory Activity (B3), and Math/Quantitative Reasoning (B4). One of the two science courses from B1 or B2 must include a lab; lab courses are shown with (L).

B1. Physical Sciences *At least one course from the following:*

**ASTR** 1, 10, 11A

**CHEM** 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)

**GEOG** 1\*

**GEOL** 1(L), 12

**PHYS** 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10

B2. Life Sciences *At least one course from the following:*

**ANTHR** 1

**BIOL** 1A(L), 1B(L), 2(L), 3(L), 4(L), 9(L), 10(L), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L), 42

B3. Laboratory Activity *At least one course shown with (L) In Areas B1 or B2 or one of the following:*

**ANTHR** 1L (clears lab requirement w/ ANTHR 1)

**GEOG** 1L (clears lab requirement w/ GEOG 1)

**PHYS** 10L (clears lab requirement w/ PHYS 10)

B4. Math/Quantitative Reasoning *At least one course, with a grade of "C" or better, from the following:*

**MATH** 1, 2, 3A, 3B, 3C, 3E, 3F, 13, 15, 16A, 16B, 50

**AREA C: Arts and Humanities**

Three courses, for a minimum of 9 semester (12-15 quarter) units, with one course from Arts (C1), one course from Humanities (C2), and one course from either Arts or Humanities.

**C1. Arts** *At least one course from the following:*

**AFRAM** 52  
**ART** 1, 3, 4, 7, 9  
**ASAME** 1\*  
**LANHT** 64\*  
**MUSIC** 9, 10, 11, 15A, 15B, 19, 24, 100

**C2. Humanities** *At least one course from the following:*

<b>AFRAM</b> 18 <sup>1*</sup> , 25*, 27*, 30 <sup>1*</sup> , 31 <sup>1*</sup> , 32 <sup>1*</sup> , 33*, 39, 41, 42, 43	<b>HUMAN</b> 2
<b>ASAME</b> 30*, 45A <sup>1*</sup> , 45B <sup>1*</sup>	<b>M/LAT</b> 17B*, 28, 30A, 30B, 32 <sup>1*</sup>
<b>ENGL</b> 1B, 10A, 10B	<b>PHIL</b> 1, 2
<b>HIST</b> 2A*, 2B*, 7A*, 7B*, 19*	<b>SPAN</b> 1A, 1B, 30A

<sup>1</sup>AFRAM 18 same as M/LAT 32; maximum credit: 1 course

**AREA D: Social Sciences**

Three courses, minimum of 9 semester units, with courses from at least two different disciplines.

<b>ADJUS</b> 21, 22, 25, 63	<b>ENVMT</b> 2 (was ENVST 11), 3, 11, 12 <sup>3</sup>
<b>AFRAM</b> 2, 3, 4, 5, 8, 10, 11, 12, 13, 14A, 14B, 16, 18 <sup>1*</sup> , 19 <sup>2</sup> , 23, 25*, 27*, 30*, 31*, 32*, 33*, 35, 38 <sup>3</sup> , 45	<b>GEOG</b> 1*, 2
<b>ANTHR</b> 2, 3, 4, 5, 7, 13, 16	<b>HIST</b> 2A*, 2B*, 7A*, 7B*, 19*
<b>ASAME</b> 1*, 19 <sup>2</sup> , 30 <sup>4*</sup> , 32*, 45A*, 45B*	<b>LANHT</b> 64*
<b>BUS</b> 52	<b>M/LAT</b> 6 <sup>2*</sup> , 12, 19, 23, 32 <sup>1*</sup>
<b>CHDEV</b> 51, 53, 80	<b>NATAM</b> 19 <sup>2*</sup>
<b>COMM</b> 6, 10, 13, 19	<b>POSCI</b> 1, 2, 3, 5
<b>COSER</b> 10, 29*	<b>PSYCH</b> 1A*, 3, 6, 10, 12*, 19, 24, 28, 31, 33
<b>ECON</b> 1, 2	<b>SOC</b> 1, 2, 3, 5, 13, 45, 120

<sup>1</sup>AFRAM 18 same as M/LAT 32; maximum credit: 1 course

<sup>2</sup>AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit: 1 course

<sup>3</sup>AFRAM 38 same as ENVMT 12; maximum credit: 1 course

<sup>4</sup>ASAME 30 **may not** be taken at any other PCCD College to satisfy this area. See a counselor for more information.

**AREA E: Lifelong Learning and Self-Development**

Minimum of 3 semester (4 quarter) units. Underlined courses are less than 3 units; a course or courses totaling 3 units are required to clear this area. Also, this area cannot be cleared using only KIN or ATHL activity courses.

Military discharge documents (DD-214) may be used to completely clear this area.

<b>ASAME</b> 32*	<b>KIN</b> <u>36, 37A, 51A-C, 54A-D, 58A-D, 60A-D, 67A-D,</u> <u>70A, 74A-D, 80A-D, 86A-D, 100A-D, 103A-D,</u> <u>107A-B, 110A-D, 140, 150, 153A-B</u>
<b>ATHL</b> <u>1, 2, 6, 7, 30, 31, 59, 60, 66, 67, 75</u>	<b>LIS</b> <u>85</u>
<b>BUS</b> 52	<b>NUTR</b> 10, 12
<b>CHDEV</b> 51, 74	<b>PSYCH</b> 1A*, 12*
<b>COSER</b> <u>20, 29*</u>	
<b>COUN</b> 24, 30, 57	
<b>HLTD</b> 1, <u>20</u>	

**AREA F: Ethnic Studies**

One course, minimum of 3 semester (4 quarter) units.

**AFRAM** 19\*<sup>1</sup>

**ASAME** 19\*<sup>1</sup>

**M/LAT** 6\*<sup>1</sup>

**NATAM** 19\*<sup>1</sup>

<sup>1</sup>AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit: 1 course

## United States History, Constitution, and American Ideals (CSU Graduation Requirement)

**Note:** Courses taken to satisfy this requirement may also be used to satisfy another general education area (at the option of the receiving campus; check with Admissions at the receiving campus to confirm.) However, the units are counted only once.

**One course from EACH group below:**

Group 1: **AFRAM** 30<sup>1</sup>, 31<sup>1</sup>

**HIST** 7A, 7B

<sup>1</sup>Not acceptable if taken either Fall 2004 or Spring 2005

Group 2: **POSCI** 1, 5 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

Group 3: **POSCI** 1 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

## Intersegmental General Education Transfer Curriculum (IGETC)

**These requirements are subject to change. See a counselor each semester to stay current.**

**Caution:** IGETC may not be the best option for transfer, particularly for majors such as Engineering, Computer Science, Biology, and Business. IGETC for STEM may also be an option. See a counselor for more information.

Completion of IGETC satisfies all lower division general education requirements at most CSU and UC campuses, and at some independent colleges and universities. It is not an admission requirement, nor is it the only way to fulfill lower division general education requirements.

**Associate Degrees for Transfer (AD-T):** Although it is possible to fulfill the requirements for an AD-T by completing the IGETC for UC pattern, admission to a CSU requires completion of an Oral Communication course (IGETC Area 1C). Students who plan to transfer to a CSU must complete this course as part of their transfer preparation.

**Note:** Courses with an (\*) are listed in more than one area but may not be counted in more than one area.

**AREA 1: English Communication**

UC requires two courses, one from Group A and one from Group B. CSU requires three courses, one from Group A, one from Group B, and one from Group C.

Group A – English Composition: *One course, (3 semester or 4-5 quarter units), from:*

**ENGL** 1A

Group B – Critical Thinking / Composition: *One course, (3 semester or 4-5 quarter units), from:*

**ENGL** 5

Group C – Oral Communication (CSU only): *One course, (3 semester or 4-5 quarter units), from:*

**COMM** 3, 4, 20, 45

**AREA 2:****Mathematical Concepts and Quantitative Reasoning**

One course, (3 semester or 4-5 quarter units), from:

**MATH** 1, 2, 3A, 3B, 3C, 3E, 3F, 13, 16A, 16B

**AREA 3:****Arts and Humanities**

At least three courses, (9 semester or 12-15 quarter units), with one course from Arts (3A), one course from Humanities (3B), and one course from either Arts or Humanities.

**A. Arts**

**ART** 1, 3, 4, 7, 9

**ASAME** 1\*

**LANHT** 64\*

**MUSIC** 9, 10, 11, 15A, 15B, 19, 24, 100

**B. Humanities**

**AFRAM** 18<sup>2\*</sup>, 25\*, 27\*, 30<sup>1\*</sup>, 31<sup>1\*</sup>, 32<sup>1\*</sup>, 33\*, 39, 41, 42, 43

**ASAME** 30\*, 45A<sup>1\*</sup>, 45B<sup>1\*</sup>

**ENGL** 1B

**HIST** 2A<sup>1\*</sup>, 2B<sup>1\*</sup>, 7A<sup>1\*</sup>, 7B<sup>1\*</sup>, 19<sup>1\*</sup>

**HUMAN** 2

**M/LAT** 17B, 28, 30A, 30B, 32<sup>2\*</sup>

**PHIL** 1, 2

**SPAN** 1B

<sup>1</sup> **May not** satisfy this area if taken at another PCCD College. See a counselor for more information.

<sup>2</sup> AFRAM 18 same as M/LAT 32; maximum credit: 1 course

**AREA 4:****Social and Behavioral Sciences**

At least three courses, (9 semester or 12-15 quarter units), from at least two disciplines.

**AFRAM** 2, 3, 5, 8, 10, 11, 12, 13, 14A, 14B, 16, 18<sup>1\*</sup>,  
19<sup>2</sup>, 23, 25\*, 27\*, 30\*, 31\*, 32\*, 33\*, 38<sup>3</sup>, 45

**ADJUS** 21, 22, 63

**ANTHR** 2, 3, 4, 5, 7, 13, 16

**ASAME** 1\*, 19<sup>2</sup>, 30<sup>4\*</sup>, 32, 45A\*, 45B\*

**CHDEV** 51

**COMM** 6, 10, 13, 19

**COSER** 10

**ECON** 1, 2

**ENVMT** 2 (formerly ENVST 11), 3, 12<sup>3</sup>

**GEOG** 2

**HIST** 2A\*, 2B\*, 7A\*, 7B\*, 19\*

**LANHT** 64\*

**M/LAT** 6<sup>2</sup>, 12, 19, 23, 32<sup>1\*</sup>

**NATAM** 19<sup>2</sup>

**POSCI** 1, 2, 3, 5

**PSYCH** 1A, 3, 6, 10, 12, 19, 24, 28, 31, 33

**SOC** 1, 2, 3, 5, 13, 45, 120

<sup>1</sup> AFRAM 18 same as M/LAT 32; credit: 1 course

<sup>2</sup> AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit: 1 course

<sup>3</sup> AFRAM 38 same as ENVMT 12; credit: 1 course

<sup>4</sup> **May not** be taken at any other PCCD College to satisfy this area. See a counselor for more information.



**AREA 5:****Physical Sciences and Biological Sciences**

At least two courses, (7-9 semester or 9-12 quarter units), with one course from Physical Science and one course from Biological Science; one course must include a lab (lab courses are shown with (L)).

**A. Physical Sciences.** *One course from:*

**ASTR** 1 (add ASTR 20 to clear lab requirement), **10** (add ASTR 20 to clear lab requirement)

**CHEM** 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)

**GEOG** 1 (add GEOG 1L to clear lab requirement)

**GEOL** 1(L), 12

**PHYS** 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10

**B. Biological Sciences.** *One course from:*

**ANTHR** 1 (add ANTHR 1L to clear lab requirement)

**BIOL** 1A(L), 1B(L), 2(L), 3(L), 4(L), 9(L), 10(L), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L), 42

**C. Laboratory Activity.** *At least one course shown with (L) in Areas 5A or 5B or one of the following:*

**ANTHR** 1L (clears lab requirement w/ ANTHR 1)

**GEOG** 1L (clears lab requirement w/ GEOG 1)

**Language Other than English (LOTE)** (UC Requirement Only)**Demonstrate proficiency as follows:**

1. Complete 1 college course equal to 2 years HS LOTE with "C" or better (or P if = C). Merritt Course: SPAN 1A. (**Note:** Courses above proficiency level [1 or 1A] meet this requirement and may clear another IGETC area).  
Non-Merritt course: \_\_\_\_\_ ; **or**
2. Complete the 2nd semester of the 2nd year or the 2nd level of a HS course in a LOTE with "C-" or better; **or**
3. Complete 2 years of formal schooling at the 6th grade level or higher, with "C" (2.0) or better, in an institution where the language of instruction is not English (appropriate documentation must be presented); **or**
4. Satisfactory score on the College Board Subject Test (formerly SAT II) in a LOTE (see a counselor for scores); **or**
5. Score of 3 or better on the College Board Advanced Placement (AP) Exam in a LOTE; **or**
6. Score of 5 or better on the International Baccalaureate Higher Level (IBHL) Exam in a LOTE; **or**
7. "C" or better in a Defense Language Institute Foreign Language Center (DLIFLC) course other than English; **or**
8. (I)GCSE or GCE "O" level exams in a LOTE with scores of "A", "B", or "C"; **or**
9. GCE "A" level exam in LOTE with scores of "A", "B", or "C"; **or**
10. Satisfactory score on college-level proficiency exam equal to 2 years/2nd level of HS in a LOTE; **or**
11. Certification on letterhead by college-level faculty of proficiency equal to 2 years/2nd level of HS LOTE

**United States History, Constitution, and American Ideals** (CSU Graduation Requirement)**One course from EACH group below:**

**Group 1:** **AFRAM** 30<sup>1</sup>, 31<sup>1</sup>

**HIST** 7A, 7B

<sup>1</sup>Not acceptable if taken either Fall 2004 or Spring 2005

**Group 2:** **POSCI** 1, 5 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

**Group 3:** **POSCI** 1 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

**Note:** Courses taken to satisfy this requirement may also be used to satisfy another general education area (at the option of the receiving campus; check with Admissions at the receiving campus to confirm.) However, the units are counted only once.

# LIBRARY



## Curriculum Information

## Division Structure: Office of Instruction

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**Vice President of Instruction: Denise Richardson, Ed.D**

Staff Assistant: Q306, (510) 436-2431

### **DIVISION I: Liberal Arts And Social Sciences**

Dean: Chriss Foster: D217, (510) 436-2609

Staff Assistant: D216, (510) 436-2425

#### **Arts/Communication**

- Art (ART)
- Communication (COMM)
- Music (MUSIC)

#### **Athletics/Kinesiology**

- Athletics (ATHL)
- Health Education (HLTED)
- Kinesiology (KIN)

#### **Counseling**

- Counseling (COUN)

#### **Educational Technology (EDT)**

#### **English/Humanities**

- English (ENGL)
- English for Speakers of Other Languages (ESOL)
- Humanities (HUMAN)
- Philosophy (PHIL)
- Spanish (SPAN)

#### **Ethnic Studies**

- African American Studies (AFRAM)
- Asian American Studies (ASAME)
- Mexican/Latin American Studies (M/LAT)
- Native American Studies (NATAM)

#### **Human Development**

- Child Development (CHDEV)

#### **Learning Resources**

- Learning Center
- Learning Resources (LRNRE)

#### **Library**

- Library Information Studies (LIS)

#### **Social Sciences**

- Anthropology (ANTHR)
- History (HIST)
- Political Science (POSCI)
- Psychology (PSYCH)
- Sociology (SOC)

### **DIVISION II: Math, Science and Technology**

Dean: Jason Holloway: S441, (510) 436-2426

Staff Assistant: S438, (510) 436-2409

#### **Biology/Chemistry**

- Biology (BIOL)
- Chemistry (CHEM)

#### **Business**

- Business (BUS)
- Economics (ECON)
- Real Estate (RLEST)

#### **Landscape Horticulture**

Staff Assistant: H107, (510) 436-2418

- Environmental Management and Technology (ENVMT)
- Landscape Horticulture (LANHT)

#### **Math/Physical Sciences**

- Astronomy (ASTR)
- Geography (GEOG)
- Geology (GEOL)
- Math (MATH)
- Physics (PHYS)

#### **Technology**

- Computer Information Systems (CIS)
- Computer Science (CS)

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### **DIVISION III: Allied Health and Public Safety**

Dean: Marie Amboy: S440, (510) 436-2515

Staff Assistant: S440, (510) 436-2513

#### **Bioscience (BIOSC)**

#### **Community Social Services (COSER)**

#### **Cooperative Education (COPED)**

#### **Fire Science (FISCI)**

#### **Legal Administration**

- Administration of Justice (ADJUS)
- Paralegal Studies (PARLG)

#### **Medical Assisting (MEDAS)**

- Health Professions and Occupations (HLTOC)

#### **Nursing (NURS)**

#### **Nutrition & Dietetics (NUTR)**

#### **Radiologic Science (RADSCI)**

## Course Information

### COURSE NUMBERING

All courses numbered 1-249 are acceptable for credit towards the associate degree. Some four-year institutions will accept a maximum of 70 semester units in transferable courses. In addition, some colleges and universities will accept only courses that are equivalent to courses taught at those institutions. The student is strongly advised to consult a counselor for transfer requirements to a particular four-year institution.

- Courses numbered 1-199 are designated as baccalaureate-level, degree-applicable courses for transfer to institutions within the California State University and the University of California Systems.
- Courses numbered 200-249 are degree-applicable, but nontransferable courses.
- Courses numbered 250-299 are non-degree-applicable, non-transferable courses, as are special selected topics courses numbered 300-399.
- Apprenticeship and Cooperative Education courses are numbered 400-499.
- Noncredit (zero-unit) courses are numbered 500-699.
- Courses numbered 700-799 are special not-for-credit (zero-unit) courses offered under contract education.
- Courses numbered 800-899 are fee-based classes that are offered for no (zero) units and for which students pay fees to cover the cost of instruction. These classes are not listed in the Schedule of Classes. Contact individual departments for the latest offerings.
- Courses numbered 900-949 are designated as baccalaureate-level, degree-applicable courses for transfer to institutions within the California State University and the University of California Systems.
- Courses numbered 950-999 are non-degree-applicable, non-transferable courses, as are special selected topics courses numbered 300-399.

COURSE NUMBERS	CREDIT	DEGREE-APPLICABLE	TRANSFERABLE
1 - 199	Yes	Yes	Yes
200 - 249	Yes	Yes	No
250 - 299 (Basic Skills)	Yes	No	No
300 - 399 (Selected Topics)	Yes/No	No	No
400 - 499 (Apprenticeship)	Yes	No	No
400 - 499 (Cooperative Ed)	Yes	Yes	Yes
500 - 699 (Noncredit)	No	No	No
700 - 799 (Contract Ed)	No	No	No
800 - 899 (Fee-Based)	No	No	No
900 - 949	Yes	Yes	Yes
950 - 999	Yes	No	No

### GRADING POLICY SYMBOLS

Refer to the Grade Symbol Definitions under Grading Policies in the Academic Policies and Procedures section of the catalog for an explanation of the grading policy symbols.

### UNITS OF CREDIT

One unit of credit is defined as one hour of recitation or lecture (together with the required two hours of outside preparation for each hour of recitation or lecture) or three hours of laboratory work each week for a semester. The number appearing after the course title indicates the credit value of the course in semester units. In some cases, a course may be offered for variable units; the course may be offered for a lower number of units one semester and for a higher number of units in another semester. In variable-unit, open-entry/open-exit courses, units of credit are awarded depending upon the student's satisfactory completion of the various components of course work. Students are advised to consult the schedule of classes for further information.

### PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

Refer to the Prerequisites, Corequisites, and Recommended Preparation policies in the Academic Policies and Procedures section of the catalog.

### TRANSFERABILITY

Most courses numbered 1-199 (baccalaureate-level, degree-applicable courses) indicate to which California public university system the course credits may transfer as of the printing date of this catalog. "UC" means transferability to the University of California System; "CSU" means transferability to the California State University System. Refer to [www.ASSIST.org](http://www.ASSIST.org) for the most up-to-date transferable course list.



## GENERAL EDUCATION

The notation of an AA/AS, CSU or IGETC area under a course indicates that, as of the printing date of this catalog, the course satisfies this area of the respective general education pattern. More information on general education can be found in the Associate Degrees and Certificates and Transfer to Four-Year Colleges and Universities sections of this catalog. Consult a counselor for the most updated and complete information on general education course satisfaction.

- **AA/AS areas:** Identifies courses that can be used to fulfill the local AA/AS General Education requirement area(s).
- **CSU areas:** Identifies courses that can be used to fulfill California State University (CSU) General Education Breadth (CSU GE-Breadth) area(s).
- **IGETC areas:** Identifies courses that can be used to fulfill Intersegmental General Education Transfer Curriculum (IGETC) area(s) for University of California (UC) or CSU campuses.
- **Double Counting Rule:** While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement. (*Reference: Title V, Section 55063 C*)

## CROSS-LISTED COURSES

Some courses may be offered by two or more departments (cross-listed). Example:

### AFRAM 19

#### Racism in the United States

- 3 units
- Also offered as ASAME 19, M/LAT 6, and NATAM 19.
- Not open for credit to students who have completed or are currently enrolled in ASAME 19, M/LAT 6, or NATAM 19.

## STUDENT LEARNING OUTCOMES (COURSES AND PROGRAMS)

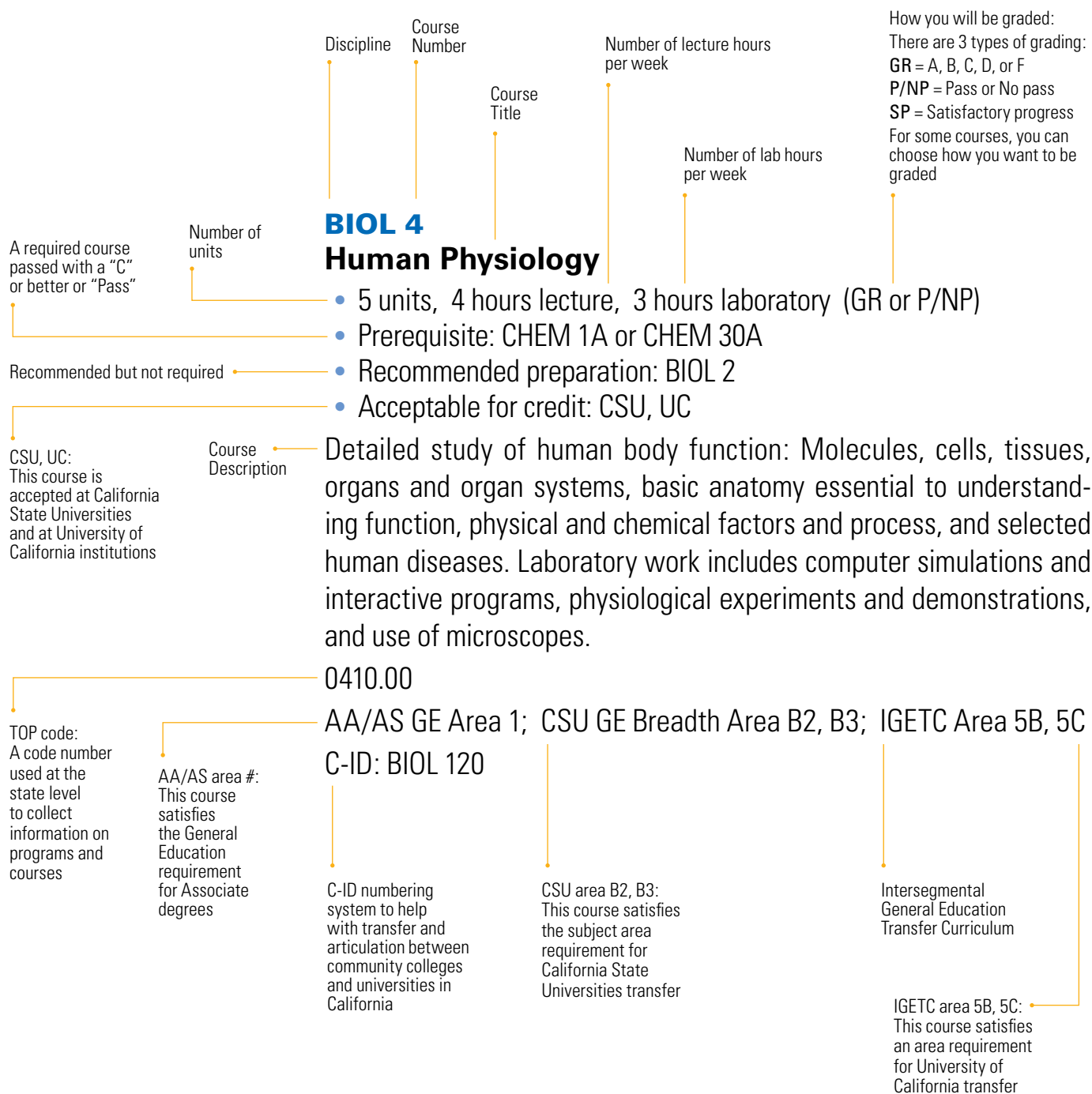
Student Learning Outcomes (SLOs) describe what students will know and be able to do when they satisfactorily complete a course or program. SLOs are housed in the college's curriculum management system, CurriQunet.

## FEE-BASED (COMMUNITY SERVICE) COURSES

Fee-based courses are non-academic, not-for-credit courses designed for personal enrichment or professional development. All community members willing to pay fees to cover the cost of the offering may attend these courses. Fee-based courses are not listed in the college catalog or class schedule; contact departments to learn of class offerings.



## Course Legend





# Programs & Courses

This section includes descriptions of programs and courses offered at Merritt College and requirements for majors. Not all courses and programs are offered regularly. The college reserves the right to withdraw a course if there is insufficient enrollment. For current course offerings and information concerning new courses not listed in the catalog, please see our website at [www.merritt.edu/catalog](http://www.merritt.edu/catalog) and the Schedule of Classes.

## Discipline Abbreviations

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Administration of Justice (ADJUS) . . . . .	92	Health Education (HLTED) . . . . .	255
African-American Studies (AFRAM) . . . . .	99	Health Professions and Occupations (HLTOC) . . . . .	256
Anthropology (ANTHR) . . . . .	105	Health Sciences . . . . .	260
Art (ART) . . . . .	110	History (HIST) . . . . .	262
Asian and Asian-American Studies (ASAME) . . . . .	120	Humanities (HUMAN) . . . . .	263
Astronomy (ASTR) . . . . .	121	Kinesiology (KIN) . . . . .	264
Athletics (ATHL) . . . . .	122	Landscape Horticulture (LANHT) . . . . .	269
Biology (BIOL) . . . . .	124	Learning Resources (LRNRE) . . . . .	300
Bioscience (BIOSC) . . . . .	132	Liberal Arts . . . . .	305
Business (BUS) . . . . .	139	Library Information Studies (LIS) . . . . .	317
Chemistry (CHEM) . . . . .	152	Mathematics (MATH) . . . . .	320
Child Development (CHDEV) . . . . .	153	Medical Assisting (MEDAS) . . . . .	328
Communication (COMM) . . . . .	171	Mexican and Latin American Studies (M/LAT) . . . . .	335
Community Social Services (COSER) . . . . .	175	Music (MUSIC) . . . . .	337
Computer Information Systems (CIS) . . . . .	183	Native American Studies (NATAM) . . . . .	340
Computer Science (CS) . . . . .	203	Natural Sciences . . . . .	341
Cooperative Work Experience Education (COPED) . . . . .	212	Nursing (NURS) . . . . .	344
Counseling (COUN) . . . . .	215	Nutrition and Dietetics (NUTR) . . . . .	350
Economics (ECON) . . . . .	217	Paralegal Studies (PARLG) . . . . .	361
Education (EDUC) . . . . .	221	Philosophy (PHIL) . . . . .	366
Educational Technology (EDT) . . . . .	222	Physics (PHYS) . . . . .	367
Emergency Medical Technician (EMT) . . . . .	225	Political Science (POSCI) . . . . .	368
English (ENGL) . . . . .	226	Psychology (PSYCH) . . . . .	369
English for Speakers of Other Languages (ESOL) . . . . .	228	Radiologic Science (RADSC) . . . . .	373
Environmental Management and Technology (ENVMT) . . . . .	231	Real Estate (RLEST) . . . . .	384
Fire Science (FISCI) . . . . .	240	Social and Behavioral Sciences . . . . .	389
Geography (GEOG) . . . . .	253	Sociology (SOC) . . . . .	393
Geology (GEOL) . . . . .	254	Spanish (SPAN) . . . . .	397



# Career Education Programs

With today's expanding technology and challenging economy, it's important that Merritt College provides the community with an educated and well-trained workforce equipped with associate degrees and certificates as they head to their future careers. Our wide variety of more than 50 Career Education (CE) programs provide both career course offerings and general education classes designed to prepare students of all ages for in-demand careers, job changes, or advancement needs. Students can also transfer to a four-year college or university to further their education. Both the educational goals of our students and the workforce needs of our community are carefully considered when designing our programs.

Career education disciplines are identified by their icons.

## Business & Entrepreneurship



All companies need qualified people to manage their operations in some way, but there are also plenty of opportunities to start your own business. All of Merritt's programs are designed for students to specialize in a particular area and are especially useful if you are looking for your first job or trying to advance in a current position. So whether you want to move right into the workplace or are planning to transfer to a four-year college to continue your education, there are programs for all interests in the business world.

### Business & Entrepreneurship Programs

- Accounting
- Business Administration
- Business Management
- Digital Marketing
- Entrepreneurship
- Human Resource Management
- Real Estate
- Retail Management

## Environment & Sustainability



One of the first of its kind in the nation, the Environmental Management and Technology program is conveniently located between two wildland watershed open spaces in the Oakland hills that serve as field classrooms, along with the student-built Self-Reliant House. Here students experience hands-on projects that lead to certificates and careers as park rangers and naturalists, environmental restoration technicians, conservation workers, and environmental consultants while working for government agencies, non-profit organizations, and the private sector. Similarly, the wide-open 7-1/2-acre "classroom" housing the popular Landscape Horticulture program nearby offers multiple degrees and certificates to prepare students for careers that will lead to jobs that are in demand by employers of parks, schools, golf courses, landscape contractors, and tree service companies — or graduates can become successfully self-employed.

### Biology Program

- Natural History & Resources

### Environmental Management & Technology Programs

- Conservation & Resource Management
- Urban Agroecology

### Landscape Horticulture Programs

- Arboriculture
- Basic Cannabis Horticulture
- Basic Landscape Horticulture
- Intermediate Landscape & Parks Maintenance
- Intermediate Nursery Management
- Landscape Architecture
- Landscape Design and Construction Specialist
- Landscape and Parks Maintenance Specialist
- Nursery Management Specialist
- Tree Care Specialist
- Tree Climber Specialist

## Information & Communication Technology



Every day we hear about major companies or retailers getting hacked. Now you can be part of the solution by learning to protect computers, networks, programs, and data by joining the rapidly growing field of cybersecurity. The two programs, created by Silicon Valley security experts, give you the option of working in software (Applications) or hardware (Infrastructure). Classes are taught by industry professionals alongside Merritt faculty in a hybrid combination of classroom instruction and virtual lab assignments. The hands-on program includes internships at workplaces throughout the Bay Area to give you real-life experience for your first job.

### Cybersecurity Programs

- Applications Security
- Computer Project Management
- Computer Science & Information Systems Career Readiness (Noncredit)
- Infrastructure Security



## Healthcare & Bioscience



Healthcare is one of the largest and fastest-growing occupations in the Bay Area with many in-demand job opportunities. At Merritt College, our Allied Health area offers renowned programs from Nursing to Radiologic Science so students have a wide choice of studies and get essential hands-on experience in hospitals, medical clinics, and doctor's offices. The need for Bioscience specialists is also evident at Merritt where students are getting offered jobs before they even complete their studies in the fields of Histotechnology and Microscopy.

### Bioscience Programs

- Fluorescence Bioscience Microscopy
- Histotechnician
- Optical Microscopy

### Healthcare Programs

- Administrative Medical Assisting
- Clinical Medical Assisting
- Health Navigator
- Nursing
- Radiologic Science

### Nutrition Programs

- Dietary Manager
- Dietetic Technology

## Public & Human Services



The variety of program offerings in Child Development prepares students with the knowledge and opportunities to work with children of different ages in providing quality learning experiences in so many areas and age ranges. The on-campus Lab School provides students with the hands-on experiences of practicing what they learn in a real-life setting. For students seeking entry-level positions in a career where they can help others, the Community Social Services/Substance Abuse program prepares students for paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services.

### Child Development Programs

- Assistant Teacher
- Associate Teacher
- Child Development
- Family Child Care Provider
- Infant/Toddler Specialist
- Introduction to Infant/Toddler Care (Noncredit)
- Introduction to Early Childhood Education for Child Care Providers (Noncredit)
- Teacher
- Transitional Kindergarten (TK)

### Community Social Services Program

- Community Social Services/Substance Abuse

## Public Service & Law



Students in the Administration of Justice Program have the benefit of being taught by instructors from the Oakland Police Department and other law enforcement agencies who provide real-life lessons and hands-on experiences. The program's popular Pre-Academy course prepares students for the rigorous police entry requirement. The Fire Science Program is also taught by practicing professionals as they prepare students for careers as fire fighters or fire investigators. The training can also open doors to jobs in emergency management, homeland security, forensics, and other exciting careers. With a growing need by attorneys for trained paralegals who know substantive law and administrative procedures, the Paralegal Studies program can teach you skills to become successful.

### Administration of Justice Programs

- Homeland Security

### Fire Science Programs

- Chief Fire Officer
- Fire Officer
- Fire Technology

### Paralegal Studies

- Paralegal Studies





## Administration of Justice (ADJUS)

The Administration of Justice programs provide students with core, foundational knowledge of the criminal justice system so that students have equal access to college and universities with criminal justice pathways and acquire the skills necessary to work in various public safety careers.

The Administration of Justice programs serve those who wish to train for a career in a field associated with the administration of criminal justice, to prepare for transfer to a four-year institution, and those currently employed in an administration of justice agency seeking training for career advancement.

Some of the career opportunities in Administration of Justice include police officer, deputy sheriff, state or federal patrol and investigative officer, correctional aide, security specialist, community service officer, police cadet, and reserve officer. Additional opportunities exist in managerial and supervisory position in individual fields such as correction, counseling, and probation and parole with federal, state, and county agencies.

### Merritt College offers the following degree and certificate programs in Administration of Justice:

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#### Administration of Justice

- Associate in Science for Transfer (AS-T) Degree

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#### Homeland Security

- Certificate of Achievement
-

## Administration of Justice Associate in Science for Transfer (AS-T) Degree

### DESCRIPTION

The Associate in Science in Administration of Justice for Transfer (AS-T) degree program is for students who plan to transfer and complete a bachelor's degree at a California State University (CSU) or another four-year college or university. Successful completion of this degree affords students specific guarantees for admission to the CSU system with junior status to a program or major in Administration of Justice or a similar major such as Law Enforcement, Correctional Administration, Social Science, or Pre-Law.

The program is for those preparing for a career in criminal justice. It is also for those currently employed in an administration of justice agency who seek training for career advancement. A set of core courses provides knowledge of the criminal justice system and the training necessary to enter various careers in the criminal justice sector including jobs in public law enforcement agencies, state parks, and private security, and positions as municipal police, probation officer, county deputy sheriff, correctional officer, or game warden.

To qualify for the Associate in Science in Administration of Justice for Transfer (AS-T) degree, students are required to complete the following Major course and General Education requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - B. A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

See the Transfer Information section of this catalog for more information on AS-T requirements and CSU GE-Breadth or IGETC.

### CAREER OPPORTUNITIES

The program prepares students for positions such as police officer, deputy sheriff, state or federal patrol and investigative officer, correctional aide, security specialist, community service officer, police cadet, and reserve officer, as well as manager and supervisor in these individual fields. Placement may depend on job availability and the successful completion of an entrance examination.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding and ability to analyze crime, policies, procedures, and the people that shape the justice system.
2. Bridge policies and procedures with practical knowledge and apply that knowledge to prospective careers in the criminal justice sector.
3. Demonstrate the critical thinking skills necessary to effectively evaluate problems in the criminal justice system and provide solutions to these problems nationally and locally.
4. Create and contribute to an environment conducive and accepting of in-depth analysis and critique of social policy and social justice issues as it relates to socioeconomic status, race, gender, ethnicity, and culture.

**Administration of Justice** Associate in Science for Transfer (AS-T) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ADJUS 21	Introduction to Administration of Justice	3
ADJUS 22	Concepts of Criminal Law	3
<b>Major Elective Courses</b>		
<b>Group A :</b> <i>Select two courses for 6 units from the following:</i>		
ADJUS 23	Principles and Procedures of the Justice System	3
ADJUS 24	Legal Aspects of Evidence	3
ADJUS 25	Community Relations	3
ADJUS 26	Introduction to Forensic Investigation	3
ADJUS 51	Juvenile Law and Procedure	3
ADJUS 56	Criminal Investigation	3
ADJUS 63	Introduction to Corrections	3
<b>Group B :</b> <i>Select two courses for 6-7 units from any Group A course not already used or the following:</i>		
MATH 13	Introduction to Statistics	4
PSYCH 1A	Introduction to General Psychology	3
SOC 1	Introduction to Sociology	3
<b>Total Units for the Major</b>		<b>18-19</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>12</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>9-11</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

## Homeland Security Certificate of Achievement

### DESCRIPTION



The Homeland Security Certificate of Achievement provides foundational knowledge of local, national and international security. The program examines national security threats related to domestic and international terrorism while exploring the roles and responsibilities of local and national security agencies when preparing for emergencies. The program is designed to prepare students for employment in entry-level and advanced positions in public and private security sectors.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

### CAREER OPPORTUNITIES

Career opportunities may include TSA Officer, Security Guard, Port Security, School Security, Bank Guard, Company Guard, Hospital Guard, and Mall Security. Successful completion of the Security Guard course, the attainment of a Guard Card, and completion of the California Powers to Arrest Exam allows immediate entry into the security field.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Describe the history of terrorism and homeland security.
2. Describe the roles and responsibilities of various homeland security agencies.
3. Solve problems as an individual and in a coordinated team setting.
4. Demonstrate knowledge of the impact of technology on countering threats to security.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ADJUS 21	Introduction to Administration of Justice	3
ADJUS 70	Introduction to Homeland Security	3
ADJUS 71	Intelligence Analysis and Security Management	3
ADJUS 72	Introduction to Terrorism/WMD	3
ADJUS 115	Transportation and Border Security	3
ADJUS 116	Security Guard	1
<b>Total Units</b>		<b>16</b>

## Administration of Justice

### CREDIT

#### ADJUS 21

##### Introduction to Administration of Justice

- 3 units, 3 hours lecture (GR)
- Eligible for credit by examination
- Acceptable for credit: CSU, UC

History and philosophy of administration of justice in America: Identification of various subsystems emphasizing U.S. courts, corrections, and law enforcement; role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics; and education and training for professionalism. 2105.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4

C-ID: AJ 110

#### ADJUS 22

##### Concepts of Criminal Law

- 3 units, 3 hours lecture (GR)
- Eligible for credit by examination
- Acceptable for credit: CSU, UC

Historical development and philosophy of law and constitutional provisions: Classification of crime, legal research, study of case law, and concepts of law as a social force. 2105.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4

C-ID: AJ 120

#### ADJUS 23

##### Principles and Procedures of the Justice System

- 3 units, 3 hours lecture (GR)
- Recommended preparation: ADJUS 21
- Eligible for credit by examination
- Acceptable for credit: CSU, UC

Study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, and corrections systems; past and contemporary analysis of subsystem procedures from initial entry to final disposition, and the relationship each segment maintains with its system members. 2105.00

C-ID: AJ 122

#### ADJUS 24

##### Legal Aspects of Evidence

- 3 units, 3 hours lecture (GR)
- Recommended preparation: ADJUS 21
- Acceptable for credit: CSU

Origin, development, philosophy and constitutional basis of evidence: Constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies. 2105.00

C-ID: AJ 124

#### ADJUS 25

##### Community Relations

- 3 units, 3 hours lecture (GR)
- Recommended preparation: ADJUS 21
- Eligible for credit by examination
- Acceptable for credit: CSU, UC

Survey of relationship between the criminal justice system and evolving multicultural communities: Causal and symptomatic aspects of community misunderstanding, misinformation, prejudice, one-sidedness and mistrust; the challenges of administering justice within a diverse population and possibilities for change. 2105.00

AA/AS GE Area 2; CSU GE Breadth Area D

C-ID: AJ 160

#### ADJUS 26

##### Introduction to Forensic Investigation

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

History and philosophy of forensic investigation from the perspective of the investigator: Identification of various techniques and their applications, role expectations and the interrelationships with other scientific and non-scientific disciplines as they relate to the judicial system. 2105.40

C-ID: AJ 150

#### ADJUS 49

##### Independent Study in Administration of Justice

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Administration of Justice. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2105.00

#### ADJUS 51

##### Juvenile Law and Procedures

- 3 units, 3 hours lecture (GR)
- Recommended preparation: ADJUS 21
- Acceptable for credit: CSU

The history and philosophy of juvenile law and procedures in America: Assessment of juvenile court law and agencies involved in crime control, law enforcement approach to delinquency control utilizing accepted techniques of prevention, repression, investigation, and apprehension of youthful offenders. 2105.00

C-ID: AJ 220



**ADJUS 56****Criminal Investigation**

- 3 units, 3 hours lecture (GR)
- Recommended preparation: ADJUS 21
- Acceptable for credit: CSU

Fundamentals and basic principles of all types of investigations: Crime scene search to locate, identify, record, collect, preserve, and transport physical evidence using scientific aids; modus operandi, sources of information, interviews and interrogation, surveillance, follow-up, technical resources, and case preparation. 2105.00

C-ID: AJ 140

**ADJUS 57****Report Writing for Public Safety Personnel**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: ADJUS 21; and ENGL 201A or ENGL 201B
- Eligible for credit by examination
- Acceptable for credit: CSU

Techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner in various types of public-safety systems reports: Emphasis on letters, memoranda, directives, and administrative reports and summaries required in public-safety systems such as police and fire; terminology, correct English usage, and organization of information; practice experience in note taking and report writing; and presentation of testimony in court. 2199.00

**ADJUS 59****Patrol Procedures**

- 3 units, 3 hours lecture (GR)
- Prerequisite: ADJUS 21
- Acceptable for credit: CSU

Exploration of theories, philosophies, concepts, techniques, and responsibilities related to the beat patrol officer: Emphasis on patrol, traffic, preliminary investigations, public service, identification of police hazards, beat patrol, observations, and operation of emergency vehicles. 2105.00

**ADJUS 63****Introduction to Corrections**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Philosophy and history of corrections from historical and theoretical point of view: Survey of various explanations for criminal behavior; functions and objectives of criminal justice system concerned with probation, institutions, and parole process as they affect offender behavior modification; court system relations to criminal offender; and modern approaches in correctional process. 2105.10

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4J

C-ID: AJ 200

**ADJUS 70****Introduction to Homeland Security**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

History and philosophy of homeland security: Past domestic terrorism events including the 1993 World Trade Center bombing and the Oklahoma City bombing; recounts both government and private action taken in the aftermath of 9/11 as it relates to legislation, government organization, communication, technology, and emergency management practices. 2105.30

**ADJUS 71****Intelligence Analysis and Security Management**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Comprehensive study of intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters: Various vulnerabilities of our national defense and private sectors posed to these institutions by terrorists, man-made disasters, and natural disasters; issues regarding intelligence support of homeland security measures implemented by the United States and the intelligence community. 2105.00

**ADJUS 72****Introduction to Terrorism/WMD**

- 3 units, 3 hours lecture (GR)
- Recommended preparation: ADJUS 70
- Acceptable for credit: CSU

History of terrorism: Different types of terrorism (bio, cyber, domestic and international), role of the Federal government in combating this problem, relationship between the Federal government and local agencies, and the use of forensics in an actual weapons-of-mass-destruction (WMD) incident. 2105.00

**ADJUS 110****Basic Course—Police Academy**

- 40 units, 31.26 hours lecture, 28.80 hours laboratory (GR)
- Prerequisite: Background check
- Recommended preparation: KIN 153A
- Acceptable for credit: CSU

Techniques of law enforcement: Fundamental principles and procedures of criminal law, patrol procedures, investigation procedures, defensive and offensive tactics, use of weapons, community relations, police vehicle operations, traffic enforcement, investigation of accidents, first aid and physical conditioning for police service. 2105.50

**ADJUS 115****Transportation and Border Security**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Border security and security for transportation infrastructure from post 9/11 to the present: Seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses; overview of modern border and transportation security challenges, as well as different methods used to address these challenges. 2105.00

**ADJUS 116****Security Guard**

- 1 unit, 1 hour lecture (GR)
- Acceptable for credit: CSU

Key concepts and skills needed to qualify for entry-level employment as a security guard in a public or private security company: Emphasis on proper techniques to use to protect property, resolve conflicts, overcome resistance by use of force and restraint, and make proper arrests, if necessary. 2105.00

**ADJUS 200****Law Enforcement Pre-Academy**

- 3 units, 3 hours lecture (P/NP)

Preparation for a law enforcement police academy: Class lectures, note taking, written tests, oral communication, physical fitness exercises, emergency vehicle operation training, defensive tactics, and practical scenarios to simulate training practices in a law enforcement police academy. 2105.00

**ADJUS 248NE****Public Safety Dispatcher**

- 5 units, 4.80 hours lecture, 2.05 hours lab (P/NP)

Role and function of the Public Safety Dispatcher and the skills needed to effectively perform duties and responsibilities of the position: Management and prioritization of radio traffic, evaluation of call information, and operational components of communications system and equipment; basic elements of a crime and an attempt to commit a crime, as well as components and function of the criminal justice system. 2105.00

# African-American Studies (AFRAM)

The mission of African-American Studies in the Department of Ethnic Studies is to offer opportunities for students to deepen their understanding of the multicultural and multi-racial history and character of the American experience generally and the varied racial and ethnic experiences specifically. In addition, the aim is to locate the experiences of people of color in a larger global context in terms of identity, culture, sociology, history and economic relations between nations. As new processes of migration evolved due to global economic politics, the program's purpose is to incorporate into the curriculum new topics of discussion and learning such as: borderlands, scarcity and migration, globalization and democracy, and the increasing "ethnicization" of central economies.

African-American Studies seeks to help community college students develop factual information, tools of analyses, and favorable attitudes toward the African-American struggle and the liberation of African people from powerlessness, poverty, and racism. Career paths comprise the same opportunities as other humanities and social science degrees with knowledge of and commitment to community empowerment. African-American Studies can lead to employment in the following fields: science, business, nursing and other medical professions, art, law, politics, community activism, psychology, entrepreneurship, education, writing, and many others.

## Merritt College offers the following degree program in African-American Studies:

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### African-American Studies

- Associate in Arts (AA) Degree
-

## African-American Studies Associate in Arts (AA) Degree

### DESCRIPTION

The Associate in Arts degree in African-American Studies will be awarded upon satisfactory completion of the major course requirements and the General Education requirements.

### CAREER OPPORTUNITIES:

Equal to any liberal arts degree with transfer emphasis.

### PROGRAM LEARNING OUTCOMES:

Upon successful completion of this program, students will be able to:

1. Critical Thinking (Prepare): Students will be able to examine research, ideologies, issues and text from an African Centered point of view that illuminates the uniqueness of the Black experience in a wholistic and contextualized manner.
2. Organizing Ideologies and Tactics (Apply and Engage): Students will be able to compare, contrast and evaluate different philosophies and means for addressing issues of concern in the African world community. Students will engage in organizations and methods that empower African people.
3. Global Pan-African Perspective (Speak, Engage): Students will recognize and apply their identity and activism from a unified understanding of the race, culture and heritage of African people.
4. Cultural Pride and Racial Identity (Define and Maintain): Students will exhibit a positive self and collective awareness in their race and heritage.
5. Increased Multi-Cultural Awareness (Prepare and Contribute): Students will be able to recognize the sources of personal attitudes and world views and deal constructively with issues that arise out of human differences. Students will be able to combat and transcend the impact of over generalizing and stereotyping.
6. African Centered Perspective in All Areas of Life and Work (Observe and Respond): Students will develop a perspective and behavior that incorporates African Centered thought into all areas of life; including family, work, community commitment and social justice activities.
7. College Level Performance in Writing and Reading (Prepare): Students will be able to read and write with intellectual integrity; accessing, critically evaluating and synthesizing information from scholarly resources and expressing them in written form.
8. Applying Knowledge to Advanced Study (Prepare): Students will be prepared to successfully complete academic work at the institution they transfer to.
9. Community Involvement and Activism (Contribute): Students will understand the role they must play in combating oppression in the African world community. They will have an enhanced self-awareness about the power of collective action and the role of the individual in collective justice.

**African-American Studies** Associate in Arts (AA) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Elective Courses</b>		
<b>Group A: Family and Society</b> <i>Select two courses for 6 units from the following:</i>		
AFRAM 5	The African-American Family in the United States	3
AFRAM 8	African-American Politics	3
AFRAM 10	Sociology of African-Americans	3
AFRAM 12	Psychology of African-Americans	3
AFRAM 14A	Social Psychology of African-American Male/Female Relationships	3
AFRAM 14B	Social Psychology of African-American Male/Female Relationships	3
AFRAM 16	The Prison Industrial Complex: African-American Incarceration	3
AFRAM 19	Racism in the United States	3
AFRAM 38	Environmental Racism and Justice	3
<b>Group B: History and Economics</b> <i>Select two courses for 6 units from the following:</i>		
AFRAM 2	Black Economics	3
AFRAM 4	The Black Panther Party: Strategies on Organizing the People	3
AFRAM 30	African-American History: Africa to 1865	3
AFRAM 31	African-American History: 1865-1945	3
AFRAM 32	African-American History: 1945 to Present	3
<b>Group C: Africa and the Diaspora</b> <i>Select one course for 3 units from the following :</i>		
AFRAM 3	Ghana: Pan-African Thought and the Struggle for Africa's Liberation	3
AFRAM 18	African Heritage of Latin America	3
AFRAM 25	Classical African Civilizations	3
AFRAM 27	Afro-Caribbean History, Politics, and Culture	3
M/LAT 32	African Heritage of Latin America	3
<b>Group D: Culture and Creativity</b> <i>Select two courses for 6 units from the following :</i>		
AFRAM 33	The Roots of African-American Culture	3
AFRAM 39	Black World Films	3
AFRAM 41	African-American Writers (Fiction)	3
AFRAM 42	African-American Writers (Non-Fiction)	3
AFRAM 43	African-American Writers (Poetry)	3
AFRAM 45	Religion and the African-American Church in America	3
<b>Major Requirements</b>		<b>21</b>
<b>Total Units</b>		<b>60</b>

**Note:** To qualify for the African-American Studies Associate in Arts degree, students must satisfactorily complete the major requirements specified above and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.



## African-American Studies

### CREDIT

#### AFRAM 2

##### Black Economics

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Concentration on those areas of the U.S. economy that affect African Americans the most: Economic contributions of slave labor; the connection between race, gender and wages, Black entrepreneurs, philosophies of economic empowerment, globalization, and a critical examination of capitalism and socialism from an African-centered perspective. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4B, 4C

#### AFRAM 3

##### Ghana: Pan-African Thought and the Struggle for Africa's Liberation

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Study of Pan-African thought and worldwide African unity: Pan-African ideas and movements with a focus on Kwame Nkrumah and Ghana's independence; particular attention on the history, culture, and current conditions of the people of Ghana. 2203.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4G

#### AFRAM 4

##### The Black Panther Party: Strategies on Organizing the People

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

In-depth examination of the Black Panther Party: Origins, philosophy, leaders, organizing strategies, community programs, FBI surveillance, and long-term impact. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D

#### AFRAM 5

##### The African-American Family in the United States

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

History related to the formation of the black family: From slavery to the current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African-American families. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

#### AFRAM 8

##### African-American Politics

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

Analysis and understanding of major trends and developments in the politics of African-Americans: Emphasis on African-American politicians within the two-party system. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

#### AFRAM 10

##### Sociology of African-Americans

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

Sociological analysis of African-American society in the United States: Political, economic, religious, and judicial systems as they affect African-Americans; emphasis on recent African-American socio-political movements. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

#### AFRAM 11

##### Perceptions of the African-American Male in America

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

The African-American male in the history of the United States: Roles in sports, economics, entertainment, military, politics and family structure. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4

#### AFRAM 12

##### Psychology of African-Americans

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Principles of psychology related to African-American racial identity: Examination of mental health services; coping strategies; African centered theories of black psychology; and the impact of race, class and gender upon psychological states of being. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

#### AFRAM 13

##### Ethnic Perceptions in the Mass Media

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

Role of mass media in perceptions of race and culture: Social and psychological development of ethnic perceptions. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D, IGETC Area 4C, 4G

#### AFRAM 14A

##### Social Psychology of African-American Male/Female Relationships

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Exploring the dynamics of African-American male/female relationships: Self-actualization, handling conflict in relationships, building a foundation for healthy relationships. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4D, 4G

**AFRAM 14B****Social Psychology of African-American Male/ Female Relationships**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Exploration of the dynamics of African-American male/female relationships: Study of male-female interpersonal communication skills. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4D, 4G

**AFRAM 16****The Prison Industrial Complex: African-American Incarceration**

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

Overview of the criminal justice system and the growth of the prison industrial complex in the United States as it affects the African-American community including: Arrest, trial, sentencing, incarceration and private industry profits. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4J

**AFRAM 18****African Heritage of Latin America**

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as M/LAT 32. Not open for credit to students who have completed or are currently enrolled in M/LAT 32.
- Acceptable for credit: CSU, UC

Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; IGETC Area 3B, 4F

**AFRAM 19****Racism in the United States**

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as ASAME 19, M/LAT 6, and NATAM 19. Not open for credit to students who have completed or are currently enrolled in ASAME 19, M/LAT 6, or NATAM 19.
- Acceptable for credit: CSU, UC

Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin American and Native American perspectives. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

C-ID: SJS 110

**AFRAM 23****Perceptions of African-American Women**

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

Study and application of the historical role African-American women have played in the development of this country from its inception. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4

**AFRAM 25****Classical African Civilizations**

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

History, development, and contributions of classical African civilizations of the Nile River Valley (Kush, Nubia, Egypt): Examination of the scientific contributions, social and political structures, religious philosophies, artistic techniques, and technological innovations that these civilizations have made to world culture and history from 4,000 BCE to 30 BCE. 2203.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; IGETC Area 3B, 4G

**AFRAM 27****Afro-Caribbean History, Politics and Culture**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Historical, economic, and cultural development of the Caribbean from Native American occupation and colonization by European nations to the struggle for sovereignty: Transformation of the region by the introduction of large-scale production in agriculture and the arrival of enslaved Africans; impact of African culture and resistance to slavery and European domination by blacks in the region; different paths to economic development in the post- emancipation years; and the role of U.S. foreign policy in the twentieth century. 2203.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; IGETC Area 3B, 4G

**AFRAM 30****African-American History: Africa to 1865**

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as HIST 50. Not open for credit to students who have completed or are currently enrolled in HIST 50.
- Acceptable for credit: CSU, UC

Survey of the experience of African-Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural developments, and change. 2203.00

AA/AS GE Area 2, 3, 5; CSU GE Breadth Area C2, D; CSU American Institutions, Group 1; IGETC Area 3B; 4C; IGETC American Institutions, Group 1

**AFRAM 31****African-American History: 1865-1945**

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as HIST 51. Not open for credit to students who have completed or are currently enrolled in HIST 51.
- Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African-American nationalism, racism, and the impact of the Depression and World War II. 2203.00

AA/AS GE Area 2, 3, 5; CSU GE Breadth Area C2, D; CSU American Institutions, Group 1; IGETC Area 3B; 4C; IGETC American Institutions, Group 1

**AFRAM 32****African-American History: 1945 to Present**

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

Survey of the experience of African-Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.00

AA/AS GE Area 2, 3, 5; CSU GE Breadth Area C2, D; IGETC Area 3B, 4C

**AFRAM 33****The Roots of African-American Culture**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Historical dimensions of the African-American experience: Emphasis on formation of a distinctive African-American culture. 2203.00

AA/AS GE Area 2, 3, 5; CSU GE Breadth Area C2, D; IGETC Area 4C

**AFRAM 35****Women of Color**

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

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00

**AFRAM 38****Environmental Racism and Justice**

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as ENVMT 12. Not open for credit to student who have completed or are currently enrolled in ENVMT 12.
- Acceptable for credit: CSU, UC

American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 2203.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4G; UCB American Cultures 2

**AFRAM 39****Black World Films**

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

Examination of the image of African-Americans in Hollywood films past and present: African-centered analysis for evaluating movies, which expands our understanding of Black film makers in Africa and the Western world including the Caribbean and South America. 2203.00

AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 3B

**AFRAM 41****African-American Writers (Fiction)**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

African-American fiction writers: Emphasis on the African-American novelist and playwright; analysis of the development of each genre and the themes used. 2203.00

AA/AS GE Area 3, 4d, 5; CSU GE Breadth Area C2; IGETC Area 3B

**AFRAM 42****African-American Writers (Non-Fiction)**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

African-American nonfiction writers: Emphasis on essays, autobiographies, and biographies. 2203.00

AA/AS GE Area 3, 4d, 5; CSU GE Breadth Area C2; IGETC Area 3B

**AFRAM 43****African-American Writers (Poetry)**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

African-American poets (past and present): Emphasis on interpretation of ideas in poetry from the African-American perspective; creative writing required. 2203.00

AA/AS GE Area 3, 4d, 5; CSU GE Breadth Area C2; IGETC Area 3B

**AFRAM 45****Religion and the African-American Church in America**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 2203.00

AA/AS GE Area 2, 3, 5; CSU GE Breadth Area D; IGETC Area 4C

**AFRAM 49****Independent Study in African-American Studies**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in African-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

**AFRAM 52****Hip Hop: A Culture Beyond Beats and Rhymes**

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

Social and political exploration of hip hop: Cultural artifact, art form and music genre, from 1970's through today; musical narrative of people of African ancestry. 2203.00

# Anthropology (ANTHR)

Merritt's Anthropology programs teach students to think appreciatively and globally about diversity in human cultures, human history and prehistory, and human biology to foster cross-cultural understanding and to develop a critical world view, which enables students to succeed in higher levels of education and in any profession. Students attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and global economy.

Anthropology is valuable for people seeking careers in business, private and non-profit sectors, education, community service, criminal justice, forensics and law, and government. An anthropology degree enhances studies in healthcare and medicine (epidemiology, public health, nursing, pre-medicine for a career as a doctor), museology, international development, city planning, linguistics, psychology, ecology, archaeology and cultural resource management.

## Merritt College offers the following degree programs in Anthropology:

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### Anthropology

- Associate in Arts (AA) Degree
  - Associate in Arts for Transfer (AA-T) Degree
-

## Anthropology Associate in Arts (AA) Degree

### DESCRIPTION

The Associate in Arts degree in Anthropology will be awarded upon satisfactory completion of the major course requirements and the General Education requirements.

### REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 1L	Physical Anthropology Laboratory	1
ANTHR 2	Introduction to Archeology and Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
ANTHR 5	American Indian History and Culture	3
MATH 13	Introduction to Statistics	4
<b>Major Elective Courses</b>		
<i>Select two courses for 6 units from the following:</i>		
ANTHR 4	Ancient Civilizations: Aztec, Inca, Maya	3
ANTHR 7	Magic, Religion and Witchcraft	3
ANTHR 13	Urban Anthropology	3
ANTHR 16	Sex and Society	3
<b>Strongly Recommended Courses</b>		
BIOL 10	Introduction to Biology	(4)
CIS 1	Introduction to Computer Information Systems	(4)
<b>or</b>		
CIS 5	Introduction to Computer Science	(5)
<b>Major Requirements</b>		<b>23</b>
<b>Total Units</b>		<b>60</b>

**Note:** To qualify for the Anthropology Associate in Arts degree, students must satisfactorily complete the major requirements specified above and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.



## Anthropology Associate in Arts for Transfer (AA-T) Degree

### DESCRIPTION

The Associate in Arts in Anthropology for Transfer (AA-T) degree is intended to meet the lower division requirements for anthropology majors or majors that have been deemed similar in the California State University (CSU) system. A study of anthropology at Merritt College is intended to provide students with knowledge and appreciation of the diversity of cultural and biological contributions to human adaptations, in the past and in the present.

Successful completion of the degree affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in anthropology or similar major. Students transferring to a CSU campus will be required to complete no more than 60 semester or 90 quarter units after transfer to earn a bachelor's degree.

To qualify for the Associate in Arts in Anthropology for Transfer (AA-T) degree, students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following:

1. The California State University General Education – Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) and
2. 19-22 semester units with a grade of “C” or better, or “P” if the course is taken on a “Pass/No-Pass” basis, in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (Some universities may have limits on the number of Pass/No-Pass units they will accept for transfer. See a counselor for more information.)

See the Transfer to Four-Year Colleges and Universities section of this catalog for more information on AA-T overall requirements and CSU GE-Breadth or IGETC.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

### CAREER OPPORTUNITIES

Anthropology is valuable for people seeking careers in business, private and non-profit sectors, education, community service, criminal justice (and with further study, forensics and law), and government. With added academic study and degrees, an anthropology degree is a useful for study in healthcare and medicine (epidemiology, public health, nursing, pre-medicine for a career as a doctor), museology, international development, city planning, linguistics, psychology, ecology, and archaeology and cultural resource management.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Analyze human biological and cultural adaptations, including the different factors that have affected and continue to affect humans biologically and culturally.
2. Analyze the factors that cause modern human biological and cultural diversity and demonstrate an appreciation for, and sensitivity to, human biological and cultural diversity.
3. Understand and apply the scientific and methodological approaches necessary for conducting research in the interdisciplinary fields of anthropology.

**Anthropology** Associate in Arts for Transfer (AA-T) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 2	Introduction to Archeology and Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
<b>Group A</b>		
MATH 13	Introduction to Statistics	4
<b>Major Elective Courses</b>		
<b>Group B</b> <i>Select one course for 3-5 units from the following:</i>		
BIOL 2	Human Anatomy	5
GEOL 1	Introduction to Physical Geology	4
PSYCH 28	Introduction to Research Methods in Psychology	3
or		
SOC 120	Introduction to Research Methods	3
<b>Group C</b> <i>Select one course for 3 units from any Group B course not already used or the following:</i>		
ANTHR 5	American Indian History and Culture	3
ANTHR 7	Magic, Religion and Witchcraft	3
ANTHR 16	Sex and Society	3
<b>Total Units for the Major</b>		<b>19-22</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>13-16</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>12-20</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

# Anthropology

## CREDIT

### ANTHR 1

#### Introduction to Physical Anthropology

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

Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3 (with ANTHR 1L satisfies lab requirement); IGETC Area 5B, 5C (with ANTHR 1L satisfies lab requirement)

### ANTHR 1L

#### Physical Anthropology Laboratory

- 1 unit, 4 hours laboratory (GR or P/NP)
- Prerequisite or corequisite: ANTHR 1
- Acceptable for credit: CSU, UC

Adjunct laboratory to ANTHR 1: Work with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00

CSU GE Breadth Area B3 (with ANTHR 1); IGETC Area 5C (with ANTHR 1)

### ANTHR 2

#### Introduction to Archeology and Prehistory

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

World prehistory as reconstructed from the archeological and physical evidences of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archeological methods, techniques and problems. 2202.20

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4A  
C-ID: ANTH 150

### ANTHR 3

#### Introduction to Social and Cultural Anthropology

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

Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4A

### ANTHR 4

#### Ancient Civilizations: Aztec, Inca, Maya

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

Study of Meso-American and ancient South American peoples and cultures through the methods and theories of anthropological archeology. 2202.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4A

### ANTHR 5

#### American Indian History and Culture

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

Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in Native American socio-economic and cultural development, and recent political and social movements. 2202.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4A

### ANTHR 7

#### Magic, Religion and Witchcraft

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

Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00

AA/AS GE Area 2, 3; CSU GE Breadth Area D; IGETC Area 4A

### ANTHR 8

#### Anthropology Through Film: Ethnographic Studies

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

Analysis of a wide range of cultures, including American, and filmed representations of them: Focuses strongly on issues of race, gender, age and ethnicity. 2202.00

### ANTHR 13

#### Urban Anthropology

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

Study of communities in urban settings and a cross-cultural approach to urban lifestyles: Rise and fall of great urban centers in Asia, Africa, Europe, and the Americas. 2202.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4A

### ANTHR 16

#### Sex and Society

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

Cross-cultural approach stressing the biological, cultural, social, and legal aspects of human sexuality: Biological evolution, sexual preferences, abortion, pornography, prostitution, and expanded family forms as they relate to changing laws, customs, and emergent political groups. 2202.00

AA/AS Area 2; CSU Area D; IGETC Area 4A

### ANTHR 49

#### Independent Study in Anthropology

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Anthropology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2202.00

# Art (ART)

Creativity and the artistic impulse are intrinsically human qualities that, when explored and expressed, bring a deeply rewarding sense of satisfaction, appreciation, and connection. The shared creative process and study of a class in art history, drawing, painting, or ceramics fosters both awareness of art and culture, as well as individual, self-expression. Our programs and classes offer opportunities to learn and experiment creatively in a safe, inclusive, and accessible environment.

In addition to generating and nurturing the creative element in human life, the Art Department offers many classes that transfer to University of California and California State University systems as electives, and beginning studio classes that transfer to satisfy Fine Arts and Art History major requirements. Art history classes also satisfy the Humanities General Education requirement.

## Merritt College offers the following certificate programs in Art:

Art Foundation	<ul style="list-style-type: none"><li>Certificate of Achievement</li></ul>
Botanical Illustration	<ul style="list-style-type: none"><li>Certificate of Proficiency</li></ul>
Ceramics	<ul style="list-style-type: none"><li>Certificate of Proficiency</li></ul>

# Art Foundation Certificate of Achievement

## DESCRIPTION

The Art Foundation Certificate of Achievement program prepares students to enter vocational programs and fields of study that require knowledge of basic drawing, painting, color theory, 2-D composition and design.

A Certificate of Achievement will be awarded upon satisfactory completion of the requirements specified below.

## CAREER OPPORTUNITIES

The Art Foundation Certificate of Achievement prepares students to advance in vocational programs, such as Graphic Design, Illustration, Fashion Design, Industrial Design, Interior Design, Media Arts, Video, Architecture, Arts Education, and Childhood Education.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Write a visual analysis/critique of their own and other's art on both form and content, and its relation to a historical and global context.
2. Produce artworks reflecting an understanding of basic components of design and composition such as line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass and emphasis.
3. Assemble a portfolio of strong works of art that demonstrate skill and understanding of techniques in various media.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ART 20	Beginning Drawing and Composition	3
ART 22	Intermediate Drawing and Composition	3
ART 46	2-D Visual Design	3
ART 50	Beginning Painting	3
ART 137	Beginning Figure Drawing and Composition	3
<b>Major Elective Courses</b>		
<i>Select one course for 2-3 units from the following:</i>		
ART 23	Advanced Drawing and Composition	3
ART 26	Continuing Figure Drawing and Composition	2
ART 27	Intermediate Figure Drawing and Composition	3
ART 28	Advanced Figure Drawing and Composition	3
ART 35	Beginning Portraiture	2
ART 36	Continuing Portraiture	2
ART 40	Color Dynamics: The Interaction of Color	3
ART 51	Continuing Painting	2
ART 52	Intermediate Painting	3
ART 53	Advanced Painting	3
ART 60	Beginning Painting: Watercolor	2
ART 61	Continuing Painting: Watercolor	2
ART 62	Intermediate Painting: Watercolor	3
ART 63	Advanced Painting: Watercolor	3
ART 66	Beginning Pastel Drawing	2
ART 67	Continuing Pastel Drawing	2
ART 166	Beginning Botanical Drawing	2
<b>Total Units</b>		<b>17-18</b>



**Art Foundation** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete an Art Foundation Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
ART 20	Beginning Drawing and Composition	3
ART 46 or ART 50	2-D Visual Design	3
	Beginning Painting	3
<b>1st Semester Units</b>		<b>6</b>
<b>2nd Semester</b>		
ART 22	Intermediate Drawing and Composition	3
ART 46 or ART 50	2-D Visual Design	3
	Beginning Painting	3
<b>2nd Semester Units</b>		<b>6</b>
<b>3rd Semester</b>		
ART 137	Beginning Figure Drawing and Composition	3
<b>3rd Semester Units</b>		<b>3</b>
<b>4th Semester</b>		
Major Elective Course(s)		2-3
<b>4th Semester Units</b>		<b>2-3</b>
<b>Total Units</b>		<b>17-18</b>

## Botanical Illustration Certificate of Proficiency

### DESCRIPTION

A Certificate of Proficiency in Botanical Illustration provides students with the skills and portfolio to apply to advanced scientific illustration programs, or the basis for a career as a botanical artist. It is also an attractive resume enhancement for students in other related programs, such as landscape design, botany and biology.

### CAREER OPPORTUNITIES

A Certificate of Proficiency in Botanical Illustration enables students to develop the skills and portfolio to apply to advanced scientific illustration programs, or pursue a career as a botanical artist. It also provides a resume enhancement for students in other programs, such as landscape design, botany and biology, and environmental studies.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Create visually accurate renderings of diverse plant materials, demonstrating technical competence in both drawing and watercolor techniques.
2. Recognize, identify and illustrate basic plant structures relating to stems and their modifications, roots and their modifications, leaves and their modifications, flowers and their modifications, floral inflorescences and fruits.
3. Knowledge of the history of Botanical Illustration, contemporary Botanical artists and development of personal illustration style.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ART 60	Beginning Painting: Watercolor	2
ART 61	Continuing Painting: Watercolor	2
ART 166	Beginning Botanical Drawing	2
ART 167	Continuing Botanical Drawing	2
ART 168	Advanced Botanical Drawing	2
ART 169	Special Projects Botanical Drawing	2
LANHT 23	Plant Terminology	2.5

TABLE CONTINUES ►

**Botanical Illustration** Certificate of Proficiency

◀ TABLE CONTINUED

SUBJECT #	TITLE	UNITS
<b>Major Elective Courses</b>		
<i>Select one course for 3 units from the following:</i>		
LANHT 2	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 2E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 3	Plant Materials: Ground Covers and Vines ID and Culture with Lab (Day)	3
LANHT 3E	Plant Materials: Ground Covers and Vines ID and Culture (Evening)	3
LANHT 4	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 4E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 5A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 5B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 5EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 5EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 6A	Plant Materials: Fall Herbaceous Plant ID and Culture with Lab (Day)	3
LANHT 6B	Plant Materials: Spring Herbaceous Plant ID and Culture with Lab (Day)	3
LANHT 6EA	Plant Materials: Fall Herbaceous Plant ID and Culture (Evening)	3
LANHT 6EB	Plant Materials: Spring Herbaceous Plant ID and Culture (Evening)	3
LANHT 7	Plant Materials: Conifer ID and Culture with Lab (Day)	3
LANHT 7E	Plant Materials: Conifer ID and Culture (Evening)	3
<b>Major Core Courses</b>		<b>14.5</b>
<b>Major Elective Courses</b>		<b>3</b>
<b>Total Units</b>		<b>17.5</b>

## Ceramics Certificate of Proficiency

### DESCRIPTION

The Merritt College Ceramics Certificate of Proficiency program is a comprehensive preparation for employment in the field of ceramic arts. Introductory through advanced coursework allows students to build and refine broad-based skills and concepts from design principles to portfolio development. Merritt College Ceramics students have exhibited art work in gallery and museum venues, been featured in national publications, catalogs and books, and lectured at conferences and symposia. Upon completion of this program, students have obtained jobs in the profession including college ceramics technician, community arts center instructor, assistant to noted Bay Area artists, artists with public art commissions, ceramic supply salesperson, gallery representative, and studio artists. A Certificate of Proficiency in Ceramics will be awarded upon satisfactory completion of course requirements.

### CAREER OPPORTUNITIES

The Ceramics Certificate of Proficiency offers a broad range of career opportunities. Upon completion students will have the skills to market their work at art fairs, work in galleries and museum shops, teach ceramics at community centers, and work in sales positions in ceramic supply companies.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Successfully and consistently create ceramic objects that demand skillful control of the medium and processes to build a unique body of work for portfolio presentation.
2. Demonstrate knowledge of history and concepts of both ancient and contemporary clay art practice.
3. Demonstrate working knowledge of clay bodies, building techniques, finishing and glazing, kiln firings and alternative firing techniques.

### PROGRAM REQUIREMENTS:

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ART 9	History of World Ceramics: Past and Present	3
ART 80	Beginning Ceramics	3
ART 82	Intermediate Ceramics	3
ART 83	Advanced Ceramics	3
ART 88	Special Projects: Ceramic Sculpture	2
ART 187	Beginning Ceramic Sculpture	3
<b>Total Units</b>		<b>17</b>

## Art

### CREDIT

#### ART 1

##### Introduction to Art History

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

Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth-century art. 1001.00

AA/AS GE Area 3; CSU GE Breadth Area C1; IGETC Area 3A

#### ART 3

##### History of Western Art: Renaissance to Contemporary Art

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: ENGL 1A
- Acceptable for credit: CSU, UC

Major visual art forms of Western cultures from the Renaissance period to Contemporary period: Survey of the foremost artists and their works. 1001.00

AA/AS GE Area 3; CSU GE Breadth Area C1; IGETC Area 3A

#### ART 4

##### History of Modern Art (1800 to Present)

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

Major visual art forms and movements of the nineteenth and twentieth centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works. 1001.00

AA/AS GE Area 3; CSU GE Breadth Area C1; IGETC Area 3A

#### ART 7

##### History of African-American Art (Past to Present)

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

Development of the African-American visual artist in the Americas. Contributions of selected major African-American artists and contemporary trends. 1002.10

AA/AS GE Area 3, 5; CSU GE Breadth Area C1; IGETC Area 3A

#### ART 20

##### Beginning Drawing and Composition

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

C-ID: ARTS 110

#### ART 21

##### Continuing Drawing and Composition

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of topics of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white, and in color. 1002.10

#### ART 22

##### Intermediate Drawing and Composition

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10

C-ID: ARTS 205

#### ART 23

##### Advanced Drawing and Composition

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Advanced drawing techniques applied to selected subjects and goals. 1002.10

#### ART 24

##### Special Projects: Drawing

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Independent exploration and experimentation in special areas of drawing. 1002.10

#### ART 25

##### Fundamentals of Figure Drawing and Composition

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Understanding the figure from quick sketches to long careful studies of the live model: Fundamentals of anatomy, proportion, drawing techniques, and composition. 1002.10

#### ART 26

##### Continuing Figure Drawing and Composition

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuing drawing from the live model: Introduction to more advanced problems. 1002.10

**ART 27****Intermediate Figure Drawing and Composition**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Recommended preparation: ART 137
- Acceptable for credit: CSU, UC

Continued development of knowledge and skills introduced in ART 137: Emphasis on expressive content of the figure developed through manipulation of line, form, value, composition, facial expression, pose, and anatomical proportions. 1002.10

**ART 28****Advanced Figure Drawing and Composition**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Advanced drawing from the live model: Emphasis on developing an individual style. 1002.10

**ART 29****Special Projects: Figure Drawing**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU

Continued study and development of special projects in figure drawing from the live model. 1002.10

**ART 35****Beginning Portraiture**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

**ART 36****Continuing Portraiture**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on composition, position, clothing, and color. 1002.10

**ART 39****Special Projects: Portraiture**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU

Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

**ART 40****Color Dynamics: The Interaction of Color**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Color interaction as developed by Josef Albers whose discoveries are widely used today in all the visual arts: Presentation of a series of studio problems designed to sharpen color perception, increase sensitivity to color relationships, and help the student discover a new kind of space, tension, rhythm, form, and harmony through interaction of color. 1002.10

AA/AS GE Area 3

**ART 46****2-D Visual Design**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition: Basic principles and elements of line, shape, texture, value, color and spatial illusion; development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. 1002.00

C-ID: ARTS 100

**ART 47****3-D Visual Design**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition: Elements and organizing principles of design as they apply to three-dimensional space and form. Development of visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. 1002.00

C-ID: ARTS 101

**ART 49****Independent Study in Art**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/ NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Art. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1002.00

**ART 50****Beginning Painting**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Recommended preparation: ART 20
- Acceptable for credit: CSU, UC

Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10

C-ID: 210

**ART 51****Continuing Painting**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Continuation of ART 50: Emphasis on composition using oils, acrylics, and mixed media; may include live models. 1002.10

**ART 52****Intermediate Painting**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Continuation of ART 51: Emphasis on more independent and complex activities and projects. 1002.10



**ART 60****Beginning Painting: Watercolor**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet, and opaque techniques as applied to various subject matter. 1002.10

**ART 61****Continuing Painting: Watercolor**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes. 1002.10

**ART 62****Intermediate Painting: Watercolor**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Intermediate level development of skills, techniques, and content in watercolor painting: Creativity, composition, and individual expression through watercolor techniques emphasized; concentrated work in specific areas. 1002.10

**ART 63****Advanced Painting: Watercolor**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Advanced watercolor painting skills, techniques, and content: Individual goals designed by student with instructor with concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

**ART 80****Beginning Ceramics**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Introduction to ceramics: Materials, techniques, design principles, creative development; historical, contemporary modes of expression across cultures. 1002.30

**ART 81****Continuing Ceramics**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes. 1002.30

**ART 82****Intermediate Ceramics**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of ART 81: Emphasis on surface design, firing, and further skill development in forming processes. 1002.30

**ART 83****Advanced Ceramics**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of ART 82: Emphasis on individual expression; experimentation in glazes, clay bodies, and kiln firing. 1002.30

**ART 84****Special Projects: Ceramics**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Exploration and experimentation in special areas of ceramics. 1002.30

**ART 88****Special Projects: Ceramic Sculpture**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: ART 187
- Acceptable for credit: CSU, UC

Independent exploration and experimentation in the special area of ceramic sculpture. 1002.30

**ART 137****Beginning Figure Drawing and Composition**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Recommended preparation: ART 20
- Acceptable for credit: CSU, UC

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques: Human anatomy, historical and contemporary roles of figure drawing in the visual arts with descriptive and interpretive approaches to drawing the figure. 1002.10  
C-ID: ARTS 200

**ART 166****Beginning Botanical Drawing**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form and texture with graphite pencils, graphite powder, white drawing pencils and ink pens. 1002.10

**ART 167****Continuing Botanical Drawing**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of ART 166: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen and colored pencils. 1002.10

**ART 168****Advanced Botanical Drawing**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of ART 167: Recording details of various plant forms in graphite, colored pencils and other materials; emphasis on developing a personal style, working from traditional and contemporary examples as well as personal preference in subject and techniques. 1002.10

**ART 169****Special Projects: Botanical Drawing**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: ART 168
- Acceptable for credit: CSU, UC

Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen, colored pencils, and watercolor. 1002.10

**ART 187****Beginning Ceramic Sculpture**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Exploration of sculptural form through the use of ceramic media: Theory and application of form and design; exploration of surface decoration, kilns and firing. 1002.30

**ART 188****Intermediate Ceramic Sculpture**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuing work in the area of ceramic sculpture. 1002.30

**ART 189****Advanced Ceramic Sculpture**

- 3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Advanced work in sculptural form with ceramic media: Theory and application of three-dimensional design; concepts, processes, and principles, problems in construction, surface treatments, special techniques and material, including glazes and firing. 1002.30

**ART 202****Fundamentals of Drawing**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to drawing: Study of shape, form, and space in black and white. 1002.10

**ART 205****Fundamentals of Painting**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to painting: Basic painting techniques and composition using oils, acrylics. 1002.10

**ART 208****Foundations of Ceramics**

- 2 units, 1 hour lecture, 3 hours lab (GR or P/NP)

Introduction to Ceramics: Wheel throwing and hand building instruction, glazing and firing techniques. 1002.10

# Asian and Asian-American Studies (ASAME)

The mission of Asian and Asian-American Studies in the Department of Ethnic Studies is to offer opportunities for students to deepen their understanding of the multicultural and multi-racial history and character of the American experience, generally, and the varied racial and ethnic experiences, specifically. In addition, the aim is to locate the experiences of people of color in a larger global context in terms of identity, culture, sociology, history, and economic relations between nations. As new processes of migration evolve due to global economic politics, the program's purpose is to incorporate into the curriculum new topics of discussion and learning such as: borderlands, scarcity and migration, globalization and democracy and the increasing "ethnicization" of central economies.

## CREDIT

### ASAME 1

#### Art and Culture of Asia

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

Survey of arts of India, China and Japan and basic patterns of cultural and aesthetic relationships: Study of selected works of art and their historical and cultural settings. 2203.02

AA/AS GE Area 2, 3; CSU GE Breadth Area C1, D3; IGETC Area 3A, 4C  
C-ID: ARTH 130

### ASAME 19

#### Racism in the United States

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as AFRAM 19, M/LAT 6, and NATAM 19. Not open for credit to students who have completed or are currently enrolled in AFRAM 19, M/LAT 6, or NATAM 19.
- Acceptable for credit: CSU, UC

Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin American and Native American perspectives. 2203.02

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C  
C-ID: SJS 110

### ASAME 30

#### Asians and Asian-Americans through Films

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

Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian-American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian-American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians. 2203.02

AA/AS GE Area 2, 3, 5; CSU GE Breadth Area C2, D; IGETC Area 3B, 4C

### ASAME 32

#### Asian-American Psychology

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

Principles of psychology as they relate to the growth and development of Asian-Americans. 2203.02

AA/AS GE Area 2, 5; CSU GE Breadth Area D, E; IGETC Area 4C, 4I

### ASAME 45A

#### Asian-American History to 1945

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

Asian-American history from the pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.02

AA/AS GE Area 2, 5; CSU GE Breadth Area C2, D; IGETC Area 3B, 4C

### ASAME 45B

#### Asian-American History from 1945 to the Present

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

Asian-American history from 1945 to the present: The "new" Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.02

AA/AS GE Area 2, 5; CSU GE Breadth Area C2, D; IGETC Area 3B, 4C

# Astronomy (ASTR)

Astronomy, the oldest of all scientific studies, has played a vital role in the development of modern science. Astronomers study the formation, composition, and evolution of objects such as planets, stars, galaxies, nebulae, black holes, and the universe itself. Students may take astronomy courses to fulfill general education requirements or to transfer to a four-year institution.

Career opportunities include teaching, museum or planetarium director, astronomer/astrophysicist, space scientist, mission data analyst, spacecraft and instrument designer, observatory technician, telescope operator, optics or electronics technician, computer programmer, and mathematician.

## CREDIT

### ASTR 1

#### Introduction to Astronomy

- 3 units, 3 hours lecture plus required field trips and observation (GR)
- Recommended preparation: MATH 201 or MATH 210D; and MATH 202
- Not open for credit to students who have completed or are concurrently enrolled in ASTR 10
- Acceptable for credit: CSU, UC

Introduction to the universe and insight into its mysteries: Development of modern astronomy, light, astronomical instruments, a brief survey of the solar system, the Sun, the stars, novas and supernovas, neutron stars, black holes, galaxies, and cosmology. 1911.00

AA/AS GE Area 1; CSU GE Breadth Area B1 (with ASTR 20 satisfies lab requirement); IGETC Area 5A (with ASTR 20 satisfies lab requirement)

### ASTR 10

#### Descriptive Astronomy

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 201, MATH 210D, MATH 230, MATH 240, or appropriate placement into transfer level Math through multiple-measures assessment process
- Not open for credit to students who have completed or are currently enrolled in ASTR 1
- Acceptable for credit: CSU, UC

Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars. 1911.00

AA/AS GE Area 1; CSU GE Breadth Area B1 (with ASTR 20 satisfies lab requirement); IGETC Area 5A (with ASTR 20 satisfies lab requirement)

# Athletics (ATHL)

## For Activity Courses - See Kinesiology (KIN)

The Merritt College Athletics Department creates an environment that inspires a student's positive self-image, emotional wellbeing, and health consciousness through physical fitness, specialized physical skill development, and emphasis on character traits like teamwork, determination, respect, self-confidence, cooperation, and self-motivation.

Merritt College offers six sports teams for student athlete participation: basketball, soccer, and women's track & field and cross country. The college participates in intercollegiate competition through membership in the Bay Valley Conference, an eleven-team league in the Bay Area (Track and Field and Cross Country are in the Big Eight Conference).

To participate in intercollegiate athletics, student athletes must fulfill eligibility requirements as set forth by the California Community College Athletic Association (CCCCAA) and Merritt College. Student-athletes must adhere to the following eligibility requirements:

- Meet with a counselor and complete a Student Educational Plan (SEP).
- Maintain at least a 2.0 cumulative Grade Point Average (GPA).
- Successfully complete 24 units between the first and second season of competition in a specific sport of which 18 units must be academic.

Prospective athletes are urged to consult the Athletic Director or the coach of their sport of interest before or immediately after enrollment.

### CREDIT

#### ATHL 1

##### Intercollegiate Women's Basketball

- 1.5 units, 5 hours laboratory (GR or P/NP)
- Recommended preparation: Intermediate level basketball skills
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Application of basketball theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

CSU GE Breadth Area E

#### ATHL 2

##### Basketball Foundations

- 3 units, 10 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory and practice of basketball fundamentals. 0835.50

CSU GE Breadth Area E

#### ATHL 6

##### Intercollegiate Men's Basketball

- 1.5 units, 5 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

CSU GE Breadth Area E

#### ATHL 7

##### Basketball Team Pre-Season Preparation

- .5 unit, 2 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Intercollegiate basketball team pre-season training for intercollegiate competition: Sport-specific training to develop areas of individual weaknesses for students who intend to participate in intercollegiate competitive basketball. 0835.50

CSU GE Breadth Area E

#### ATHL 30

##### Intercollegiate Men's Soccer

- 3 units, 10 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: A comprehensive course designed for the student-athlete covering advanced development of intercollegiate soccer skills, fitness skills, and mental preparation for competition. 0835.50

CSU GE Breadth Area E

#### ATHL 31

##### Intercollegiate Men's Soccer Nontraditional Season Preparation

- 3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Intercollegiate soccer off-season training for intercollegiate competition: Sport-specific training to develop areas of individual strengths for students who intend to participate in intercollegiate competitive soccer. 0835.50

CSU GE Breadth Area E

**ATHL 59****Intercollegiate Track and Field**

- 3 units, 10 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50

CSU GE Breadth Area E

**ATHL 60****Track and Field Foundations**

- 3 units, 10 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50

CSU GE Breadth Area E

**ATHL 66****Intercollegiate Men and Women's Cross Country**

- 3 units, 10 hours laboratory (GR or P/NP)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy and leadership. 0835.50 CSU GE Breadth Area E

**ATHL 67****Cross Country Foundation**

- 3 units, 10 hours laboratory (GR)
- Course may be repeated three times
- Acceptable for credit: CSU

Fundamentals of intercollegiate cross-country competition: Theory, team organization, technique, strategy and leadership. 0835.50

CSU GE Breadth Area E

**ATHL 75****Intercollegiate Women's Soccer**

- 3 units, 10 hours laboratory (GR)
- Course may be repeated three times
- Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Advanced development of intercollegiate soccer skills, fitness skills, and mental preparation for competition. 0835.50

CSU GE Breadth Area E



# Biology (BIOL)

Using evolution as its paradigm, the Biology Department provides a supportive, challenging, and stimulating environment in which students are able to acquire a strong foundation in biology. This foundation includes instruction, development of critical thinking skills, and training on cutting-edge equipment to prepare students for transfer to four-year institutions or provide access to fulfilling careers in medical, nursing, radiological sciences and other biology-related areas. We also wish to promote natural history both locally and internationally.

## Merritt College offers the following certificate program in Biology:

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### Natural History and Resources

- Certificate of Achievement
-

# Natural History and Resources

Certificate of Achievement

## DESCRIPTION



The Natural History and Resources Certificate of Achievement educates students on the biodiversity of the Bay Area and beyond and how that biodiversity interacts with humans in different ecosystems and scales. Coursework provides a foundation on local flora, fauna, and geology, as well as an ecosystem-driven approach to explore natural resources such as water, forests, and ecosystem services. Graduates of the program can expect to be prepared for entry-level employment in the field of natural resources and the environment.

In the Natural History and Resources Program, students will...

- Discover the vast diversity of animals, plants, fungi, and microscopic organisms through courses in botany, ornithology, entomology, herpetology, and more.
- Learn the principles of biogeography and the interplay between biology and geology.
- Participate in field trips and field courses around the Bay Area and beyond.

## CAREER OPPORTUNITIES

The Natural History and Resources Certificate of Achievement prepares students for careers focused on organismal diversity and ecosystem functioning, specifically the positions of biological technician, ecological technician, ecological restoration technician, nature interpreter, field technician, biological consultant, and environmental consultant working for natural resource government agencies, environmental non-profits, and environmental consulting firms.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Provide an overview of the form and function of local biodiversity (flora and fauna) and understand the ecological roles of these organisms.
2. Demonstrate an understanding of the various ecosystems and natural resources in the Bay Area and their importance.
3. Demonstrate practical skills, such as species identification, field documentation, and environmental impact report preparation, used by professionals in the field.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BIOL 29	Introduction to Biodiversity	4
ENVMT 1	Environmental Careers	1
ENVMT 2	Introduction to Sustainable Environmental Systems	3
ENVMT 2L	Introduction to Sustainable Environmental Systems Lab	1
GEOG 1	Physical Geography	3
AFRAM 38 or ENVMT 12	Environmental Racism and Justice	3
<b>Major Elective Courses</b>		
<i>Select courses for a minimum of 9 units from the following:</i>		
ART 166	Beginning Botanical Drawing	2
BIOL 9	Marine Biology	4
BIOL 15	Environmental Biology	3
BIOL 60A	Natural History of the Bay Area: The Local Parks	0.5
BIOL 60B	Natural History of the Bay Area: Mt. Diablo State Park	0.5-3
BIOL 60C	Natural History of the Bay Area: Herpetology	2
BIOL 61E	Natural History of the Tide Pools of the Greater Bay Area	0.5
BIOL 61G	Natural History: Mammals of the Greater Bay Area	2
BIOL 61H	Natural History of the Bay Area: Butterflies and Moths	2
BIOL 61I	Natural History of the Bay Area: Bryophytes	2

TABLE CONTINUES ►

**Natural History and Resources** Certificate of Achievement

## ◀ TABLE CONTINUED

SUBJECT #	TITLE	UNITS
BIOL 61K	Natural History of the Bay Area: Lichens	2
BIOL 62S	Natural History of the Islands of California	2
BIOL 80A	Raptors of Central California and the Bay Area	0.5
BIOL 80B	Bird Songing: The Ecology of Bird Songs and Identification by Ear	0.5
BIOL 80C	Fundamentals of Ornithology and Birding in Central California/Bay Area	0.5
BIOL 80D	Ecology of the California Condor	1.5
GEOL 1	Introduction to Physical Geology	4
GEOL 12	Environmental Geology	3
GEOL 21	Bay Area Field Studies	1
LANHT 2 or	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Evening)	3
LANHT 5A or	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 5EA	Plant Materials: Fall Native Plant ID and Culture with Lab (Evening)	3
LANHT 5B or	Plant Materials: Spring Native Plant ID and Culture (Day)	3
LANHT 5EB	Plant Materials: Spring Native Plant ID and Culture (Day)	3
LANHT 10	Insect Pests	3
LANHT 16	Soil Management	3
LANHT 23	Plant Terminology	2.5
LANHT 45A	Mushroom Cultivation	2
LANHT 50	Plant Taxonomy	3
NATAM 76E	California Indian Ecology of the Central Coast	1.5
<b>Interdisciplinary Elective Courses</b>		
<i>Select one course for 2-4 units from the following:</i>		
COPED 476F	Occupational Work Experience in Environmental Management and Technology	1-4
ENVMT 5	Oakland Food Culture	3
ENVMT 8	Introduction to Outdoor Education	3
ENVMT 11	Sustainable Urban and Regional Planning	3
ENVMT 14	Environmental Impact Reports	2
ENVMT 35	Introduction to Urban Agroecology	3
ENVMT 40	From Tree to Sea: A Bay Area Environmental Cross Section	3
ENVMT 44	Introduction to Creek and Watershed Restoration	3
ENVMT 55	Principles of Conservation and Land Management	3
ENVMT 56	Management of Public Parks and Natural Resources	3
ENVMT 57	Park Operations Practice and Skills	4
LANHT 81	Arborist Equipment Fundamentals	2
<b>Total Units</b>		<b>26</b>

## Natural History and Resources Certificate of Achievement

### RECOMMENDED TWO-YEAR COURSE SEQUENCE

Students can use the following pattern to complete a Natural History and Resources Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
BIOL 29	Introduction to Biodiversity	4
GEOG 1	Physical Geography	3
<b>1st Semester Units</b>		<b>7</b>
<b>2nd Semester</b>		
ENVMT 2	Introduction to Sustainable Environmental Systems	3
ENVMT 2L	Introduction to Sustainable Environmental Systems Lab	1
Major Elective Course(s)		4
<b>2nd Semester Units</b>		<b>8</b>
<b>3rd Semester</b>		
ENVMT 1	Environmental Careers	1
ENVMT 12	Environmental Racism and Justice	3
or		
AFRAM 38	Environmental Racism and Justice	3
Major Elective Course(s)		2
Interdisciplinary Elective Course(s)		2
<b>3rd Semester Units</b>		<b>8</b>
<b>4th Semester</b>		
Major Elective Course(s)		3
<b>4th Semester Units</b>		<b>3</b>
<b>Total Units</b>		<b>26</b>

# Biology

## CREDIT

### BIOL 1A

#### General Biology

- 5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
- Prerequisite: CHEM 1A
- Acceptable for credit: CSU, UC

Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C  
C-ID: BIOL 190; BIOL 135S (with BIOL 1B)

### BIOL 1B

#### General Biology

- 5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
- Prerequisite: BIOL 1A
- Acceptable for credit: CSU, UC

Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C  
C-ID: BIOL 140; BIOL 135S (with BIOL 1A)

### BIOL 2

#### Human Anatomy

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: BIOL 10 or BIOL 24
- Acceptable for credit: CSU, UC

Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/ organs. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C  
C-ID: BIOL 110 B

### BIOL 3

#### Microbiology

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CHEM 1A or CHEM 30A
- Recommended preparation: BIOL 10
- Acceptable for credit: CSU, UC

Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains. 0403.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

### BIOL 4

#### Human Physiology

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CHEM 1A or CHEM 30A
- Recommended preparation: BIOL 2
- Acceptable for credit: CSU, UC

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and process, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C  
C-ID: BIOL 120 B

### BIOL 5

#### Botany

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Introductory study of botany: Structure, physiology, genetics, ecology, and uses of plants. Laboratory work emphasizes microscopy, physiology experiments, and field identification. 0402.00

AA/AS Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B;  
C-ID BIOL 155

### BIOL 9

#### Marine Biology

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Introduction to the natural history of marine organisms: Basic concepts of biology and environmental science with some local focus on Northern California marine ecosystems. 0408.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

### BIOL 10

#### Introduction to Biology

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in BIOL 1A or BIOL 1B or BIOL 25.
- Students with previous credit in BIOL 11 receive only 1 unit of credit for BIOL 10.
- Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

**BIOL 15****Environmental Biology**

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

Study of the relationships between living things and their environment: Natural selection and speciation, the organism and its environment, population ecology, the ecosystem, and a survey of ecosystems. 0115.00

AA/AS GE Area 1; CSU GE Breadth Area B2; IGETC Area 5B

**BIOL 20A****Human Anatomy and Physiology**

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: BIOL 24 or CHEM 30A
- Acceptable for credit: CSU, UC

Structure and function of the human body: Biological chemistry, cytology, tissues, and integumentary, skeletal, muscular and nervous systems; selected human diseases. Laboratory work: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

C-ID: BIOL 115 S (with BIOL 20B)

**BIOL 20B****Human Anatomy and Physiology**

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: BIOL 20A
- Acceptable for credit: CSU, UC

Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

C-ID: BIOL 115 S (with BIOL 20A)

**BIOL 23****Introduction to the Human Body**

- 3 units, 3 hours lecture (GR or P/NP)
- Course is equivalent to BIOL 24 without the lab; it does not meet Allied Health requirements for an anatomy and physiology course.
- Acceptable for credit: CSU, UC

Fundamentals of structure and function of the human body: Emphasis on medical and health aspects. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2; IGETC Area 5B

**BIOL 24****Basic Human Anatomy and Physiology**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

**BIOL 25****Human Biology**

- 3 units, 3 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in BIOL 1A or BIOL 1B or BIOL 10.
- Acceptable for credit: CSU, UC

Principles of life sciences through study of biological structures and functions of the human organism: Human genetics, evolution, ecology, sexual differences and comparisons, development and growth, and survey of body systems. 0401.00

AA/AS GE Area 1; CSU GE Breadth Area B2; IGETC Area 5B

**BIOL 29****Introduction to Biodiversity**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Introduction to biology emphasizing chiefly the evolution, adaptations, and classification of life forms from bacteria to animals: Identification of groups of organisms and the most common species; lesser emphasis on cellular and molecular biology and genetics. 0115.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C

**BIOL 36****Human Genetics**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: BIOL 1A or BIOL 10 and any college level Chemistry
- Acceptable for credit: CSU, UC

Survey of basic Mendelian and modern genetics: Basic cell biology, cytogenetics, pedigree analysis, multi-factorial inheritance, development and sex determination, DNA structure and function, gene expression and regulation, mutation and epigenetics, evolution and population genetics, cancer genes, immune system, biotechnology, behavior genetics, genetic counseling. 0401.00

AA/AS GE Area 1; CSU GE Breadth Area B2, B3; IGETC Area 5B, 5C



**BIOL 42****Basic Pathophysiology**

- 3 units, 3 hours lecture (GR)
- Prerequisite: BIOL 3, and CHEM 1A or CHEM 30A (CHEM 1A or CHEM 30A may be taken concurrently with BIOL 3)
- Prerequisite or Corequisite: BIOL 2 or BIOL 20A; and BIOL 4 or BIOL 20B
- Acceptable for credit: CSU, UC

Introduction to the fundamentals of pathophysiology with a focus on physiologic changes and altered functions in the human body resulting from disease processes: Study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders based on foundation principles from anatomy, physiology and chemistry; exploration of diagnostic procedures, preventative measures, and current therapeutic regimens. 0410.00

AA/AS GE Area 1; CSU GE Breadth Area B2; IGETC Area 5B

C-ID: HIT 105 X

**BIOL 49****Independent Study in Biological Sciences**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Biology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0401.00

**BIOL 60A****Natural History of the Bay Area: The Local Parks**

- .5 - 3 units, .5 - 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey of the natural history of the Bay Area: Climate, geology, geologic history, geomorphology, flora and fauna of selected Bay Area parks. 0115.00

**BIOL 60B****Natural History of the Bay Area: Mt. Diablo State Park**

- 1-5 units, 1-5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey of the natural history of Mt. Diablo State Park: Climate, geology, geologic history, geomorphology, flora and fauna; survey techniques for field studies and conservation strategies for the endangered species of the park; includes on-site field studies at Mt. Diablo State Park. 0115.00

**BIOL 60C****Natural History of the Bay Area: Herpetology**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey of the natural history of reptiles and amphibians of the Bay Area; includes on-site field studies in various state and regional parks. 0115.00

**BIOL 60E****Natural History of the Bay Area: Biogeography**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Exploration of the major habitat types of the Bay Area: Salt water, fresh water, coasts, tidelands, uplands, and mountain peaks, patterns in nature, the historical and ecological factors of the distribution of biodiversity over geological and contemporary timescales. 0115.00

**BIOL 61E****Natural History: Tide Pools of the Greater Bay Area**

- .5 units, .5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey of tide-pool life of the Greater Bay Area: Invertebrates and vertebrates as well as tide-pool flora. 0115.00

**BIOL 61H****Natural History of the Bay Area: Butterflies and Moths**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey and overview of the butterflies and moths of the Bay Area: Identification, ecology, natural history, and evolution of our local butterflies and moths. 0115.00

**BIOL 61I****Natural History of the Bay Area: Bryophytes**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Identification of common mosses and liverworts of the greater San Francisco Bay Area: Slide preparation and microscopic examination including field identification. 0115.00

**BIOL 61K****Natural History of the Bay Area: Lichens**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Common Lichens of the Greater San Francisco Bay Area: Microscopic analysis and field study. 0115.00

**BIOL 62S****Natural History of the Islands of California**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for Credit: CSU

Biogeography of California's islands: Botany, zoology, and geology of the Channel Islands, Farallon Islands, and San Francisco Bay Islands. 0115.00

**BIOL 80A****Raptors of Central California and the Bay Area**

- .5 - 2 units, .5 - 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Introduction to the basic biology of birds with an emphasis on hawks, eagles, falcons, kites, owls, vultures and other raptors of Central California and the Bay Area: Identification, classification, evolution, migration and ecology of the raptors; field sessions in outstanding fall migration and overwintering areas presenting these birds in their natural habitats. 0115.00

**BIOL 80B****Bird Songing: The Ecology of Bird Songs and Identification by Ear**

- .5 - 2.5 units, .5 - 2.5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Introduction to the identification, classification, and ecology of birds in terms of how they communicate and use their songs: Emphasis on Central California and Bay Area birds, with special attention paid to birds such as passerines, hummingbirds, and parrots that memorize and learn their songs; concepts relating to how birds sing, learn their songs, mimic one another, and play duets together. 0115.00

**BIOL 80C****Fundamentals of Ornithology and Birding in Central California and the Bay Area**

- .5 - 2 units, .5 - 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Fundamentals of ornithology: Study of habitats from the pelagic to the High Sierra and the birds found there. 0115.00

**BIOL 260****Biology Success Skills**

- .5 - 1 unit, .5 - 1 hour lecture (GR or P/NP)

Study of topics basic to biology: Biological chemistry, cell structure and function, genetics, and use of the microscope. 4930.14



## Bioscience (BIOSC)

Bioscience programs offer students comprehensive training through hands-on instruction in cutting-edge technology for in-demand, fulfilling careers in the areas of microscopy, histotechnology, and genomics.

Career opportunities in Fluorescence Bioscience Microscopy include: director of an imaging core, research lab technician, imaging specialist in a research lab or biotech company, imaging equipment sales consultant, and imaging product manager. Graduates of the program also secure careers in software development and sales, microscopy training, and research consulting.

The Histotechnician program prepares students for positions in hospital and clinical diagnostic labs, biotech histotechnology labs, academic research labs, agricultural and plant pathology labs, and veterinarian labs. Students of Optical Microscopy pursue careers as biotech lab assistants in biotech, academic researchers, government researchers, imaging core assistants, and imaging equipment and software vendors (field applications, inside sales, technical support).

### Merritt College offers the following certificate programs in Bioscience:

<b>Fluorescence Bioscience Microscopy</b>	• Certificate of Achievement
<b>Histotechnician</b>	• Certificate of Achievement
<b>Optical Microscopy</b>	• Certificate of Achievement

# Fluorescence Bioscience Microscopy Certificate of Achievement

## DESCRIPTION



The Fluorescence Bioscience Microscopy Certificate of Achievement program prepares students for entry- and mid-level jobs in bioscience imaging, research and microscopy, including in the biotech industry. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

## CAREER OPPORTUNITIES

Career opportunities include employment as a director of an imaging core, research lab technician, imaging specialist in research lab or biotechnology company, imaging equipment sales consultant, imaging product management, software development and sales, microscopy training and research consultant.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Acquire digital images on a variety of research-level digital optical microscopes, including motorized widefield fluorescence systems, a spectral imaging confocal and a spinning disk confocal.
2. Master diverse microscopy software programs for all four main brands of research optical microscopes.
3. Design experiments, critically analyze data, and report results.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BIOSC 103	Confocal Microscopy and Research Design	6
BIOSC 104	Bioscience Practicum Research	6
<b>Total Units</b>		<b>12</b>

## RECOMMENDED ONE-YEAR COURSE SEQUENCE

Students can use the following pattern to complete the Fluorescence Bioscience Microscopy Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>Fall Semester</b>		
BIOSC 103	Confocal Microscopy and Research Design	6
<b>Fall Semester Units</b>		<b>6</b>
<b>Spring Semester</b>		
BIOSC 104	Bioscience Practicum Research	6
<b>Spring Semester Units</b>		<b>6</b>
<b>Total Units</b>		<b>12</b>

# Histotechnician Certificate of Achievement

## DESCRIPTION



The Merritt College Histotechnician program provides on-campus and on-site technical training in the field of histotechnology, focusing on routine tissue sample preparation, special stains and techniques such as immunohistochemistry, in situ hybridization, fluorescence microscopy and genomics. Training on campus will utilize samples routinely prepared in both clinical and research facilities. As part of their formal training, students of histotechnology will work through study guides provided by the American Society of Clinical Pathologists (ASCP) for its certification examination. Partnerships with local facilities will allow for work experience and internship sites required for certification of histotechnician graduates and will provide further training for those interested in research and/or careers in the private sector. Completion of this Program qualifies students for HT or HTL certification through ASCP.

A Certificate of Achievement will be awarded upon successful completion of the requirements below.

## CAREER OPPORTUNITIES

Career opportunities may include Histotechnician positions in hospital and clinical diagnostic labs, biotech histotechnology labs, academic research labs, agricultural and plant pathology labs, veterinarian labs.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify tissues as well as prepare tissue samples for analysis following ASCP/NAACLS guidelines.
2. Demonstrate good laboratory practices, as well as skilled handling of histotech, microscopy and genomics laboratory equipment, including trouble-shooting.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Prerequisites</b>		
<b>Group A: Human Anatomy and Physiology</b> <i>Select one set for a total of 10 units from the following:</i>		
<b>Set 1:</b>		
BIOL 2	Human Anatomy	5
BIOL 4	Human Physiology	5
<b>Set 2:</b>		
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5
<b>Group B: Chemistry</b>		
CHEM 1A	General Chemistry	5
or		
CHEM 30A	Introductory General Chemistry	4
<b>Major Core Courses</b>		
BIOL 3	Microbiology	5
BIOSC 9	General Histology	5
BIOSC 30	Genomics Theory	4
BIOSC 55	Beginning Histotechniques	5
BIOSC 56	Advanced Histotechniques	5
BIOSC 57	Advanced Immunohistochemistry	2
BIOSC 58	Cytopreparation for the Histotechnician	2
BIOSC 101	Theory and Practice of Microscopy	6
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
COPED 476G	Occupational Work Experience in Histotechnology	4
<b>Total Units</b>		<b>58-59</b>

**Histotechnician** Certificate of Achievement**RECOMMENDED TWO AND A HALF YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Histotechnician Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

**RECOMMENDED COURSE SEQUENCE**

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
BIOL 2	Human Anatomy	5
BIOSC 101	Theory and Practice of Microscopy	6
<b>1st Semester Units</b>		<b>11</b>
<b>2nd Semester</b>		
CHEM 1A	General Chemistry	5
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
<b>2nd Semester Units</b>		<b>11</b>
<b>3rd Semester</b>		
BIOL 4	Human Physiology	5
BIOSC 9	General Histology	5
<b>3rd Semester Units</b>		<b>10</b>
<b>4th Semester</b>		
BIOSC 55	Beginning Histotechniques	5
BIOSC 57	Advanced Immunohistochemistry	2
<b>4th Semester Units</b>		<b>7</b>
<b>5th Semester</b>		
BIOSC 56	Advanced Histotechniques	5
BIOSC 58	Cytopreparation for the Histotechnician	2
<b>5th Semester Units</b>		<b>7</b>
<b>Any Semester</b>		
BIOL 3	Microbiology	5
BIOSC 30	Genomics Theory	4
<b>Any semester</b>		<b>9</b>
<b>Final Semester</b>		
COPED 476G	Occupational Work Experience in Histotechnology	4
<b>Final Semester Units</b>		<b>4</b>
<b>Total Units</b>		<b>58-59</b>



# Optical Microscopy Certificate of Achievement

## DESCRIPTION



The Optical Microscopy Certificate of Achievement program prepares students for entry-level jobs in bioscience microscopy and imaging, including in the biotech industry. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

## CAREER OPPORTUNITIES

Career opportunities include employment as a biotech lab assistant in biotech, academic research, and government research, imaging core assistant, imaging equipment and software vendor (field applications, inside sales, technical support).

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Confidently acquire digital images on a variety of research-level optical microscopes, including phase, DIC, and widefield epifluorescence.
2. Operate diverse microscopy software programs.
3. Prepare brightfield specimens for optical microscopy.
4. Execute basic cell and molecular biology lab techniques, including aseptic technique, following good lab practices.
5. Identify areas of the biotech industry that are relevant to their chosen career pathways.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BIOSC 101	Theory and Practice of Microscopy	6
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
<b>Total Units</b>		<b>12</b>

## RECOMMENDED ONE-YEAR COURSE SEQUENCE

Students can use the following pattern to complete the Optical Microscopy Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>Fall Semester</b>		
BIOSC 101	Theory and Practice of Microscopy	6
<b>Fall Semester Units</b>		<b>6</b>
<b>Spring Semester</b>		
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
<b>Spring Semester Units</b>		<b>6</b>
<b>Total Units</b>		<b>12</b>

## Bioscience

### CREDIT

#### BIOSC 1

##### Introduction to Microscopy

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 200, CIS 205, or equivalent; and ENGL 201A
- Acceptable for credit: CSU

General survey of current microscopy technologies, including bright-field, epifluorescence, confocal, and electron microscopy: Operation of software, specimen preparation, live-cell imaging technologies, artifacts and troubleshooting, and careers in microscopy; laboratory includes hands-on experience with brightfield and digital fluorescence microscopes, and image processing using specialized software. 0430.00

#### BIOSC 9

##### General Histology

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: BIOL 2 or BIOL 20A
- Acceptable for credit: CSU

Survey of mammalian histology with an emphasis on human histology: Overview of cells, cellular organelles; plant, animal, and human tissues and relationship to organ systems. 1205.00

#### BIOSC 22

##### Careers In Bioscience

- 1 unit, 1 hour lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey of careers in biotechnology, histotechnology, biomedical research, microscopy, and genomics: Career options, tours, networking opportunities and training, resume assistance, job hunting strategies, and hands-on activities. 0430.00

#### BIOSC 30

##### Genomics Theory

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: BIOL 10
- Acceptable for credit: CSU, UC

Introduction to genetics and genomic technologies: Principles of genetics and data collection (DNA and RNA structure, mitochondrial DNA, nucleic acid replication, protein synthesis, mitosis-meiosis, Mendelian principles, mutation, molecular character alignment, evolution and phylogenetic reconstruction), combined with data handling (bioinformatics mining using GenBank data), and scientific writing; guest speakers and on-site tours of genomics institutions and labs. 0430.00

#### BIOSC 31

##### Advanced Genomics Theory

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: BIOL 10 or equivalent
- Acceptable for credit: CSU, UC

Practice and theory of laboratory techniques: DNA extraction, polymerase chain reaction (PCR), primer design, DNA shearing, cloning, data handling, laboratory safety and good laboratory techniques, collection of new DNA data for publication in a scientific journal. 0430.00

#### BIOSC 49

##### Independent Study in Biosciences

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Bioscience. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0430.00

#### BIOSC 50

##### Genetic Diseases

- 4 units, 4 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC

Survey of common genetic diseases which result from various mutations and chromosomal aberrations: Genetic modifiers and epigenetic factors as they relate to disease; review of basic Mendelian principles. 0430.00

AA/AS area 1

#### BIOSC 53

##### Genetics of Neuroscience

- 4 units, 3 hours lecture, 3 hours laboratory (GR)
- Acceptable for credit: CSU, UC

Basic genetic and molecular cell biology concepts explained through neuroscience research techniques: Genetic inheritance and protein expression in *Drosophila melanogaster* experiments, common lab techniques for DNA extraction, basic fluorescence microscopy. 0401.00

#### BIOSC 55

##### Beginning Histotechniques

- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 9 and BIOSC 101, or BIOSC 102 and CHEM 30A
- Acceptable for credit: CSU

Practical applications and skill-building in tissue fixation: Processing, embedding, sectioning, hematoxylineosin staining, microorganism staining, quality control related to routine histological techniques and equipment management. 1205.00

**BIOSC 56****Advanced Histotechniques**

- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 55
- Acceptable for credit: CSU

Practical applications of stains: Carbohydrates, amyloid, connective tissues, muscle and nervous tissues, silver stains, introduction to frozen sections, cytology preparation, microwave technology. 1205.00

**BIOSC 59****My Genome**

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

Survey of genotypes, phenotypes and ancestry assessed through a student's personal genome. 0430.00

**BIOSC 101****Theory and Practice Of Microscopy**

- 6 units, 4 hours lecture, 6 hours laboratory (GR)
- Eligible for credit by examination
- Acceptable for credit: CSU

Comprehensive survey of cutting-edge biological microscopy: Theory of brightfield, fluorescence, and confocal microscopy; extensive hands-on experience with digital brightfield, phase, and epifluorescence microscopes; basics of specimen preparation and digital image processing; exploration of careers in biotech, research, and biomedical sciences; fundamentals of lab safety and industrial and biomedical quality control; and exploration of bioethics. 0430.00

**BIOSC 102****Fluorescence Microscopy and Specimen Prep**

- 6 units, 4 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 101
- Eligible for credit by examination
- Acceptable for credit: CSU

Theory and practice of optical microscopy: Image optimization, troubleshooting; specimen prep including tissue culture, immunohistochemistry, and histotechnological stains; project-based hands-on learning with digital microscopes, including DIC, phase, dark field, and motorized widefield fluorescence; hands-on experience with mammalian cell culture and aseptic technique, indirect immunofluorescence, and H&E staining. 0430.00

**BIOSC 103****Confocal Microscopy and Research Design**

- 6 units, 4 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 102
- Eligible for credit by examination
- Acceptable for credit: CSU

Exploration of theory and practice of advanced fluorescence microscopy techniques: Confocal, deconvolution, multi photon, superresolution, and other emerging technologies; live imaging; quantitative microscopy and morphometry; introduction to experimental design; extensive hands-on training on all major brands of research microscopes, motorized imaging systems, and spectral confocal microscopes. 0430.00

**BISOC 104****Bioscience Practicum Research**

- 6 units, 4 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 102
- Recommended preparation: BIOSC 103
- Eligible for credit by examination
- Acceptable for credit: CSU

Implementation of a research project in biosciences: Development of a written experimental plan; literature searches and other research tools; critique of published research; implementation of research plan using lab resources including motorized widefield fluorescence and confocal microscopes; data analysis; troubleshooting and redesign of experimental plan; written and oral presentation of results and conclusions. 0430.00

**BIOSC 105****Introduction to Quantitative Analysis in Bioscience**

- 5 units, 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Discussion of Bioscience discipline, careers, companies, products and services: Introduction of pertinent biotechniques and mastery of supportive laboratory mathematics and calculations; quantitative analysis of experimental data, including graphical, written and oral presentation of results. 0430.00

**BIOSC 106****Introduction to Image Processing and Analysis in FIJI**

- 4 units, 4 hours lecture (GR)
- Acceptable for credit: CSU

Introduction to processing and analysis of digital life sciences microscopy images using open source software, Fiji: filters, segmentation, measurements, stitching for 2D, 3D and live cell data sets. 0430.00



## Business (BUS)

The Merritt College Business Department seeks to promote skill development, to foster productive attitudes and behaviors, to reinforce positive ethical and social conduct, and to provide a successful program in business education and industry employment. Merritt College's business programs and courses provide opportunities for students to think critically, to engage in the analysis of workplace issues within the classroom setting, and to develop appreciation for diversity and cultural differences in the modern business world.

The department currently offers degrees and certificates that provide the educational credit necessary for students to transfer to 4-year colleges and universities or to enter the job market.

### Merritt College offers the following degree and certificate programs in Business:

<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> <li>• Associate in Arts (AA) Degree</li> </ul>
<b>Business Administration</b>	<ul style="list-style-type: none"> <li>• Associate in Arts (AA) Degree</li> </ul>
<b>Business Administration 2.0</b>	<ul style="list-style-type: none"> <li>• Associate in Science for Transfer (AS-T) Degree</li> </ul>
<b>Business Management</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> </ul>
<b>Digital Marketing</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> </ul>
<b>Entrepreneurship</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>
<b>Retail Management</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>

## Accounting Certificate of Achievement

### DESCRIPTION



Accountants play an essential role in keeping businesses within their budgets, and this program offers real-world application of skills related to private accounting, institutional accounting, certified public accounting, and other career opportunities within the private and public sectors. Merritt College Accounting program prepares students for employment in a wide variety of business accounting environments.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

### CAREER OPPORTUNITIES

Private accounting, institutional accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, investment account executive.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
2. Apply knowledge of financial accounting, including content, concepts and structure of the various statements for internal and external use.
3. Evaluate the process of identifying, gathering, measuring, summarizing and analyzing financial data in business organizations.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1B	Managerial Accounting	4
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
<b>Major Elective Courses</b>		
<i>Select any BUS course(s) not already used for 4 units</i>		4
<b>Total Units</b>		<b>18</b>

## Accounting Associate in Arts (AA) Degree

### DESCRIPTION



Accountants play an essential role in keeping businesses within their budgets, and this program offers real-world application of skills related to private accounting, institutional accounting, certified public accounting, and other career opportunities within the private and public sectors.

To qualify for the Associate in Arts in Accounting degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

### CAREER OPPORTUNITIES

Private accounting, institutional accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, investment account executive.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
2. Apply knowledge of financial accounting, including content, concepts and structure of the various statements for internal and external use.
3. Evaluate the process of identifying, gathering, measuring, summarizing and analyzing financial data in business organizations.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
<b>Recommended Courses</b>		
BUS 2	Introduction to Business Law	(3)
BUS 5	Human Relations in Business	(3)
BUS 70	Introduction to Marketing	(3)
<b>Major Requirements</b>		<b>21</b>
<b>Total Units</b>		<b>60</b>



## Business Administration Associate in Arts (AA) Degree

### DESCRIPTION



To qualify for the Business Administration Associate in Arts degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Evaluate business functions, practices, and related theories to address business problems.
2. Synthesize quantitative and technological skills to analyze and interpret business data.
3. Write clear, concise and structured business plans with supportive documentation and data.
4. Identify and demonstrate accepted business practices that show cultural sensitivity.
5. Demonstrate knowledge of the current legal and regulatory business environment.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
<b>Recommended Courses</b>		
BUS 5	Human Relations in Business	(3)
BUS 20	General Accounting	(3)
BUS 70	Introduction to Marketing	(3)
BUS 74	Introduction to Advertising	(3)
<b>Major Requirements</b>		<b>21</b>
<b>Total Units</b>		<b>60</b>

## Business Administration 2.0 Associate in Science for Transfer (AS-T) Degree

### DESCRIPTION

The Business Administration 2.0 Associate in Science for Transfer Degree (AS-T) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AS-T degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
  - c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

### CAREER OPPORTUNITIES

Career opportunities may include positions in administrative services, budgeting, human resources, purchasing, sales, and supervising.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Pursue and evaluate knowledge through the skills of inquiry, research, critical thinking and problem solving.
2. Identify and demonstrate accepted practices that show cultural sensitivity.
3. Communicate effectively in both speech and writing.
4. Write clear, concise and structured business plans with supportive documentation and data.
5. Understand and appreciate diversity and develop a worldview informed by multicultural and global perspectives.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Required Courses</b>		
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 16A	Calculus for Business and Life/Social Sciences	3
<b>Total Units for the Major</b>		<b>27</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>9</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>4-6</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

# Business Management Certificate of Achievement

## DESCRIPTION



The Business Management program involves the coordinating of efforts and resources within an office, department, organization or company to achieve defined objectives. The certificate includes core course requirements and the choice between two areas of emphasis: Human Resources Management or Entrepreneurship/Small Business Management. The Human Resources Management area of emphasis allows students to explore the human resources management field as a career choice and gain an entry-level support position in a human resources department. The Entrepreneurship/Small Business Management is designed to aid students who want to own their own business or who work for small or virtual businesses.

A Certificate of Achievement will be awarded upon satisfactory completion of the core certificate requirements and the requirements for one emphasis specified below.

## CAREER OPPORTUNITIES

Career opportunities may include general/operations manager and office manager.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
2. Research and evaluate business plans that can be used for planning and financing.
3. Employ appropriate management, finance, accounting, and marketing techniques required to operate a business.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1A or BUS 20	Financial Accounting General Accounting	4 3
BUS 2	Introduction to Business Law	3
BUS 50	Principles of Management	3
CIS 1	Introduction to Computer Information Systems	4
<b>Major Elective Courses</b>		
<i>Select one of the following areas of emphasis for 9 units:</i>		
<b>Area A: Human Resources Management</b>		
BUS 51	Supervisory Management	3
BUS 52	Psychology and Human Relations	3
BUS 56	Human Resources Management	3
<b>Area B: Entrepreneurship/Small Business Management</b>		
BUS 54	Small Business Management	3
BUS 70	Introduction to Marketing	3
BUS 76	E-Commerce/Entrepreneurship	3
<b>Total Units</b>		<b>22-23</b>

## Digital Marketing Certificate of Achievement

### DESCRIPTION



The Digital Marketing Certificate of Achievement prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of marketing that is applicable to the public, private, and nonprofit sector. This certificate program will enable students to integrate foundational marketing concepts with practical technical skills, which ensures they gain real-world applied knowledge to be truly job-ready. It aims to develop the student's understanding of marketing and provide a framework for students to think about concepts such as segmentation, targeting, value propositions, and metrics. Students will be assessed throughout the course through exercises on the topics. This program can be completed within one year, culminating in a Certificate of Achievement in addition to a co-branded Facebook certification.

### CAREER OPPORTUNITIES

Completion of this certificate will provide students with the coursework they need to work in entry-level digital marketing positions such as digital marketing coordinator, online community manager, email marketing coordinator, content marketing coordinator, or social media assistant, marketing analyst.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate job readiness by using industry-standard marketing tools such as: Facebook Ads Manager, Google Analytics, Google Ads, Google Sheets, Google Slides, and Mailchimp.
2. Demonstrate job readiness by creating a comprehensive digital marketing plan using core frameworks, analyzing A/B test results and Google Analytics report data, executing an original ad for Facebook and Google Search and Display, and developing an email marketing campaign using Mailchimp.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 74	Introduction to Advertising	3
BUS 83	Introduction to Digital Marketing	3
BUS 90	Content Marketing and Branding	3
BUS 92	Digital Advertising: Search and Display	3
or		
BUS 94	Email Marketing	3
BUS 96	Marketing Analytics and Performance Optimization	4
<b>Total Units</b>		<b>16</b>

### RECOMMENDED COURSE SEQUENCE

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
BUS 83	Introduction to Digital Marketing	3
BUS 90	Content Marketing and Branding	3
<b>1st Semester Units</b>		<b>6</b>
<b>2nd Semester</b>		
BUS 74	Introduction to Advertising	3
BUS 92	Digital Advertising: Search and Display	3
or		
BUS 94	Email Marketing	3
BUS 96	Marketing Analytics and Performance Optimization	4
<b>2nd Semester Units</b>		<b>10</b>
<b>Total Units</b>		<b>16</b>

## Entrepreneurship Certificate of Proficiency

### DESCRIPTION



The Entrepreneurship Certificate of Proficiency program is designed to develop, prepare, and produce entrepreneurs to start and grow successful businesses and fuel economic growth by providing instruction in entrepreneurial culture, strategy, operations, financial management, social marketing and leadership. Coursework includes developing a student's ability to make informed decisions as future business owners, entrepreneurial concepts learned in innovation and creativity, business funding, computers and marketing. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

### CAREER OPPORTUNITIES

Career opportunities may include home based businessperson, intern to film producer/entrepreneur, web developer, writer/blogger, social entrepreneur, political entrepreneur and virtual administrative entrepreneur.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Analyze the variety of entrepreneurial opportunities available in the United States.
2. Develop strategies to exploit entrepreneurial opportunities and evaluate and analyze alternative strategies and assess risk.
3. Identify and understand accounting concepts that enable student to interpret financial data and use it to make informed decisions about the operating performance and financial position of a company.
4. Apply leadership and workplace relationship skills that will enable them to deal with customer, employee, and supplier issues.
5. Identify successful marketing efforts that will enable the business to succeed.
6. Complete a comprehensive business plan that will enable the business to secure adequate financing by applying knowledge of computer applications, including word processing, spreadsheets, web and social media.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1A or BUS 20 or BUS 80	Financial Accounting	4
BUS 10	General Accounting	3
BUS 54	Financial Literacy	2
BUS 10	Introduction to Business	3
BUS 54	Small Business Management	3
BUS 76	E-Commerce/Entrepreneurship	3
CIS 1	Introduction to Computer Information Systems	4
<b>Total Units</b>		<b>15 - 17</b>

# Human Resource Management

Certificate of Proficiency

## DESCRIPTION



The Human Resource Management Certificate of Proficiency program allows students to explore human resource management as a career choice and gain an entry-level support position in a human resource department. Students may further their education by completing Business transfer degree requirements in Business Administration, Business Management, or related fields.

## CAREER OPPORTUNITIES

Career change and/or advancement opportunities. Possibly a specialized emphasis in a BA Business degree program (re-entry for transfer).

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Analyze how primary functions within business interact to achieve organizational goals.
2. Apply solutions and leadership to human resource management issues.
3. Identify and demonstrate accepted business practices that show cultural sensitivity.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 2	Introduction to Business Law	3
BUS 51	Supervisory Management	3
BUS 52	Psychology and Human Relations	3
BUS 56	Human Resources Management	3
COMM 20	Interpersonal Communication Skills	3
<b>Total Units</b>		<b>15</b>



## Retail Management Certificate of Proficiency

### DESCRIPTION



The Retail Management Certificate of Proficiency program is designed to prepare students for an entry-level trainee position as a retail manager in charge of an individual retail shop or department. Retail managers ensure that retail establishments run efficiently and effectively; they also hire, train, and supervise employees. Students may further their education by completing Business transfer degree requirements in Business Administration, Business Management or related fields.

A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

### CAREER OPPORTUNITIES

Career opportunities include assistant department manager, assistant department buyer, sales and sales service.

### PROGRAM LEARNING OUTCOMES

1. Apply solutions and leadership to retail management issues.
2. Employ appropriate management, finance, accounting and marketing techniques required to operate a business.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1A or BUS 20	Financial Accounting General Accounting	4 3
BUS 10	Introduction to Business	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3
COPED 456E	Occupational Work Experience in General Business	1
<b>Total Units</b>		<b>16-17</b>

## Business

### CREDIT

#### BUS 1A

##### Financial Accounting

- 4 units, 4 hours lecture (GR)
- Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification and expiration; revenue recognition and measurement. 0502.00

C-ID: ACCT 110

#### BUS 1B

##### Managerial Accounting

- 4 units, 4 hours lecture (GR)
- Prerequisite: BUS 1A
- Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling, and decision making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00

C-ID: ACCT 120

#### BUS 2

##### Introduction to Business Law

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00

C-ID: BUS 125

#### BUS 5

##### Human Relations in Business

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

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00

AA/AS GE Area 2

#### BUS 10

##### Introduction to Business

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00

C-ID: BUS 110

#### BUS 20

##### General Accounting

- 3 units, 3 hours lecture (GR)
- Not open for credit to students who have completed or are currently enrolled in BUS 1A or BUS 1B.
- Acceptable for credit: CSU

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

C-ID: BSQT 127 X

#### BUS 49

##### Independent Study in Business

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Business. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0501.00

#### BUS 50

##### Principles of Management

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Modern theories of management and organizational design and behavior: Evolution of management as an art and as a science, techniques of effectively managing human and economic resources, and social responsibilities of business. 0506.00

#### BUS 51

##### Supervisory Management

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Fundamentals of employee supervision: Organizational, planning, and decision-making skills; leadership, communication, and team-building; and human relations functions. 0506.30

#### BUS 52

##### Psychology and Human Relations

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Introduction to the application of business psychology and the impact of employee behavioral issues on organizational performance and relationships within an organization: Individuals' basic drives, motivation, derived needs, reactions and responses, personality and personality traits, emotions, frustrations, attitudes, and other behavioral factors as they apply to business situations; processes, assessment tools, and techniques that foster respect, trust, and sustained collaboration. 0506.00

AA/AS GE Area 2; CSU GE Breadth Area D, E

**BUS 54****Small Business Management**

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

Overview of the factors involved in starting or growing a business: Business plan development; marketing, sales, and promotional strategies; financial management and forecasting techniques; human resources management; and information systems management. 0506.40

**BUS 56****Human Resources Management**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. 0506.00

**BUS 70****Introduction to Marketing**

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

Introduction to integrated marketing strategies: Identification and satisfaction of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans. 0509.00

**BUS 72****Principles of Retailing**

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

Retail stores from management's perspective: Principles and practices used in merchandising, operational problems of the firm, trends in merchandising, case-method techniques of actual on-the-job problems. 0506.50

**BUS 74****Introduction to Advertising**

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

Survey of advertising in business: Marketing research, techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments. 0509.10

**BUS 76****E-Commerce/Entrepreneurship**

- 3 units, 3 hours lecture (GR)
- Recommended preparation: CIS 1
- Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site. 0509.70

**BUS 80****Financial Literacy**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Financial issues and challenges for college students: Basics of financial literacy, bad debt, spending plans, non-traditional financial services, consumer economics, buying and selling stocks, mutual fund options, investing in education, planning for the future, purchasing a first home, taxes and tax planning, insurance, estate and retirement planning, and keeping money in perspective. 0501.00

**BUS 83****Introduction to Digital Marketing**

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

Basics of digital marketing: Marketing concepts in the context of a business; segmentation, targeting, value propositions, advertising, social media, metrics; and development of a digital marketing plan. 0509.00

**BUS 88****Introduction to Cryptocurrency Investment**

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

Basics of cryptocurrency investment: Digital currencies, history and origin of cryptocurrency, bitcoin, blockchain applications, risk management, Cybersecurity concerns, challenges and opportunities, regulations, public perspective on cryptocurrency, international development of bitcoin and other digital currencies. 0599.00

**BUS 90****Content Marketing and Branding**

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

Basics of content marketing and branding: Business marketing concepts; content strategy, content creation, search engine optimization, consumer psychology, and branding. 0509.00

**BUS 92****Digital Advertising: Search and Display**

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

Basics of business digital advertising: Search engine marketing, display advertising, targeting, Google ads, ad rank, performance tracking; development of a search and display ad campaign for a real organization. 0509.00

**BUS 94****Email Marketing**

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

Basics of email marketing: Email marketing concepts; segmentation, targeting, customer journey, email campaign, email automation; and development of a presentation that outlines the components of an email campaign for a chosen company. 0509.00

**BUS 96****Marketing Analytics and Performance Optimization**

- 4 units, 4 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Basics of marketing analytics and performance optimization: Marketing analytics concepts; data visualization, reporting, Google Analytics, pivot tables, interactive dashboard, A/B testing. 0509.00

# Chemistry (CHEM)

Chemistry is a central and significant program on campus. The mission of the Chemistry Department is to provide students with a strong foundation in chemistry in an accessible, engaging manner. This foundation aims to serve students in their future programs of study and aligns with all aspects of the college mission statement.

Many students who study chemistry pursue careers in medicine, health, engineering; industrial, governmental, and environmental agencies; and, education.

## CREDIT

### CHEM 1A

#### General Chemistry

- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: MATH 203 or MATH 211D, and CHEM 30A or satisfactory score on the chemistry assessment or completion of ALEKS chemistry preparation course.
- Recommended Preparation: ESOL 52 or ESOL 52A or ESOL 52B or ENGL 1A or ENGL 1AS
- Acceptable for credit: CSU, UC

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: CHEM 110, CHEM 120 S (with CHEM 1B)

### CHEM 1B

#### General Chemistry

- 5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
- Prerequisite: CHEM 1A
- Acceptable for credit: CSU, UC

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: CHEM 120 S (with CHEM 1A)

### CHEM 12A

#### Organic Chemistry

- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: CHEM 1B
- Students who have previously completed CHEM 8A receive only 1 unit of credit for CHEM 12A.
- Acceptable for credit: CSU, UC

Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms, spectroscopy, and other analytical techniques. Laboratory work includes reactions, purification techniques, measurements, qualitative analysis, and use of instrumentation. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: CHEM 150, CHEM 160 S (with CHEM 12B)

### CHEM 12B

#### Organic Chemistry

- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: CHEM 12A
- Acceptable for credit: CSU, UC

Continuation of CHEM 12A: Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work includes reactions, purification methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: CHEM 160 S (with CHEM 12A)

### CHEM 30A

#### Introductory General Chemistry

- 4 units, 3 hours lecture, 3 hours laboratory (GR)
- Prerequisite: MATH 201 or MATH 208 or MATH 210D
- Acceptable for credit: CSU, UC

Fundamental principles of inorganic chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry, properties of liquids, solids, solutions, acids and bases. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: CHEM 101

### CHEM 30B

#### Introductory Organic and Biochemistry

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)
- Prerequisite: CHEM 30A
- Acceptable for credit: CSU, UC

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C



# Child Development (CHDEV)

Merritt College Child Development Programs prepare effective early care and education professionals to provide quality programs and services to children, families, and the community.

Classes prepare students to function in a variety of early care and education careers including family child care, center-based care, and other careers related to children and families. Perspectives on maturation, developmentally appropriate practices, and professional advancement within the early care and education field receive primary concentration. Current theory and research, cultural influences, practical applications, and a supervised laboratory preschool experience are connected to enable students to discover their most effective and unique role with children. Courses are offered during the day and evenings and on weekends to meet the needs of our students.

In addition, the Associate in Science in Early Childhood Education (ECE) for Transfer degree (AS-T) and the Associate in Arts in Child Development (AA) degree, and credit/noncredit certificates in child development offer flexibility to students with varying educational goals. These degree and certificate programs offer extended learning opportunities for employees who wish to continue their education and upgrade their skills. Students completing the degree and/or certificate options meet the requirements mandated by state and local regulatory agencies.

## Merritt College offers the following degree and certificate programs in Child Development:

<b>Assistant Teacher</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>
<b>Associate Teacher</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>
<b>Child Development</b>	<ul style="list-style-type: none"> <li>• Associate in Arts (AA) Degree</li> </ul>
<b>Early Childhood Education</b>	<ul style="list-style-type: none"> <li>• Associate in Science for Transfer (AS-T) Degree</li> </ul>
<b>Family Child Care Provider</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>
<b>Infant/Toddler Specialist</b>	<ul style="list-style-type: none"> <li>• Certificate of Proficiency</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> </ul>
<b>Transitional Kindergarten (TK)</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> </ul>
<b>NONCREDIT PROGRAMS</b>	
<b>Introduction to Early Childhood Education for Child Care Providers</b>	<ul style="list-style-type: none"> <li>• Certificate of Completion</li> </ul>
<b>Introduction to Infant/Toddler Care</b>	<ul style="list-style-type: none"> <li>• Certificate of Completion</li> </ul>



## Assistant Teacher Certificate of Proficiency

### DESCRIPTION



The Assistant Teacher certificate program is designed to prepare students to complete the minimum academic certification of the Merritt College Child development department. The Assistant Teacher Certification qualifies students to obtain the Assistant Teacher Permit issued by the Commission on Teaching Credentialing.

### CAREER OPPORTUNITIES

The Assistant Teacher Certificate prepares students for the first tier of the California Commission on Credentialing Assistant Teacher permit. This permit allow students who complete the coursework to work as a teacher's aide or assistant in many Early Childhood settings.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Differentiate between and apply the concepts of development domains (physical, cognitive, social-emotional, language/literacy) in the classroom.
2. Discuss how young children learn through play.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<i>Select courses for 6 units from the following:</i>		
Any CHDEV course numbered 1 through 248 (CHDEV 1 through 248 match the course requirements on the Child Development Permit Matrix for Assistant Teacher.)		6
<b>Total Units</b>		<b>6</b>

## Associate Teacher Certificate of Proficiency

### DESCRIPTION



The Associate Teacher program is designed to prepare students for entry-level work in public or private childcare facilities. The Child Development program includes diverse topics covering family diversity, multicultural education, special education, infants/toddlers, home-based care, and family child care. This option under the Child Development program focuses on introductory skills needed to work in early childhood education settings, including preschool education theory and application, child growth and development, and the child and his/her place in the family and community.

A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify developmentally and culturally appropriate practices in the physical, temporal and interpersonal environments.
2. Communicate effectively orally and in writing.
3. Identify the major developmental theories in Early Childhood Education practices.
4. Apply the concepts of socialization to early care and education practices.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<i>These courses match the course requirements on the Child Development Permit Matrix for Associate Teacher:</i>		
CHDEV 50 <b>or</b> CHDEV 54A	Principles and Practices of Teaching Young Children	3
CHDEV 51	Child Growth and Development	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54B	Introduction to Curriculum	3
<b>Total Units</b>		<b>12</b>

## Child Development Associate in Arts (AA) Degree

### DESCRIPTION



This program is designed for students desiring to transfer to a four-year college or to meet requirements to work in public or private childcare facilities. The AA degree in Child Development will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. The Child Development AA degree includes the State Curriculum Alignment Project (CAP) courses. The program conforms to regulatory agency guidelines and offers several options as specified below.

### CAREER OPPORTUNITIES

Career opportunities include jobs in the field of Early Care and Education.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate developmentally and culturally appropriate practice, including managing the physical, temporal and interpersonal environments.
2. Assess the learning environment and the children, using standard assessment tools to form plans of action.
3. Communicate effectively orally, and in writing, in a child care setting with children, families & co-workers.
4. Work independently, and as a team member, in an effective manner while continuously strengthening leadership skills.
5. Apply developmentally and culturally sensitive strategies to support social-emotional competence in early childhood settings.

### PROGRAM REQUIREMENTS:

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CHDEV 50	Principles and Practices of Teaching Young Children	3
CHDEV 51	Child Growth and Development	3
CHDEV 52	Observation and Assessment	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54A	Social Emotional Foundations for Early Learning	3
CHDEV 54B	Introduction to Curriculum	3
CHDEV 55A	Practicum-Field Experience	5
CHDEV 74	Health, Safety and Nutrition	3
CHDEV 80	Teaching in a Diverse Society	3
<b>Major Elective Courses</b>		
<i>Select one course for 3 units from the following:</i>		
CHDEV 55C	Advanced Practicum-Field Experience	3
CHDEV 60	Emergent Literacy and Children's Literature	3
CHDEV 61	Advanced Curriculum Development	3
CHDEV 62	Overview of Operations of Family Child Care	3
CHDEV 68	Play-Based Curriculum	3
CHDEV 84	Curriculum and Strategies for Children with Special Needs	3
<b>Major Requirements</b>		<b>32</b>
<b>Total Units</b>		<b>60</b>

**Note:** To qualify for the Child Development Associate in Arts degree, students must satisfactorily complete the major requirements specified above and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.

## Early Childhood Education (ECE) Associate in Science for Transfer (AS-T) Degree

### DESCRIPTION

The Associate in Science in Early Childhood Education (ECE) for Transfer (AS-T) degree is intended to meet the lower division requirements for ECE majors (or majors that have been deemed similar in the CSU system).

The AS-T degree prepares students to function in a variety of early childhood programs and services and is for students who seek to transfer to a California State University institution or to prepare for a career in early childhood education by meeting the requirements to work in public or private child care facilities.

Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in ECE or similar major. Students interested in the Associate in Science in Early Childhood Education for Transfer degree should consult with the Child Development Department Chair and a counselor.

All Associate Degrees for Transfer (ADT) require the completion and certification of the California State University General Education Pattern (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific ADT major degree requirements. Associate Degrees for Transfer do not require any additional college specific General Education requirements.

As required by Senate Bill (SB) 1440 (Padilla) and California Education Code (CEC) section 66746(a), Associate Degrees for Transfer require:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
2. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
3. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
4. Obtainment of a minimum grade point average of 2.0.
5. A grade of "C" or better in all courses required for the major or area of emphasis.

In addition, CEC section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (AA-T or AS-T). Title 5 section 55002(b) describes such courses as non-degree applicable credit courses.

### CAREER OPPORTUNITIES

The Early Childhood Education AS-T program prepares students to function in a variety of early childhood programs and services. The program is for those who seek to prepare for a career in early childhood education/child development by meeting the requirement to work in public or private child care facilities or to transfer to a four year college or university. Those completing the AS-T in Early Childhood Education will be able to transfer to the California State University (CSU) campuses that prepare them for advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, Child Development Specialist, Program Directors and Child Life Specialists. With a BA in ECE/Child Development, students are eligible for the Master Teacher and Site Supervisor levels of the CA Child Development Permit, using the Alternative Qualifications category.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate developmentally and culturally appropriate practice, including managing the physical, temporal and interpersonal environments.
2. Assess the learning environment and the children using standard assessment tools to form plans of action.
3. Communicate effectively orally, and in writing, in a child care setting with children, families & co-workers.
4. Work independently, and as a team member, in an effective manner while continuously strengthening leadership skills.
5. Advocate within the community for continued support of children and families.

**Early Childhood Education (ECE)** Associate in Science for Transfer (AS-T) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CHDEV 50	Principles and Practices of Teaching Young Children	3
CHDEV 51	Child Growth and Development	3
CHDEV 52	Observation and Assessment	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54B	Introduction to Curriculum	3
CHDEV 55A	Practicum-Field Experience	5
CHDEV 74	Health, Safety and Nutrition	3
CHDEV 80	Teaching in a Diverse Society	3
<b>Total Units for the Major</b>		<b>26</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>3-12</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>0-7</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

## Family Child Care Provider Certificate of Proficiency

### DESCRIPTION



The Family Child Care Provider certificate program is designed to prepare students to meet the unique demands for running a quality Family Child Care business. This specialization under the Child Development Department focuses on program, business practices and regulatory compliance. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

### CAREER OPPORTUNITIES

Career opportunities include service providers in the Family Child Care Centers.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Practice involving families in all aspects of the program, and demonstrate ability to communicate and work with families in respectful ways.
2. Apply regulatory and legal compliance requirements of a successful Family Child Care Business.
3. Implement a comprehensive approach to creating developmentally and culturally appropriate environments in the family child care setting.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CHDEV 51	Child Growth and Development	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54B or	Introduction to Curriculum	3
CHDEV 56B	Curriculum and Environments for Infants and Toddlers	3
CHDEV 62	Overview of Operations of Family Child Care	3
<b>Total Units</b>		<b>12</b>



## Infant/Toddler Specialist Certificate of Proficiency

### DESCRIPTION



The Infant/Toddler Specialist certificate program is designed to prepare students for work in public or private infant toddler programs. This specialization option under the Child Development Department focuses on skills needed to work in infant toddler settings. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

### CAREER OPPORTUNITIES

Career opportunities include Infant/Toddler teacher, owner/director of Family Child Care business, Home Visitor with Early Headstart programs.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Evaluate individual differences and the special needs of exceptional children under age three.
2. Create a responsive environment and developmentally and culturally appropriate curriculum that supports infant-toddler learning in the four domains of development.
3. Practice involving families in all aspects of the program, and demonstrate ability to communicate and work with families in respectful ways.
4. Summarize the developmental sequence of infant and toddler growth and development and the methods of facilitating growth.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CHDEV 56A	Infant / Toddler Development and Care	3
CHDEV 56B	Curriculum and Environments for Infants and Toddlers	3
<b>Total Units</b>		<b>6</b>

## Teacher Certificate of Achievement

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### DESCRIPTION



The Teacher certificate program is designed to prepare students for Head Teacher-level work in public or private childcare facilities. The option builds on the introductory skills and knowledge base that is needed to work in Early Care and Education through 12 additional Child Development units including observation and assessment, emergent literacy, operations of family child care, health, safety and nutrition and special needs.

A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below. A Certificate of Achievement is indicated on the student's transcript.

### CAREER OPPORTUNITIES

Career opportunities include jobs in the field of Early Care and Education.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify and evaluate developmentally and culturally appropriate practices in the physical, temporal and interpersonal environments.
2. Communicate effectively orally, and in writing on relevant topics in the field of Early Care and Education.
3. Work independently, and as a team member, in an effective manner.

**Teacher** Certificate of Achievement**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<i>These courses match the course requirements on the Child Development Permit Matrix for Teacher.</i>		
CHDEV 51	Child Growth and Development	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54A	Social Emotional Foundations for Early Learning	3
CHDEV 54B	Introduction to Curriculum	3
<b>Major Elective Courses</b>		
<i>Select courses for a minimum of 12 units from the following:</i>		
CHDEV 50	Principles and Practices of Teaching Young Children	3
CHDEV 52	Observation and Assessment	3
CHDEV 55A	Practicum-Field Experience	5
CHDEV 55C	Advanced Practicum-Field Experience	3
CHDEV 60	Emergent Literacy and Children's Literature	3
CHDEV 61	Advanced Curriculum Development	3
CHDEV 62	Overview of Operations of Family Child Care	3
CHDEV 68	Play-Based Curriculum	3
CHDEV 74	Health, Safety and Nutrition	3
CHDEV 80	Teaching in a Diverse Society	3
CHDEV 84	Curriculum and Strategies for Children with Special Needs	3
<b>Required General Education Courses</b>		
COMM 20	Interpersonal Communication Skills	3
ENGL 1A	Composition and Reading	4
<b>Electives</b>		
<i>Select 9 units of General Education courses</i>		9
<b>Major Requirements</b>		<b>24</b>
<b>Required General Education Units</b>		<b>7</b>
<b>Electives to meet 40 units</b>		<b>9</b>
<b>Total Units</b>		<b>40</b>

## Transitional Kindergarten (TK) Certificate of Achievement

### DESCRIPTION



The Transitional Kindergarten (TK) Certificate of Achievement program is designed to prepare students who are interested in becoming Transitional Kindergarten teachers with the necessary Early Childhood Education units required by the Department of Education to fulfill the requirements of the position. This specialization option under the Child Development Department provides comprehensive knowledge of the California Preschool Learning Foundations and Frameworks as well as instruction in effective behavior management strategies, for working with children from diverse cultural backgrounds, and knowledge of how to create quality curriculum and environments for young children. This program is designed both for credentialed teachers who want to earn the Early Childhood Education units necessary to qualify as a transitional Kindergarten teacher and for current preschool teachers who want to deepen their understanding of the Preschool Foundations and Frameworks.

A Certificate of Achievement will be awarded upon successful completion of the courses specified below. The program can be completed in two semesters.

### CAREER OPPORTUNITIES

Career opportunities may include Childcare Workers, Preschool Teachers (Except Special Education), Preschool Special Education Teachers, Preschool and Childcare Center/Program Education Administrators, Postsecondary Education Teachers and Teacher Assistants. The career opportunities for teachers with an elementary teaching credential expands to Transitional Kindergarten teacher with the addition of 24 Child Development units.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify, evaluate and develop developmentally and culturally appropriate practices and curriculum for preschool aged children.
2. Expand on knowledge and ability to work with diverse children, families and communities.
3. Communicate effectively orally, and in writing on relevant topics in the field of Early Care and Education specific to preschool aged children.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CHDEV 201	California Preschool Learning Foundations: English Language Development	1
CHDEV 202	California Preschool Learning Foundations: Literacy	1
CHDEV 203	California Preschool Learning Foundations: Math	1
CHDEV 204	California Preschool Learning Foundations: Performing Arts	1
CHDEV 205	California Preschool Learning Foundations: Science	1
CHDEV 206	California Preschool Learning Foundations: Visual Arts	1
CHDEV 207	California Preschool Learning Foundations: Social and Emotional Development	1
CHDEV 208	Strategies for Working with Challenging Behaviors	3
<b>Total Units</b>		<b>10</b>

**Transitional Kindergarten (TK)** Certificate of Achievement**RECOMMENDED TWO-SEMESTER COURSE SEQUENCE**

Students can use the following pattern to complete the Transitional Kindergarten (TK) Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
CHDEV 201	California Preschool Learning Foundations: English Language Development	1
CHDEV 202	California Preschool Learning Foundations: Literacy	1
CHDEV 203	California Preschool Learning Foundations: Math	1
CHDEV 204	California Preschool Learning Foundations: Performing Arts	1
CHDEV 205	California Preschool Learning Foundations: Science	1
<b>1st Semester Units</b>		<b>5</b>
<b>2nd Semester</b>		
CHDEV 206	California Preschool Learning Foundations: Visual Arts	1
CHDEV 207	California Preschool Learning Foundations: Social and Emotional Development	1
CHDEV 208	Strategies for Working with Challenging Behaviors	3
<b>2nd Semester Units</b>		<b>5</b>
<b>Total Units</b>		<b>10</b>

# Introduction to Early Childhood Education for Child Care Providers

## Certificate of Completion

### DESCRIPTION



The Introduction to Early Childhood Education for Child Care Providers Certificate of Completion is the second of two noncredit certificates intended for students who seek to enter careers in child development, further their professional development or prepare for entry into credit courses in child development at Merritt College or other community colleges. This paired certificate between the Child Development (CHDEV) and English for Speakers of Other Languages (ESOL) Departments allows for noncredit students and individuals exploring careers with children to enroll in courses that teach important child development content specific to early childhood years (0-8), paired with language and literacy development in English. Entry-level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher's aides are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children.

A student completing this program will learn the content of how to care for children in their early childhood years and the language necessary to read, write and converse in English about the basics of early childhood education and development theories. There are no prerequisites for this program though it is recommended that students complete the Introduction to Infant/Toddler Care Certificate of Completion before entering the courses for this certificate. This certificate can be earned in one semester.

### CAREER OPPORTUNITIES

Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher aides are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children. This paired certificate between the ESOL and Child Development Departments allows for non-credit students, parents and individuals exploring careers with children to enroll in courses that teach important child development and child-rearing issues specific to the early childhood years, (0-8), paired with language and literacy development in English.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify and provide examples of the stages of child development ages 0-8 and the philosophies and best practices that apply at each level.
2. Describe the effective principles and methods of communication and positive guidance for children ages 0-8.
3. Demonstrate the ability to communicate clearly in transitional English conversations about early childhood education.
4. Demonstrate the ability to read materials and write short descriptions about observed child behavior using transitional level English.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	HOURS
<b>Core Courses</b>		
CHDEV 504	Introduction to Early Childhood Development for Family Child Care Providers	9.187-13.125
CHDEV 505	Introduction to Early Childhood Education Curriculum for Family Child Care Providers	9.187-13.125
ESOL 504	English for Early Childhood Development	9.187-13.125
ESOL 505	English for Early Childhood Education Curriculum	9.187-13.125
<b>Total Hours</b>		<b>36.75-52.50</b>

### RECOMMENDED COURSE SEQUENCE

SUBJECT #	TITLE	HOURS
<b>Spring Semester</b>		
CHDEV 504	Introduction to Early Childhood Development for Family Child Care Providers	9.187-13.125
CHDEV 505	Introduction to Early Childhood Education Curriculum for Family Child Care Providers	9.187-13.125
ESOL 504	English for Early Childhood Development	9.187-13.125
ESOL 505	English for Early Childhood Education Curriculum	9.187-13.125
<b>Total Hours</b>		<b>36.75-52.50</b>



## Introduction to Infant/Toddler Care Certificate of Completion

### DESCRIPTION



The Introduction to Infant/Toddler Care Certificate of Completion is the first of two noncredit certificates intended for students who seek to enter careers in child development, further their professional development or prepare for entry into credit courses in child development at Merritt College or other community colleges. This paired certificate between the English for Speakers of Other Languages (ESOL) and Child Development (CHDEV) Departments allows for noncredit students and individuals exploring careers with children to enroll in courses that teach important child development content specific to infant/toddler years, paired with language and literacy development in English. Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher's aides are often recruited for childcare jobs based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children.

A student completing this program will learn the content and the language necessary to read, write and converse in English about the basics of infant/toddler care theories and how to care for children in their infant/toddler years. There are no prerequisites for this program though it is recommended that students are high-beginning English Language Learners.

### CAREER OPPORTUNITIES

Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher aides are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children. This paired certificate between the ESOL and Child Development Departments allows for non-credit students, parents and individuals exploring careers with children to enroll in courses that teach important child development and child-rearing issues specific to the early childhood years, (0-3), paired with language and literacy development in English.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify and provide examples of the effective principles and practices of child development for infants/toddlers.
2. Demonstrate the ability to communicate clearly in basic English conversations about infant/toddler development.
3. Demonstrate the ability to read and comprehend basic English materials about infant/toddler development theory and practice.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	HOURS
<b>Core Courses</b>		
CHDEV 502	Introduction to Infant/Toddler Development	9.187-13.125
CHDEV 503	Introduction to Infant/Toddler Curriculum	9.187-13.125
ESOL 502	English for Infant/Toddler Development	9.187-13.125
ESOL 503	English for Infant/Toddler Curriculum	9.187-13.125
<b>Total Hours</b>		<b>36.75-52.50</b>

### RECOMMENDED COURSE SEQUENCE

SUBJECT #	TITLE	HOURS
<b>Fall Semester</b>		
CHDEV 502	Introduction to Infant/Toddler Development	9.187-13.125
CHDEV 503	Introduction to Infant/Toddler Curriculum	9.187-13.125
ESOL 502	English for Infant/Toddler Development	9.187-13.125
ESOL 503	English for Infant/Toddler Curriculum	9.187-13.125
<b>Total Hours</b>		<b>36.75-52.50</b>

## Child Development

### CREDIT

#### CHDEV 50

##### Principles and Practices of Teaching Young Children

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

Introduction to the current issues and methodology of early childhood education from a historical and theoretical framework for Early Childhood group care: Key role of relationships, constructive adult-child interactions and teaching strategies in supporting the development of the whole child, career options, licensing requirements and personal qualifications as related to quality programs with developmentally appropriate practices. 1305.00

AA/AS GE Area 2

C-ID: ECE 120

#### CHDEV 51

##### Child Growth and Development

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

Progression of development in the physical, cognitive, social, and emotional domains: Developmental milestones for children from conception through adolescence with emphasis on interactions between biological processes and environmental factors; observation of children, evaluation of individual differences, and analysis of characteristics of development at various stages according to developmental theories. 1305.00

AA/AS GE Area 2; CSU GE Breadth Area D, E; IGETC Area 4I

C-ID: CDEV 100

#### CHDEV 52

##### Observation and Assessment

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51
- Acceptable for credit: CSU

Use of assessment and observation tools and strategies to document young children's development and learning: Use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, portfolios, and multiple assessment tools, strategies for collaboration with families and professionals. 1305.40

C-ID: ECE 200

#### CHDEV 53

##### The Child, the Family and the Community

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

Processes of socialization focusing on the interrelationship of family, school, and community: Influence of multiple societal contexts, role of collaboration between family, community, and schools in supporting children's development from birth through adolescence. 1305.00

AA/AS GE Area 2; CSU GE Breadth Area D

C-ID: CDEV 110

#### CHDEV 54A

##### Social and Emotional Foundations for Early Learning

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51
- Acceptable for credit: CSU

Healthy social and emotional development of young children as the foundation for children's early learning: Building a learning environment and partnerships with parents to promote the healthy social and emotional development of young children. 1305.00

#### CHDEV 54B

##### Introduction to Curriculum

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51
- Acceptable for credit: CSU

Overview of the knowledge and skills related to providing appropriate curriculum and environments for children 0-6: Theories of child development and how they inform classroom practices; examination of the teacher's role in facilitating learning in young children with an emphasis on the essential role of active engagement and hands-on learning; overview of content areas, including language and literacy, social and emotional learning, sensory learning, math and science, art and creativity. 1305.40

C-ID: ECE 130

#### CHDEV 55A

##### Practicum-Field Experience

- 5 units, 2.5 hours lecture, 7.5 hours laboratory (GR or P/NP)
- Prerequisite: CHDEV 50, CHDEV 51, CHDEV 53, CHDEV 54A, and CHDEV 54B
- Acceptable for credit: CSU

Developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals: Connections between theory and practice, development of professional behaviors, and comprehensive understanding of children and families; reflective practice in the design, implementation, and evaluation of approaches, strategies, and techniques that promote development and learning; and exploration of career pathways, professional development, and teacher responsibilities. 1305.40

C-ID: ECE 210

#### CHDEV 55C

##### Advanced Practicum-Field Experience

- 3 units, 1.5 hours lecture, 4.5 hours laboratory (GR or P/ NP)
- Prerequisite: CHDEV 55A
- Acceptable for credit: CSU

Planning, providing and evaluating program areas: Overall supervision and classroom management of pre-school classroom. The practicum is conducted under supervision in Merritt Lab School or with mentor teacher. 1305.40

**CHDEV 56A****Infant/Toddler Development and Care**

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

Principles and philosophy of infant care for children up to two years of age: Growth and development, health and nutritional needs, social-emotional needs, cognitive development, language development, development of a positive self-image, parent education, community resources, and cultural and ethnic differences. 1305.90

AA/AS GE Area 2

**CHDEV 56B****Curriculum and Environments for Infants and Toddlers**

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

Introduction to organizing and developing activities for children aged 0-3 years: Focus on practical learning experiences in areas such as arts and crafts, imaginative play, music and movement, learning games; also covers culturally appropriate activities, room arrangement, and classroom management. 1305.90

**CHDEV 58****Preschool Administration**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 54A and CHDEV 54B
- Required for Child Development Site Supervisor Permit and the Child Development Program Director Permit. Course does not fulfill Early Childhood Education AS-T or Child Development AA degree requirements at Merritt College.
- Acceptable for credit: CSU

Principles and practices of administration of preschools and/or day care centers: Licensing requirements and regulations, staffing, parents and staff conferences, financial consideration and fiscal reports, operating procedures, and legal aspect of a small business operation. 1305.40

**CHDEV 59****Preschool Supervision and Staff Relations**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 54A or CHDEV 54B
- Required for Child Development Site Supervisor Permit and the Child Development Program Director Permit. Course does not fulfill Early Childhood Education AS-T or Child Development AA degree requirements at Merritt College.
- Acceptable for credit: CSU

Principles, methods and strategies for working with adults in the early childhood education setting: Management of interpersonal and group dynamics of employees, parents, boards and community/ advocacy activities. 1305.40

**CHDEV 60****Emergent Literacy and Children's Literature**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 50 or CHDEV 51
- Acceptable for credit: CSU

Principles, methods and materials for emergent reading and writing: Children's literature, language and literacy development in the early childhood classroom within a developmentally appropriate curriculum. 1305.00

**CHDEV 61****Advanced Curriculum Development**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51 and CHDEV 54B
- Acceptable for credit: CSU

Overview of Emergent Curriculum: Application of social constructivist theories; role of the teacher, image of the child, and environment as educator; utilization of classroom observation/ assessment in curricular planning cycle. 1305.40

**CHDEV 62****Overview of Operations of Family Child Care**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51
- Acceptable for credit: CSU

Practical skills for setting up and operating a family child care home business: Major factors in operating a family day care home, creation of an optimum child care environment, infant and preschool development, relationships with families, community partners, parent communication, health and safety issues, legal requirements, and business considerations. 1305.00

**CHDEV 68****Play-Based Curriculum**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 50 or CHDEV 51
- Acceptable for credit: CSU

Principles and practices of play-based curriculum: Role of the teacher in facilitating children's learning through play-based activities; observation and assessment in planning curriculum. 1305.40

**CHDEV 74****Health, Safety, and Nutrition**

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

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood: Teacher's role in prevention strategies, nutrition and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management. 1305.00

CSU GE Breadth Area E

C-ID: ECE 220

**CHDEV 75****Supervising Adults in Early Childhood Programs**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 54A and CHDEV 54B
- Required for Child Development Site Supervisor Permit and the Child Development Program Director Permit. Course does not fulfill Early Childhood Education AS-T or Child Development AA degree requirements at Merritt College.
- Acceptable for credit: CSU

Supervision of adults in early childhood education programs: Study of the methods and principles of supervising teachers, aides, student teachers, parents and volunteers in early childhood settings and preschool programs; focus on leadership styles, principles and practices of supervision, and developmental supervision. 1305.80

**CHDEV 80****Teaching in a Diverse Society**

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Examination of the impact of various societal influences on the development of children's personal and social identity: Developmentally appropriate, inclusive, culturally relevant, and anti-bias approaches, including self-examination and reflection on issues related to social identity, stereotypes, and bias. 1305.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D

C-ID: ECE 230

**CHDEV 84****Curriculum and Strategies for Children with Special Needs**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51
- Acceptable for credit: CSU

Curriculum and intervention strategies: Partnership with families, observation and assessment to address individualized needs of children, inclusive and natural environments, role of the teacher, collaboration with interdisciplinary teams, cultural competency. 1305.80

**CHDEV 91A****The Infant/Toddler Lab Practicum**

- 5 units, 2.5 hours lecture, 7.5 hours laboratory (GR or P/ NP)
- Prerequisite: CHDEV 51, CHDEV 56A, and CHDEV 56B
- Acceptable for credit: CSU

Integration of theory and practice in teaching and guidance of infants and toddlers: Practicum under supervision and application of techniques in meeting individual and group needs of infants, toddlers and their families. 1305.90

**CHDEV 201****California Preschool Learning Foundations: English Language Development**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the English language learners domain of the California Preschool Learning Foundations and Frameworks: Domain strands including listening, speaking, reading and writing; and practical strategies for implementation of the curriculum frameworks. 1305.00

**CHDEV 202****California Preschool Learning Foundations: Literacy**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the language and literacy development domain in the California Preschool Learning Foundations and Frameworks: Domain strands including listening and speaking, reading, and writing; and practical considerations for implementation of the curriculum frameworks. 1305.00

**CHDEV 203****California Preschool Learning Foundations: Math**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the mathematics domain of the California Preschool Learning Foundations and Frameworks: Domain strands including number sense, algebra and functions, measurement, geometry, and mathematical reasoning; and practical strategies for implementation of the curriculum frameworks. 1305.00

**CHDEV 204****California Preschool Learning Foundations: Performing Arts**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the performing arts domain of the California Preschool Learning Foundations and Frameworks: Domain strands including music, drama, and dance; and practical strategies for implementation of the curriculum frameworks. 1305.00

**CHDEV 205****California Preschool Learning Foundations: Science**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the science domain of the California Preschool Learning Foundations and Frameworks: Domain strands of scientific inquiry, physical, life, and earth sciences; and practical strategies for implementation of the curriculum frameworks. 1305.00

**CHDEV 206****California Preschool Learning Foundations: Visual Arts**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the visual arts domain of the California Preschool Learning Foundations and Frameworks: Domain strands including artistic expression and response, and skills using various art mediums; and practical strategies for implementation of the curriculum frameworks. 1305.00

**CHDEV 207****California Preschool Learning Foundations: Social and Emotional Development**

- 1 unit, 1 hour lecture (GR or P/NP)

Introduction to the social and emotional development domain of the California Preschool Learning Foundations and Frameworks: Domain strands including self, social interaction, and relationships; and practical strategies for implementation of the curriculum frameworks. 1305.00

**CHDEV 208****Strategies for Working with Challenging Behaviors**

- 3 units, 3 hours lecture (GR or P/NP)

Appropriate for classroom teachers in various settings, students will identify developmentally appropriate behaviors, challenging behaviors, and multiple influences that affect children's behavior. Students will analyze children's behaviors and select strategies to make positive changes. Emphasizes the connection between children's social and emotional development and their success in the classroom, and how the teachers' perception, experiences, and behavior influence child behaviors. 1305.00

**NONCREDIT****CHDEV 502****Introduction to Infant/Toddler Development**

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: ESOL 502

Growth and development of infants/toddlers aged 0-36 months: Physical, cognitive, psycho-social, and creative development; influence of environment on development; feeding concerns; and the child's impact on the family. 1305.90

**CHDEV 503****Introduction to Infant/Toddler Curriculum**

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: ESOL 503

Curriculum appropriate for infants/toddlers based on child development principles: Play, language and learning experiences including use of materials and equipment; and hands-on demonstration of curriculum ideas and learning activities. 1305.40

**CHDEV 504****Introduction to Early Childhood Development for Family Child Care Providers**

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: ESOL 504

Best practices to support healthy growth and development of children: Stages of development, community and educational resources, and effective communication and guidance. 1305.40

**CHDEV 505****Introduction to Early Childhood Education Curriculum for Family Child Care Providers**

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: ESOL 505

Developmentally appropriate curriculum for children: Educational philosophies, age-appropriate activities, and effective learning environments. 1305.40

# Communication (COMM)

The goal of the Communication discipline is to increase student success in interpersonal and group interactions and public speaking engagements, and to provide students with the tools to analyze mass media. With hands-on practice in effective listening, public speaking, and discussion of cultural implications of verbal, nonverbal, and mass communication in a diverse world, students become better citizens of a global population. Communication training improves students' potential to acquire, maintain, and advance in careers and relationships; to transfer to four-year colleges; and, to navigate through an increasingly intercultural landscape of interpersonal and group associations.

Career options include advertising, broadcasting, community relations, consulting, counseling, education, film, Foreign Service, fund raising, human resources, journalism, international relations, law, management, marketing, mediation, ministry, politics, public relations, sales, speechwriting, social work, and other related fields.

## Merritt College offers the following degree program in Communication:

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### Communication Studies

- Associate in Arts for Transfer (AA-T) Degree
-



## Communication Studies Associate in Arts for Transfer (AA-T) Degree

### DESCRIPTION

Communication skills are essential to forming and maintaining personal relationships, acquiring and excelling in a job, and relating to the world around us. Through the study and practice of interpersonal, professional, and intercultural communication skills, students will learn how their perceptions and self-esteem affect their interactions with others. Beyond this, students will improve their abilities to speak, write, and present information effectively, whether in face-to-face interactions or in public or mass-media settings.

The Communication Studies program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field. The courses in the program also improve job attainment and performance skills, providing students with the training necessary for public speaking, customer service, conflict resolution, and interviewing. Students who complete the Associate in Arts for Transfer (AA-T) degree in Communication Studies will learn and practice cultural awareness, situation analyses, and goal-oriented solutions to practical problems, giving them valuable assets in their future relationships and workplaces. Lastly, this course of study improves students' logic and reasoning skills, thus providing the foundation for understanding math and science, the world around them, and the skills and insights necessary to think through ethical issues and achieve their goals.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AA-T degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
  - c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

### CAREER OPPORTUNITIES

Career opportunities may include customer service representative, salesperson, nonprofit organizer, consultant, focus group facilitator, interviewer, human resource representative, negotiator, and startup job in mass media organization.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Critical Listening and Thinking- Speak, listen, and think critically, to set goals for effective communication, resolve conflict, and get your message across.
2. Public Speaking- Deliver presentations that are clear in message and voice, using appropriate nonverbal communication.
3. Group Cohesion- Strengthen group cohesion through shared vision creation and development.
4. Relationship between Mass Media and Face-to-Face Communication- Analyze the impact and influence that mass media and mediated communication have on face-to-face interactions.
5. Cultural Competency- Interact with people of different cultures in ways that result in shared understanding.
6. Self-Awareness and Ethics- Know how your own upbringing and cultural background affects your perceptions of yourself and others and integrate ethics in your everyday communication interactions.

**Communication Studies** Associate in Arts for Transfer (AA-T) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
COMM 45	Public Speaking	3
<b>Group A</b>		
COMM 4	The Dynamics of Group Discussion	3
COMM 20	Interpersonal Communication Skills	3
<b>Major Elective Courses</b>		
<b>Group B</b> <i>Select two courses for 6 units from the following:</i>		
COMM 3	Introduction to Human Communication	3
COMM 6	Intercultural Communication	3
COMM 19	Survey of Mass Media	3
<b>Group C</b> <i>Select one course for 3 units from any List B course not already used or the following:</i>		
COMM 10	Gender and Communication	3
ENGL 5	Critical Thinking in Reading and Writing	3
PSYCH 1A	Introduction to General Psychology	3
SOC 1	Introduction to Sociology	3
<b>Total Units for the Major</b>		<b>18</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>9-12</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>12-14</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

# Communication

## CREDIT

### COMM 3

#### Introduction to Human Communication

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

Study of human communication: Focus on verbal and nonverbal participation and effective listening in interpersonal contexts, group dynamics, and public speaking. 1506.00

AA/AS GE Area 4d; CSU GE Breadth Area A1; IGETC Area 1C

C-ID: COMM 180

### COMM 4

#### The Dynamics of Group Discussion

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

Study of communication in a group setting: Emphasis on listening, leadership, and teamwork; theoretical and experiential learning to build on individual communication skills with the goal of understanding and practicing successful group relations. 1506.00

AA/AS GE Area 4d; CSU GE Breadth Area A1; IGETC Area 1C

C-ID: COMM 140

### COMM 6

#### Intercultural Communication

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

Dynamics of intercultural communication as it applies to the diversity of American cultures: Cultural concepts, language style, content, ethnic perspectives, perceptions and stereotypes, symbols, and roles as they facilitate or hinder effective verbal and nonverbal interaction across cultures; analysis of multiple intercultural communication theories. 1506.00

AA/AS GE Area 2, 4d, 5; CSU GE Breadth Area D; IGETC Area 4C, 4G

C-ID: COMM 150

### COMM 10

#### Gender and Communication

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

Exploration of the relationship between gender and communication: Interpersonal, mediated, social, organizational, and cultural contexts; gender in public and private settings, media images, and personal identities. 1506.00

AA/AS GE Area 2, 4d; CSU GE Breadth Area D; IGETC Area 4D, 4G

### COMM 19

#### Survey of Mass Media

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

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00

AA/AS GE Area 2, 4d; CSU GE Breadth Area D; IGETC Area 4G

### COMM 20

#### Interpersonal Communication Skills

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

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management. 1506.00

AA/AS GE Area 4d; CSU GE Breadth Area A1; IGETC Area 1C

C-ID: COMM 130

### COMM 45

#### Public Speaking

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

Principles of public speaking: Oral presentations based on political and social issues; critical thinking, organization, and research. 1506.00

AA/AS GE Area 4d; CSU GE Breadth Area A1; IGETC Area 1C

C-ID: COMM 110

### COMM 49

#### Independent Study in Communication

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Communication. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1506.00



## Community Social Services (COSER)

The Community Social Services/Substance Abuse degree and certificate programs prepare students for employment in entry-level, para-professional positions in social and human services fields. Both programs prepare students for transfer to four-year institutions, offer further training for persons already employed, or provide students the opportunity to explore for vocational choices.

**Merritt College offers the following degree and certificate programs in Community Social Services:**

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**Community Social Services/Substance Abuse**

- Certificate of Achievement
  - Associate in Arts (AA) Degree
-

# Community Social Services/Substance Abuse Certificate of Achievement

## DESCRIPTION



The Community Social Services/Substance Abuse Certificate of Achievement program is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients. The program also offers further training for persons already employed in the field. The program requirements comply with CAADE (California Association on Alcohol and Drug Education) guidelines. Community Social Services/Substance Abuse is offered both for the Associate degree and the certificate.

To qualify for the Certificate of Achievement in Community Social Services/Substance, students must satisfactorily complete the Major course requirements.

## CAREER OPPORTUNITIES

Career opportunities may include employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply knowledge of mental health/human service trends, issues and regulations to inpatient, outpatient and other programs within the human services delivery system.
2. Display appropriate communication and interpersonal skills through active listening, sensitivity and effective responses to both verbal and non-verbal behavior.
3. Demonstrate appropriate professional behavior (e.g. timeliness) and interpersonal skills such as teamwork, leadership, and cultural diversity.
4. Establish rapport with clients, gather information about the conditions that bring clients in for a service, and refer clients to appropriate resources.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
COSER 10	Community Resources and Social Policy	3
COSER 16B	Communication: Families in Crisis	3
COSER 20	Group Dynamics: Working with Small Groups	2-3
COSER 21	Psychology/Pharmacology of Drugs of Abuse	3
COSER 22	Social Psychology of Substance/Drug Abuse	3
COSER 25	Maintaining Sobriety and Relapse Prevention	3
COSER 26	Case Management for Substance Abuse Paraprofessionals	3
COSER 27	Crisis Management for Substance Abuse	3
COSER 28	Dual Diagnosis: Mental Illness and Drug Abuse	3
COSER 29	Working with Diverse Populations	3
COSER 40	Community Social Services Field Experience	9 <sup>1</sup>
COSER 42	Counseling Skills and Substance Abuse	3
ENGL 1A	Composition and Reading	4
or		
ENGL 100	College Composition and Reading	4
HLTD 1	Exploring Health Issues	3
KIN 58A	Fitness Center Strength Training I-Fundamentals	.5
KIN 58B	Fitness Center Strength Training II-Beginning	.5
<b>Total Units</b>		<b>49-50</b>

<sup>1</sup> COSER 40 (3 units) must be taken three times for a total of 9 units.

**Community Social Services/Substance Abuse** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Certificate of Achievement in Community Social Services/Substance Abuse. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
COSER 21	Psychology/Pharmacology of Drugs of Abuse	3
COSER 29	Working with Diverse Populations	3
COSER 40	Community Social Services Field Experience	3
COSER 42	Counseling Skills and Substance Abuse	3
<b>1st Semester Units</b>		<b>12</b>
<b>2nd Semester</b>		
COSER 16B	Communication: Families in Crisis	3
COSER 20	Group Dynamics: Working with Small Groups	2 - 3
COSER 27	Crisis Management for Substance Abuse	3
COSER 40	Community Social Services Field Experience	3
KIN 58A	Fitness Center Strength Training I-Fundamentals	0.5
<b>2nd Semester Units</b>		<b>11.5-12.5</b>
<b>3rd Semester</b>		
COSER 10	Community Resources and Social Policy	3
COSER 26	Case Management for Substance Abuse Paraprofessionals	3
COSER 28	Dual Diagnosis: Mental Illness and Drug Abuse	3
COSER 40	Community Social Services Field Experience	3
<b>3rd Semester Units</b>		<b>12</b>
<b>4th Semester</b>		
COSER 22	Social Psychology of Substance/Drug Abuse	3
COSER 25	Maintaining Sobriety and Relapse Prevention	3
ENGL 1A	Composition and Reading	4
or		
ENGL 100	College Composition and Reading	4
HLTED 1	Exploring Health Issues	3
KIN 058B	Fitness Center Strength Training II-Beginning	0.5
<b>4th Semester Units</b>		<b>13.5</b>
<b>Total Units</b>		<b>49 - 50</b>



## Community Social Services/Substance Abuse Associate in Arts (AA) Degree

### DESCRIPTION



The Community Social Services/Substance Abuse Associate in Arts (AA) Degree is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients. The program also offers further training for persons already employed in the field. The program requirements comply with CAADE (California Association on Alcohol and Drug Education) guidelines. Community Social Services/Substance Abuse is offered both for the Associate degree and the certificate.

To qualify for the Associate in Arts Degree in Community Social Services/Substance Abuse, students must satisfactorily complete the Major course requirements and the General Education requirements.

### CAREER OPPORTUNITIES

Career opportunities may include employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply knowledge of mental health/human service trends, issues and regulations to inpatient, outpatient and other programs within the human services delivery system.
2. Display appropriate communication and interpersonal skills through active listening, sensitivity and effective responses to both verbal and non-verbal behavior.
3. Demonstrate appropriate professional behavior (e.g. timeliness) and interpersonal skills such as teamwork, leadership, and cultural diversity.
4. Establish rapport with clients, gather information about the conditions that bring clients in for a service, and refer clients to appropriate resources.

**Community Social Services/Substance Abuse** Associate in Arts (AA) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
COSER 10	Community Resources and Social Policy	3
COSER 16B	Communication: Families in Crisis	3
COSER 20	Group Dynamics: Working with Small Groups	2 - 3
COSER 21	Psychology/Pharmacology of Drugs of Abuse	3
COSER 22	Social Psychology of Substance/Drug Abuse	3
COSER 25	Maintaining Sobriety and Relapse Prevention	3
COSER 26	Case Management for Substance Abuse Paraprofessionals	3
COSER 27	Crisis Management for Substance Abuse	3
COSER 28	Dual Diagnosis: Mental Illness and Drug Abuse	3
COSER 29	Working with Diverse Populations	3
COSER 40	Community Social Services Field Experience	3
COSER 42	Counseling Skills and Substance Abuse	3
ENGL 1A or ENGL 100	Composition and Reading	4
	College Composition and Reading	4
HLTED 1	Exploring Health Issues	3
KIN 58A	Fitness Center Strength Training I-Fundamentals	.5
KIN 58B	Fitness Center Strength Training II-Beginning	.5
<b>Major Requirements</b>		<b>49 - 50</b>
<b>Units that may be double-counted for General Education</b>		<b>6</b>
<b>General Education Requirements (Local AA/AS Degree)</b>		<b>19</b>
<b>Total Units</b>		<b>62 - 63</b>

**Community Social Services/Substance Abuse** Associate in Arts (AA) Degree**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Certificate of Achievement in Community Social Services/Substance Abuse. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
COSER 21	Psychology/Pharmacology of Drugs of Abuse	3
COSER 29	Working with Diverse Populations	3
COSER 40	Community Social Services Field Experience	3
COSER 42	Counseling Skills and Substance Abuse	3
<b>1st Semester Units</b>		<b>12</b>
<b>2nd Semester</b>		
COSER 16B	Communication: Families in Crisis	3
COSER 20	Group Dynamics: Working with Small Groups	2 - 3
COSER 27	Crisis Management for Substance Abuse	3
COSER 40	Community Social Services Field Experience	3
KIN 58A	Fitness Center Strength Training I-Fundamentals	0.5
<b>2nd Semester Units</b>		<b>11.5-12.5</b>
<b>3rd Semester</b>		
COSER 10	Community Resources and Social Policy	3
COSER 26	Case Management for Substance Abuse Paraprofessionals	3
COSER 28	Dual Diagnosis: Mental Illness and Drug Abuse	3
COSER 40	Community Social Services Field Experience	3
<b>3rd Semester Units</b>		<b>12</b>
<b>4th Semester</b>		
COSER 22	Social Psychology of Substance/Drug Abuse	3
COSER 25	Maintaining Sobriety and Relapse Prevention	3
ENGL 1A	Composition and Reading	4
or		
ENGL 100	College Composition and Reading	4
HLTED 001	Exploring Health Issues	3
KIN 058B	Fitness Center Strength Training II-Beginning	0.5
<b>4th Semester Units</b>		<b>13.5</b>
<b>Total Units</b>		<b>49 - 50</b>

## Community Social Services

### CREDIT

#### COSER 10

##### Community Resources and Social Policy

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

Identification of major social resources: Selective investigation of service agencies through direct observations in the community, followed by study and analysis; evolution of social welfare as an institution; relationship to socio-economic and political forces, and cultural values; changing approaches to social provision, decision-making, and policy formation. 2104.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4G

#### COSER 16B

##### Communication: Families in Crisis

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

Principles and methods relating to understanding and working with individuals and families in crisis situations: Examination of family process, rules, and interaction through presentation of theoretical material and involvement in role play situations; short-term counseling techniques and skills. 2104.00

#### COSER 20

##### Group Dynamics: Working with Small Groups

- 2 - 3 units, 2 - 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC

Theory and practice of small groups through participation in problem situations which occur in the life of a group: Stages of group development, group climate, roles and leadership. 2104.00

CSU GE Breadth Area E

#### COSER 21

##### Psychology/Pharmacology of Drugs of Abuse

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

Introduction to the phenomena of psychoactive substances on human behavior and the human body: Examines factors involved in addiction, both physical and psychological; and examines psychological and physiological effects of various categories of psychoactive substances. 2104.40

#### COSER 22

##### Social Psychology of Substance/Drug Abuse

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

Overview of the social psychology of substance and drug abuse in the United States: Substance abuse in the context of culture and life styles, mores, needs, attitudes, and values of substance abusers as reflected in addiction and in vulnerability to addiction; physical and psychological outcomes of drug addiction; treatment for drug addiction; drug use and its impact on specific populations; and exploration of careers associated with substance abuse and alcohol/ drug treatment programs. 2104.40

#### COSER 25

##### Maintaining Sobriety and Relapse Prevention

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

Examination of the dynamics and other variables involved in the establishment of sobriety: Dynamics of addiction; steps, practices, and other factors in maintenance of sobriety; and approaches and techniques to preventing relapse, including life orientation and maintaining success in recovery. 2104.40

#### COSER 26

##### Case Management for Substance Abuse Paraprofessionals

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

Study of basic principles of case management for paraprofessionals in the treatment of addiction and substance abuse: Principles and processes of intake, screening, assessment, referral, development of treatment plans, and issues of confidentiality and ethics; importance and value of interdisciplinary collaboration in the treatment of addiction. 2104.40

C-ID: ADS 170 X

#### COSER 27

##### Crisis Management for Substance Abuse

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

Study of the basic principles and skills needed to deal with crisis situations arising in the treatment of drug addicts, alcoholics, substance abusers, and individuals with psychological disabilities or mental illness: Crisis intervention protocols and procedures for dealing with suicide, criminal behavior, aggression, domestic violence, sexual abuse, and post-traumatic stress disorder (PTSD). 2104.40

#### COSER 28

##### Dual Diagnosis: Mental Illness and Drug Abuse

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

Assessment, referral, and paraprofessional collaboration in working with substance abusers with psychological disabilities or mental illness: Prevalence and parallels of psychological/mental disabilities and substance abuse; treatment and recovery issues; types of mental health issues found with addiction; and diagnostic criteria, assessment techniques, counseling techniques for paraprofessionals, risk factors, and relapse prevention. 2104.40

C-ID: ADS 190 X

**COSER 29****Working with Diverse Populations**

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

Examination of the various ethnic, racial, and other diverse groups (disability, sexual orientation, etc.) that make up the population of American society: Historical context of the experiences and treatment of various U.S. minority groups; government policies and laws and their impact on these various groups; and society's response to physical and psychological/mental disabilities. 2104.40

AA/AS GE Area 2, 5; CSU GE Breadth Area D, E

**COSER 41****Substance Abuse and the Law**

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

Overview of the civil and criminal justice system with particular reference to substance abuse: Knowledge needed by service workers and police officers who deal with legal problems experienced by substance abusers. 2104.40

**COSER 42****Counseling Skills and Substance Abuse**

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

Investigation of counseling skills with particular application to substance abuse: Skills needed by those working with substance abusers in a group/resident setting and in a social model program. 2104.40

**COSER 49****Independent Study in Community Social Services**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Community Social Services. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2104.00

**COSER 476C****Occupational Work Experience in Community Social Services/Substance Abuse**

- 1 - 4 units, 3.43 - 17.50 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Supervised employment in Community Social Services/Substance Abuse or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 2104.40



# Computer Information Systems (CIS)

The Merritt College Cybersecurity Program was developed through an ongoing partnership with the Consortium of Information Systems Executives (CISE). Industry professionals from more than 100 Bay Area companies collaborated to create a program that will set a new standard. Today, our current program offers the only accredited cybersecurity degree in the state of California. Classes are led by professionals actively working in the field, affording the provision of real-world insight and practical guidance. The curriculum continues to evolve to reflect the current issues in information security.

Students become part of the solution to cybercrimes by joining the rapidly growing field of cybersecurity. Students learn to protect computers, networks, programs, and data from unintended or unauthorized access, change, or destruction. The Applications Security (Software) and Infrastructure Security (Hardware) programs are designed to provide cutting-edge skills and to prepare students to enter the job market. Students gain or upgrade computer skills for immediate employment needs. Each program is designed for completion in two years; students earn degrees and the knowledge to pass national certification tests.

Career options include Application Security Specialist, Information Technology Specialist (Customer Support), Information Security Specialist, Infrastructure Security Specialist, Infrastructure Security Analyst, Penetration Tester, Security Administrator, Security Analyst, Security Auditor, and Security Engineer.

## Merritt College offers the following degree and certificate programs in Computer Information Systems:

<b>Applications Security</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> <li>• Associate in Science (AS) Degree</li> </ul>
<b>Computer Project Management</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> </ul>
<b>Infrastructure Security</b>	<ul style="list-style-type: none"> <li>• Certificate of Achievement</li> <li>• Associate in Science (AS) Degree</li> </ul>
<b>NONCREDIT PROGRAMS</b>	
<b>Computer Science and Information Systems Career Readiness</b>	<ul style="list-style-type: none"> <li>• Certificate of Completion</li> </ul>



# Applications Security Certificate of Achievement

## DESCRIPTION



The Applications Security Certificate of Achievement provides best practices and competencies for students to design, install and implement secure applications and services; manage, and optimize application to ensure compliance with security controls; help prevent, detect, investigate and respond to Applications Security threats and attacks; facilitate Applications Security vulnerability assessments, penetration tests and risk assessments; investigate Applications Security events and incidents, including forensic analysis; represent security interests on project teams by ensuring security standards and requirements; conduct security research, analysis and review of application solutions to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

## CAREER OPPORTUNITIES

Career opportunities may include Information Security Analysts, Computer and Information Systems Managers and Computer Systems Analysts.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Design and secure applications and services to protect critical assets.
2. Develop, test, and implement secure applications to safeguard critical information.
3. Manage ongoing maintenance and updates to applications and services to respond to changing security threats.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CIS 54	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 56	Secure Coding in Java and .NET	3
CIS 57	Web Application PEN Testing	3
CIS 59	Applications in Information Security	3
CIS 60	Computer Forensics Fundamentals	3
CIS 71	Introduction to Information Systems Security	3
<b>Major Elective Courses List A</b>		
<i>Select one course for 3-5 units</i>		
CIS 5	Introduction to Computer Science	5
CIS 6	Introduction to Computer Programming	5
CIS 7	Control Structures and Objects	4
CS 20	Python Application Programming	3
<b>Major Elective Courses List B</b>		
<i>Select one course for 3-4 units</i>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Work Experience in Security Administration	1 - 4
<b>Total Units</b>		<b>27 - 30</b>

**Applications Security** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Certificate of Achievement in Applications Security. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
CIS 5 or CIS 6 or CIS 7 or CS 20	Introduction to Computer Science Introduction to Computer Programming Control Structures and Objects Python Application Programming	5 5 4 3
CIS 71	Introduction to Information Systems Security	3
<b>1st Semester Units</b>		<b>6 - 8</b>
<b>2nd Semester</b>		
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 60	Computer Forensics Fundamentals	3
<b>2nd Semester Units</b>		<b>6</b>
<b>3rd Semester</b>		
CIS 56	Secure Coding in Java and .NET	3
CIS 59	Applications in Security	3
<b>3rd Semester Units</b>		<b>6</b>
<b>4th Semester</b>		
CIS 54	IT Security Strategic Planning, Policy, and Leadership	3
CIS 57	Web Applications PEN Testing	3
<b>4th Semester Units</b>		<b>6</b>
<b>Any Semester</b>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Experience in Security Administration	1 - 4
<b>Any Semester Units</b>		<b>15 - 23</b>
<b>Total Units</b>		<b>27 - 30</b>

## Applications Security Associate in Science (AS) Degree

### DESCRIPTION



The Applications Security Associate in Science degree confers best practices and competencies in secure software deployment, design, management, and vulnerability mitigation. A software application delivers value through services accessible through remote connections as well as through systems directly on the local network making it a high value target for hacking attempts. Graduates of this program are able to manage and optimize software applications to ensure compliance with security controls; help prevent, detect, investigate and respond to Applications Security threats and attacks; facilitate Applications Security vulnerability assessments, perform penetration tests and risk assessments; investigate Applications Security events and incidents, including forensic analysis. They are able to form and lead incident response teams and represent software Applications Security interests in the creation of organization practices and policies.

### CAREER OPPORTUNITIES

Career opportunities may include Information Security Analysts, Computer and Information Systems Managers, Computer Systems Analysts, and CA-DIR Cybersecurity Technician Apprenticeship.

Military occupations may include Advanced Information Operations (IO) Planner (Marine Corps - Commissioned Officer only), Aviation Logistics Information Management System (ALIMS) Specialist (Marine Corps - Enlisted), Cyberspace Operations, Cyber Command and Control Mission System (Air Force - Commissioned Officer only), Cyberspace Operations, Cyber Security and Control System (Air Force - Commissioned Officer only).

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Design and secure applications and services to protect critical assets.
2. Develop, test, and implement secure applications to safeguard critical information.
3. Manage ongoing maintenance and updates to applications and services to respond to changing security threats.

**Applications Security** Associate in Science (AS) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CIS 54	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 56	Secure Coding in Java and .NET	3
CIS 57	Web Application PEN Testing	3
CIS 59	Applications in Information Security	3
CIS 60	Computer Forensics Fundamentals	3
CIS 71	Introduction to Information Systems Security	3
<b>Major Elective Courses List A</b>		
<i>Select one course for 3-5 units</i>		
CIS 5	Introduction to Computer Science	5
CIS 6	Introduction to Computer Programming	5
CIS 7	Control Structures and Objects	4
CS 20	Python Application Programming	3
<b>Major Elective Courses List B</b>		
<i>Select one course for 3-4 units</i>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Work Experience in Security Administration	1 - 4
<b>Major Requirements</b>		<b>27 - 30</b>
<b>General Education Requirements</b>		<b>19</b>
<b>Elective Courses to Meet 60 Units</b>		<b>11 - 14</b>
<b>Total Units</b>		<b>60</b>

**Applications Security** Associate in Science (AS) Degree**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete an Associate in Science in Applications Security degree. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
CIS 5 or CIS 6 or CIS 7 or CS 20	Introduction to Computer Science Introduction to Computer Programming Control Structures and Objects Python Application Programming	5 5 4 3
CIS 71	Introduction to Information Systems Security	3
<b>1st Semester Units</b>		<b>6 - 8</b>
<b>2nd Semester</b>		
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 60	Computer Forensics Fundamentals	3
<b>2nd Semester Units</b>		<b>6</b>
<b>3rd Semester</b>		
CIS 56	Secure Coding in Java and .NET	3
CIS 59	Applications in Security	3
<b>3rd Semester Units</b>		<b>6</b>
<b>4th Semester</b>		
CIS 54	IT Security Strategic Planning, Policy, and Leadership	3
CIS 57	Web Applications PEN Testing	3
<b>4th Semester Units</b>		<b>6</b>
<b>Any Semester</b>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Experience in Security Administration	1 - 4
<b>Any Semester Units</b>		<b>15 - 23</b>
<b>Total Units</b>		<b>39 - 49</b>

## Computer Project Management Certificate of Achievement

### DESCRIPTION



The Computer Project Management Certificate of Achievement Program is a workforce program providing instruction in the application of Software Engineering skills to Business projects that use computers for process improvement or innovation. This program can be completed in one year or less and qualifies the graduate to enter the designated occupation at the prevailing wage. It includes training in both principles of management and software engineering to support successful completion of these projects. It also equips the non-technical project manager to manage software projects enabling them to compete for project management positions in the software development work force.

Specifically, students will learn use of the software engineering process and application of skills, tools, and techniques to manage project activities; enumeration of project goals as sequences of tasks with clearly defined beginning, end, scope, and resources; analysis of project goals to create a prioritized task list that will lead to successful completion; analysis of budget and human resources to develop a utilization plan; and communication of progress, status, and milestones. Skills applicable to any kind of project are supplemented by instruction in software engineering to support one of the prevalent project management needs of the Silicon Valley and the Bay Area workforce. These enable the design of integrated software systems to efficiently fulfill business processes and needs.

To qualify for the Computer Project Management Certificate of Achievement Program, students must complete 14-15 units of required core courses with the option to complete 2 units (*150 hours of paid work or 120 hours of unpaid work*) of Occupational Work Experience (OWE) in Project Management. This OWE qualifies them to take the Certified Associate Project Manager (CAPM) examination from the governing body Project Management Institute.

### CAREER OPPORTUNITIES

Career opportunities may include Computer and Information Systems Manager, Computer Systems Analysts and Information Security Analysts.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Manage activities with defined beginning and end in time, defined scope and resources accomplish a singular goal.
2. Coordinate a project team to deliver the on-time, on-budget results.
3. Prioritize activities and communicate results, milestones, and deadlines.



**Computer Project Management** Certificate of Achievement**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 50	Principles of Management	3
CIS 1 or CIS 5	Introduction to Computer Information Systems	4
CIS 51	Introduction to Computer Science	5
CIS 51	Introduction to Information Technology Project Management	4
CS 80	Software Engineering	3
<b>Recommended Courses</b>		
COPED 469*	Occupational Work Experience in Security Administration	(2)
BUS 83	Introduction to Digital Marketing	(3)
<b>Total Units</b>		<b>14 - 15</b>

**RECOMMENDED ONE-SEMESTER COURSE SEQUENCE**

Students can use the following pattern to complete the Computer Project Management Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
BUS 50	Principles of Management	3
CIS 1 or CIS 5	Introduction to Computer Information Systems	4
CIS 51	Introduction to Computer Science	5
CIS 51	Introduction to Information Technology Project Management	4
CS 80	Software Engineering	3
COPED 469*	Occupational Work Experience in Security Administration	(2)
BUS 83	Introduction to Digital Marketing	(3)
<b>Total Units</b>		<b>14 - 15</b>

**NOTE:** \* Students who select COPED 469 are able to provide evidence of applicable work experience on their college transcript. The student must secure 150 hours of paid work or 120 hours of unpaid work in project management.

# Infrastructure Security Certificate of Achievement

## DESCRIPTION



The Infrastructure Security Certificate of Achievement program provides best practices and competencies for students to design, install and implement services and applications; manage and optimize security infrastructure to ensure compliance with security controls; help prevent, detect, investigate and respond to operational security threats and attacks; facilitate security vulnerability assessments, penetration tests and risk assessments; investigate security events and incidents, including forensic analysis; represent security interests on project teams by ensuring security standards and requirements; conduct security research, analysis and review of infrastructure designs to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

## CAREER OPPORTUNITIES

Career opportunities may include Information Security Analyst, Computer and Information Systems Manager and Computer Systems Analyst.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Install and configure infrastructure, software, and upgrades.
2. Install, configure and test network devices, servers, and workstations.
3. Troubleshoot hardware, network, and security problems.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CIS 52	Cloud Security Fundamentals	3
CIS 53	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 54	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 58	Hacker Guard – Baseline Training for IT Administrators and Operations	3
CIS 60	Computer Forensics Fundamentals	3
CIS 72	Systems and Network Administration	3
<b>Major Elective Courses List A</b>		
<i>Select one course for 3-5 units</i>		
CIS 5	Introduction to Computer Science	5
CIS 6	Introduction to Computer Programming	5
CIS 7	Control Structures and Objects	4
CS 20	Python Application Programming	3
<b>Major Elective Courses List B</b>		
<i>Select one course for 3-4 units</i>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Work Experience in Security Administration	1 - 4
<b>Total Units</b>		<b>27 - 30</b>

**Infrastructure Security** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete an **Infrastructure Security Certificate of Achievement**. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
CIS 5	Introduction to Computer Science	5
or		
CIS 6	Introduction to Computer Programming	5
or		
CIS 7	Control Structures and Objects	4
or		
CS 20	Python Application Programming	3
CIS 72	Systems and Network Administration	3
<b>1st Semester Units</b>		<b>6 - 8</b>
<b>2nd Semester</b>		
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 60	Computer Forensics Fundamentals	3
<b>2nd Semester Units</b>		<b>6</b>
<b>3rd Semester</b>		
CIS 52	Cloud Security Fundamentals	3
CIS 53	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
<b>3rd Semester Units</b>		<b>6</b>
<b>4th Semester</b>		
CIS 54	IT Security Strategic Planning, Policy, and Leadership	3
CIS 58	Hacker Guard – Baseline Training for IT Administrators and Operations	3
<b>4th Semester Units</b>		<b>6</b>
<b>Any Semester</b>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Experience in Security Administration	1 - 4
<b>Any Semester Units</b>		<b>15 - 23</b>
<b>Total Units</b>		<b>27 - 30</b>

# Infrastructure Security Associate in Science (AS) Degree

## DESCRIPTION



The Infrastructure Security Associate in Science degree provides best practices and competencies for students to design, install and implement services and applications; manage and optimize security infrastructure to ensure compliance with security controls; help prevent, detect, investigate and respond to operational security threats and attacks; facilitate security vulnerability assessments, penetration tests and risk assessments; investigate security events and incidents, including forensic analysis; represent security interests on project teams by ensuring security standards and requirements; conduct security research, analysis and review of infrastructure designs to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

To qualify for the Associate in Science in Infrastructure Security degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS General Education requirements.

## CAREER OPPORTUNITIES

Career opportunities may include Information Security Analysts, Computer and Information Systems Managers, and Computer Systems Analysts.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Install and configure infrastructure, software, and upgrades.
2. Install, configure and test network devices, servers and workstations.
3. Troubleshoot hardware, network, and security problems.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CIS 52	Cloud Security Fundamentals	3
CIS 53	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 54	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 55	Hacker Techniques, Exploits, and Incident Handling	3
CIS 58	Hacker Guard – Baseline Training for IT Administrators and Operations	3
CIS 60	Computer Forensics Fundamentals	3
CIS 72	Systems and Network Administration	3
<b>Major Elective Courses List A</b>		
<i>Select one course for 3-5 units</i>		
CIS 5	Introduction to Computer Science	5
CIS 6	Introduction to Computer Programming	5
CIS 7	Control Structures and Objects	4
CS 20	Python Application Programming	3
<b>Major Elective Courses List B</b>		
<i>Select one course for 3-4 units</i>		
CIS 51	Introduction to Information Technology Project Management	4
CIS 98	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1 - 3
CIS 247	Information Systems Skills Challenge	1 - 4
COPED 469	Occupational Work Experience in Security Administration	1 - 4
<b>Total Units</b>		<b>27 - 30</b>

# Computer Science and Information Systems Career Readiness Certificate of Completion

## DESCRIPTION



The Computer Science and Information Systems Career Readiness Certificate of Completion program prepares participants to present their technical qualifications to potential employers and communicate technical topics to non-technical senior stakeholders. Employability skills include effective communication, and collaboration across interdisciplinary management teams. It equips the graduate to fulfill the role of a Technical Professional with specific expertise and authority in making recommendations and decisions. This includes instruction in conflict resolution, confidence building, time management, and problem solving.

## CAREER OPPORTUNITIES

This is a Career Preparatory program with high employment potential for the Software Developer, Information Systems Analyst, and DevOps workforce which aligns with the following occupations: Computer Systems Analyst, Computer User Support Specialists, Computer Network Support Specialists, Computer and Information Systems Managers, Computer Information Systems, Computer and Information Systems Security/Information Assurance and other computer occupations.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Communicate their technical qualifications to potential employers and align them with business goals.
2. Use critical thinking skills to identify points of persuasion and facilitate concurrence in technical project decisions.
3. Summarize successful and non-successful projects in terms of building and communicating their knowledge, skills, and values in preparation for next steps in their technical career.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	HOURS
<b>Major Core Courses</b>		
CIS 520	Setting the Stage for Technical Work	4 - 4.5
CIS 521	Techniques and Language of Technical Communications	4.5
CIS 522	Conflict Resolution in Technical Collaboration	4.5
CIS 523	Time Management and Organization of Technical Projects	4.5
CIS 524	Job Evaluation and Self Assessment in Technology Careers	4 - 4.5
CIS 525	Resume Writing for Technical Careers	4.5
CIS 526	Preparing for the Technical Interview	4 - 4.5
CIS 527	Technical Interview Patterns and Practice	4 - 4.5
<b>Total Hours</b>		<b>34 - 36</b>

**Computer Science and Information Systems Career Readiness** Certificate of Completion**RECOMMENDED ONE-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete the Computer Science and Information Systems Career Readiness Certificate of Completion. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	HOURS
<b>1st Year — Fall or Spring</b>		
CIS 520	Setting the Stage for Technical Work	4 - 4.5
CIS 521	Techniques and Language of Technical Communications	4.5
CIS 522	Conflict Resolution in Technical Collaborations	4.5
CIS 523	Time Management and Organization of Technical Projects	4.5
CIS 524	Job Evaluation and Self-Assessment in Technology Careers	4 - 4.5
CIS 525	Resume Writing for Technical Careers	4.5
CIS 526	Preparing for the Technical Interview	4 - 4.5
CIS 527	Technical Interview Patterns and Practice	4 - 4.5
<b>Total Hours</b>		<b>34 - 36</b>

# Computer Information Systems

## CREDIT

### CIS 1

#### Introduction to Computer Information Systems

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and e-mail. 0702.00

AA/AS GE Area 4c

C-ID: ITIS 120

### CIS 5

#### Introduction to Computer Science

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU, UC

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0701.00

AA/AS GE Area 4c

### CIS 6

#### Introduction to Computer Programming

- 5 units, 4 hours lecture, 3 hours laboratory (GR or P/ NP)
- Recommended preparation: CIS 5
- Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10

AA/AS GE Area 4c

C-ID: COMP 122

### CIS 7

#### Control Structures and Objects

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5
- Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design through use of control structures, flow charting, and debugging; elements of good programming style; introduction to Object Oriented Programming (OOP) through the design and implementation of objects that interact using well-defined interfaces to solve a problem. 0707.00

AA/AS GE Area 4c

C-ID: COMP 122

### CIS 8

#### Introduction to Parallel and Cloud Programming

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 6 or CIS 7
- Recommended preparation: MATH 11
- Acceptable for credit: CSU

Programming fundamentals of using multiple processors or computers to solve a problem: Mechanics of computation, multi- tasking and multi-threading and object-oriented approaches to managing many computing elements working on the same problem. Programming for Cloud computation, Cluster computation, Big Data, Machine Learning, and highly parallel computing hardware, e.g. multi-core processors and Graphics Processing Units. 0707.10

AA/AS GE Area 4c

### CIS 11

#### Discrete Structures and Logic

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 6 and CIS 33
- Not open for credit to students who have completed or are currently enrolled in MATH 11.
- Acceptable for credit: CSU, UC

Discrete structures used in Computer Science with an emphasis on their applications: Functions, relations and sets; basic logic; proof techniques; basics of counting; graphs and trees; and discrete probability. 0707.00

AA/AS GE Area 4c

C-ID: COMP 152

### CIS 33

#### Software Architectures and Algorithms

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 6 or CIS 7
- Acceptable for credit: CSU, UC

Design and development of large programs: Systematic data abstraction, strongly typed data and data structures, object declaration models, inheritance and polymorphism, information hiding, managed frameworks and libraries such as the Standard Template Library (STL), object life cycles and garbage collection, recursion, well-defined algorithms, collections and iterator abstraction, strategies for code reuse, testing, UML and software engineering principles. 0707.00

AA/AS GE Area 4c

C-ID: COMP 132

### CIS 35

#### Microcomputer Operating Systems

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1 or CIS 5; and CIS 110
- Acceptable for credit: CSU

Microcomputer operating systems: Selection, use and programming with operating systems, concentrating on the personal computer. 0702.10

AA/AS GE Area 4c



**CIS 40****Database Management**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)
- Recommended preparation: CIS 1 or CIS 5
- Acceptable for credit: CSU

Design, implementation, and maintenance of databases: Analysis of user requirements; building tables, queries, forms, reports, and other topics. 0702.10

AA/AS GE Area 4c

**CIS 42****Spreadsheet Applications**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/ NP)
- Recommended preparation: CIS 1, CIS 5, or CIS 200
- Course is equivalent to CIS 42A and CIS 42B. Not open for credit to students who have completed or are currently enrolled in CIS 42A and/or CIS 42B.
- Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with current popular spreadsheet software: Worksheet creation, formatting and charting; entering data and formulas; functions; editing and printing; web queries; basic database functions of sorting and querying; creating web pages; logical functions; lookup tables; Pivot Tables, Pivot Charts, and trendlines; graphic design for financial statements; creating templates; using macros. 0702.10

AA/AS GE Area 4c

C-ID: BSOT 112 X; BSOT 122 X; BSOT 132 X

**CIS 49****Independent Study in Computer Information Systems**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Computer Information Systems. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0702.00

AA/AS GE Area 4c (if course taken for one or more units)

**CIS 51****Introduction to Information Technology Project Management**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1
- Acceptable for credit: CSU

Project management fundamentals in technology: Theoretical and practical overview of project management planning with step-by-step introduction to the project management process from initiation to close. 0702.00

AA/AS GE Area 4c

**CIS 52****Cloud Security Fundamentals**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6 or CIS 7; and CIS 055, CIS 60 and CIS 72
- Acceptable for credit: CSU

New cloud computing paradigm: Implications for information security; differences in cloud computing service versus deployment models; associated security requirements and responsibilities. 0702.00

AA/AS GE Area 4c

**CIS 53****Intrusion Detection In-Depth: Compliance, Security, Forensics And Troubleshooting**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1 or CIS 5; and CIS 55, CIS 60, and CIS 72
- Acceptable for credit: CSU

Host-based and network-based intrusion detection systems (IDS): Tools for information security practitioners; examination of information sources, analysis schemes, technical, and legal issues. 0702.00

AA/AS GE Area 4c

**CIS 54****IT Security Goals, Strategy, Policy, and Leadership**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6 or CIS 7 or CS 20; and CIS 55, CIS 60; and CIS 71 or CIS 72
- Acceptable for credit: CSU

Business and management aspects of information security: Legal and regulatory aspects; strategic planning process; security policies, and management process for a secure information systems environment. 0702.00

AA/AS GE Area 4c

**CIS 55****Hacker Techniques, Exploits & Incident Handling**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1 or CIS 5; and CIS 71 and CIS 72
- Acceptable for credit: CSU

Cutting-edge insidious attack vectors: Responding to computer incidents and hands-on techniques for discovering security vulnerabilities. 0702.00

AA/AS GE Area 4c

**CIS 56****Secure Coding in Java and .NET**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended Preparation: CIS 5 or CIS 6 or CIS 7 and CIS 55, CIS 60 and CIS 71
- Acceptable for credit: CSU

Developing defensible applications: Java and .NET application developments using best practices to protect critical information. 0702.00

AA/AS GE Area 4c

**CIS 57****Web Application PEN Testing**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6; and CIS 55, CIS 60, and CIS 71
- Acceptable for credit: CSU

Ethical hacking: Designing secure, functional, and compliant software. 0702.00

AA/AS GE Area 4c

**CIS 58****Hacker Guard – Baseline Training for IT Administrators And Operations**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6; and CIS 055, CIS 60, and CIS 72
- Acceptable for credit: CSU

Security training for systems and network operations staff: First line of defense against unauthorized access to systems, applications, and networks. 0702.00

AA/AS GE Area 4c

**CIS 59****Applications in Information Security**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1 or CIS 5; and CIS 55, CIS 60, and CIS 71
- Acceptable for credit: CSU

Architecture of web-based applications and security best practices: Authentication and authorization for accessing applications; managing common security vulnerabilities, security of data at rest and in transit. 0702.00

AA/AS GE Area 4c

**CIS 60****Computer Forensics Fundamentals**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6; and CIS 71 or CIS 72
- Acceptable for credit: CSU

Overview of computer forensics: Computer investigation processes; operating systems boot processes and disk structures; data acquisition and analysis; technical writing; review of computer forensics tools; ethics; and objectives of International Association of Computer Investigative Specialists (IACIS) certification. 0702.00

AA/AS GE Area 4c

C-ID: ITIS 165

**CIS 62****Introduction to Systems Analysis and Design**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CIS 1, CIS 5, CIS 6, CIS 25, CIS 36A, or CIS 61
- Acceptable for credit: CSU, UC

Principles of systems analysis and design: Systematic methodology for analyzing business problems or opportunities; OOA&D (Object/Oriented Analysis and Design) and UML, the role technologies can play in addressing business needs, articulation of business requirements for technology solutions, alternative approaches to acquiring the technology capabilities needed to address business requirements, and specification of requirements for the information systems solution. 0707.30

AA/AS GE Area 4c

C-ID: ITIS 140

**CIS 66****XML Documents and Applications**

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 234A and CIS 234B
- Acceptable for credit: CSU

Development of documents and applications using the eXtensible Markup Language (XML), a Web document-authoring meta-language that is used to separate data from its visual representation; use of XSL for data translation. 0707.10

AA/AS GE Area 4c

**CIS 71****Introduction to Information Systems Security**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6 or CIS 7 or CS 20
- Acceptable for credit: CSU

Fundamental principles of information technology, security and risk management: Hardware, software, processes, communications, applications, and policies and procedures of organizational cyber security and risk management. 0702.00

AA/AS GE Area 4c

**CIS 72****Systems and Network Administration**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6 or CIS 7 or CS 20
- Acceptable for credit: CSU

Design, development and support of server hardware and software technologies: Disaster recovery and security administration. 0702.00

AA/AS GE Area 4c

C-ID: ITIS 155

**CIS 73****Networking Concepts**

- 3 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 1 or CIS 5
- Acceptable for credit: CSU

Networking concepts: Network architecture, hardware, software, concepts, protocols and standards. 0702.00

AA/AS GE Area 4c

**CIS 78****Digital Architectures for Computation**

- 4 units, 3 hours lecture, 3 hours laboratory (GR)
- Prerequisite: CIS 6
- Recommended preparation: CIS 72 and MATH 11
- Acceptable for credit: CSU, UC

Organization of digital circuits and computing architectures: Fundamentals of digital circuits, combinational logic and sequential logic; processor components and processing architectures such as Von Neumann and Harvard architecture; control unit instruction word decoding and Instruction Level Parallelism (ILP); high level, assembly, and machine code; memory addressing modes, performance, and memory models; Random Access Model (RAM) and Candidate Type Architecture (CTA); analysis of single threaded code. 0707.00

AA/AS GE Area 4c

C-ID: COMP 142

**CIS 93****Cross Platform Mobile Application Development**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 6 or CIS 7; and CIS 33
- Recommended preparation: CIS 78
- Acceptable for credit: CSU, UC

Designing and implementing mobile applications: Training on frameworks such as Xamarin, Unity, XDK, Cordova and others, enabling the same code run on several different mobile platforms such as IOS, Android, Windows Mobile, or XBOX. 0707.00

AA/AS GE Area 4c

**CIS 98****Database Programming with SQL**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 6 or CIS 25 or CIS 36A or CIS 61
- Acceptable for credit: CSU, UC

Programming in database management systems using SQL: DML (Data Manipulation Language) and DQL (Data Query Language) features; database program design, programming structures, strategies, and techniques. 0707.20

**CIS 100****Introduction to Blockchain, Cryptocurrencies, and Identity**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5, CIS 6, or CIS 7; and MATH 2, MATH 13, or MATH 230
- Acceptable for credit: CSU

Fundamental principles of distributed hash data structures: Overview of applications that use blockchain in cryptocurrencies (Bitcoin and Ethereum); analysis of public records and smart contracts to establish proof of ownership and identity; and exploration of current and potential real-world applications of blockchain in technology, business, and law. 0707.10

AA/AS GE Area 4c

**CIS 106A****Routing and Switching Networks**

- 3 units, 2 hours lecture, 3 hours laboratory (GR)
- Recommended preparation: CIS 5
- Acceptable for credit: CSU

Introduction to network and inter-network (Internet) architecture: Identification of structures, components, and models that permit devices on separate networks to inter-operate; use and application of standards such as Open Systems Interconnection (OSI); transport Control Protocol (TCP), and Internet Protocol (IP). 0702.00

AA/AS GE Area 4c

C-ID: ITIS 151

**CIS 106B****Scaling Networks**

- 3 units, 2 hours lecture, 3 hours laboratory (GR)
- Prerequisite: CIS 106A
- Recommended preparation: CIS 5
- Acceptable for credit: CSU

Architecture, components, and operations of routers and switches: Controlling the flow of information between complex networks; configuration and troubleshooting of routers and switches for advanced functionality with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks; implementing a WLAN in a small-to-medium network. 0702.00

AA/AS GE Area 4c

**CIS 106C****Connecting Networks**

- 3 units, 2 hours lecture, 3 hours laboratory (GR)
- Prerequisite: CIS 106B
- Recommended preparation: CIS 73
- Acceptable for credit: CSU

Management of Wide Area Networking (WAN) Technologies and Services: Creation of complex and converged networks and applications; establish selection and performance criteria for network devices; monitor and troubleshoot network devices; resolution of common issues with data link protocols, IPSec and virtual private network (VPN) operations. 0702.00

AA/AS GE Area 4c

**CIS 107****Administering Cloud Services and Containers**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 71 or CIS 72 and CIS 52, CIS 59
- Acceptable for credit: CSU

Administration of cloud-based information systems: Deployment and management of Infrastructure-as-a-Service (IaaS), Software-as-a-Service (SaaS), and Platform-as-a-Service (PaaS) information systems; performance and redundant deployment of Virtual Machines (VMs), and Command Line Interfaces (CLI) systems management; and deployment of information systems and services without purchase of physical hardware. 0702.0

**CIS 108****Scripting for Systems Automation and Data Analysis**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6 or CIS 7
- Acceptable for credit: CSU, UC

Command line tools for automation and analysis: Integration of tools including UNIX/Linux shell, Python, and domain specific libraries for operations automation in DevOps and analysis in Data Science & Machine Learning; emphasis on acquisition of broadly applicable skills including files and correct modes of access use for distinct categories of files, file attributes, passing of variables, error handling, and exchange of result codes between application components. 0707.10

**CIS 110****Information and Communication Technology Essentials**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Fundamentals of computer hardware, software, and networking: Security, assembly of information systems through configuration and integration of Information Technology components. 0701.00

AA/AS GE Area 4c

C-ID: ITIS 110

**CIS 178****Build Automation for DevOps & QA**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6; and CIS 72 and CIS 108
- Acceptable for credit: CSU

Design and integration of applications development (Dev) tools and Operations tools (Ops) into automated control systems: monitoring of Source Code Management (SCM) repositories for changes to initiate automate software build, infrastructure provisioning, or configuration updates. Creation of Virtual Machines suitable for on-the-job use through hands-on project-based learning. Apply best practices for toolchain configuration, monitoring, and testing software for Quality Assurance (QA). 0707.30

AA/AS GE Area 4c

**CIS 179****Agile Software Management and Project Automation**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6; and CIS 51
- Acceptable for credit: CSU

Automation of software development processes: Integration of agile and scrum methodologies with issue tracking systems (JIRA, Version-One) using well-known communication styles; methods for organizing units of software development work; use of incident management tools with Jenkins Continuous Integration (CI) system to create integrated project implementation, reporting, and defect tracking systems. 0707.10

AA/AS GE Area 4c

**CIS 205****Computer Literacy**

- 1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in BUS 219.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0701.00

AA/AS GE Area 4c

C-ID: BSOT 105 X

**CIS 221****Cyber Safety, Online Identity, and Computer Literacy**

- 1-3 units, .75 - 2 hours lecture, .75 - 3 hours laboratory (GR or P/NP)

Introduction to computers and instruction in computer safety awareness, identity management, and protection: Overview of computers, mobile devices, software, and connected interactive systems such as social networks; introduction for the novice to cybersecurity career opportunities, cyber ethics, online safety, how computers work, and cyber threats; cybersecurity principles, security policies, tools, account management and fundamental network connectivity and security; analysis and repair of vulnerabilities; introduction to cyber competition. 0701.00

AA/AS GE Area 4c

**CIS 234A****World Wide Web Publishing I**

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Creating and publishing Web pages over the Internet using the Hyper-text Markup Language (HTML). 0709.00

AA/AS GE Area 4c

**CIS 234B****World Wide Web Publishing II**

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Prerequisite: CIS 233 and CIS 234A
- Recommended preparation: GRART 112

Continuation of CIS 234A: Emphasis on advanced HTML and layout techniques, client-side image maps, CGI scripting, introduction to Cascading style sheets and dynamic scripting. 0709.00

AA/AS GE Area 4c

**CIS 234D****Web Authoring**

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 234A

Art of web design and the power of web authoring in website content management and functionality: Website templates, customization, layout tables, interactive forms, frames, database interface, wizards, source controls, dynamic layers, instant updates, multimedia content, subsite and website management. 0709.00

AA/AS GE Area 4c

**CIS 234E****Creating an E-Commerce Web Site**

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 234A

Business strategies and programming techniques in the design and development of an electronic commerce web presence: Banner ads, auto responders, product catalogs, shopping carts, cookies, electronic payment systems, online database and website security management. 0709.00  
AA/AS GE Area 4c

**CIS 239****Help Desk Tools and Techniques**

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Help desk tools and techniques: Troubleshooting problems on computer systems, both networked and stand-alone; customer service skills for success; use of help desk software. 0701.00  
AA/AS GE Area 4c

**CIS 247****Information Systems Skills Challenge**

- 1 - 4 units, 3 - 12 hours laboratory (GR or P/NP)
- Prerequisite: CIS 1, CIS 5, CIS 6, or CIS 205
- Recommended preparation: CIS 72

Technical challenge scenarios in information systems: Knowledge skills and abilities in cybersecurity, virtual machines, networks, infrastructure, and storage. 0701.00  
AA/AS GE Area 4c

**NONCREDIT****CIS 520****Setting the Stage for Technical Work**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Role of the Technical Professional in the workplace: Establishing authority and responsibilities of the Technical Professional as a team member; skills to foster a growth mindset around technical projects which tend to introduce change, risk, and new processes; communication styles to foster change management, new environments, work norms, knowledge transfer, and code switching between business domains and technology. 0701.00

**CIS 521****Techniques and Language of Technical Communications**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Communication techniques for accuracy and comprehensiveness: Modes of communication to ensure accurate collection of requirements and expression of technical project objectives; identification of effective personal and professional communication styles; use of a variety of modes and means of interaction to convey technical information in the workplace. 0701.00

**CIS 522****Conflict Resolution in Technical Collaboration**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Facilitation methods for technical specialists as team members: Exercises in clarity of expression and confidence building; responsibilities of the technical professional to claim authority as domain specialist; application of collaborative team processes, conflict resolution, and problem solving and skills to reach concurrence on technical issues. 0701.00

**CIS 523****Time Management and Organization of Technical Projects**

- 0 units, .4 - 4.5 total hours lecture (P/NP)

Timelines and arrangement of technology project tasks and deliverables: Project planning through identification of tasks, artifacts, resources, milestones, and stakeholders; techniques for regular communication of dependencies, risks, and deadlines; formulation of appropriate ways to express momentum and progress in technical projects. 0701.00

**CIS 524****Job Evaluation and Self Assessment in Technology Careers**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Self-discovery and assessment in the technology workplace: Estimating best fit and job identification prior to the job application process, including self evaluation of skill set, assessment skill match, and identification of areas for growth and career advancement. 0701.00

**CIS 525****Resume Writing for Technical Careers**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Use of resume and cover letter to present technical qualifications: Formatting and ordering to align candidate skills and experience with desired positions in technology and computer science, including techniques to help increase effectiveness through use of InterviewStream to develop polished and confident presentations. 0701.00

**CIS 526****Preparing for the Technical Interview**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Introduction to the format of interviews for technology positions: Preparation of narrative elements in spoken and written formats; overview of screening process as applied to technology job interviews; and practiced usage of industry specific terms of art, key concepts for effective interviews, strategies, and best practices to distinguish your candidacy and application. 0701.00

**CIS 527****Technical Interview Patterns and Practice**

- 0 units, 4 - 4.5 total hours lecture (P/NP)

Preparation and practice for technology interviews: Use of interactive video interview tools to practice descriptions of personal qualities in face-to-face interviews including both panel and one-on-one formats; and demonstrations of competency, explanation of technical jargon, and description of work experience. 0701.00

# Computer Science (cs)

The Computer Science discipline allows students to gain skill in the design of software and the implementation of software designs. It incorporates study in computational methods and science enabling the students to design models of systems that often cannot be directly measured and observed. This enables the creation of algorithms and specifications on how to solve a class of problems. This knowledge of architecture and design is combined with instruction in implementation (coding), analysis of software designs, and use of a programming language to create programs. These two distinct skill sets form the basis for software development workforce competencies. It also provides an essential foundation for the software entrepreneur; whether designing and coding your own application, or assessing the quality of software coded by others.

The Computer Science Associate in Science is a degree that enables the student to join the software development workforce at the entry level. The degree program incorporates groups of elective courses that confer skills in specific workforce sectors including: Cybersecurity, DevOps, Blockchain Services, Mobile Applications, Agile Project Automation and Continuous Integration, High Performance Computing (HPC), Data Science and Artificial Intelligence. Merritt is part of the STEM Core Network, a growing partnership of 20 community colleges, statewide and national workforce intermediaries including major scientific/technical employers - NASA Ames, NASA Jet Propulsion Laboratories, Lawrence Livermore National Laboratory (LLNL), and Lawrence Berkeley Laboratory (LBL). Together we work to develop curriculum aligned with workforce needs, student internships, and entry level jobs. This provides access for East Bay residents to technical positions while enabling employers to meet their staffing needs without displacing local residents.

## Merritt College offers the following degree and certificate programs in Computer Science:

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### Computer Science

- Certificate of Achievement
  - Associate in Science (AS) Degree
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## Computer Science Certificate of Achievement

### DESCRIPTION

Graduates of the two-year Certificate of Achievement program in Computer Science will have the skills required for entry level employment in Software Development, Cybersecurity, or DevOps occupations. The Certificate of Achievement is the recommended program for students who already hold a baccalaureate or higher degree. It prepares students for further study in Computer Science as well as related areas such as Computer Engineering. The curriculum includes instruction in the fundamentals of problem solving and analysis, programming, data structures, and architecture. Additional requirements include Calculus, Physics and Discrete Mathematics. This program takes a contextualized approach to Computer Science through the choice of language, C++, and electives that can be aligned to facilitate High Performance Computing (HPC). It aims to develop skills in the design and implementation of software that operates correctly at extreme scale while leveraging emerging technologies in different industries.

This certificate program may require additional semesters depending on chosen electives. Completion of an elective sequence is not required to receive this certificate. The optional restricted electives prepare Computer Science graduates to enter specific software development workforce sectors and earn a corresponding salary premium. The Cybersecurity courses are part of state approved A.S. Degree and Certificate of Achievement programs and have been demonstrated to confer desirable workforce skills which command higher compensation when combined with the Computer Science software development skill set.

Students who are interested in continuing their studies after completion of the two-year certificate should consult with the departmental chair, read the "Transfer Information" section of the college catalog, and discuss their plans with their program advisor or counselor. If you wish to substitute one class for another because of specific requirements of the transfer institution you will attend, consult with your counselor. Four-year universities may have additional or different course requirements for completion of lower division courses. The website [www.assist.org](http://www.assist.org) can provide additional information about applicable courses for transfer.

### CAREER OPPORTUNITIES

Career opportunities may include entry-level positions as Application Software Developers, Computer Systems Analysts, Systems Software Developers, Information Security Analysts, and Network and Computer Systems Administrators. Additional career opportunities include entry-level jobs in the fields of software development, cybersecurity (secure software development), DevOps (the use of software to automate operations, blockchain services and mobile applications, high performance computing, data science, and artificial intelligence).

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Select the appropriate design and implementation to solve a problem within given constraints.
2. Analyze computer architecture to formulate estimates of performance.
3. Explain the fundamentals of problem solving and analysis.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
CIS 6	Introduction to Programming	5
or		
CIS 7	Control Structures and Objects	4
CIS 11*	Discrete Structures and Logic	4
CIS 33	Software Architectures and Algorithms	4
CIS 78	Digital Architectures for Computation	4
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
PHYS 4A	General Physics with Calculus	5
<b>Required Major Courses</b>		<b>31 - 32</b>

TABLE CONTINUES ►

**Computer Science** Certificate of Achievement

## ◀ TABLE CONTINUED

**Optional Restricted Major Elective Courses***Select one group of Optional Major Elective Courses from the list below:***Group A: Cybersecurity - Secure Software Development**

CIS 56	Secure Coding in Java and .NET	(3)
CIS 57	Web Application PEN Testing	(3)
CIS 59	Applications in Information Security	(3)
CIS 71	Introduction to Information Systems Security	(3)

**Group B: Cybersecurity - DevOps (Dev/Sec/Ops)**

CIS 52	Cloud Security Fundamentals	(3)
CIS 53	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	(3)
CIS 55	Hacker Techniques, Exploits & Incident Handling	(3)
CIS 60	Computer Forensics Fundamentals	(3)
CIS 178	Build Automation for DevOps & QA	(4)
CIS 247	Information Systems Skills Challenge	(1 - 4) only 1 required

**Group C: Blockchain Services and Mobile Applications**

CIS 66	XML Documents and Applications	(2)
CIS 93	Cross Platform Mobile Application Development	(4)
CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	(3)
CS 43	High Performance Web Applications and Services	(3)

**Group D: DevOps - Software Engineering Automation and Continuous Integration**

CIS 51	Introduction to Information Technology Project Management	(4)
CIS 178	Build Automation for DevOps & QA	(4)
CIS 179	Agile Software Management and Project Automation	(3)
CS 20	Python Application Programming	(3)
CS 80	Software Engineering	(3)

**Group E: High Performance Computing, Data Science, and Artificial Intelligence**

CIS 8	Introduction to Parallel and Cloud Programming	(4)
CS 60	Applications of Artificial Intelligence and Deep Learning	(3)
CIS 98	Database Programming with SQL	(4)
CS 20	Python Application Programming	(3)
MATH 3E	Linear Algebra	(3)

**Group F: Swift Software Development**

CS 25	Swift Application Programming	(4)
CS 26	Swift Data Structures and Algorithms	(4)
CS 27	Swift Universal Framework Application	(4)
CS 247	Swift Multi-Platform Application Development	(1-4)

**Total Units 31 - 32**

\* MATH 11 accepted as substitute for CIS 11.

**Computer Science** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Computer Science Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
CIS 6 or CIS 7	Introduction to Computer Programming	5
MATH 3A	Calculus I	5
<b>1st Semester Units</b>		<b>9 - 10</b>
<b>2nd Semester</b>		
CIS 33	Software Architectures and Algorithms	4
MATH 3B	Calculus II	5
PHYS 4A	General Physics with Calculus	5
<b>2nd Semester Units</b>		<b>14</b>
<b>3rd Semester</b>		
CIS 11	Discrete Structures and Logic	4
<b>3rd Semester Units</b>		<b>4</b>
<b>4th Semester</b>		
CIS 78	Digital Architectures for Computation	4
<b>4th Semester Units</b>		<b>4</b>
<b>Total Units</b>		<b>31 - 32</b>

## Computer Science Associate in Science (AS) Degree

### DESCRIPTION

Graduates of the Computer Science Associate in Science degree will have the skills required for entry level software development. This degree combines both CTE & Transfer outcomes and integrates entry level skills for software development with curriculum in secure coding, hacking techniques, automation of security operations, and DevOps. This Computer Science degree infuses Computer Science competencies with Cybersecurity competencies and is aligned with curriculum guidance from governing bodies such as the Association of Computing Machinery (ACM) and the National Initiative for Cybersecurity Education (NICE). The curriculum is mapped to the nationally defined Knowledge Units (KU) and articulates into four-year programs in both Computer Science and Cybersecurity. The curriculum includes instruction in the fundamentals of problem solving and analysis, programming, data structures, and architecture. Additional requirements include Calculus, Physics and Discrete Mathematics. This program takes a contextualized approach to the CS major through the choice of language, C++, and the approach to curriculum subjects. It aims to develop skills in the design and implementation of software that operates correctly at extreme scale. It equips the graduate to select strategies and develop programs that solve complex problems within appropriate constraints such as time, connectivity, processing, or storage limitations.

This degree program may require additional semesters depending on chosen electives. The optional restricted electives prepare Computer Science graduates to enter specific software development workforce sectors and earn a corresponding salary premium. The Cybersecurity courses are part of state approved A.S. Degree and Certificate of Achievement programs and have been demonstrated to confer desirable workforce skills which command higher compensation when combined with the Computer Science software development skill set.

This program also prepares students for transfer to four-year colleges for further study in Computer Science or Cybersecurity, as well as related areas such as Computer Engineering. Students who are interested in transferring after completion of the two-year degree program should consult with the departmental faculty chair, read the "Transfer Information" section of the college catalog, and discuss their plans with their program advisor or counselor. If you wish to substitute one class for another because of specific requirements of the transfer institution you will attend, consult with a counselor. Four-year universities may have additional or different course requirements for completion of lower division courses. The website [www.assist.org](http://www.assist.org) can provide additional information about applicable courses for transfer.

### CAREER OPPORTUNITIES

Career opportunities include entry-level positions as Application Software Developers, Computer Systems Analysts, Systems Software Developers, Information Security Analysts, and Network and Computer Systems Administrators. Additional career opportunities include entry-level jobs in the fields of software development, cybersecurity (secure software development), DevOps (the use of software to automate operations, blockchain services and mobile applications, high performance computing, data science, and artificial intelligence).

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Select the appropriate design and implementation to solve a problem within given constraints.
2. Analyze computer architecture to formulate estimates of performance.
3. Explain the fundamentals of problem solving and analysis.
4. Analyze software design and/or implementation and make suggestions to improve security.
5. Design and Implement software to automate security operations.

**Computer Science** Associate in Science (AS) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS	PCCD GE
<b>Major Core Courses</b>			
CIS 6 or CIS 7	Introduction to Programming Control Structures and Objects	5 4	4c 4c
CIS 11*	Discrete Structures and Logic	4	4c
CIS 33	Software Architectures and Algorithms	4	4c
CIS 78	Digital Architectures for Computation	4	4c
MATH 3A	Calculus I	5	4b
MATH 3B	Calculus II	5	4b
PHYS 4A	General Physics with Calculus	5	1
<b>Required Major Courses</b>		<b>31 - 32</b>	
<b>Optional Major Elective Courses</b>			
<i>Select one group of Optional Major Elective Courses from the list below:</i>			
<b>Group A: Cybersecurity - Secure Software Development</b>			
CIS 56	Secure Coding in Java and .NET	(3)	4c
CIS 57	Web Application PEN Testing	(3)	4c
CIS 59	Applications in Information Security	(3)	4c
CIS 71	Introduction to Information Systems Security	(3)	4c
<b>Group B: Cybersecurity - DevOps (Dev/Sec/Ops)</b>			
CIS 52	Cloud Security Fundamentals	(3)	4c
CIS 53	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	(3)	4c
CIS 55	Hacker Techniques, Exploits & Incident Handling	(3)	4c
CIS 60	Computer Forensics Fundamentals	(3)	4c
CIS 178	Build Automation for DevOps & QA	(4)	4c
CIS 247	Information Systems Skills Challenge	(1 - 4) only 1 required	
<b>Group C: Blockchain Services and Mobile Applications</b>			
CIS 66	XML Documents and Applications	(2)	4c
CIS 93	Cross Platform Mobile Application Development	(4)	4c
CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	(3)	4c
CS 43	High Performance Web Applications and Services	(3)	
<b>Group D: DevOps - Software Engineering Automation and Continuous Integration</b>			
CIS 51	Introduction to Information Technology Project Management	(4)	4c
CIS 178	Build Automation for DevOps & QA	(4)	4c
CIS 179	Agile Software Management and Project Automation	(3)	4c
CS 20	Python Application Programming	(3)	4c
CS 80	Software Engineering	(3)	4c

TABLE CONTINUES ►

**Computer Science** Associate in Science (AS) Degree

## ◀ TABLE CONTINUED

**Group E: High Performance Computing, Data Science, and Artificial Intelligence**

CIS 8	Introduction to Parallel and Cloud Programming	(4)	4c
CS 60	Applications of Artificial Intelligence and Deep Learning	(3)	4c
CIS 98	Database Programming with SQL	(4)	
CS 20	Python Application Programming	(3)	4c
MATH 3E	Linear Algebra	(3)	4b

**Group F: Swift Software Development**

CS 25	Swift Application Programming	(4)	
CS 26	Swift Data Structures and Algorithms	(4)	
CS 27	Swift Universal Framework Application	(4)	
CS 247	Swift Multi-Platform Application Development	(1 - 4)	

<b>Major Requirements</b>		<b>31 - 32</b>
<b>General Education Requirements</b>		<b>15 - 17</b>
(includes 2-4 double-counted units to achieve required minimum of 19)		
<b>Degree Electives</b>		<b>12 - 17</b>
<b>Total Units</b>		<b>60 - 68</b>

\* MATH 11 accepted as substitute for CIS 11.

**Computer Science** Associate in Science (AS) Degree**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete an Associate in Science in Computer Science degree. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
CIS 6 or CIS 7	Introduction to Computer Programming	5
MATH 3A	Calculus I	5
General Education Course (Recommend ENGL 1A, 1AS or 5)		3 - 5
<b>1st Semester Units</b>		<b>13 - 14</b>
<b>2nd Semester</b>		
CIS 33	Software Architectures and Algorithms	4
MATH 3B	Calculus II	5
PHYS 4A	General Physics with Calculus	5
<b>2nd Semester Units</b>		<b>14</b>
<b>3rd Semester</b>		
CIS 11	Discrete Structures and Logic	4
Elective Courses		6 - 8
General Education Courses		4
<b>3rd Semester Units</b>		<b>14 - 16</b>
<b>4th Semester</b>		
CIS 78	Digital Architectures for Computation	4
Elective Courses		6 - 7
General Education Courses		5
<b>4th Semester Units</b>		<b>15 - 16</b>
<b>Total Units</b>		<b>56 - 60</b>



# Computer Science

## CREDIT

### CS 20

#### Python Application Programming

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5; and MATH 2, MATH 13, or MATH 203
- Acceptable for credit: CSU, UC

Introduction to computer programming in Python 3: Control structures, algorithm design, and the integration of domain specific libraries (tensorflow, numpy, scipy) into a program; elements of good programming style and use of Object Oriented Programming (OOP) to manage complexity and Jupyter interactive notebooks to share results. 0707.10

AA/AS GE Area 4c

### CS 25

#### Swift Application Programming

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5 or CIS 6 or CIS 7 or CS 20
- Acceptable for credit: CSU, UC

Fundamentals of programming using the Swift Language: Problem solving using variables, control structures, loops, files, objects, inheritance, exceptions, and recursion; best practices in application design and implementation to manage complexity and cross-platform compatibility; creation of software applications for the Apple and Free/Open Source Software (F/OSS) Linux Swift ecosystems. 0707.10

### CS 26

#### Swift Data Structures and Algorithms

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 7
- Recommended preparation: CIS 5 or CIS 6 or CS 20
- Acceptable for credit: CSU, UC

Fundamental data structures and algorithms natively in Swift: Use and implementation of trees, stacks, queues, deques, container, iterators, and template libraries to design and implement applications that scale; creation of software applications for the Apple and Free/Open Source Software (F/OSS) Linux Swift ecosystems. 0707.10

### CS 27

#### Swift Universal Framework Applications

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CS 20 or CIS 5 or CIS 6 or CIS 7 and CIS 33
- Acceptable for credit: CSU, UC

Creation of cross-platform applications that share code: Conventions and best practices in design and implementation of applications that run on iOS, tvOS, watchOS, and macOS that share code; creation of software applications for the Apple and Free/Open Source Software (F/OSS) Linux Swift ecosystems. 0707.10

### CS 43

#### High Performance Web Applications and Services

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: CIS 6 or CIS 7
- Recommended Preparation: CIS 33 and CIS 66
- Acceptable for credit: CSU, UC

Creation of high performance web applications and services: Object oriented programs using the HTTP protocol to deliver complex system-to-system producer/consumer relationships and Business to Business (B2B) interactions; performance focused use of frameworks: J2EE, Java Persistence Architecture (JPA), Apache Wicket, Object Relational Mapping (ORM), Hibernate, Message Queues, Message Buses, and Microservices. 0707.00

AA/AS GE Area 4c

### CS 60

#### Applications of Artificial Intelligence and Deep Learning

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended Preparation: CIS 5 or CIS 6; and MATH 3E
- Acceptable for credit: CSU, UC

Use of systems that analyze data and suggest patterns: Scripts and computation intensive software libraries (neural networks, image classifiers) to detect patterns, trends, and groupings; exploration of classification models and data sets using tools (Python, Scikit-Learn, Tensorflow and Graphics Processing Units) to emulate learned behavior in software. 0701.00

AA/AS GE Area 4c

### CS 80

#### Software Engineering

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 5, CIS 6, and CIS 51
- Acceptable for credit: CSU, UC

Introduction to software engineering processes and practices: Formulation of user prototypes, capture of user requirements, organization of software development efforts, survey of methodologies, test methods, and test plans in development of software projects; use of agile software development, Test-Driven Development, version control, dependency management, and defect analysis. 0707.00

AA/AS GE Area 4c

### CS 247

#### Swift Multi-Platform Application Development

- 1-4 units, 3-12 hours laboratory (GR or P/NP)
- Prerequisite: CS 27

Technical challenge scenario: Creation of a Swift application that runs on at least two Apple platforms (iOS, macOS, tvOS, and watchOS).

0702.10

AA/AS GE Area 4c

# Cooperative Work Experience Education (COPED)

The Cooperative Work Experience Education (COPED) courses, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience. COPED provides work experience in a student's field of study. Students learn about the industry they are interested in; they learn what their best job skills are, which skills need improvement, and how to work with people. If students perform well they may be offered jobs by their employers. Cooperative Work Experience Education courses provide the kind of "real-world experience" employers and graduate schools require.

Duplicate credit will not be granted for concurrent enrollment in General Work Experience and Occupational Work Experience education. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education. The student's plan of work and study must have the approval of the college work experience supervisor.

Students may enroll in no more than three units of General Work Experience or four units of Occupational Work Experience per semester on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester, per each unit of credit.

## CREDIT

### COPED 450

#### General Work Experience

- 1-3 units, 3.43-12.86 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Supervised employment: Acquisition of desirable work habits and attitudes; experience with potential careers. The employment need not be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 4932.00

### COPED 452A

#### Occupational Work Experience in Landscape Horticulture

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Landscape Horticulture or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0109.00

### COPED 456A

#### Occupational Work Experience in Accounting

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Accounting or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0502.00

### COPED 456D

#### Occupational Work Experience in Business Administration

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Business Administration or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0505.00

### COPED 456E

#### Occupational Work Experience in General Business

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in General Business or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0501.00

### COPED 456K

#### Occupational Work Experience in Real Estate

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Real Estate or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0511.00

**COPED 456Q****Occupational Work Experience in Administrative Office Systems and Applications**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Administrative Office Systems AND Applications or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0514.00

**COPED 469****Occupational Work Experience in Security Administration**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Security Administration or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0702.00

**COPED 470C****Occupational Work Experience in Radiologic Science**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Radiologic Science or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1225.00

**COPED 470F****Occupational Work Experience in Medical Assisting**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Medical Assisting or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1208.10

**COPED 472A****Occupational Work Experience in Child Development**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Child Development or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1305.00

**COPED 474A****Occupational Work Experience in Paralegal Studies**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Paralegal Studies or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1402.00

**COPED 476A****Occupational Work Experience in Administration of Justice**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Administration of Justice or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 2105.00

**COPED 476G****Occupational Work Experience in Histotechnology**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Histotechnology or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0430.00

**COPED 476H****Cooperative Work Experience in Fire Science**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Fire Science or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 2133.50

**COPED 484B****Occupational Work Experience in Bioscience**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Bioscience or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0430.00

# Counseling (coun)

Counseling courses are aimed at assisting students to develop skills to succeed in college and elsewhere and to make effective career and life choices. Courses address various areas of academic, career and personal development.

## CREDIT

### COUN 24

#### College Success

- 3 units, 3 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in LRNRE 24.
- Acceptable for credit: CSU, UC

Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.13

CSU GE Breadth Area E

### COUN 30

#### Personal Growth and Development

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

Examination of the psycho-social dynamics of personal growth: Focus on self-exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.10

AA/AS GE Area 2; CSU GE Breadth Area E

### COUN 57

#### Career and Life Planning

- 3 units, 3 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in LRNRE 57.
- Acceptable for credit: CSU, UC

In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10

CSU GE Breadth Area E

### COUN 200A

#### Orientation to College

- .5 units, .5 hours lecture (GR or P/NP)

Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.13

### COUN 200B

#### Orientation to College

- .5 units, .5 hours lecture (GR or P/NP)
- Recommended preparation: COUN 200A

Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.13

### COUN 203

#### Disability and Academic Success

- 3 units, 3 hours lecture (GR or P/NP)

Disability and success: Information and academic planning assistance for students with disabilities to access services and complete their academic goals. 4930.32

### COUN 207A

#### Career Exploration

- 1 unit, 1 hour lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in COUN 207.

Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

### COUN 207C

#### Career Exploration

- 1 unit, 1 hour lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in COUN 207.

Job search skills: Resumes, cover letters, telephone skills, networking, and interviewing techniques. 4930.10

### COUN 221

#### Preparing for College/University Transfer

- .5 unit, .5 hour lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4901.10

### COUN 224

#### College Preparedness

- 2-3 units, 2-3 hours lecture (GR or P/NP)
- Recommended preparation: COUN 200A and 200B

Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

## NONCREDIT

**COUN 501****Counseling Learning Lab**

- 0 units, 1-5 hours laboratory (P/NP or SP)
- Open-entry/open-exit

Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs. 4930.09

**COUN 507C****Career Exploration**

- 0 units, .5-1 hours lecture (SP)
- Open-entry/open-exit

Job search skills: Resumes, cover letters, telephone skills, networking, and interviewing techniques. 4930.10

# Economics (ECON)

The Economics department prepares students to enter the business world with knowledge of economic trends and conditions. The goal of the Associate in Arts in Economics for Transfer (AA-T) degree is to prepare students interested in transferring and obtaining a baccalaureate degree in economics in the CSU system.

Upon completion of the appropriate baccalaureate degree and education, students will be prepared to enter occupations as follows: Economist (Financial, Political, Environmental, and Research and Education), Financial Advisor, Financial Analyst, Business Analyst, Actuary, Economic Affairs Officer, Accountant, Stock Broker, Investment Advisor, Banker, Economic Analyst, Budget Analyst, Industry Analyst, Loan Officer, Project Administrator, Research Assistant, State Policy Analyst, Statistician, Systems Analyst, Financial Examiner, and Auditor.

## Merritt College offers the following degree programs in Economics:

Economics	<ul style="list-style-type: none"><li>• Associate in Arts (AA) Degree</li><li>• Associate in Arts for Transfer (AA-T) Degree</li></ul>
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## Economics Associate in Arts (AA) Degree

### DESCRIPTION:

The Associate in Arts in Economics Degree program is designed to prepare students for transfer to four-year institutions; to enter the business world with knowledge of economic trends and conditions; or to provide training for such positions as market analyst, sales analyst, or stockbroker.

To qualify for the Associate in Arts in Economics degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

### PROGRAM LEARNING OUTCOMES:

Upon successful completion of this program, students will be able to:

1. Analyze the current economic conditions in the United States and identify appropriate policy options.
2. Apply fundamental economic concepts, including the construction of the primary economic models.
3. Evaluate complex social and economic problems using theoretical tools and quantitative methods of business and economics.
4. Demonstrate an understanding of the major elements of business and its terminology.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BUS 1A	Financial Accounting	4
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
<b>Recommended Courses</b>		
BUS 2	Introduction to Business Law	(3)
BUS 5	Human Relations in Business	(3)
<b>Major Requirements</b>		<b>21</b>
<b>Total Units</b>		<b>60</b>

## Economics Associate in Arts for Transfer (AA-T) degree

### DESCRIPTION

The study of Economics at Merritt College is intended to provide students with knowledge, appreciation and ability to analyze the production, distribution and consumption of wealth in human society.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This Economics Associate in Arts for Transfer (AA-T) degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
  - c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

See the Transfer Information section of this catalog for more information on AA-T requirements and CSU GE-Breadth or IGETC.

### CAREER OPPORTUNITIES

Career opportunities in business, law, journalism, education, politics, finance and banking, government, public and private overseas service, and labor leadership are possible with a degree in economics. Also, students can continue their studies at a four-year university.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Analyze the current economic conditions in the United States and identify appropriate fiscal and monetary policy options in relation to the US economy.
2. Apply fundamental economic concepts, including the construction of the primary economic models.
3. Evaluate complex social and economic problems using the theoretical tools and quantitative methods of economics.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 3A	Calculus I	5
MATH 13	Introduction to Statistics	4
<b>Major Elective Courses</b>		
<b>Group A:</b> Select one course for 4-5 units from the following:		
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
MATH 3B	Calculus II	5
<b>Group B:</b> Select one course for 4-5 units from any course in Group A not already used or the following:		
MATH 3C	Calculus III	5
<b>Total Units for the Major</b>		<b>24-25</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>9</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>5-8</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

## Economics

### CREDIT

#### ECON 1

##### Principles of Economics (Macro-Economics)

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 203, MATH 211D, or MATH 230
- Acceptable for credit: CSU, UC

Introductory economic concepts: Measurements of national income and production; causes of inflation, recession, and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4B

C-ID: ECON 202

#### ECON 2

##### Principles of Economics (Micro-Economics)

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 203, MATH 211D, or MATH 230
- Acceptable for credit: CSU, UC

Principles of micro-economics: Forms of business organization, theory of the firm within competitive and non-competitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4B

# Education (EDUC)

## CREDIT

### EDUC 1

#### Introduction to the Field of Education

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

Historical and sociological analysis of the education system and careers in teaching: Study of principles of effective instructional models with emphasis on student-centered and culturally relevant methods, research of resources for curriculum and instruction, and observation of teaching practices in local schools. 0801.00

AA/AS GE Area 2

# Educational Technology (EDT)

The Merritt Online Teaching and Course Design Certificate prepares educators to teach and improve online courses using best practices and recognized online teaching standards—topics include: learning models, student satisfaction and feedback, multimedia creation, and universal access. This certificate is designed for instructional designers, instructional support staff or anyone interested in developing quality online and/or hybrid courses.

## Merritt College offers the following certificate program in Educational Technology:

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### Online Teaching and Course Design

- Certificate of Proficiency
-

## Online Teaching and Course Design Certificate of Proficiency

### DESCRIPTION

A Certificate of Proficiency in Online Teaching and Course Design will help students to develop competencies for online teaching and learning through evidence-based practices, current educational technology adoption and development, course facilitation techniques using a learning management system (LMS), and student-centered design as informed by principles of Universal Design for Learning, the California Virtual Campus - Online Education Initiative (CVC-OEI) Rubric, and the Peralta Community College District Online Equity Rubric. The Certificate of Proficiency will be awarded at the successful completion of four required courses and one of four electives for a total of 14-15 units.

### CAREER OPPORTUNITIES

Career and employment opportunities in the field of online teaching and course design include teaching, as the certificate of achievement helps educators think deeply about the connection between pedagogy, technology and content knowledge. Some students go on to teach at online schools or academies as a supplement to their face-to-face teaching. OTCD students also become technology integration specialists, whose job duties include developing curriculum and assessments, co-teaching, staff-development, and school planning and visioning. Others become Educational Technology Consultants. OTCD tech consultants may run online training, develop curriculum and assist with educational technology policies and procedure development. Instructional designers are often in charge of designing online or hybrid learning experiences. They may work within a learning management system (such as Canvas) or create stand-alone instructional resources. Instructional designers often work alongside faculty members at the community college or university level to develop online and hybrid courses.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Create interactive, online assignments that will promote critical thinking and active learning.
2. Create a variety of online course modules appropriate for a given course.
3. Demonstrate understanding of universal design and accessibility across the digital divide, as well as Section 508 accessibility.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
EDT 1	Introduction to Online Teaching	3
EDT 2	Introduction to Using Canvas	3
EDT 4	Designing Curriculum for Online Instruction	3
EDT 5	Creating Multimedia for Online Classes	3
<b>Major Elective Courses</b>		
<i>Select one course for 2-3 units from the following:</i>		
EDT 3	Introduction to Hybrid Teaching	3
EDT 6	Providing Support for Online Learners	2
EDT 7	Building Open Educational Resources	3
EDT 8	Applying the CVC-OEI Course Design Rubric	3
<b>Total Units</b>		<b>14 - 15</b>

# Educational Technology

## CREDIT

### EDT 1

#### Introduction to Online Teaching

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1, CIS 200, or equivalent
- Acceptable for credit: CSU

Online/hybrid teaching pedagogy: Universal design in online course materials; effective organization and delivery of online materials; teaching and learning styles; effective online communication using discussion boards, live chat, online forums, Zoom; best practices for online student assessment, feedback and grading; retention and motivation of online students. 0860.00

AA/AS GE Area 4c

### EDT 2

#### Introduction to Using Canvas

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 1, CIS 200, or equivalent
- Acceptable for credit: CSU

Introduction to the Canvas online course management system: Setting the course and notification preferences, creating and uploading materials, creating and importing quizzes, setting testing parameters, adding online resources including multimedia, creating online discussions, using the internal message system, grading tools and introducing additional Canvas features and teaching strategies. 0860.00

AA/AS GE Area 4c

### EDT 3

#### Introduction to Hybrid Teaching

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Effective practices in hybrid course design and teaching pedagogy: Designing effective online learning activities to meet specific goals and objectives using a combination of online and in-class learning activities; integrating online activities with face-to-face meetings; organizing course materials; automating basic activities such as quizzes, grading, and surveys; curating online resources, managing discussion threads, course documents, announcements, and grades. 0860.00

AA/AS GE Area 4c

### EDT 4

#### Designing Curriculum for Online Instruction

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: CIS 200 or CIS 205
- Acceptable for credit: CSU

Modification of the curriculum design process for online instruction: Restructuring course materials for online teaching and learning and creating accessible online materials for all learning styles; locating and using course materials designed by textbook publishers, and free online tools to create course content; integrating free resources such as e-books, learning objects, video and podcasts, educational blogs, and multimedia into the curriculum. 0860.00

AA/AS GE Area 4c

### EDT 5

#### Creating Multimedia for Online Classes

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Introduction to creating multimedia for online instruction: Review of theoretical foundations, application of accessibility, application of Fair Use guidelines, development of multimedia-based instruction including text, audio-visual, and interactive formats. 0860.00

AA/AS GE Area 4c

### EDT 6

#### Providing Support for Online Learners

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Online/hybrid teaching pedagogy: Providing support to online students in the areas of technology, online learning methodologies, study skills, preparation before taking an online class, standards and models for student/teacher contact. 0860.00

AA/AS Area 4c

### EDT 7

#### Building Open Educational Resources

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Understanding and development of open educational resources: Fair usage and creative commons licensing; evaluation of existing online resources and e-texts; identification and application of Universal Design for Learning; development and publishing OER in the public domain. 0860.00

AA/AS GE Area 4c

### EDT 8

#### Applying the CVC-OEI Course Design Rubric

- 3 units, 2 hours lecture, 3 hours laboratory
- Acceptable for credit: CSU

California Virtual Campus, Online Education Initiative (CVC-OEI) Rubric course design: Best practices; student interaction, collaboration, assessment and accessibility; learner support. 0860.00

AA/AS Area 4c

## NONCREDIT

### EDT 502

#### Introduction to Online Learning

- 0 units, 1 hour lecture (P/NP)

Online learning literacy: Basic skills required to learn online, LMS functions and online communication. 4930.14



# Emergency Medical Technician (EMT)

Emergency medical service delivery is a highly specialized field, requiring knowledge of the human body, various medical/trauma emergencies, and how to provide proper care for individuals with potentially life-threatening conditions.

All EMT courses meet National Registry of EMT (NREMT), California EMS Authority, and Alameda County EMS regulations.

## CREDIT

### EMT 211

#### Emergency Medical Technician–Basic

- 6 units, 4 hours lecture, 6 hours laboratory (GR or P/NP)
- Prerequisite: CPR for Professional Rescuer (Red Cross), or CPR per American Heart Association Guidelines 2000 for the Healthcare Provider, or ASHI CPR PRO\*; and Health clearances: Two recent TB skin tests by first class meeting (done within 6 months of beginning of class with verification to be provided by last day to add classes for a term); and hepatitis B vaccine (completion of 2 of 3-shot series by last day to add classes for a term).

Course meets California Code of Regulations (Title 22) criteria. Students who successfully complete the course will be eligible to sit for the licensing examination with the National Registry of Emergency Medical Technicians. Additionally, students may proceed to the next phase of the certification process with the Alameda County Emergency Medical Services Agency.

Overview of basic procedures for EMT: Patient assessment, anatomy and physiology of the human body, neurological emergencies, cardiac emergencies, shock, diabetic emergencies, traumatic injuries, pediatric emergencies, geriatric emergencies, pharmacology, hazardous materials, ambulance operations, patient transport, mass casualty training. 1250.00

### EMT 230

#### Emergency Medical Responder

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR/P/NP)

Introduction to first responder training: Patient assessment, ventilation and airway obstruction, circulation and CPR; illness and injury emergencies such as poisoning and substance abuse, behavioral emergencies, bleeding and soft tissue and muscle and bone injuries; childbirth, children, and geriatric emergencies; lifting and moving individuals; EMS operations, extrication and rescue operations; legal and ethical issues confronting the first responder; communications and documentation; and stress response and well-being of the first responder. 1250.00

### EMT 261

#### Emergency Medical Technician Recertification

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Prerequisite: Current EMT certification or EMT certification that has not been expired for more than six months, and current CPR certification at the Health Care Level, and fee of \$25 to the State Fire Marshall

Recertification through review of didactic and practical techniques required of the Emergency Medical Technician: Examination of all aspects of the job including roles and responsibilities of the Emergency Medical Technician, medical-legal aspects, human systems and basic anatomy, types of emergencies encountered, extrication and rescue of patients, and documentation and communications. 1250.00

# English (ENGL)

The English Department offers a variety of classes including composition and reading and literature. These classes provide students with the foundational skills for all other courses at Merritt. Studying English helps develop reading, writing and critical thinking skills and prepares students to reach transfer, certificate and/or career goals.

Careers for English majors include a variety of options in fields such as law, education, journalism, mass media, marketing, public relations, communications, business administration, and the humanities.

## CREDIT

### ENGL 1A

#### Composition and Reading

- 4 units, 4 hours lecture (GR)
- Prerequisite: ESOL 52 or ESOL 52B or appropriate placement through multiple-measures assessment process
- Not open for credit to students who have completed or are currently enrolled in ENGL 1AS
- Acceptable for credit: CSU, UC

Reading and writing of expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00

AA/AS GE Area 4a, 4d; CSU GE Breadth Area A2; IGETC Area 1A

C-ID: ENGL 100

### ENGL 1AS

#### Composition and Reading with Support

- 5 units, 5 hours lecture (GR)
- Prerequisite: ESOL 52 or ESOL 52B or appropriate placement through multiple-measures assessment process
- Not open for credit to students who are currently enrolled in ENGL 1A
- Acceptable for credit: CSU, UC

Reading and writing of expository prose with extended instructional support: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively; reading, writing, study, and information literacy strategies. 1501.00

C-ID: ENGL 100

### ENGL 1B

#### Composition and Reading

- 4 units, 4 hours lecture (GR)
- Prerequisite: ENGL 1A or ENGL 1AS
- Acceptable for credit: CSU, UC

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00

AA/AS GE Area 3, 4a, 4d; CSU GE Breadth Area C2; IGETC Area 3B

C-ID: ENGL 120

### ENGL 5

#### Critical Thinking in Reading and Writing

- 3 units, 3 hours lecture (GR)
- Prerequisite: ENGL 1A or ENGL 1AS
- 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. 1501.00

AA/AS GE Area 4a, 4d; CSU GE Breadth Area A3; IGETC Area 1B

C-ID: ENGL 105

### ENGL 10A

#### Creative Writing

- 3 units, 3 hours lecture (GR)
- Prerequisite: ENGL 1A or ENGL 1AS
- Acceptable for credit: CSU, UC

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS GE Area 3, 4d; CSU GE Breadth Area C2

C-ID: ENGL 200

### ENGL 10B

#### Creative Writing

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: ENGL 1A or ENGL 1AS
- Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS GE Area 3, 4d; CSU GE Breadth Area C2

### ENGL 49

#### Independent Study in English

- .5 - 5 units (GR)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in English. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1501.00

## English

### ENGL 100

#### College Composition and Reading

- 3 units, 4 hours lecture (GR or P/NP)
- Prerequisite: 201B, ESL 21B, or appropriate placement through multiple-measures assessment process
- Acceptable for credit: CSU
- Course does not satisfy the GE composition requirement for transfer.

Reading and writing of expository prose: Critical thinking using inductive and deductive reasoning; clarity and precision of expression; organizational structures in writing and sound development of ideas. 1501.00

AA/AS GE Area 4a, 4d

### ENGL 201A

#### Preparation for Composition and Reading

- 4 units, 4 hours lecture (GR)
- Prerequisite: ENGL 252B or appropriate placement through multiple-measures assessment process

Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS GE Area 4d

### ENGL 201B

#### Preparation for Composition and Reading

- 4 units, 4 hours lecture (GR)
- Prerequisite: ENGL 201A or appropriate placement through multiple-measures assessment process

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS GE Area 4d

### ENGL 208

#### Writing Workshop

- .5 - 1 unit, .25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP)

Individualized instruction in writing utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills. 1501.00

### ENGL 264A

#### Preparation for Composition, Reading, and Research

- 4 units, 3 hours lecture, 3.5 hours laboratory (GR or P/NP)

Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

### ENGL 264B

#### Preparation for Composition, Reading, and Research

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: ENGL 264A

Skill development in composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

# English for Speakers of Other Languages (ESOL)

The English as a Second Language department offers courses designed to develop reading, writing, listening, and speaking skills to students whose native language is not English. The Bridge to Credit ESOL program is a noncredit program designed to ensure that students gain the English language requirements to enter the credit ESOL program. The program also prepares students for the academic rigor of credit courses by introducing them to organizational tools that will help them succeed in college.

**Merritt College offers the following noncredit certificate program in English Speakers of Other Languages:**

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## NONCREDIT PROGRAM

### Bridge to Credit ESOL

- Certificate of Competency
-

## Bridge to Credit ESOL Certificate of Competency

### DESCRIPTION

The Bridge to Credit ESOL Certificate of Competency verifies that a student has successfully completed the noncredit ESOL course sequence. This sequence prepares students for the academic rigor of credit courses by integrating English language instruction with organizational tools for student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

### CAREER OPPORTUNITIES

This certificate's emphasis on organizational life skills will prepare non-native speaking students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which may make a job-seeker more competitive in many countries.

### PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Synthesize written information and technological skills to register for credit-level courses at an educational institution.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	HOURS
<b>Core Courses</b>		
<i>Students must complete a minimum of 134 class hours</i>		
ESOL 541A	Bridge to Credit ESOL - Level I	50-96
ESOL 541B	Bridge to Credit ESOL - Level II	50-96
ESOL 541C	Bridge to Credit ESOL - Level III	50-96
ESOL 541D	Bridge to Credit ESOL - Level IV	50-96
Competency Requirement	Instructor or department will determine if student has met the competencies of the program and document it.	0
<b>Total Hours</b>		<b>200-384</b>

### RECOMMENDED COURSE SEQUENCE

SUBJECT #	TITLE	HOURS
<b>1st Semester</b>		
ESOL 541A	Bridge to Credit ESOL - Level I	50-96
ESOL 541B	Bridge to Credit ESOL - Level II	50-96
ESOL 541C	Bridge to Credit ESOL - Level III	50-96
ESOL 541D	Bridge to Credit ESOL - Level IV	50-96
<b>Total Hours</b>		<b>200-384</b>

## English for Speakers of Other Languages

### NONCREDIT

#### ESOL 502

##### English for Infant/Toddler Development

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: CHDEV 502

English language skills for common infant/toddler development topics: Practice in reading, writing, speaking and listening. 4931.00

#### ESOL 503

##### English for Infant/Toddler Curriculum

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: CHDEV 503

English language skills for common infant/toddler curriculum topics: Practice in reading, writing, speaking and listening. 4931.00

#### ESOL 504

##### English for Early Childhood Development

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: CHDEV 504

English language skills for common early childhood development topics: Practice in reading, writing, speaking and listening. 4931.00

#### ESOL 505

##### English for Early Childhood Education Curriculum

- 0 units, .53 - .75 hours lecture (P/NP or SP)
- Corequisite: CHDEV 505

English language skills for common early childhood education curriculum topics: Practice in reading, writing, speaking and listening. 4931.00

#### ESOL 511

##### Reading and Writing 1

- 0 units, 6 hours lecture (P/NP or SP)
- Recommended preparation: ESOL 541D or placement through multiple-measures assessment process.

High beginning level of reading and writing: Fiction and nonfiction readings adapted for ESOL; writing short narrative and descriptive paragraphs. 4930.87

#### ESOL 512

##### Reading and Writing 2

- 0 units, 6 hours lecture (P/NP or SP)
- Recommended preparation: ESOL 251A or ESOL 251B or ESOL 511 or placement through multiple-measures assessment process.

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

#### ESOL 513

##### Reading and Writing 3

- 0 units, 6 hours lecture (P/NP or SP)
- Recommended preparation: ESOL 252B or ESOL 512 or ESL 222 or placement through multiple-measures assessment process.

High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

#### ESOL 541A

##### Bridge to Credit ESOL – Level I

- 0 units, 2.86 - 5.49 hours lecture (P/NP or SP)

Introduction to basic English through the context of daily life activities: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of personal information and circumstances. 4930.87

#### ESOL 541B

##### Bridge to Credit ESOL – Level II

- 0 units, 2.86 - 5.49 hours lecture (P/NP or SP)

Continuation of ESOL 541A: Listening, speaking, reading, and writing; basics of language structures and form, computer literacy, classroom culture and study skills within the context of jobs. 4930.87

#### ESOL 541C

##### Bridge to Credit ESOL – Level III

- 0 units, 2.86 - 5.49 hours lecture (P/NP or SP)

Continuation of ESOL 541B: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of academic life. 4930.87

#### ESOL 541D

##### Bridge to Credit ESOL – Level IV

- 0 units, 2.86 - 5.49 hours lecture (P/NP or SP)

Continuation of ESOL 541C: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of life experience. 4930.87

#### ESOL 552

##### Advanced Reading and Writing

- 0 units, 6 hours lecture (P/NP or SP)
- Recommended preparation: ESOL 513 or placement through multiple-measures assessment process.

Advanced Level of Reading and Writing: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87

#### ESOL 590

##### English for Special Purposes

- 0 units, 1 - 2 hours lecture (P/NP or SP)

Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00



# Environmental Management and Technology (ENVMT)

The Environmental Management and Technology department is part of the Natural History & Sustainability program, a multi-disciplinary Career Education (CE) program designed to train students for jobs in the environmental sector and to educate students to be responsible stewards of our environment in the face of climate change. Courses provide training for jobs in parks and other agencies that manage natural resources; non-profit organizations; and the private sector, specifically environmental consulting firms. A pathway in urban agroecology prepares students for working in sustainable agriculture and its interface with areas of high population density. Emphasis is on active learning, field-based education, and increasing equity in the environmental disciplines.

Career options include Environmental Analyst, Biological Technician, Naturalist/Interpreter, Environmental Coordinator, Environmental Technician, Conservation Worker, Restoration Ecologist, Park Ranger, and more.

## Merriitt College offers the following certificate programs in Environmental Management and Technology:

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### Conservation and Resource Management

- Certificate of Achievement

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### Urban Agroecology

- Certificate of Achievement
-



# Conservation and Resource Management Certificate of Achievement

## DESCRIPTION



The Conservation and Resource Management Certificate of Achievement offers students a practical approach to ecological management practices. Students learn basic concepts of environmental science, are prepared for more specialized coursework, and establish minimum qualifications for entry-level employment.

Students in the Conservation and Resource Management program will:

- Build a solid foundation in the principles of ecology, and then learn to apply them to solve environmental problems.
- Focus on habitat restoration, natural resource conservation and management, water quality and watershed analysis, outdoor education, urban planning, and vegetation surveys.
- Participate in field trips and field-based courses to sites around the Bay Area.

## CAREER OPPORTUNITIES

Career opportunities may include biological scientists and technicians, conservation scientists and technicians, environmental science and protection technicians, environmental scientists and specialists, fish and game wardens, forest and conservation technicians and workers, foresters, geographers, hydrologists, museum conservators and technicians, natural science managers, soil and plant scientists, and zoologists and wildlife biologists.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Articulate the history of the conservation movement in the U.S. (with particular emphasis on California) and put the current state of natural resource management in its proper historical context.
2. Explain basic principles of ecology and how these principles are used in management and stewardship of natural spaces.
3. Demonstrate an understanding of how parks and other public natural spaces operate and function.
4. Demonstrate practical field skills used in the management and stewardship of natural resources.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BIOL 15	Environmental Biology	3
COPED 476F	Occupational Work Experience in Environmental Management and Technology	3
ENVMT 1	Environmental Careers	1
ENVMT 2	Introduction to Sustainable Environmental Systems	3
ENVMT 2L	Introduction to Sustainable Environmental Systems Lab	1
ENVMT 55	Principles of Conservation and Land Management	3
ENVMT 56	Management of Public Parks and Natural Resources	3
ENVMT 57	Park Operations Practice and Skills	4
GEOL 21	Bay Area Field Studies	1
AFRAM 38 or ENVMT 12	Environmental Racism and Justice	3
	Environmental Racism and Justice	3
<b>Major Elective Courses</b>		
<i>Select one course for 2-3 units from the following:</i>		
ENVMT 8	Introduction to Outdoor Education	3
ENVMT 11	Sustainable Urban and Regional Planning	3
ENVMT 14	Environmental Impact Reports	2
ENVMT 40	From Tree to Sea: A Bay Area Environmental Cross Section	3
ENVMT 44	Introduction to Creek and Watershed Restoration	3
LANHT 81	Arborist Equipment Fundamentals	2

TABLE CONTINUES ►

**Conservation and Resource Management** Certificate of Achievement

## ◀ TABLE CONTINUED

Interdisciplinary Elective Courses		
<i>Select courses for a minimum of 2 units from the following:</i>		
ART 166	Beginning Botanical Drawing	2
BIOL 9	Marine Biology	4
BIOL 29	Introduction to Biodiversity	4
BIOL 60A	Natural History of the Bay Area: The Local Parks	0.5
BIOL 60B	Natural History of the Bay Area: Mt. Diablo State Park	1
BIOL 60C	Natural History of the Bay Area: Herpetology	2
BIOL 61E	Natural History of the Tide Pools of the Greater Bay Area	0.5
BIOL 61H	Natural History of the Bay Area: Butterflies and Moths	2
BIOL 61I	Natural History of the Bay Area: Bryophytes	2
BIOL 61K	Natural History of the Bay Area: Lichens	2
BIOL 62S	Natural History of the Islands of California	2
BIOL 80A	Raptors of Central California and the Bay Area	0.5
BIOL 80B	Bird Singing: The Ecology of Bird Songs and Identification by Ear	0.5
BIOL 80C	Fundamentals of Ornithology and Birding in Central California/Bay Area	0.5
GEOG 1	Physical Geography	3
GEOL 1	Introduction to Physical Geology	4
GEOL 12	Environmental Geology	3
LANHT 2	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Evening)	3
LANHT 5A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 5EA	Plant Materials: Fall Native Plant ID and Culture with Lab (Evening)	3
LANHT 5B	Plant Materials: Spring Native Plant ID and Culture (Day)	3
LANHT 5EB	Plant Materials: Spring Native Plant ID and Culture (Day)	3
LANHT 10	Insect Pests	3
LANHT 16	Soil Management	3
LANHT 23	Plant Terminology	2.5
LANHT 45A	Mushroom Cultivation	2
LANHT 50	Plant Taxonomy	3
NATAM 76E	California Indian Ecology of the Central Coast	1.5
<b>Total Units</b>		<b>29</b>

**Conservation and Resource Management** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Conservation and Resource Management Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
BIOL 15	Environmental Biology	3
AFRAM 38 or ENVMT 12	Environmental Racism and Justice	3
	Environmental Racism and Justice	3
<b>1st Semester Units</b>		<b>6</b>
<b>2nd Semester</b>		
ENVMT 2	Introduction to Sustainable Environmental Systems	3
ENVMT 2L	Introduction to Sustainable Environmental Systems Lab	1
ENVMT 55	Principles of Conservation and Land Management	3
Major Elective Course(s)		2
<b>2nd Semester Units</b>		<b>9</b>
<b>3rd Semester</b>		
ENVMT 1	Environmental Careers	1
ENVMT 56	Management of Public Parks and Natural Resources	3
Interdisciplinary Elective Course(s)		2
<b>3rd Semester Units</b>		<b>6</b>
<b>4th Semester</b>		
COPED 476F	Occupational Work Experience in Environmental Management and Technology	3
ENVMT 57	Park Operations Practice and Skills	4
GEOL 21	Bay Area Field Studies	1
<b>4th Semester Units</b>		<b>8</b>

## Urban Agroecology Certificate of Achievement

### DESCRIPTION



The Urban Agroecology Certificate of Achievement program trains students in the skills and practices of urban agriculture, focusing on ecologically restorative food production, project planning, and small-scale enterprise development. Graduates of the program will be prepared for entry-level employment in the local urban agriculture industry or non-profit organizations.

Students in the Urban Agroecology Program will...

- Learn the principles of sustainable farming and food systems in the urban environment.
- Plan and design home, school, and community gardens and farms.
- Find out about food production, food access in under-served communities, and public health implications of food distribution.
- Get hands-on training to work for the following: Small-scale farm enterprises, non-profit organizations relating to food and public health, food policy organizations.

### CAREER OPPORTUNITIES

Career opportunities may include agriculture and food science technicians; farming, fishing, and forestry supervisors; food scientists and technologists; greenhouse and nursery workers; and farm workers and laborers.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Contribute to the development of locally-owned enterprises based in the production, processing, distribution, and sale of fresh foods.
2. Develop and implement groundbreaking techniques for carrying out sustainable agriculture in conjunction with ecosystem restoration.
3. Serve as educators in their own communities, inspiring and enabling others to contribute to our cities' health and sustainability through personal choices.
4. Increase social equity by increasing employment, management, and ownership opportunities for the East Bay's most economically vulnerable residents.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ENVMT 1	Environmental Careers	1
ENVMT 2	Introduction to Sustainable Environmental Systems	4
ENVMT 2L	Introduction to Sustainable Environmental Systems Lab	1
ENVMT 3	Social Issues in Agriculture	3
ENVMT 5	Bay Area Food Culture	3
ENVMT 35	Introduction to Urban Agroecology	3
ENVMT 35L	Urban Agroecology Lab	1
AFRAM 38 or ENVMT 12	Environmental Racism and Justice	3
<b>Major Elective Courses</b>		
<i>Select courses for a minimum of 5 units from the following:</i>		
ENVMT 16	Introduction to Healthy Community Systems	3
LANHT 28A	Permaculture Design I	3
LAMNHT 45A	Mushroom Cultivation I	2
LANHT 76	Edible Landscaping	3
LANHT 77	Crop Production, Marketing, and Sales	1.5
NUTR 31	Food Production Systems	3

TABLE CONTINUES ►

**Urban Agroecology** Certificate of Achievement

## ◀ TABLE CONTINUED

Interdisciplinary Elective Courses		
<i>Select courses for a minimum of 2 units from the following:</i>		
BIOL 15	Environmental Biology	3
BIOL 29	Introduction to Biodiversity	4
BIOL 60C	Natural History of the Bay Area: Herpetology	2
BIOL 61H	Natural History of the Bay Area: Butterflies and Moths	2
ENVMT 8	Introduction to Outdoor Education	3
ENVMT 11	Sustainable Urban and Regional Planning	3
ENVMT 14	Environmental Impact Reports	2
ENVMT 40	From Tree to Sea: A Bay Area Environmental Cross Section	3
ENVMT 44	Introduction to Creek and Watershed Restoration	3
ENVMT 55	Principles of Conservation and Land Management	3
ENVMT 56	Management of Public Parks and Natural Resources	3
ENVMT 57	Park Operations Practice and Skills	4
ENVMT 476F	Occupational Work Experience in Environmental Management and Technology	3
GEOG 1	Physical Geography	3
GEOL 21	Bay Area Field Studies	1
LANHT 2	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Evening)	3
LANHT 5A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 5B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 5EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 5EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 10	Insect Pests	3
LANHT 16	Soil Management	3
LANHT 23	Plant Terminology	2.5
LANHT 45A	Mushroom Cultivation I	2
LANHT 50	Plant Taxonomy	3
LANHT 81	Arborist Equipment Fundamentals	2
NATAM 76E	California Indian Ecology on the Central Coast	1.5
<b>Total Units</b>		<b>26</b>

**Urban Agroecology** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Urban Agroecology Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
ENVMT 1	Environmental Careers	1
ENVMT 5	Bay Area Food Culture	3
Major Elective Course(s)		3
<b>1st Semester Units</b>		<b>7</b>
<b>2nd Semester</b>		
ENVMT 2	Introduction to Sustainable Environmental Systems	4
ENVMT 2L	Introduction to Sustainable Environmental Systems Lab	1
ENVMT 35	Introduction to Urban Agroecology	3
ENVMT 35L	Introduction to Urban Agroecology Lab	1
<b>2nd Semester Units</b>		<b>9</b>
<b>3rd Semester</b>		
ENVMT 12	Environmental Racism and Justice	3
Interdisciplinary Elective Courses		2
<b>3rd Semester Units</b>		<b>5</b>
<b>4th Semester</b>		
ENVMT 3	Social Issues in Agriculture	3
Major Elective Course(s)		2
<b>4th Semester Units</b>		<b>5</b>
<b>Total Units</b>		<b>26</b>

# Environmental Management and Technology

## CREDIT

### ENVMT 1

#### Environmental Careers

- 1 unit, 1 hour lecture (GR or P/NP)
- Acceptable for credit: CSU

Career development strategies and exploration of emerging environmental fields: Exploration of green jobs in the nonprofit, government, and private sectors, with hands-on training in interviewing and job application preparation. 0115.00

### ENVMT 2

#### Introduction to Sustainable Environmental Systems

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Interdisciplinary study of the impact of human civilization on the earth's major ecological systems: Issues examined in historic, contemporary, and future settings, including both Western and non-Western contexts; material presented from a theoretical point of view, with a focus on core concepts and methods related to ecology, sustainability, human population, natural resources, wastes and pollution; reflection of how human economic, political, and ethical behaviors are inextricably interwoven with the environment; and presentation of environmental career options. 0115.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4G

### ENVMT 3

#### Social Issues in Agriculture

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Study of the social side of agriculture and sustainable food production/gardening: Investigation of social justice, food access, food security, and hunger issues on a local and national scale; current debates and conversations related to food systems (both industrial and alternative); and agricultural production and labor issues. 0199.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4G

### ENVMT 5

#### Bay Area Food Culture

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Food systems and food cultures of the Bay Area: Field trips and case studies of area gardens designed by people of different cultures, documenting the cultural diversity of food and gardens through multiple media. 0199.00

AA/AS GE Area 2, 3

### ENVMT 8

#### Introduction to Outdoor Education

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

Overview of nature/culture interpretation and education: Planning for age, theme, and place appropriate presentations leading towards employment opportunities in the environmental management field. 0115.00

### ENVMT 12

#### Environmental Racism and Justice

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as AFRAM 38. Not open for credit to students who have completed or are currently enrolled in AFRAM 38.
- Acceptable for credit: CSU, UC

American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 0115.00  
AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4G; UCB American Cultures

### ENVMT 14

#### Environmental Impact Reports

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Introduction to, analysis, and writing of environmental impact reports, statements, assessments and reviews: Background, purposes, uses, and content of EIRs (Environmental Impact Reports); analyzing and commenting on EIR elements and tests of significance. 0115.00

### ENVMT 16

#### Introduction to Healthy Community Systems

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

Introduction to healthy community systems and their impact on both human and environmental health: Exploration of how "health for all" can be built into neighborhoods and urban plans and policies; includes field projects. 0199.00

### ENVMT 35

#### Introduction to Urban Agroecology

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Introduction to the expanding production and distribution of healthy food and environmentally sustainable agriculture in and near cities: Organic and intensive agriculture, field methods, policy, economy, ecology, and equity. 0199.00



**ENVMT 39C****Geographical Information Systems Applications**

- 4 units, 3 hours lecture, 3 hours laboratory (GR)
- Acceptable for credit: CSU

Introduction to Geographic Information Systems (GIS) and its application to land management: Interpretation of GIS data; assessment of vector and raster systems, coordinate systems, georeferencing; and spatial analysis and functional use of GIS. 0303.00

AA/AS GE Area 4c

**ENVMT 44****Introduction to Creek and Watershed Restoration: General Aspects**

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

Principles and practices in the restoration and monitoring of creeks and watersheds: Global water cycle and atmospheric circulation; basic hydrological principles and processes including erosion, flooding, and deposition of sediment. 0115.00

**ENVMT 49****Independent Study in Environmental Management and Technology**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Environmental Management and Technology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0303.00

**ENVMT 55****Principles of Conservation and Land Management**

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

Introduction to natural resources conservation and management: Historical and political overview of conservation and natural resource policies in California and the United States. 0115.00

AA/AS GE Area 2

**ENVMT 56****Management of Public Parks and Natural Resources**

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

Current practices and issues in the management of public lands at the federal, state, and local level. 0115.00

**ENVMT 57****Park Operations Practices and Skills**

- 4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Hands-on experience in the practice of managing public parks and open spaces: Management of visitors, resource protection; maintenance of facilities. 0115.00

**ENVMT 476F****Occupational Work Experience in Environmental Management**

- 1-4 units, 3.43-17.15 hours laboratory (GR or P/NP).
- Acceptable for credit: CSU

Supervised employment in Environmental Management and Technology or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0115.00



## Fire Science (FISCI)

Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles.

**Merritt College offers the following degree and certificate programs in Fire Science:**

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**Chief Fire Officer**

- Certificate of Achievement

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**Fire Officer**

- Certificate of Achievement

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**Fire Technology**

- Certificate of Achievement
  - Associate in Science (AS) Degree
-

## Chief Fire Officer Certificate of Achievement

### DESCRIPTION



Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Chief Fire Officer Certificate of Achievement program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long-term community preparedness. Designed for the aspiring chief fire officer, this program provides managerial and leadership knowledge for the individual charged with supervising a battalion. While units in the program are transferable to many institutions, students should consult a counselor for information.

### CAREER OPPORTUNITIES

Career opportunities include promotional advancement into fire service administration for members currently employed in the profession. This certificate prepares company level supervisors (lieutenant and captain) for chief officer (battalion chief or higher) positions in fire service organizations.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Describe the roles and responsibilities of a chief officer.
2. Discuss emerging issues in today's fire and EMS agencies.
3. Describe effective managerial and leadership principles for the chief fire officer.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
FISCI 236	Chief Officer 3A—Human Resource Management	1.5
FISCI 237	Chief Officer 3B—Budget and Fiscal Responsibilities	1
FISCI 238	Chief Officer 3C—General Administrative Functions	1.5
FISCI 239	Chief Officer 3D—Emergency Services Delivery Responsibilities	1.5
<b>Major Elective Courses</b>		
<i>Select five courses for 15-16 units from the following:</i>		
BUS 52	Psychology and Human Relations	3
BUS 53	Personnel Management	3
CIS 40	Database Management	4
CIS 42	Spreadsheet Applications	4
COMM 3	Introduction to Human Communication	3
COMM 4	The Dynamics of Group Discussion	3
COMM 45	Public Speaking	3
MATH 13	Introduction to Statistics	4
<b>Total Units</b>		<b>20.5 - 21.5</b>

**Chief Fire Officer** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Chief Fire Officer Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
COMM 3	Introduction to Human Communication	3
COMM 45	Public Speaking	3
FISCI 236	Human Resource Management for Chief Fire Officers	1.5
FISCI 237	Budget and Fiscal Responsibilities for Chief Fire Officers	1
MATH 13	Introduction to Statistics	4
<b>1st Semester Units</b>		<b>12.5</b>
<b>2nd Semester</b>		
BUS 52	Psychology and Human Relations	3
BUS 53	Personnel Management	3
CIS 40	Database Management	3
CIS 42	Spreadsheet Application	3
COMM 4	The Dynamics of Group Discussion	3
FISCI 238	General Administrative Functions for Chief Fire Officers	1.5
FISCI 239	Emergency Service Delivery Functions for Chief Fire Officers	1.5
<b>Total Units</b>		<b>20.5 - 21.5</b>

## Fire Officer Certificate of Achievement

### DESCRIPTION



Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Fire Officer Certificate of Achievement program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long term community preparedness. Designed for the aspiring fire officer, this program provides managerial and leadership knowledge for the individual charged with supervising a fire company.

### CAREER OPPORTUNITIES

Career opportunities may include promotional advancement for members currently employed in the profession and first-line supervisor of firefighting and prevention workers.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Describe emerging trends in fire service organizations for the fire officer.
2. Describe managerial and leadership traits for success as a fire officer.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
FISCI 230	Company Officer 2A—Human Resource Management	2.5
FISCI 231	Company Officer 2B—General Administrative Functions	1.5
FISCI 232	Company Officer 2C—Fire Inspection and Investigation	2.5
FISCI 233	Company Officer 2D—All Risk Command Operations	2.5
FISCI 234	Company Officer 2E—Wildland Incident Operations	2.5
FISC 235	Instructor I: Instructional Methodology	2.5
COMM 3	Introduction to Human Communication	3
or		
COMM 4	The Dynamics of Group Discussion	3
COMM 45	Public Speaking	3
ENGL 208	Writing Workshop	1
<b>Total Units</b>		<b>21</b>

**Fire Officer** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Fire Officer Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
FISCI 230	Company Officer 2A—Human Resource Management	2.5
FISCI 231	Company Officer 2B—General Administrative Functions	1.5
FISCI 232	Company Officer 2C—Fire Inspection and Investigation	2.5
FISCI 234	Company Officer 2E—Wildland Incident Operations	2.5
ENGL 208	Writing Workshop	1
<b>1st Semester Units</b>		<b>10</b>
<b>2nd Semester</b>		
COMM 3 or COMM 4	Introduction to Human Communication	3
COMM 4	The Dynamics of Group Discussion	3
COMM 45	Public Speaking	3
FISCI 233	Company Officer 2D—All Risk Command Operations	2.5
FISCI 235	Instructor I: Instructional Methodology	2.5
<b>2nd Semester Units</b>		<b>11</b>
<b>Total Units</b>		<b>21</b>

## Fire Technology Certificate of Achievement

### DESCRIPTION



Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Fire Technology Certificate of Achievement program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long term community preparedness. Designed for direct job entry and promotional advancement, this program provides technical knowledge and the ability to work within an organized system at a fire or other emergency scene. While units in the program are transferable to many institutions, students should consult a counselor for information.

### CAREER OPPORTUNITIES

Fire Technology career opportunities may include entry level firefighters, first-line supervisor of firefighting and prevention workers, fire inspector, and fire investigator and promotional advancement for members currently employed in the profession.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to perform the required skills of an emergency medical technician (EMT).
2. Discuss the roles and responsibilities of a firefighter.
3. Discuss trends and best practices that enhance firefighter safety and well-being.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
EMT 211	Emergency Medical Technician - Basic	6
<b>Major Elective Courses</b>		
<i>Select four courses for 12 units from the following:</i>		
FISCI 201	Principles of Fire and Emergency Services	3
FISCI 202	Fire Prevention	3
FISCI 203	Building Construction for the Fire Service	3
FISCI 204	Fire Behavior and Combustion	3
FISCI 205	Fire Protection Systems	3
FISCI 206	Principles of Fire and Emergency Services and Survival	3
<b>Total Units</b>		<b>18</b>



**Fire Technology** Certificate of Achievement**RECOMMENDED ONE-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete the Fire Technology Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
EMT 211	Emergency Medical Technician - Basic	6
FISCI 201	Principles of Fire and Emergency Services	3
<b>1st Semester Units</b>		<b>6-9</b>
<b>2nd Semester</b>		
FISCI 202	Fire Prevention	3
FISCI 203	Building Construction for the Fire Service	3
FISCI 204	Fire Behavior and Combustion	3
FISCI 205	Fire Protection Systems	3
FISCI 206	Principles of Fire and Emergency Services Safety and Survival	3
<b>2nd Semester Units</b>		<b>9-12</b>

## Fire Technology Associate in Science

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### DESCRIPTION



Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Fire Technology Associate in Science degree program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long term community preparedness. Designed for direct job entry and promotional advancement, this program provides technical knowledge and the ability to work within an organized system at a fire or other emergency scene. While units in the program are transferable to many institutions, students should consult a counselor for information.

### CAREER OPPORTUNITIES

Fire Technology career opportunities may include entry level firefighters, first-line supervisor of firefighting and prevention workers, fire inspector, and fire investigator and promotional advancement for members currently employed in the profession.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to perform the required skills of an emergency medical technician (EMT).
2. Demonstrate the ability to perform skills related to fire suppression.
3. Demonstrate leadership, teamwork and decision making in the management of multiple personnel on emergency scenes.

**Fire Technology** Associate in Science**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
EMT 211	Emergency Medical Technician – Basic	6
FISCI 201	Principles of Fire and Emergency Services	3
FISCI 202	Fire Prevention	3
FISCI 203	Building Construction for the Fire Service	3
FISCI 204	Fire Behavior and Combustion	3
FISCI 205	Fire Protection Systems	3
FISCI 206	Principles of Fire and Emergency Services and Survival	3
<b>Major Elective Courses</b>		
<i>Select one group of major elective courses from the following for a total of 5.5 – 14 units:</i>		
<b>Group A</b>		
FISCI 211 or	Firefighter Academy	10
<b>Group B</b>		
FISCI 230	Company Officer 2A – Human Resource Management	2.5
FISCI 231	Company Officer 2B – General Administrative Functions	1.5
FISCI 232	Company Officer 2C – Fire Inspection and Investigation	2.5
FISCI 233	Company Officer 2D – All Risk Command Operations	2.5
FISCI 234	Company Officer 2E – Wildland Incident Operations	2.5
FISCI 235 or	Instructor 1: Instructional Methodology	2.5
<b>Group C</b>		
FISCI 236	Chief Officer 3A – Human Resource Management	1.5
FISCI 237	Chief Officer 3B – Budget and Fiscal Responsibilities	1
FISCI 238	Chief Officer 3C – General Administrative Functions	1.5
FISCI 239	Chief Officer 3D – Emergency Services Delivery Responsibilities	1.5
<b>Major Requirements</b>		<b>29.5 - 38</b>
<b>Total Units</b>		<b>60</b>

**Fire Technology** Associate in Science**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Fire Technology Associate in Science degree. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
EMT 211	Emergency Medical Technician-Basic	6
FISCI 201	Principles of Fire and Emergency Services	3
FISCI 202	Fire Prevention	3
<b>1st Semester Units</b>		<b>12</b>
<b>2nd Semester</b>		
FISCI 203	Building Construction for the Fire Service	3
FISCI 204	Fire Behavior and Combustion	3
FISCI 205	Fire Protection Systems	3
FISCI 206	Principles of Fire and Emergency Services Safety and Survival	3
<b>2nd Semester Units</b>		<b>12</b>
<b>3rd Semester</b>		
<b>Group A</b>		
FISCI 211 or	Firefighter Academy	10
<b>Group B</b>		
FISCI 230	Company Officer 2A—Human Resource Management	2.5
FISCI 231	Company Officer 2B—General Administrative Functions	1.5
FISCI 232 or	Company Officer 2C—Fire Inspection and Investigation	2.5
<b>Group C</b>		
FISCI 236	Chief Officer 3A—Human Resource Management	1.5
FISCI 237	Chief Officer 3B—Budget and Fiscal Responsibilities	1
<b>3rd Semester Units</b>		<b>2.5 - 10</b>
<b>4th Semester</b>		
<b>Group B</b>		
FISCI 233	Company Officer 2D--All Risk Command Operations	2.5
FISCI 234	Company Officer 2E—Wildland Incident Operations	2.5
FISCI 235 or	Instructor I: Instructional Methodology	2.5
<b>Group C</b>		
FISCI 238	Chief Officer 3C—General Administrative Functions	1.5
FISCI 239	Chief Officer 3D—Emergency Services Delivery Responsibilities	1.5
<b>4th Semester Units</b>		<b>3.5 - 7.5</b>

## Fire Science

### CREDIT

#### FISCI 200

##### Hiring Process Preparation and Strategies in Fire Services

- 1.5 units, 1.5 hours lecture (P/NP)
- Corequisite: COPED 476H

Fire services hiring practices: Resume building, oral board interview practice, and station etiquette. 2133.00

#### FISCI 201

##### Principles of Fire And Emergency Services

- 3 units, 3 hours lecture (GR or P/NP)

Introduction to fire service organization and careers in the fire protection field: Fire technology and history of fire service, organization and function of public and private protection services, fire department as part of local government, laws and regulations affecting fire service, fire service nomenclature, specific fire protection, fire loss analysis, basic fire chemistry and physics, introduction to fire strategy and tactics, and Incident Command System. 2133.00

C-ID: FIRE 100 X

#### FISCI 202

##### Fire Prevention

- 3 units, 3 hours lecture (GR or P/NP)

Fundamentals of fire prevention: History and philosophy of fire prevention, organization and operation of fire prevention of a fire prevention bureau; use of application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. 2133.00

C-ID: FIRE 110 X

#### FISCI 203

##### Building Construction for the Fire Service

- 3 units, 3 hours lecture (GR or P/NP)

Fundamentals of building construction that relate to fire and life safety: Elements of construction and design of structures as key factors in building inspections, preplanning of fire operations, and operations at fire and building-collapse emergencies; development and evolution of building and fire codes and study of past fires and building collapses in residential, commercial, and industrial occupancies. 2133.00

C-ID: FIRE 130 X

#### FISCI 204

##### Fire Behavior and Combustion

- 3 units, 3 hours lecture (GR or P/NP)

Theory and fundamentals of how and why fires start, spread, and are controlled: In-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire-control techniques. 2133.00

C-ID: FIRE 140 X

#### FISCI 205

##### Fire Protection Systems

- 3 units, 3 hours lecture (GR or P/NP)

Fundamentals of design and operation of fire detection and alarm systems: Heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, portable fire extinguishers, and design and installation requirements. 2133.00

C-ID: FIRE 120 X

#### FISCI 206

##### Principles of Fire and Emergency Services Safety And Survival

- 3 units, 3 hours lecture (GR or P/NP)

Fundamentals of assessing the basic principles and history related to the national firefighter life safety initiatives: Cultural and behavior change throughout the emergency services. 2133.00

C-ID: FIRE 150 X

#### FISCI 208

##### Fire Fighter I Certification – Preparation A

- 4 units, 3 hours lecture, 4 hours lab (GR or P/NP)
- Prerequisite: FISCI 201, FISCI 202, FISCI 203, FISCI 204, and FISCI 205

Introduction to the use of fire fighting equipment and rescue techniques: Personal protective equipment, lifting and hoisting equipment, ground ladders, hoses, nozzles, fittings, various rescue techniques; and manipulative training in ropes, ladders, hose and extrication equipment. 2133.50

#### FISCI 211

##### Firefighter Academy

- 10 units, 7 hours lecture, 9 hours laboratory (GR or P/NP)
- Prerequisite: EMT 211, FISCI 201, FISCI 204, and FISCI 206
- Recommended preparation: KIN 153A and KIN 153B
- Meets Firefighter I, Rescue Systems, Confined Space, and HAZ MAT FRO, certification requirements.

Manipulative and technical training in the use of firefighting equipment; fire attack procedures, and rescue operations: Hose and ladder evolutions, fire protection systems, basic salvage and overhaul techniques; forcible entry; wildland, interior, house and flammable liquid fire-attack procedures; and fire control, ventilation, and extinguishment techniques for various situations. 2133.50

#### FISCI 230

##### Company Officer 2A—Human Resource Management

- 2.5 units, 2.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for employed firefighters seeking advancement to the company officer level in a fire service organization.

Fundamentals of human resources for fire company officers: Evaluating member performance; supervising personnel; and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. 2133.00

C-ID: FIRE 200 X

**FISCI 231****Company Officer 2B—General Administrative Functions**

- 1.5 units, 1.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization

Intended for employed firefighters seeking advancement to the company officer level in a fire service organization.

Fundamentals of general administration for fire company officers: Implementation of department policies and procedures as well as conveying the fire department's role, image, and mission to the public. 2133.00

C-ID: FIRE 210 X

**FISCI 232****Company Officer 2C—Fire Inspection and Investigation**

- 2.5 units, 2.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for employed firefighters seeking advancement to the company officer level in a fire service organization.

Fundamentals of inspections and investigations for fire company officers: Identifying hazards and addressing violations; performing a fire investigation to determine preliminary cause; and securing the incident scene and preserving evidence. 2133.00

C-ID: FIRE 220 X

**FISCI 233****Company Officer 2D—All Risk Command Operations**

- 2.5 units, 2.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for employed firefighters seeking advancement to the company officer level in a fire service organization.

Fundamentals of command operations in the hazard zone for company officers: Incident size up; initial plans of action involving single and multi-unit operations for various types of emergency incidents; situation mitigation utilizing agency safety procedures; conducting pre-incident planning; and developing and conducting a post-incident analysis. 2133.00

C-ID: FIRE 230 X

**FISCI 234****Company Officer 2E—Wildland Incident Operations**

- 2.5 units, 2.5 hours lecture (GR or P/NP)
- Intended for employed firefighters seeking advancement to the company officer level in a fire service organization.

Fundamentals of Wildland Urban Interface (WUI) command operations for company officers: Evaluation and reporting incident operations; analyzing incident needs; developing and implementing a plan of action to deploy incident resources; suppressing a wildland fire; establishing an incident command post; creating an Incident Action Plan (IAP); and completing incident records and reports. 2133.00

C-ID: FIRE 240 X

**FISCI 235****Instructor I: Instructional Methodology**

- 2.5 units, 2.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for employed firefighters seeking advancement to the company officer level in a fire service organization.

Fundamentals and techniques of instruction with an emphasis on applied instruction in the fire service: Course outline and lesson plan development; instructional aids; classroom environment management; legal and ethical issues; and instructor accountability and liability. 2133.00

C-ID: FIRE 250 X

**FISCI 236****Chief Officer 3A—Human Resource Management**

- 1.5 units, 1.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for current company officers seeking a promotion to chief officer.

Fundamentals of human resource applications for chief fire officers: Develop plans for employee accommodations; develop hiring procedures; establishing personnel assignments; and developing a measurable accident and injury program. 2133.00

**FISCI 237****Chief Officer 3B—Budget and Fiscal Responsibilities**

- 1 unit, 1 hour lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for current company officers seeking a promotion to chief officer.

Fundamentals of fiscal responsibilities and budgeting roles for chief fire officers: Developing a budget management system; developing a division or departmental budget and describing the process for ensuring competitive bidding. 2133.00

**FISCI 238****Chief Officer 3C—General Administrative Functions**

- 1.5 units, 1.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for current company officers seeking a promotion to chief officer.

Fundamentals of administrative requirements for chief fire officers: Directing department record management systems; analyzing and interpreting records and data; developing a model plan for continuous organizational improvement; developing a plan to facilitate approval; preparing community awareness programs; and evaluating the inspection program of the fire department. 2133.00

**FISCI 239****Chief Officer 3D—Emergency Services Delivery Responsibilities**

- 1.5 units, 1.5 hours lecture (GR or P/NP)
- Prerequisite: Employment with fire service organization
- Intended for current company officers seeking a promotion to chief officer.

Fundamentals of emergency service requirements for chief fire officers: Developing a plan for integration of fire service resources; developing an agency resource contingency plan; evaluating incident facilities; supervising multiple resources; developing and utilizing an incident action plan; obtaining incident information to facilitate transfer of command; developing and conducting post incident analysis; and maintaining incident reports. 2133.00

C-ID: FIRE 231 X



# Geography (GEOG)

Geography is the study of the earth, including the distribution and interconnectedness of all natural and cultural phenomena and how places are particular expressions of nature and culture. The mission of the Geography Department at Merritt College is to foster an appreciation and understanding of the diversity of Earth's physical and cultural environments. The Geography Department offers informative university-transferable classes that include Physical Geography, Physical Geography Laboratory, and Cultural Geography. These courses are taught using classical instruction and laboratory and fieldwork that emphasizes critical thinking. Mastery is demonstrated in the ability to think and write critically about the Earth in a capstone report in Physical Geography, Physical Geography Lab, and Cultural Geography courses.

Career options for the professional geographer include teaching and research, natural resource management, meteorology (weather), cartography (map-making), urban/regional planning, location analysis, and work using Geographic Information Systems (GIS).

## CREDIT

### GEOG 1

#### Physical Geography

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3 (with GEOG 1L satisfies lab requirement), D; IGETC Area 5A, 5C (with GEOG 1L satisfies lab requirement)

C-ID: GEOG 110

### GEOG 1L

#### Physical Geography Laboratory

- 1 unit, 3 hours laboratory (GR)
- Prerequisite or corequisite: GEOG 1
- Acceptable for credit: CSU, UC

Practical application of the basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observations. 2206.00

CSU GE Breadth Area B3 (with GEOG 1); IGETC Area 5A, 5C (with GEOG 1)

### GEOG 2

#### Cultural Geography

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

Basic elements of cultural geography: Interrelationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization and resource exploitation. 2206.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4E

# Geology (GEOL)

Geology is the scientific study of the origin, history, and structure of the earth. The mission of the Geology Department at Merritt College is to teach students about the evolution of the earth and to foster in them an appreciation and understanding of the processes that created and changed the Earth over time. Mastery is demonstrated in the ability to think and write critically about the Earth in a capstone report.

Career options for a the professional geologist include teaching; employment by private corporations including mining, hydrology, and engineering companies; government agencies such as the U.S. Geological Survey, the California Department of Conservation, and regional planning offices.

## CREDIT

### GEOL 1

#### Introduction to Physical Geology

- 4 units, 3 hours lecture, 3 hours laboratory (GR)
- Two one-day field trips required
- Acceptable for credit: CSU, UC

Survey of materials and structures comprising the outer portion of the earth, and geologic processes responsible for sculpturing the earth: Plate tectonics and mountain building; formation of minerals and igneous, sedimentary and metamorphic rocks; deformation of rocks by folding and faulting; and erosion of the land surface. 1914.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: GEOL 101

### GEOL 12

#### Environmental Geology

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

Introduction to the geologic aspects of environmental science: Natural hazards, human effects on geologic processes, energy and mineral resources, and global environmental change. 1914.00

AA/AS GE Area 1; CSU GE Breadth Area B1; IGETC Area 5A

C-ID: GEOL 130

### GEOL 21

#### Bay Area Field Studies

- 1-2 units, 1-2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-the-field introduction to the richness of the geologic environment: Emphasis on the basic geologic processes that shape the earth's surface. 1914.00

# Health Education (HLTED)

Health Education offers courses for students planning to transfer into a variety of health-related fields and for students needing to fulfill General Education requirements. Courses include Exploring Health Issues, CPR, Health and Wellness: Personal Change.

Career opportunities for the health education professional include teaching health care administration; working at federal, state and local health care agencies (county Health Departments, Cal OSHA, and Environmental Protection Agencies); and health care and education in the private sector.

## CREDIT

### HLTED 1

#### Exploring Health Issues

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

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine. 0837.00

AA/AS GE Area 2; CSU GE Breadth Area E

### HLTED 11

#### Cardiopulmonary Resuscitation

- .5 units, .5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Development of skills and knowledge for administering emergency first aid for respiratory failure and cardiac arrest. 0837.00

### HLTED 20

#### Health and Wellness: Personal Change

- 1 unit, 1 hour lecture (GR or P/NP)
- Acceptable for credit: CSU, UC

The role of nutrition, physical activity, environmental factors, and psycho-social influences on health: Raises awareness of health issues and the role of personal responsibility in maintaining health. 0837.00

CSU GE Breadth Area E

### HLTED 49

#### Independent Study in Health Education

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Health Education. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0837.00

# Health Professions and Occupations (HLTOC)

In these classes students can explore several aspects of healthcare including medical terminology and success strategies for pre-nursing students.

## Merritt College offers the following degree program in Health Professions and Occupations

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### Health Navigator

- Certificate of Achievement
-

## Health Navigator Certificate Of Achievement

### DESCRIPTION

The Health Navigator Certificate of Achievement program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of healthcare, public health, and human/social services. Working with case managers and other team members, Health Navigators provide guidance, health assessments, health education, health outreach, and community resource referrals to support a client's disease management, lifestyle management, and care coordination. They act as a bridge between the patient, the family, the community, the healthcare team, and the healthcare system. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

### CAREER OPPORTUNITIES

This certificate prepares students for the many careers related to the title 'Health Navigator,' including, but not limited to: Community Health Workers, Patient (Care) Navigators, Patient Services Advocate, Patient Service Representatives, Human Service Workers, Community Liaisons, and Community Health Advocates.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate job readiness by conducting a client-centered interview and applying health navigator core competencies, emotional intelligence, and effective communication skills to clients with diverse backgrounds and barriers to care.
2. Demonstrate job readiness by conducting a client-centered interview using metrics/data for validating value-added services and providing community resources and social service referrals to support formerly incarcerated clients, survivors of trauma, and/or clients with chronic conditions.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
HLTOC 101	Medical Terminology	3
HLTOC 150	Introduction to Health Care Careers	2
HLTOC 260	Emotional Intelligence	2
HLTOC 261	Health Navigator I	2
HLTOC 262	Health Navigator II	3
HLTOC 263	Communication Skills for the Health Care Professional	3
HLTOC 264	Chronic Condition Management	2
<b>Total Units</b>		<b>17</b>

**Health Navigator** Certificate Of Achievement**RECOMMENDED ONE-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete the Health Navigator Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
HLTOC 101	Medical Terminology	3
HLTOC 150	Introduction to Health Care Careers	2
HLTOC 261	Health Navigator I	2
HLTOC 263	Communication Skills for the Health Care Professional	3
<b>1st Semester Units</b>		<b>10</b>
<b>2nd Semester</b>		
HLTOC 260	Emotional Intelligence	2
HLTOC 262	Health Navigator II	3
HLTOC 264	Chronic Condition Management	2
<b>2nd Semester Units</b>		<b>7</b>
<b>Total Units</b>		<b>17</b>

## CREDIT

**HLTOC 101****Medical Terminology**

- 3 units, 3 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in HLTOC 201 and BIOL 201.
- Acceptable for credit: CSU

Comprehensive study of medical terms: Basic word structure, prefixes, and suffixes; and terms pertaining to the body as a whole, as well as most body systems. 1299.00

**HLTOC 110****CPR and First Aid for Allied Health Programs**

- 1 unit, 1 hour lecture (P/NP)
- Acceptable for credit: CSU, UC

Introduction to emergency preparedness: Development of skills and knowledge for administering cardiopulmonary resuscitation (CPR) and first aid. 1201.00

**HLTOC 150****Introduction to Health Care Careers**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Exploration of career and educational opportunities in the healthcare field: History of the various professions; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning. 1201.00

**HLTOC 201****Medical Terminology I**

- 2 units, 2 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in BIOL 201.

Principals and foundation of medical language: The basic structure of medical words, prefixes, suffixes, word roots, combining forms, plurals and abbreviations; pronunciation, spelling; and definition of medical terms. 1299.00

**HLTOC 250****Fluid and Electrolyte Workshop**

- .5 units, .5 hours lecture (P/NP)

Academic and clinical approach to fluid and electrolytes and the application to nursing care: Interactive discussions involving seminar, computer-assisted instruction, and case study. 1299.00

**HLTOC 255****Success Strategies for Pre-Nursing Students**

- 4 units, 4 hours lecture (P/NP)
- To be eligible to enroll, students must be admitted to or wait-listed for admission into the Associate Degree Nursing program.

Preparation for success for a pre-licensure registered nursing program: Strategies to improve reading and study skills, test-taking and critical-thinking strategies, math and calculation skills, and overview of the fundamentals of nursing; includes ATI testing of essential skills and critical thinking to identify areas of strengths and weaknesses and an online component. 4930.14

**HLTOC 260****Emotional Intelligence**

- 2 units, 2 hours lecture (GR)

Concepts and competencies of emotional intelligence for the health-care worker: Mindfulness, self-awareness, motivation, empathy, social skills, and personal values and strengths; The use of a holistic process for understanding, transforming, and employing emotions to engage in emotion-focused problem solving for self and others. 1261.00

**HLTOC 261****Health Navigator I**

- 2 units, 2 hours lecture (GR)

Skills, knowledge, and attitudes of the health navigator: Role of the health navigator, health inequalities, cultural humility, seven guiding principles for working with clients, initial client interviews, client-centered practices, care management services, home visiting, and effective professional skills. 1261.00

**HLTOC 262****Health Navigator II**

- 3 units, 3 hours lecture (GR)
- Prerequisite: HLTOC 261

Continuation of HLTOC 261: Health promotion of formerly incarcerated people; Recovery support for survivors of trauma; Nutrition and physical activity for health, health outreach, facilitation of community or group health education, community diagnosis and advocacy, community resources referrals, and employment skills. 1261.00

**HLTOC 263****Communication Skills for the Health Care Professional**

- 3 units, 3 hours lecture (GR)

Principles of effective interpersonal communication for the healthcare worker: Psychological, social, cultural, health status, and linguistic factors that affect personal interactions in a healthcare setting. 1261.00

**HLTOC 264****Chronic Condition Management**

- 2 units, 2 hours lecture (GR)
- Prerequisite: HLTOC 101

Fundamentals of supporting individuals with chronic conditions and symptoms: Overview of chronic conditions and health coaching to elicit self-management skills and practices. 1261.00

## NONCREDIT

**HLTOC 550****Introduction to Health Care Careers**

- 0 units, 2 hours lecture (GR or P/NP)

Exploration of career and educational opportunities in the healthcare field: History of the various professions; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning. 1201.00



# Health Sciences

Merritt College offers the following degree program in Health Sciences:

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**Health Sciences**

- Associate in Science (AS) Degree
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## Health Sciences Associate in Science (AS) Degree

### DESCRIPTION

To qualify for the Associate in Science in Health Sciences degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Demonstrate a comprehensive understanding of the human body.
2. Successfully perform and/or describe experiments which test hypotheses, including the collection and analysis of data.
3. Demonstrate an understanding of the scientific method and applications of scientific theories to personal health.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Elective Courses</b>		
<i>Select at least one course from each of the following four groups, for a minimum of 18 units:</i>		
<b>Group A:</b> <i>Select one course for 4-5 units from the following:</i>		
BIOL 1A	General Biology	5
BIOL 3	Microbiology	5
BIOL 10	Introduction to Biology	4
<b>Group B:</b> <i>Select one course for 4-5 units from the following:</i>		
BIOL 2	Human Anatomy	5
BIOL 4	Human Physiology	5
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5
BIOL 24	Basic Human Anatomy and Physiology	4
<b>Group C:</b> <i>Select one course for 4-5 units from the following:</i>		
CHEM 1A	General Chemistry	5
CHEM 12A	Organic Chemistry	5
CHEM 30A	Introductory General Chemistry	4
<b>Group D:</b> <i>Select one course for 3-4 units from the following:</i>		
HLTD 1	Exploring Health Issues	3
NUTR 10*	Nutrition	4
NUTR 12	Nutrition and Disease	3
*NUTR 10 is the same as BIOL 31 at Alameda and BIOL 28 at Laney; maximum credit: one course.		
<b>Major Requirements</b>		<b>18-19</b>
<b>Total Units</b>		<b>60</b>

# History (HIST)

The History Department at Merritt introduces students to the richness and complexity of the human experience through a curriculum that covers all major geographic areas and time periods and emphasizes both the unity of that experience and the diversity resulting from such factors as cultural, social, and gender differences.

Historical instruction seeks to develop not only knowledge of the past but also an appreciation of history as an intellectual discipline that employs a wide variety of scholarly methodologies in its effort to understand that past. Students are taught to think and work as historians: to read critically and analytically both primary and secondary sources, to appreciate the complexity of historical issues and multiplicity of historical views, and to investigate a historical question or problem and communicate the results of that investigation. As new technologies inundate U.S. society, the History Department aims to teach students to navigate, select, and use history as a central analytical tool to navigate and reflect upon this new source of information.

## CREDIT

### HIST 2A

#### History of Europe to 1500

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

History of Europe to 1500: Prehistoric, Ancient, Medieval, and Renaissance periods to 1500. 2205.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; IGETC Area 3B, 4F  
C-ID: HIST 170

### HIST 2B

#### History of Europe Since 1500

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

History of Europe since 1500: Reformations, rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; IGETC Area 3B, 4F

### HIST 7A

#### History of the United States to 1877

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

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; CSU American Institutions, Group 1; IGETC Area 3B, 4F; IGETC American Institutions, Group 1

### HIST 7B

#### History of the United States since 1865

- 3 units, 3 hours lecture (GR or P/NP)
- HIST 7A is not prerequisite to HIST 7B
- Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; CSU American Institutions, Group 1; IGETC Area 3B, 4F; IGETC American Institutions, Group 1

C-ID: HIST 140

### HIST 49

#### Independent Study in History

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in History. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2205.00

# Humanities (HUMAN)

Merritt College's Humanities 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.

## CREDIT

### HUMAN 2

#### Human Values

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

Study of human values: The individual in relation to the environment as it affects conduct among diverse cultures, past and present. 1599.00  
AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 3B

# Kinesiology (KIN)

## For Intercollegiate Athletics Courses – See Athletics (ATHL)

The Kinesiology Department creates an environment that inspires a student's positive self-image, emotional well-being, health consciousness through physical fitness and specialized physical skill development with emphasis on character traits like teamwork, determination, respect, self-confidence, cooperation and self-motivation. Courses strive to develop skills and knowledge of the specific discipline and to improve psychological and physiological skills (flexibility, strength, balance and cardio-respiratory vigor).

In addition to the provision of courses that meet major and graduation requirements, the department also meets the need of communities served by the college and enhances life-long fitness and health. The courses address the needs of an increasingly overweight, sedentary population and the accompanying poor nutrition and chronic disease by providing education, motivation and setting achievement of fitness goals.

The department is determined to maintain high-quality instruction and to develop and maintain state-of-the-art facilities in order to continue to attract a diverse and often underserved population of men and women.

The Kinesiology Department offers a variety of courses in the following areas: fitness, individual sports, team sports, intercollegiate athletics and kinesiology. All Kinesiology Department courses are listed below with the exception of intercollegiate athletics courses that can be found in the Athletics (ATHL) section of this catalog.

Activity courses are grouped by similar content. Courses in each grouping may only be taken once with a passing grade. Please note that many activity courses are offered with varying skill levels. Students should enroll in an activity class that is most appropriate for their skill level. Students may then progress through the series of courses as personal skill develops.

### CREDIT

#### KIN 20

##### Personal Fitness and Conditioning

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC

Principles of development of a personal fitness program: Goal setting, self-assessment of fitness, adaptation during fitness program, nutrition principles, and access to online information. 0835.10

CSU GE Breadth Area E

#### KIN 36

##### Aerobic Circuits

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00

CSU GE Breadth Area E

#### KIN 37A

##### Core And Restore I – Fundamentals

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Development of fundamental abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00

CSU GE Breadth Area E

#### KIN 51A

##### Yoga I – Fundamentals

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Introduction to yoga stretches and postures, conscious breathing patterns, and relaxation techniques. Demonstration of modifications for injuries. 0835.00

CSU GE Breadth Area E

#### KIN 51B

##### Yoga II – Beginning

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns. 0835.00

CSU GE Breadth Area E

#### KIN 51C

##### Yoga III – Intermediate

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Development of intermediate yoga stretches, postures, core strengthening, relaxation techniques, and personal practice. 0835.00

CSU GE Breadth Area E

#### KIN 54A

##### Cross Fitness I – Fundamentals

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00

CSU GE Breadth Area E

**KIN 54B****Cross Fitness II – Beginning**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00

CSU GE Breadth Area E

**KIN 54C****Cross Fitness III – Intermediate**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: This course employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

CSU GE Breadth Area E

**KIN 54D****Cross Fitness IV – Experienced**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: This course employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

CSU GE Breadth Area E

**KIN 58A****Fitness Center Strength Training I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Instruction of fundamental techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

CSU GE Breadth Area E

**KIN 58B****Fitness Center Strength Training II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Instruction of beginning techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

CSU GE Breadth Area E

**KIN 58C****Fitness Center Strength Training III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Instruction of intermediate techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

CSU GE Breadth Area E

**KIN 58D****Fitness Center Strength Training IV – Experienced**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Instruction of experienced techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

CSU GE Breadth Area E

**KIN 60A****Circuit Training for Strength I – Fundamentals**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00

CSU GE Breadth Area E

**KIN 60B****Circuit Training for Strength II – Beginning**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00

CSU GE Breadth Area E

**KIN 60C****Circuit Training for Strength III – Intermediate**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00

CSU GE Breadth Area E

**KIN 60D****Circuit Training for Strength IV – Experienced**

- 1-2 units, 3-6 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00

CSU GE Breadth Area E

**KIN 67A****Sports Training I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Fundamental level of sport-specific fitness training to increase sport performance. 0835.00

CSU GE Breadth Area E

**KIN 67B****Sports Training II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Fundamental level of sport-specific fitness training to increase sport performance. 0835.00

CSU GE Breadth Area E

**KIN 67C****Sports Training III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Intermediate level of sport-specific fitness training to increase sport performance. 0835.00

CSU GE Breadth Area E

**KIN 67D****Sport Training IV – Experienced**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Competition level of sport-specific fitness training to increase sport performance. 0835.00

CSU GE Breadth Area E

**KIN 70A****Speed Training I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Fundamental development of an individual's speed and power for applications to athletic activity in various sports. 0835.00

CSU GE Breadth Area E

**KIN 74A****Badminton I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in badminton. 0835.00

CSU GE Breadth Area E

**KIN 74B****Badminton II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Beginning principles and fundamentals in badminton. 0835.00

CSU GE Breadth Area E

**KIN 74C****Badminton III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Intermediate fundamentals and skills in badminton. 0835.00

CSU GE Breadth Area E

**KIN 74D****Badminton IV – Competitive**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Competitive fundamentals and skills in badminton. 0835.00

CSU GE Breadth Area E

**KIN 80A****Basketball I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in basketball. 0835.00

CSU GE Breadth Area E

**KIN 80B****Basketball II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Beginning level of basketball rules and skills, introductory concepts of offense and defense. 0835.00

CSU GE Breadth Area E

**KIN 80C****Basketball III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Intermediate introduction of basketball fundamentals, introductory concepts of offense and defense. 0835.00

CSU GE Breadth Area E

**KIN 80D****Basketball IV – Competitive**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Introduction to competitive level basketball techniques through practice drills. 0835.00

CSU GE Breadth Area E

**KIN 86A****Flag Football I – Fundamentals**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in SPFT 86A.
- Acceptable for credit: CSU, UC

Activity class: Basic principles and skills in flag football. 0835.00 CSU GE Breadth Area E

**KIN 86B****Flag Football II – Beginning**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in SPFT 86B.
- Acceptable for credit: CSU, UC

Activity class: Beginning development of flag football skills. 0835.00 CSU GE Breadth Area E



**KIN 86C****Flag Football III – Intermediate**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in SPFT 86C.
- Acceptable for credit: CSU, UC

Activity class: Intermediate development of flag football skills. 0835.00  
CSU GE Breadth Area E

**KIN 86D****Flag Football IV – Advanced**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in SPFT 86D.
- Acceptable for credit: CSU, UC

Activity class: Advanced development of flag football skills. 0835.00  
CSU GE Breadth Area E

**KIN 100A****Golf I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Basic principles and skills in golf, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00  
CSU GE Breadth Area E

**KIN 100B****Golf II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Beginning development of golf skills, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00  
CSU GE Breadth Area E

**KIN 100C****Golf III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Intermediate development of golf skills, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00  
CSU GE Breadth Area E

**KIN 100D****Golf IV – Advanced**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Activity class: Advanced development of golf skills, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00  
CSU GE Breadth Area E

**KIN 103A****Soccer I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. 0835.00

CSU GE Breadth Area E

**KIN 103B****Soccer II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Beginning soccer skills and team competition, with emphasis placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00

CSU GE Breadth Area E

**KIN 103C****Soccer III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Covers intermediate soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00

CSU GE Breadth Area E

**KIN 103D****Soccer IV – Experienced**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Experienced soccer skills and team competition, with emphasis placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00

CSU GE Breadth Area E

**KIN 107A****Tennis I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Fundamentals and skills in tennis. 0835.00  
CSU GE Breadth Area E

**KIN 107B****Tennis II – Beginning**

- 1 unit, 4 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Fundamentals and beginning skills in tennis. 0835.00  
CSU GE Breadth Area E

**KIN 110A****Track and Field I – Fundamentals**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Fundamentals and skills in track and field. 0835.00

CSU GE Breadth Area E

**KIN 110B****Track and Field II – Beginning**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Development of beginning level track and field skills including sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00

CSU GE Breadth Area E

**KIN 110C****Track and Field III – Intermediate**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Intermediate level track and field skills; sprinting, the jumps, the throws, hurdling and middle/long-distance running necessary for track and field competition. 0835.00

CSU GE Breadth Area E

**KIN 110D****Track and Field IV – Experienced**

- .5 units, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Experienced level track and field skills; sprinting, the jumps, the throws, hurdling and middle/long-distance running necessary for track and field competition. 0835.00

CSU GE Breadth Area E

**KIN 150****Introduction to Kinesiology**

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

Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychological foundations. 1270.00

CSU GE Breadth Area E

C-ID: KIN 100

**KIN 153A****Fitness for Public Safety Personnel I – Fundamentals**

- 1.5 units, 1 hour lecture, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Physical fitness activities for public safety personnel (police and fire); body conditioning and fitness activities to improve muscle tone, strength and endurance, increase flexibility and joint mobility, and develop aerobic capacity; use of weight training and other apparatus with emphasis on overall improvement of the cardiovascular and muscular systems and total physical fitness of the individual. 0835.00

CSU GE Breadth Area E

**KIN 153B****Fitness for Public Safety Personnel II – Beginning**

- 1.5 units, 1 hour lecture, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Activity class: Physical fitness activities for public safety personnel (police and fire); body conditioning and fitness activities to improve muscle tone, strength and endurance, increase flexibility and joint mobility, and develop aerobic capacity; use of weight training and other apparatus with emphasis on overall improvement of the cardiovascular and muscular systems and total physical fitness of the individual. 0835.00

CSU GE Breadth Area E



# Landscape Horticulture (LANHT)

The horticulture facility at Merritt College is one of the largest in northern California. Housed on seven and one-half acres, the facility includes 5,000 square feet of greenhouses, a 5,000 square-foot lath house, drafting and floral design labs and the Emile L. Labadie Arboretum. The two-year programs are designed to prepare students for employment in the field of Landscape Horticulture. Graduates can find employment in landscape design and construction, landscape maintenance, nurseries, and golf and sports turf-related fields. Both day and evening courses are offered.

## Merritt College offers the following degree and certificate programs in Landscape Horticulture:

<b>Basic Cannabis Horticulture</b>	• Certificate of Achievement
<b>Basic Landscape Horticulture</b>	• Certificate of Achievement
<b>Landscape Architecture</b>	• Associate in Arts (AA) Degree
<b>ARBORICULTURE TRACK:</b>	
<b>Tree Care Specialist</b>	• Certificate of Achievement
<b>Tree Climber Specialist</b>	• Certificate of Achievement
<b>Aboriculture</b>	• Associate in Science (AS) Degree
<b>LANDSCAPE DESIGN AND CONSTRUCTION TRACK:</b>	
<b>Landscape Design and Construction Specialist (Level C)</b>	• Associate in Science (AS) Degree
<b>LANDSCAPE AND PARKS MAINTENANCE TRACK:</b>	
<b>Intermediate Landscape and Parks Maintenance (Level B)</b>	• Certificate of Achievement
<b>Landscape and Parks Maintenance Specialist (Level C)</b>	• Associate in Science (AS) Degree
<b>NURSERY MANAGEMENT TRACK:</b>	
<b>Intermediate Nursery Management (Level B)</b>	• Certificate of Achievement
<b>Nursery Management Specialist (Level C)</b>	• Associate in Science (AS) Degree

## Basic Cannabis Horticulture Certificate of Achievement

### DESCRIPTION



The Basic Cannabis Horticulture Certificate of Achievement Program prepares workers for careers linked to cannabis horticulture related occupations, including Grower/Horticulturist/Cultivation technician, Propagator, Trimmer/Post-Harvest Specialist, and other identified occupations. This program combines classroom learning and hands-on skill development in labs, fieldwork, and field trips. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, outdoor and greenhouse cannabis cultivation, and cannabis genetics; industry standard skills and practices related to safe work practices and ergonomics, and resume-writing and interview skills.

Major course requirements can be completed in two semesters.

### CAREER OPPORTUNITIES

Career opportunities may include Grower/Horticulturist/Cultivation Technician, Propagator, and Trimmer/Post Harvester.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply cannabis biology, physiology, and plant nutrition knowledge to cannabis cultivation practices.
2. Use various horticulture tools safely and properly sterilize tools.
3. Build healthy soil and mix organic container media optimized for cannabis production.
4. Propagate and maintain cannabis plants through vegetative growth and flowering.
5. Apply cannabis IPM treatments.
6. Apply harvesting and post-harvest handling best practices.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3
LANHT 19	Plant Nutrition	3
LANHT 230	Introduction to Cannabis Production	3
LANHT 233	Cannabis Careers	1
LANHT 235	Cannabis Pruning, Harvesting, and Trimming	.5
LANHT 237	Spring Cannabis Lab	2
LANHT 239	Fall Cannabis Lab	2
<b>Major Elective Courses</b>		
<i>Select one course for 2-3 units</i>		
LANHT 234	Cannabis History and Genetics	3
LANHT 238	Summer Cannabis Lab	2
LANHT 240	Personal Use Cannabis Garden Cultivation	3
<b>Total Units</b>		<b>16.5 - 17.5</b>

**Basic Cannabis Horticulture** Certificate of Achievement**RECOMMENDED ONE-SEMESTER COURSE SEQUENCE**

Students can use the following pattern to complete a Certificate of Achievement in Tree Care Specialist. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester (Spring)</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 230	Introduction to Cannabis Production	3
LANHT 237	Spring Cannabis Lab	2
<b>1st Semester Units</b>		<b>8</b>
<b>2nd Semester (Fall)</b>		
LANHT 19	Plant Nutrition	3
LANHT 233	Cannabis Careers	1
LANHT 235	Cannabis Pruning, Harvesting, and Trimming	.5
LANHT 239	Fall Cannabis Lab	2
LANHT 234 or LANHT 240	Cannabis History and Genetics Personal Use Cannabis Garden Cultivation	3 3
<b>2nd Semester Units</b>		<b>9.5</b>
<b>Optional Semester (Summer)</b>		
LANHT 238	Summer Cannabis Lab	(2)
<b>Optional Semester Units</b>		<b>(2)</b>
<b>Total Units</b>		<b>17.5</b>

## Basic Landscape Horticulture Certificate of Achievement

### DESCRIPTION



The Basic Landscape Horticulture certificate program is intended for those students who are limited by time constraints to a one-year program. Graduates with this certificate can find employment at the basic or entry level in grounds maintenance or as a park worker or gardener.

**Note:** Completion of the Level A Basic Landscape Horticulture certificate is not required to qualify for a Level B or Level C certificate. Level B certificates include some Level A requirements to provide foundations for the chosen track – see specific requirements for each Level B and Level C certificate.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

### CAREER OPPORTUNITIES

Those who earn the certificate in Basic Landscape Horticulture can find employment at the basic or entry level in grounds maintenance, or as a park worker or gardener.

### PROGRAM LEARNING OUTCOMES

Students who complete the certificate will be able to:

1. Create and maintain landscapes that provide basic human comfort and livability.
2. Create and maintain landscapes that respect and respond to regional ecology, including plant community dynamics, soil media, water and moisture requirements, and sustainable potential in Bay Area environments.
3. Communicate basic horticulture concepts to clients, contractors, and public agencies.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	0.5
<b>Major Elective Courses</b>		
<b>Group A:</b> Select one plant ID course for 3 units from the following:		
LANHT 2; 2E; 3; 3E; 4; 4E; 5A; 5B; 5EA; 5EB; 6A; 6B; 6EA; 6EB; 7; 7E; 40; 40E		3
<b>Group B:</b> Select one course for 3 units from the following:		
LANHT 8	Turf ID, Culture and Management with Lab (Day)	3
LANHT 8E	Turf ID, Culture and Management (Evening)	3
LANHT 13	Arboriculture with Lab (Day)	3
LANHT 13E	Arboriculture (Evening)	3
<b>Group C:</b> Select one course for 3 units from the following:		
LANHT 10	Insect Pests	3
LANHT 11	Plant Diseases and Their Management	3
LANHT 12	Weeds in the Urban Landscape	3
<b>Group D:</b> Select one course for 3 units from the following:		
LANHT 16	Soil Management	3
LANHT 19	Plant Nutrition	3
<b>Total Units</b>		<b>18</b>

## Landscape Architecture Associate in Arts (AA) Degree

### DESCRIPTION



The Landscape Architecture Associate in Arts degree program provides students with the basic foundation and skills to pursue a career or further education in Landscape Architecture. Course topics include design process and principles, site analysis, site planning, planting design, construction, topographic form, graphic representation, computer assisted design, and professional practice. Students with this degree will fulfill three objectives: Meet the minimum educational requirement to take the California Landscape Architects Registration Exam (LARE); obtain basic skills necessary to start work in a professional landscape design or design-build office; and get basic preparation towards transferring to a four-year or graduate program in landscape architecture.

To qualify for the Associate in Arts in Landscape Architecture degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

### CAREER OPPORTUNITIES

The major criteria for professional success is a state-issued license, and an AA degree in landscape architecture provides the minimum educational requirement (in addition to a 5 year internship) to sit for the licensing exam, an exam that allows you to practice legally. The course work would also prepare a student for an entry level job in a landscape architecture office, enabling him or her to fulfill the internship requirement for licensing.

### PROGRAM LEARNING OUTCOMES

Students who complete the degree will be able to:

1. Design landscapes that provide basic human comfort and livability.
2. Design landscapes that respond to and support regional ecology.
3. Design landscapes that meet client functional and financial objectives.
4. Design landscapes based on foundational principles of composition.
5. Communicate landscape design and building concepts to clients, contractors, and public agencies through written reports, drawings, graphic images, and oral presentations.
6. Operate a successful landscape design practice based on sound legal, ethical, and business practices.
7. Apply for entry to a BA, BLA, or MLA university program in landscape architecture, with a firm grounding in the concepts and techniques required for further study.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 18A	Landscape Design	3
LANHT 18LA	Landscape Design Laboratory	1
LANHT 18B	Landscape Design	3
LANHT 18LB	Landscape Design Laboratory	1
LANHT 29 or LANHT 29E	Planting Design with Lab (Day) Planting Design (Evening)	3 4
LANHT 33A	Design Evaluation of Bay Area Landscapes	3
LANHT 34A or LANHT 9A	Computer-Assisted Landscape Design SketchUp Pro I	3 3
LANHT 35A	Advanced Landscape Design	3
LANHT 57	Form and Composition in Landscape Design	3
LANHT 60A	Freehand Drawing for Landscape Designers I	3
LANHT 210A	Landscape Design Forum I	2

TABLE CONTINUES ►



**Landscape Architecture** Associate in Arts (AA) Degree

## ◀ TABLE CONTINUED

SUBJECT #	TITLE	UNITS
<b>Major Elective Courses</b>		
<b>Group A:</b> <i>Select one course for 3 units from the following:</i>		
LANHT 2	Plant Materials: Tree ID and Culture (Day)	3
LANHT 2E	Plant Materials: Tree ID and Culture (Evening)	3
<b>Group B:</b> <i>Select one course for 3 units from the following:</i>		
LANHT5A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT5B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT5EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT5EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 40	Plant Materials: Mediterranean, South African and Australian Plant ID and Culture with Lab (Day)	3
LANHT 40E	Plant Materials: Mediterranean, South African and Australian Plant ID and Culture (Evening)	3
<b>Group C:</b> <i>Select one course for 3 units from the following:</i>		
LANHT 14	Landscape Construction with Lab (Day)	3
LANHT 14E	Landscape Construction (Evening)	3
<b>Group D:</b> <i>Select one course for 3 units from the following:</i>		
LANHT 17	Irrigation with Lab (Day)	3
LANHT 17E	Irrigation (Evening)	3
<b>Major Requirements</b>		<b>40 - 41</b>
<b>Total Units</b>		<b>60</b>

## ARBORICULTURE TRACK

**Tree Care Specialist** Certificate of Achievement**DESCRIPTION**

This one year Tree Care Specialist Certificate Program trains students to work in the following fields/jobs: Tree care specialist/worker with certification; ground worker; arborist; plant health care technician; utility arborist; sales and consulting; city, county or municipal forester. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, tree ID, and urban forestry concepts; industry standard skills and practices related to safe work practices, trees/shrub maintenance, such as pruning, planting, establishment; small equipment use, tree health care and tree risk assessment.

**CAREER OPPORTUNITIES**

Tree Care industry established positions and job titles include: Tree Care Specialist, Plant Health Care Technician, Ground worker, Sales, and Consulting Arborist (certified by the International Society of Arboriculture); Utility Arborist and Urban Forester.

**PROGRAM LEARNING OUTCOMES**

Students who receive a certificate will be able to:

1. Apply tree biology and physiology to arboriculture practices.
2. Conduct site assessments and assess trees to mitigate risks.
3. Apply tree health care treatments.
4. Establish and maintain trees and shrubs safely.

**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 2 or LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Day) Plant Materials: Tree ID and Culture (Evening)	3 3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	0.5
LANHT 80	Urban and Community Forestry	2
LANHT 81	Arborist Equipment Fundamentals	2
LANHT 82	Tree Health Care	2
LANHT 84	Pruning for Urban and Community Forestry	1
LANHT 85	Introduction to Climbing and Aerial Tree Work	1
<b>Total Units</b>		<b>21</b>

**Tree Care Specialist** Certificate of Achievement**RECOMMENDED ONE-SEMESTER COURSE SEQUENCE**

Students can use the following pattern to complete a Certificate of Achievement in Tree Care Specialist. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Landscape Horticulture (Evening)	3 3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	.5
LANHT 81	Arborist Equipment Fundamentals	2
LANHT 85	Introduction to Climbing and Aerial Tree Work	2
<b>1st Semester Units</b>		<b>13</b>
<b>2nd Semester</b>		
LANHT 2 or LANHT 2E	Tree ID (Day) Tree ID (Evening)	3 3
LANHT 80	Urban and Community Forestry	2
LANHT 82	Tree Health Care	2
LANHT 84	Pruning for Urban and Community Forestry	1
<b>2nd Semester Units</b>		
<b>Total Units</b>		<b>21</b>

## ARBORICULTURE TRACK

**Tree Climber Specialist** Certificate of Achievement**DESCRIPTION**

This Tree Climber Specialist Certificate of Achievement prepares workers for careers linked to urban forestry related occupations, including arborist, arboriculture, tree care specialist, tree trimming, grounds maintenance, aerial tree work, crew leader and other identified occupations. This program follows an industry validated training model, which combines classroom learning, and hands-on skill development in school shops/labs and training centers. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, tree ID, and urban forestry concepts; industry standard skills and practices related to safe work practices, trees/shrub maintenance, tree removal, advanced climbing skills, small and large equipment use, and leadership skills.

**CAREER OPPORTUNITIES**

Tree Care industry established positions and job titles include: Tree Care Specialist/Worker with Certification; Ground worker; Arborist (Certified); Tree Climber; Plant Health Care Technician; Utility Line Clearance Tree Trimmer; and City, County or Municipality Forestry Worker.

**PROGRAM LEARNING OUTCOMES FOR THE ASSOCIATE OF SCIENCE DEGREE IN ARBORICULTURE**

Students who receive a certificate will be able to:

1. Apply tree biology and physiology to arboriculture practices.
2. Operate equipment safely.
3. Conduct site assessments and assess trees to mitigate risks.
4. Establish and maintain trees and shrubs safely; remove trees and shrubs safely.
5. Apply tree health care treatments.
6. Apply advanced aerial tree work.

**Tree Climber Specialist** Certificate of Achievement**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 2 or LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Day) Plant Materials: Tree ID and Culture (Evening)	3 3
LANHT 10	Insect Pests	3
LANHT 11	Plant Diseases and Their Management	3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 16	Soil Management	3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	0.5
LANHT 80	Urban and Community Forestry	2
LANHT 81	Arborist Equipment Fundamentals	2
LANHT 82	Tree Health Care	2
LANHT 83	Large Equipment Operations for Arborists	3
LANHT 84	Pruning for Urban and Community Forestry	1
LANHT 85	Introduction to Climbing and Aerial Tree Work	2
LANHT 86	Applied Aerial Tree Work	2
LANHT 87	Advanced Aerial Tree Work	2
LANHT 88	Crew Leadership in Arboriculture	1
LANHT 206	Landscape Business Practices	3
<b>Total Units</b>		<b>41</b>

**Tree Climber Specialist** Certificate of Achievement**SUGGESTED SEQUENCE OF COURSES**

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (DAY) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	.5
LANHT 81	Arborist Equipment Fundamentals	2
LANHT 85	Introduction to Climbing and Aerial Tree Work	2
<b>1st Semester units</b>		<b>13</b>
<b>2nd Semester</b>		
LANHT 2 or LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Day) Plant Materials: Tree ID and Culture (Evening)	3 3
LANHT 80	Urban and Community Forestry	2
LANHT 82	Tree Health Care	2
LANHT 84	Pruning for Urban and Community Forestry	1
LANHT 86	Applied Aerial Tree Work	2
<b>2nd Semester Units</b>		<b>13</b>
<b>3rd Semester</b>		
LANHT 11	Plant Diseases and Their Management	3
LANHT 16	Soil Management	3
LANHT 83	Large Equipment Operations for Arborists	3
LANHT 206	Landscape Business Practices	3
<b>3rd Semester units</b>		<b>13</b>
<b>4th Semester</b>		
LANHT 10	Insect Pests	3
LANHT 87	Advanced Aerial Tree Work	2
LANHT 88	Crew Leadership in Arboriculture	1
<b>4th Semester Units</b>		<b>6</b>
<b>Total Units</b>		<b>41</b>

## ARBORICULTURE TRACK

**Arboriculture** Associate in Science (AS) Degree**DESCRIPTION**

The Arboriculture Associate in Science Degree Program prepares workers for careers linked to urban forestry related occupations, including arborist, arboriculture, tree care specialist, tree trimming, grounds maintenance, aerial tree work, crew leader and other identified occupations. This program follows an industry validated training model which combines classroom learning, and hands-on skill development in school shops/labs and training centers. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, tree ID, and urban forestry concepts; industry standard skills and practices related to safe work practices, trees/shrub maintenance, tree removal, advanced climbing skills, small and large equipment use, and leadership skills.

To qualify for the A.S. Degree in Arboriculture students must complete all of the Degree Major Requirements and local A.S./General Education Requirements.

**CAREER OPPORTUNITIES**

Tree Care industry established positions and job titles include: Tree Care Specialist/Worker with Certification; Ground worker; Arborist (Certified); Tree Climber; Plant Health Care Technician; Utility Line Clearance Tree Trimmer; and City, County or Municipality Forestry Worker.

**PROGRAM LEARNING OUTCOMES**

Students who receive a certificate will be able to:

1. Apply tree biology and physiology to arboriculture practices.
2. Operate equipment safely.
3. Conduct site assessments and assess trees to mitigate risks.
4. Establish and maintain trees and shrubs safely; remove trees and shrubs safely.
5. Apply tree health care treatments.
6. Apply advanced aerial tree work.



**Arboriculture** Associate in Science (AS) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 2 or LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Day) Plant Materials: Tree ID and Culture (Evening)	3 3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 10	Insect Pests	3
LANHT 11	Plant Diseases and Their Management	3
LANHT 16	Soil Management	3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	.5
LANHT 80	Urban and Community Forestry	2
LANHT 81	Arborist Equipment Fundamentals	2
LANHT 82	Tree Health Care	2
LANHT 83	Large Equipment Operations for Arborists	3
LANHT 84	Pruning for Urban and Community Forestry	1
LANHT 85	Introduction to Climbing and Aerial Tree Work	2
LANHT 86	Applied Aerial Tree Work	2
LANHT 87	Advanced Aerial Tree Work	2
LANHT 88	Crew Leadership in Arboriculture	1
LANHT 206	Landscape Business Practices	3
<b>Major Requirements</b>		<b>41</b>
<b>Total Units</b>		<b>62</b>

**Note:** To qualify for the Arboriculture Associate in Science degree, students must satisfactorily complete the major requirements specified above and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.

**Arboriculture** Associate in Science (AS) Degree**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete an Associate in Science in Arboriculture degree. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	.5
LANHT 81	Arborist Equipment Fundamentals	2
LANHT 85	Introduction to Climbing and Aerial Tree Work	2
General Education Course(s)		3
<b>1st Semester Units</b>		<b>16</b>
<b>2nd Semester</b>		
LANHT 2 or LANHT 2E	Plant Materials: Tree ID and Culture with Lab (Day) Plant Materials: Tree ID and Culture (Evening)	3 3
LANHT 80	Urban and Community Forestry	2
LANHT 82	Tree Health Care	2
LANHT 84	Pruning for Urban and Community Forestry	1
LANHT 86	Applied Aerial Tree Work	2
General Education Course(s)		6
<b>2nd Semester Units</b>		<b>16</b>
<b>3rd Semester</b>		
LANHT 11	Plant Diseases and Their Management	3
LANHT 16	Soil Management	3
LANHT 83	Large Equipment Operations for Arborists	3
LANHT 206	Landscape Business Practices	3
General Education Course(s)		3
<b>3rd Semester Units</b>		<b>15</b>
<b>4th Semester</b>		
LANHT 10	Insect Pests	3
LANHT 87	Advanced Aerial Tree Work	3
LANHT 88	Crew Leadership in Arboriculture	1
General Education Course(s)		9
<b>4th Semester Units</b>		<b>15</b>
<b>Total Units</b>		<b>62</b>

## LANDSCAPE DESIGN AND CONSTRUCTION TRACK:

**LEVEL C. Landscape Design and Construction Specialist** Associate in Science (AS) Degree**DESCRIPTION**

The Landscape Design and Construction Specialist Associate in Science degree program provides additional training for students interested in working in the field of landscape design/build. The curriculum provides advanced studies in design, plant ID and basic horticulture, and provides foundational training towards working in a design/build firm, and obtaining a landscape contractor's license, irrigation design certification, and related specialties (lighting, water features, water management).

To qualify for the Associate in Science in Landscape Design and Construction Specialist degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

**Note:** Students must satisfactorily complete the Level B Intermediate Landscape Design and Construction certificate requirements to qualify for the Level C Landscape Design and Construction Specialist AS degree or Certificate of Achievement.

**PROGRAM LEARNING OUTCOMES**

Students who complete the degree or certificate will be able to:

1. Design and build landscapes that provide basic human livability, meet client functional and financial needs, and support community health and well-being.
2. Design and build landscapes that respond to regional ecology, and support principles of sustainability.
3. Communicate landscape design and building concepts to clients, contractors, and public agencies through electronic media, reports, graphic representation, and spoken presentations.

LEVEL C. **Landscape Design and Construction Specialist** Associate in Science (AS) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
Level B Intermediate Landscape Design and Construction Required Units		28.5-29.5
LANHT 17 or LANHT 17E	Irrigation with Lab(Day)  Irrigation (Evening)	3  3
<b>Major Elective Courses</b>		
<b>Group A:</b> <i>Select one additional plant ID courses from the following (select course(s) not previously taken):</i>		
	LANHT 2; 2E; 3; 3E; 4; 4E; 5A; 5B; 5EA; 5EB; 6A; 6B; 6EA; 6EB; 7; 7E; 40; 40E	3
<b>Group B:</b> <i>Select two courses for 6 units from the following (select course(s) not previously taken):</i>		
LANHT 8 or LANHT 8E	Turf ID, Culture and Management with Lab (Day)  Turf ID, Culture and Management (Evening)	3  3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day)  Arboriculture (Evening)	3  3
LANHT 31	Site Operations for Landscape Designers and Builders	3
LANHT 33A	Design Evaluation of Bay Area Landscapes	3
LANHT 34A-C	Computer-Assisted Landscape Design	3-3-3
LANHT 35A-B	Advanced Landscape Design	3-3
<b>Recommended Courses</b>		
LANHT 9A	SketchUp Pro I	(3)
LANHT 55	History of Gardens and Gardening	(3)
LANHT 58	CAD Clinic for Landscape Horticulture	(1)
LANHT 60A-60B-60C	Freehand Drawing for Landscape Designers I, II, III	(3-3-3)
LANHT 210A-210B-210C	Landscape Design Forum I, II, III	(2-2-2)
<b>Major Requirements</b>		<b>40.5 - 41.5</b>
<b>Total Units</b>		<b>60 - 60.5</b>

**LANDSCAPE AND PARKS MAINTENANCE TRACK:****LEVEL B. Intermediate Landscape and Parks Maintenance** Certificate of Achievement

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**DESCRIPTION**

The Intermediate Landscape and Parks Maintenance certificate program trains students to work as grounds maintenance workers in a variety of settings, including public or private parks, golf courses, and commercial or residential gardens. The curriculum provides studies in basic horticulture, plant ID, and maintenance practices. These areas of emphasis can help a student gain employment in the field of landscape and parks maintenance with public works departments, landscape maintenance companies, golf courses, parks and recreation departments, or start their own landscape maintenance companies.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**Note:** Completion of the Level A Basic Landscape Horticulture certificate is not required to qualify for the Level B Intermediate Landscape and Parks Maintenance certificate. The Level B certificate includes some Level A requirements to provide the appropriate foundations for this track.

**CAREER OPPORTUNITIES**

Students with a certificate in the Nursery Management track can find employment in local retail and wholesale nurseries.

**PROGRAM LEARNING OUTCOMES**

Students who complete the certificate will be able to:

1. Maintain landscapes to maximize their basic human comfort and livability.
2. Maintain landscapes that require low water use and support regional ecology.
3. Employ maintenance practices that minimize the use of gas power tools, source material (soil, compost, plants, tools) regionally as available, and recycle or compost yard waste to minimize the dumping of green waste.

LEVEL B. **Intermediate Landscape and Parks Maintenance** Certificate of Achievement**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 8 or LANHT 8E	Turf ID, Culture and Management with Lab (Day) Turf ID, Culture and Management (Evening)	3 3
LANHT 13 or LANHT 13E	Arboriculture with Lab (Day) Arboriculture (Evening)	3 3
LANHT 23	Plant Terminology	2.5
LANHT 26	Pruning	.5
LANHT 201	Landscape Maintenance Practices	3
<b>Major Elective Courses</b>		
<b>Group A:</b> Select two plant ID courses for 6 units from the following (select course(s) not previously taken):		
	LANHT 2; 2E; 3; 3E; 4; 4E; 5A; 5B; 5EA; 5EB; 6A; 6B; 6EA; 6EB; 7; 7E; 40; 40E	6
<b>Group B:</b> Select two courses for 6 units from the following (select course(s) not previously taken):		
LANHT 10	Insects: Identification and Management	3
LANHT 11	Plant Diseases and Their Control	3
LANHT 12	Weeds in the Urban Landscape	3
<b>Group C:</b> Select one course for 3 units from the following (select course(s) not previously taken):		
LANHT 16	Soil Management	3
LANHT 19	Plant Nutrition	3
<b>Recommended Courses</b>		
LANHT 206	Landscape Business Practices	(3)
<b>Total Units</b>		<b>30</b>

## LANDSCAPE AND PARKS MAINTENANCE TRACK:

**LEVEL C. Landscape and Parks Maintenance Specialist** Associate in Science (AS) Degree**DESCRIPTION**

The Landscape and Parks Maintenance Specialist Associate in Science degree program provides additional training for students interested in working in the field of landscape and parks maintenance. The curriculum provides advanced studies in horticulture, plant ID and maintenance practices, and provides foundational training towards working for parks and recreation departments, golf courses, public works, landscape maintenance companies, or starting one's own landscape maintenance business.

To qualify for the Associate in Science in Landscape and Parks Maintenance Specialist degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements.

**Note:** Students must satisfactorily complete the Level B Intermediate Landscape and Parks Maintenance certificate requirements to qualify for the Level C Landscape and Parks Maintenance Specialist Associate in Science degree.

**CAREER OPPORTUNITIES**

Students have also successfully started their own specialty nurseries. Students who successfully complete the advanced certificate in the Landscape and Parks Maintenance track can find employment with city parks or other municipal departments, or with commercial landscape firms. Many students work either independently or with landscape maintenance companies.

**PROGRAM LEARNING OUTCOMES**

Students who complete the degree or certificate will be able to:

1. Maintain landscapes to maximize their basic human comfort and livability.
2. Maintain landscapes to support regional ecology, low water use, and sustainable potential in Bay Area environments.
3. Employ maintenance practices that minimize the use of power tools, dumping of green waste, and vehicle use.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
Level B Intermediate Landscape Parks and Maintenance Required Units:		30
LANHT 21	Horticultural Equipment Operation, Maintenance and Repair	2
<b>Major Elective Courses</b>		
<b>Group A:</b> Select one plant ID courses for 3 units from the following (select course(s) not previously taken):		
	LANHT 2; 2E; 3; 3E; 4; 4E; 5A; 5B; 5EA; 5EB; 6A; 6B; 6EA; 6EB; 7; 7E; 40; 40E	3
<b>Group B:</b> Select one course for 3 units from the following (select course(s) not previously taken):		
LANHT 10	Insects: Identification and Management	3
LANHT 11	Plant Diseases and Their Control	3
LANHT 12	Weeds in the Urban Landscape	3
<b>Group C:</b> Select one course for 3 units from the following (select course(s) not previously taken):		
LANHT 16	Soil Management	3
LANHT 19	Plant Nutrition	3
<b>Recommended Courses</b>		
LANHT 54	Integrated Pest Management	(1)
LANHT 206	Landscape Business Practices	(3)
<b>Major Requirements</b>		<b>41</b>
<b>Total Units</b>		<b>60</b>



## NURSERY MANAGEMENT TRACK

**LEVEL B. Intermediate Nursery Management** Certificate of Achievement**DESCRIPTION**

The Intermediate Nursery Management Certificate of Achievement program provides basic training for working in the wholesale and retail nursery industry. Students will learn growing and maintenance practices, basic nursery propagation, plant media, watering systems, fertilizers, pest and disease control, and plant evaluation.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**Note:** Completion of the Level A Basic Landscape Horticulture certificate is not required to qualify for the Level B Intermediate Nursery Management certificate. The Level B certificate includes some Level A requirements to provide the appropriate foundations for this track.

**PROGRAM LEARNING OUTCOMES**

Students who complete the certificate will be able to:

1. Perform basic tasks and state-of-the-art operations of a professional nursery person.
2. Identify plants by botanical name and evaluate their suitability for use in private and public landscapes.
3. Evaluate plant stock in terms of its regional origins, water-use requirements, and sustainable potential in Bay Area environments.
4. Identify individual organisms and apply biological systems including plants, fungi, microorganisms, animals, and people to local gardens.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 16	Soil Management	3
LANHT 19	Plant Nutrition	3
LANHT 23	Plant Terminology	2.5
LANHT 24	Plant Propagation	3
LANHT 25	Nursery Management	3
LANHT 26	Pruning	.5
<b>Major Elective Courses</b>		
<b>Group A:</b> Select two plant ID courses for 6 units from the following (select course(s) not previously taken):		
	LANHT 2; 2E; 3; 3E; 4; 4E; 5A; 5B; 5EA; 5EB; 6A; 6B; 6EA; 6EB; 7; 7E; 40; 40E	6
<b>Group B:</b> Select two courses for 6 units from the following (select course(s) not previously taken):		
LANHT 10	Insects: Identification and Management	3
LANHT 11	Plant Diseases and Their Control	3
LANHT 12	Weeds in the Urban Landscape	3
<b>Total Units</b>		<b>30</b>

## NURSERY MANAGEMENT TRACK

**LEVEL C. Nursery Management Specialist** Associate in Science (AS) Degree**DESCRIPTION**

The Nursery Management Specialist Associate in Science degree program provides advanced training for working in the wholesale and retail nursery industry. Students will learn growing and maintenance practices for a wide variety of plant species, advanced propagation techniques, watering systems, basic soil and fertilizer chemistry, pest and disease control, and nursery business operations.

To qualify for the Associate in Science in Nursery Management Specialist degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AAAS overall requirements and the local AA/AS General Education requirements.

**Note:** Students must satisfactorily complete the Level B Intermediate Nursery Management requirements to qualify for the Level C Nursery Management Specialist AS degree.

**PROGRAM LEARNING OUTCOMES**

Students who complete the certificate will be able to:

1. Perform state-of-the-art sustainable operations of a professional nursery person in both wholesale and retail nursery operations.
2. Demonstrate ability to grow and/or maintain nursery stock including basic nursery propagation, soils, watering systems, fertilizers, pest and disease control, and plant evaluation.
3. Demonstrate knowledge of all aspects of nursery management including the basics of financial, site operations, personnel, and marketing aspects.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
Level B Intermediate Nursery Management Required Units		30
LANHT 52	Special Projects in Plant Propagation	3
LANHT 206	Landscape Business Practices	3
<b>Major Elective Courses</b>		
<b>Group A:</b> Select one plant ID course for 3 units from the following (select course(s) not previously taken):		
LANHT 2; 2E; 3; 3E; 4; 4E; 5A; 5B; 5EA; 5EB; 6A; 6B; 6EA; 6EB; 7; 7E; 40; 40E		3
<b>Group B:</b> Select one course for 3 units from the following (select course(s) not previously taken):		
LANHT 10	Insects: Identification and Management	3
LANHT 11	Plant Diseases and Their Control	3
LANHT 12	Weeds in the Urban Landscape	3
<b>Major Requirements</b>		<b>42</b>
<b>Total Units</b>		<b>60</b>

# Landscape Horticulture

## CREDIT

### LANHT 1

#### Introduction to Landscape Horticulture with Lab (Day)

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in LANHT 1E.
- Acceptable for credit: CSU, UC

Principles and practices of basic landscape horticulture: Brief history of horticulture, landscape planting and transplanting, soils, soil water, water quality, watering, overview of structure of higher plants, plant metabolism, vegetative/reproductive growth and development, plant propagation, hormones and plant growth, climate, light and plant growth, fertilizers and mineral nutrition; brief review of organic gardening, biological competitors of useful plants, gardening maintenance and long-term care options, branches of horticulture, and job opportunities. The lab includes planting, garden renovation, classroom demonstrations, and field trips to prominent Bay Area landscapes. 0109.00

AA/AS GE Area 1

### LANHT 1E

#### Introduction to Landscape Horticulture (Evening)

- 3 units, 3 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in LANHT 1.
- Acceptable for credit: CSU, UC

Principles and practices of basic landscape horticulture: Brief history of horticulture, landscape planting and transplanting, soils, soil water, water quality, watering, overview of structure of higher plants, plant metabolism, vegetative/reproductive growth and development, plant propagation, hormones and plant growth, climate, light and plant growth, fertilizers and mineral nutrition; brief review of organic gardening, biological competitors of useful plants, gardening maintenance and long-term care options, branches of horticulture, and job opportunities. Slide presentations substituted for lab. 0109.00

AA/AS GE Area 1

### LANHT 2

#### Plant Materials: Tree ID and Culture with Lab (Day)

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 2E.
- Acceptable for credit: CSU, UC

Identification and culture of trees used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. 0109.00

C-ID: AG-EH 108 L (with LANHT 3 + LANHT 4 + LANHT 5B + LANHT 6B + LANHT 7 + LANHT 40)

### LANHT 2E

#### Plant Materials: Tree ID and Culture (Evening)

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 2.
- Acceptable for credit: CSU, UC

Identification and culture of trees used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

### LANHT 4

#### Plant Materials: Shrubs ID and Culture with Lab (Day)

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 4E.
- Acceptable for credit: CSU, UC

Identification and culture of shrubs used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. The lab includes planting, garden renovation, classroom demonstrations, and field trips to prominent Bay Area landscapes. 0109.00

C-ID: AG-EH 108 L (with LANHT 2 + LANHT 3 + LANHT 5B + LANHT 6B + LANHT 7 + LANHT 40)

### LANHT 4E

#### Plant Materials: Shrubs ID and Culture (Evening)

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 4.
- Acceptable for credit: CSU, UC

Identification and culture of shrubs used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

### LANHT 5A

#### Plant Materials: Fall Native Plant ID and Culture with Lab (Day)

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 5EA.
- Acceptable for credit: CSU

Identification and culture of fall native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. The lab includes classroom demonstrations and field trips to prominent Bay Area landscapes. 0109.00

**LANHT 5B****Plant Materials: Spring Native Plant ID and Culture with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 5EB.
- Acceptable for credit: CSU

Identification and culture of spring native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. The lab includes classroom demonstrations and field trips to prominent Bay Area landscapes. 0109.00

C-ID: AG-EH 108 L (with LANHT 2 + LANHT 3 + LANHT 4 + LANHT 6B + LANHT 7 + LANHT 40)

**LANHT 5EA****Plant Materials: Fall Native Plant ID and Culture (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 5A.
- Acceptable for credit: CSU

Identification and culture of fall native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

**LANHT 5EB****Plant Materials: Spring Native Plant ID and Culture (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 5B.
- Acceptable for credit: CSU

Identification and culture of spring native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

C-ID: AG-EH 108 L

**LANHT 8****Turf ID, Culture and Management with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in LANHT 8E.
- Acceptable for credit: CSU

Identification of turf plants, their role in the landscape, and turf management: Plant selection, establishment and maintenance; identification of common problems and their treatments. 0109.40

**LANHT 8E****Turf ID, Culture and Management (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in LANHT 8.
- Acceptable for credit: CSU

Identification of turf plants, their role in the landscape, and turf management: Plant selection, establishment and maintenance; identification of common problems and their treatments. Slide presentations and field lectures substituted for lab. 0109.40

**LANHT 9A****Sketchup Pro I**

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

Introduction to the SketchUp 3D drawing program: Basic operating procedures, drawing and editing tools, and 3D drawing and presentation techniques for making presentations to clients, contractors, and other professionals. 0109.10

AA/AS GE Area 4c

**LANHT 9B****Sketchup Pro II**

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

Continuation of LANHT 9A: Advanced SketchUp tools including rendering, landform modeling, and virtual walkthroughs. 0109.10

AA/AS GE Area 4c

**LANHT 9C****Sketchup Pro III**

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

Continuation of LANHT 9B: Applied use of SketchUp for the production of student's professional projects. 0109.10

AA/AS GE Area 4c

**LANHT 10****Insect Pests**

- 3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/ NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Acceptable for credit: CSU

Identification and management of local arthropod pests and beneficial populations particular to ornamental plants: Emphasis on non-chemical methods of control; integration of methods used, and development of approaches best suited to controlling pests. 0109.00

**LANHT 11****Plant Diseases and their Control**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Acceptable for credit: CSU

Identification and control of diseases of landscape plants, both exotic and native. 0109.00

**LANHT 12****Weeds in the Urban Landscape**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Acceptable for credit: CSU

Study of nature of weeds and their interactions in the environment: Emphasis on identification and characteristics of various central California weeds, including preventive, biological, and chemical methods of weed control. 0109.00

**LANHT 13****Arboriculture with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 13E.
- Acceptable for credit: CSU

Principles and practices in the management of trees and shrubs in the landscape: Planting concerns (structural and environmental), pruning and its applications, grafting and budding applications, tree-hazard management, preventive maintenance and repair, diagnosing plant problems, preserving existing plants, tree valuation and tree maintenance businesses. 0109.00

**LANHT 13E****Arboriculture (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 13.
- Acceptable for credit: CSU

Principles and practices in the management of trees and shrubs in the landscape: Planting concerns (structural and environmental), pruning and its applications, grafting and budding applications, tree-hazard management, preventive maintenance and repair, diagnosing plant problems, preserving existing plants, tree valuation and tree maintenance businesses. Slide presentations substituted for lab. 0109.00

**LANHT 14****Landscape Construction with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Not open for credit to students who have completed or are currently enrolled in LANHT 14E.
- Acceptable for credit: CSU

Principles and practices of landscape construction: Construction of fences, gates, decks, patios, walkways, retaining walls; construction tools, equipment, and hardware; concrete and masonry work; laws and regulations; lab includes construction of the above-mentioned structures. 0109.10

**LANHT 14E****Landscape Construction (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Not open for credit to students who have completed or are currently enrolled in LANHT 14.
- Acceptable for credit: CSU

Principles and practices of landscape construction: Construction of fences, gates, decks, patios, walkways, retaining walls; construction tools, equipment, and hardware; concrete and masonry work; laws and regulations. Slide presentations, tool demonstrations, site analysis and model building substituted for lab. 0109.10

**LANHT 16****Soil Management**

- 3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/ NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Acceptable for credit: CSU, UC

Origin of soils, rocks, and minerals: Physical and chemical properties, water relations of plants and soils, soil fertility and fertilizers, organic matter, soil amendments for clay and for acid and alkali soils, and the cycling of nutrients in nature. 0109.00

**LANHT 17****Irrigation with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Not open for credit to students who have completed or are currently enrolled in LANHT 17E.
- Acceptable for credit: CSU

Principles and practices of irrigation design and installation: Irrigation system components, layout, hydraulics, automatic and solid-state controllers, drip irrigation and pumps; lab includes the installation of irrigation systems. 0109.00

**LANHT 17E****Irrigation (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Not open for credit to students who have completed or are currently enrolled in LANHT 17.
- Acceptable for credit: CSU

Principles and practices of irrigation design and installation: Irrigation system components, layout, hydraulics, automatic and solid-state controllers, drip irrigation and pumps. Slide presentations, tool demonstrations, and site analysis substituted for lab. 0109.00

**LANHT 18A****Landscape Design**

- 3 units, 3 hours lecture (GR or P/NP)
- Corequisite: LANHT 18LA
- Recommended preparation: Sketching classes, drafting classes, knowledge of plants and outdoor building materials, knowledge of landscape construction
- Acceptable for credit: CSU, UC

Introduction to landscape design: Licensing and professional practice issues, design program formation, site inventory and analysis, conceptual diagrams, and preliminary plan development for small-scale landscape designs. 0109.10

**LANHT 18LA****Landscape Design Laboratory**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Corequisite: LANHT 18A
- Acceptable for credit: CSU, UC

Hands-on application of concepts presented in LANHT 18A (Landscape Design): Basic drafting techniques, site inventory and analysis exercises in the field, in-class preparation of conceptual diagrams, design development drawings, and preliminary landscape plans. 0109.10

**LANHT 18B****Landscape Design**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: LANHT 18A
- Corequisite: LANHT 18LB
- Acceptable for credit: CSU, UC

Introduction to landscape design: Principles of sustainable and low-impact design, advanced drawing techniques, horizontal and vertical measuring, cost estimating, and principles of planting design. 0109.10

**LANHT 18LB****Landscape Design Laboratory**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 18A
- Corequisite: LANHT 18B
- Acceptable for credit: CSU, UC

Hands-on application of the concepts presented in LANHT 18B (Landscape Design Lecture): Principles of sustainable and low-impact design; advanced drawing techniques; horizontal and vertical measuring; cost estimating; and planting plan development. 0109.10

**LANHT 19****Plant Nutrition**

- 3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Acceptable for credit: CSU

Structure and functions of cells and tissues in plants: Elements and their functions; recognition of deficiency symptoms; sources of nutrients, organic and inorganic; absorption of water and minerals; translocation; photosynthesis; respiration and transpiration; nitrogen and carbon cycling; and application to composting. 0109.00

**LANHT 23****Plant Terminology**

- 2.5 units, 2.5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC

Terminology used in identification of plants: Terms relating to roots, stems, leaves, flowers and fruit used in all plant identification courses and in Introduction to Landscape Horticulture. 0109.00

**LANHT 24****Beginning Plant Propagation**

- 3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Acceptable for credit: CSU

Survey of plant propagation: History of propagation, plant biology, sexual and asexual reproduction; principles and practices of grafting and budding, layering, division, cutting propagation, seed propagation, and micropropagation; the propagation environment including media, edaphic factors affecting plant growth, fertilization and greenhouse design. 0109.00

**LANHT 25****Nursery Management**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Acceptable for credit: CSU

Management of retail and wholesale nurseries in relation to sales, marketing, operation, layout, and production: Principles and practices of soil mixes, fertilization, watering, and scheduling. 0109.30

**LANHT 26****Pruning**

- .5 units, .5 hours lecture, .5 hours laboratory (P/NP)
- Acceptable for credit: CSU

Elements of pruning: Basic pruning methods to more advanced techniques for pruning of ornamental trees, shrubs, vines, groundcovers, and fruit trees. 0109.00

**LANHT 28A****Permaculture Design I**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Strategies and techniques of applied ecology/permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion; emphasis on permaculture ethics and principles, soil fertility, composting, and synergistic plant associations. 0109.10

**LANHT 28B****Permaculture Design II**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Strategies and techniques of applied ecology/permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion; emphasis on design and assessment of landscapes, zero waste, and mulching techniques. 0109.10



**LANHT 28C****Permaculture Design III**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Strategies and techniques of applied ecology/permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion; emphasis on water and nutrient cycling, ecovillages, food preservation, and team student designs. 0109.10

**LANHT 28D****Permaculture Design IV**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Strategies and techniques of applied ecology/permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion; emphasis on harvesting wild energies, appropriate technology, orchards, and individual student designs. 0109.10

**LANHT 29****Planting Design with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 18A and LANHT 18LA; and LANHT 2 or LANHT 2E; and LANHT 3 or LANHT 3E; and LANHT 4 or LANHT 4E
- Not open for credit to students who have completed or are currently enrolled in LANHT 29E.
- Acceptable for credit: CSU, UC

Plants as landscape design elements: Ecological design criteria, functional use of plants in design, plants as spatial delineators, visual and aesthetic qualities of plants, and planting design styles; lab includes planting, planting design projects, and field trips. 0109.10

**LANHT 29E****Planting Design (Evening)**

- 4 units, 4 hours lecture (GR or P/NP)
- Prerequisite: LANHT 18A and LANHT 18LA, LANHT 22A, and LANHT 3 or LANHT 3E, and LANHT 2 or LANHT 2E or LANHT 4 or LANHT 4E
- Not open for credit to students who have completed or are currently enrolled in LANHT 29.
- Acceptable for credit: CSU, UC

Plants as landscape design elements: Ecological design criteria, functional use of plants in design, plants as spatial delineators, visual and aesthetic qualities of plants, and planting design styles. Slide presentations and site analysis substituted for lab. 0109.10

**LANHT 33A****Design Evaluation of Bay Area Landscapes**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Investigation of selected San Francisco Bay Area landscapes: Evaluation of plants and materials, compositional elements, history, site factors (climate, topography, soils), and social uses. 0109.10

**LANHT 33B****Design Evaluation of Bay Area Landscapes**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continuation of LANHT 33A: Investigation of selected San Francisco Bay Area landscapes with focus on city form, cognitive mapping, behavior mapping, legibility and cultural factors. 0109.10

AA/AS GE Area 2

**LANHT 34A****Computer-Assisted Landscape Design**

- 3 units, 3 hours lecture, 1 hour laboratory (GR or P/NP)
- Recommended preparation: LANHT 18A or LANHT 18LA
- Acceptable for credit: CSU

Principles and techniques of 2D and 3D computer-assisted landscape design: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs; 2D drawing and editing tools; organizational and calculation tools; section and elevation drawings. 0109.10

AA/AS GE Area 4c

**LANHT 34B****Computer-Assisted Landscape Design**

- 3 units, 3 hours lecture, 1 hour laboratory (GR or P/NP)
- Prerequisite: LANHT 34A
- Acceptable for credit: CSU

Continuation of LANHT 34A: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs; constructing and editing 3D models and landforms, and perspective and axonometric plans. 0109.10

AA/AS GE Area 4c

**LANHT 34C****Computer-Assisted Landscape Design**

- 3 units, 3 hours lecture, 1 hour laboratory (GR or P/NP)
- Prerequisite: LANHT 34B
- Acceptable for credit: CSU

Continuation of LANHT 34B: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs; constructing object and plant reference libraries and plant databases; advanced landscape design drawings (grading and drainage plans, layout plans, construction details). 0109.10

AA/AS GE Area 4c

**LANHT 35A****Advanced Landscape Design**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 18A
- Acceptable for credit: CSU

Topographic form and design, including grading and drainage principles and practices, erosion control, cut and fill calculations, preparing and interpreting contour maps, and designing walls, stairs, and terraces. 0109.10



**LANHT 35B****Advanced Landscape Design**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 18B and LANHT 22B
- Acceptable for credit: CSU

Advanced landscape design topics, including layout and dimensioning plans, lighting design, water feature design, and custom structural detailing. 0109.10

**LANHT 36A****Natural Building**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Building and design techniques which use energy-efficient, local, natural, sustainable, and accessible materials with a focus on urban applications: Historical and current uses of natural building materials, hands-on experience, guest lecturers, and tours of local projects; emphasis on appropriate site-specific materials and construction of natural building foundations and small projects (benches, ovens, walls). 0109.10

**LANHT 36B****Natural Building**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Continuation of LANHT 36A: Site assessment, design sketches, and construction of natural building roof systems and small projects (natural plasters, rammed earth). 0109.10

**LANHT 36C****Natural Building**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Continuation of LANHT 36B: Independent student projects and construction of poured adobe flooring and natural building walls with plastering. 0109.10

**LANHT 40****Plant Materials: Mediterranean, South African and Australian Plant ID and Culture with Lab (Day)**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 40E.
- Acceptable for credit: CSU, UC

Identification and culture of Mediterranean, South African and Australian plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. The lab includes classroom demonstrations and field trips to prominent Bay Area landscapes. 0109.00

C-ID: AG-EH 108 L (with LANHT 2 + LANHT 3 + LANHT 4 + LANHT 5B + LANHT 6B + LANHT 7)

**LANHT 40E****Plant Materials: Mediterranean, South African and Australian Plant ID and Culture (Evening)**

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: LANHT 1 or LANHT 1E; and LANHT 23
- Not open for credit to students who have completed or are currently enrolled in LANHT 40.
- Acceptable for credit: CSU, UC

Identification and culture of Mediterranean, South African and Australian plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

**LANHT 45A****Mushroom Cultivation I**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Study of mushrooms in the landscape and garden for food, medicine, aesthetics, soil building, composting, and bioremediation: Relationships with plants, taxonomy, and lore; how these organisms function similarly and differently with plants. 0109.00

**LANHT 45B****Mushroom Cultivation II**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Continued study of mushrooms in the landscape and garden: Emphasis on applying skills and design techniques to development of individual and group mushroom cultivation projects. 0109.00

**LANHT 45C****Mushroom Cultivation III**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Advanced study of mushrooms in the landscape and garden: Emphasis on the development of a presentation portfolio of mushroom cultivation projects. 0109.00

**LANHT 49****Independent Study in Landscape Horticulture**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Landscape Horticulture. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0109.00

**LANHT 50****Plant Taxonomy**

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

Techniques taught to recognize and properly explain the variation of plants and to systematically organize this information: Cataloging, identifying, and classifying species used in horticulture, both exotic and native plants. 0109.00

**LANHT 52****Special Projects in Plant Propagation**

- 3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/ NP)
- Recommended preparation: LANHT 24
- Acceptable for credit: CSU

In-depth study of concepts in plant propagation: Seeds, cuttings, layering, and grafting; highlighted by field trips and guest speakers. A semester-long propagation project of each student's choosing is also required. 0109.00

**LANHT 53****Alpines Lab**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Observation of nature's effect on natural rock-garden formation and application of these principles in the design and installation of local artificial rock gardens: Discussion of native and exotic alpine species, natural rock-garden environments, and plant habitat composition. 0109.10

**LANHT 55****History of Gardens and Gardening**

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

Historical evolution of gardens from the earliest cultivation of plants by humans to the present day: History of the theory and practice of garden design, horticulture, and cultivation of plants (both useful and ornamental), and of the artistic, social, philosophical, and literary contexts of garden-making through the ages; examination of the lives of people who have contributed to the creation of gardens by designing them, creating and cultivating plants to grow in them, writing about them, and depicting them in art, literature and music. 0109.00

AA/AS GE Area 3

**LANHT 57****Form and Composition in Landscape Design**

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: LANHT 18A and LANHT 18LA
- Acceptable for credit: CSU, UC

Principles of composition underlying landscape design: Dynamics of space and scale, visual order, form relationship, aesthetic and experiential dimensions of materials and plants. 0109.10

**LANHT 60A****Freehand Drawing for Landscape Designers I**

- 3 units, 2.5 hours lecture, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Freehand drawing techniques to assist landscape designers in producing three-dimensional images of their designs: Basic line- drawing techniques depicting profiles and texture, light, shade, tone, value, and volume; drawing horizon-line perspective sketches; rendering plants and landscape materials. 0109.10

**LANHT 60B****Freehand Drawing for Landscape Designers II**

- 3 units, 2.5 hours lecture, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Freehand drawing techniques to assist landscape designers to produce three-dimensional images of their designs: Constructing free-hand gridded perspective drawings of existing landscapes, converting plan-view landscape design drawings into freehand perspective and axonometric views, depicting complex terrain and elevation changes. 0109.00

**LANHT 60C****Freehand Drawing for Landscape Designers III**

- 3 units, 2.5 hours lecture, 2 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Freehand drawing techniques to assist landscape designers to produce three-dimensional images of their designs: Advanced freehand drawing techniques, isometric sketching techniques, mixed-media presentations, rapid visualization methods, presentation-quality perspective drawings. 0109.00

**LANHT 64****Sketching the Cultural Landscape**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 60A
- Acceptable for credit: CSU, UC

Sketching as a tool for evaluating and recording how people interact with place in the Bay Area: Urban patterns, social, ethnic and historical influences, and the interaction of built and natural landscapes; readings, discussions, and keeping annotated sketchbooks. 0109.10

AA/AS GE Area 2, 3; CSU GE Breadth Area C1, D; IGETC Area 3A, 4G

**LANHT 76****Edible Landscaping**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: LANHT 1
- Acceptable for credit: CSU

Use of food-producing plants in the constructed landscape for homeowners, renters, school gardens, community gardens, senior centers, and micro-farms. 0109.00

**LANHT 77****Crop Production, Marketing and Sales**

- 1.5 units, .5 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Plant production from seed to sale: Crop production including propagation techniques, soil mixes, fertilizers, light and water, sales and marketing strategies. 0109.10

**LANHT 80****Urban and Community Forestry**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC

Foundations of urban and community forestry: Technology used in the field by arborists; appraisal and value of urban vegetation; planning for, managing, and applying work practices performed by practitioners in community forestry and urban forestry; urban forestry policies and vegetation ordinances; best practices for local community resources supporting urban forestry. 0109.00

**LANHT 81****Arborist Equipment Fundamentals**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Fundamentals of equipment used in the arborist trade: Chain saws, chippers, plant health care equipment, and aerial lift; truck driving and bucket truck operations; equipment maintenance; equipment safety and safe work practices. 0109.00

**LANHT 82****Tree Health Care**

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Exploration of tree health care: Tree management, treatment options, and prescriptions; integrated pest management; plant nutrition; equipment for treatment applications; soil amendment; managing tree construction damage; integrated vegetation management standards; tree risk assessment; and tree hazard management. 0109.00

**LANHT 83****Large Equipment Operations for Arborists**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 81, LANHT 84, and LANHT 86
- Acceptable for credit: CSU

Introduction to large-scale arboriculture equipment: Driving trucks and trailers; operation of lifts, stump grinders, and accessory equipment such as log loaders, booms, and cranes; rigging equipment, techniques, and safety; safe tree removal; felling trees and large limb felling. 0109.00

**LANHT 84****Pruning for Urban and Community Forestry**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 26
- Acceptable for credit: CSU

Principles and practices in pruning for urban and community forestry: Tree care pruning standards and application of those standards to various tree care situations; trees assessment for pruning needs; types of pruning cuts and how to perform the cuts properly; commercial, municipal, and utility applications for pruning; application of pruning practices for specific tree species. 0109.00

**LANHT 85****Introduction to Climbing and Aerial Tree Work**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Practices and techniques of tree climbing and aerial tree work: Pre-climb inspections; climbing equipment for safety; rope installations; ascending skills; re-positioning skills; maneuvering techniques; descending skills; knots for various situations and applications; emergency response procedures including aerial rescue basic concepts. 0109.00

**LANHT 86****Applied Aerial Tree Work**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 85
- Acceptable for credit: CSU

Strategies and techniques of applied aerial tree work: Safe work practices; operating chain saws in an aerial situation; performing pruning cuts at heights; rigging loads during aerial work; climbing in spurs; decision-making for aerial pruning cuts and tree care; aerial rescue training. 0109.00

**LANHT 87****Advanced Aerial Tree Work**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 13, LANHT 83, LANHT 84, and LANHT 86
- Acceptable for credit: CSU

Advanced, hands-on applications of aerial tree work: Emergency response; aerial rescue; storm preparedness; storm damage response; working with wood under tension; tree risks & mechanics; emerging trends impacting the trade and occupation; skill building in advanced or specialized/technical aerial tasks associated with rigging, removal and felling. 0109.00

**LANHT 88****Crew Leadership in Arboriculture**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Prerequisite: LANHT 13, LANHT 80, LANHT 82, LANHT 83, LANHT 84, and LANHT 86
- Acceptable for credit: CSU

Aspects of crew leadership in arboriculture: Preparation for post-training work duties; examination of key job duties and tasks associated with tree care operations; communications, planning, and leadership; setting up job sites; managing resources; reporting work performed; application of communication and interpersonal skills to various work site situations; interpreting written work orders/plans; application of leadership skills to solve problems; examine strategies for creating safe workplaces and modeling safe cultures for diverse populations. 0109.00

**LANHT 201****Landscape Maintenance Practices**

- 3 units, 3 hours lecture (GR or P/NP)

Day-to-day aspects of maintenance gardening: Organizational skills, advertising, tool selection, generating business, estimating strategies, setting rates, client relations, efficiency strategies, and good maintenance habits. 0109.10

**LANHT 206****Landscape Business Practices**

- 3 units, 3 hours lecture (GR or P/NP)

Business practices for landscape professionals: Book-keeping, tax records, licensing, insurance, contracts and agreements, employee management, marketing, and job tracking and costing. 0109.10

**LANHT 208A****Growing and Using Healthful Herbs**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Comprehensive study of growing and using herbs for culinary, medicinal, utilitarian, and ornamental use: Herb identification and usage; planting, care, and propagation of herbs; harvesting, preparing, creating, and safely applying herbal products. 0109.00

**LANHT 208B****Growing and Using Healthful Herbs**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Application of information and principles learned in LANHT 208A: Performing demos and presentations, and supervising beginning-level students. 0109.00

**LANHT 208C****Growing and Using Healthful Herbs**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Research of selected herbs, preps, or other aspects of herbology: Designing an herb garden. 0109.00

**LANHT 210A****Landscape Design Forum I**

- 2 units, 2 hours lecture (GR or P/NP)

Forum emphasizing professional practices in landscape design, including review of student designs for client presentation and guest speakers in the trade: Basics of contracts and professional licensing options; development of a portfolio to market services. 0109.10

**LANHT 210B****Landscape Design Forum II**

- 2 units, 2 hours lecture (GR or P/NP)

Forum emphasizing professional practices in landscape design, including review of student designs for client presentation and guest speakers in the trade: Strategies for estimating landscape design fees and installation costs and managing project budgets. 0109.10

**LANHT 210C****Landscape Design Forum III**

- 2 units, 2 hours lecture (GR or P/NP)

Forum emphasizing professional practices in landscape design, including review of student designs for client presentation and guest speakers in the trade: Presenting designs to clients and planning boards; developing resource lists of nurseries, suppliers, and subcontractors; continuing education opportunities in the landscape design field. 0109.10

**LANHT 211A****Beneficial Beasts in the Garden and Landscape**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Study of the benefits of incorporating wild, naturalized, and domesticated members of the animal kingdom in the garden and landscape: Life cycles and ecological environments (aquatic, terrestrial, aerial) of animals typically encountered or used in the garden and landscape with concentration on representative species (worms, maggots, mantises, escargot, honeybees, tadpoles, birds, livestock, etc.); biological, mechanical, temporal, and other natural barriers detrimental to undesirable in the landscape. 0109.00

**LANHT 211B****Beneficial Beasts in the Garden and Landscape**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Application of information and principles learned in LANHT 211A: Performing demos and presentations, and supervising beginning-level students. 0109.00

**LANHT 211C****Beneficial Beasts in the Garden and Landscape**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Research of selected topics in applied zoology: Designing a system integrating animals in the garden landscape. 0109.00

**LANHT 230****Introduction to Cannabis Production**

- 3 units, 3 hours lecture (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Principles and practical application of commercial cannabis production techniques in the greenhouse and outdoor environment: Overview of the California cannabis industry with emphasis on crop selection and scheduling, market cycles, greenhouse controls and media, watering, basic hydroponics techniques, pest control, post-harvest handling, and marketing. 0109.00

**LANHT 233****Cannabis Careers**

- 1 units, 1 hour lecture (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Career development strategies and exploration of emerging cannabis industry fields: Exploration of horticulture jobs in cannabis cultivation, nursery and propagation, and harvest and post-harvest sectors, with hands-on training in interviewing and job application preparation. 0109.00

**LANHT 234****Cannabis History and Genetics**

- 3 units, 3 hours lecture (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

History of cannabis use and the effect of prohibition on selective breeding; Overview of world history of cannabis; cannabis drug uses; fiber and food production; and selection for desirable traits including various cannabinoids and terpene profiles. 0109.00

**LANHT 235****Cannabis Pruning, Harvesting, and Trimming**

- .5 unit, .5 hour lecture, .5 hour laboratory (P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Principles of cannabis pruning, harvesting, and trimming: Best practices for pruning to increase yield and prevent pests and diseases; harvesting timing and technique; and trimming including post-harvest processing. 0109.00

**LANHT 237****Spring Cannabis Lab**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Application of Spring cannabis cultivation techniques: Starting plants from seed and clones, preparing growing areas, transplanting to field or greenhouse, pest control, and plant nutrition and watering during vegetative growth. 0109.00

**LANHT 238****Summer Cannabis Lab**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Application of Summer cannabis cultivation techniques: Sexing plants, taking vegetative cuttings, nutrition and watering during remainder of vegetative growth and transition to flowering, identifying male flowers on female plants, and monoecious tendency. 0109.00

**LANHT 239****Fall Cannabis Lab**

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Application of Fall cannabis cultivation techniques: Pest control during flowering, final pruning to increase yield, nutrition and watering during flowering, stress anther identification, harvesting best practices, trimming, drying and curing, and evaluating finished cannabis. 0109.00

**LANHT 240****Personal Use Cannabis Garden Cultivation**

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Course will be taught in compliance with federal law and the 2018 Farm Bill, Public Law 115-334. Plants used shall be cultivars of *Cannabis sativa* meeting the legal definition of "industrial hemp" of having no more than three-tenths of 1 percent tetrahydrocannabinol (THC).

Principles and practical application of home-based cannabis cultivation techniques: Organic, environmentally friendly and sustainable methods for outdoor production in soil and containers at home; including basic propagation techniques; organic pest control methods, nutrients, and building healthy soil; and harvest and storage best practices. 0109.00

**NONCREDIT****LANHT 501****Urban Community Garden**

- 0 units, 1 hour lecture, 3 hours laboratory (P/NP)

Urban community gardening: Benefits, skills for design and implementation, raised-bed garden techniques, garden maintenance, plant/crop selection, and community organizational skills. 0109.00

# Learning Resources (LRNRE)

The Learning Center is designed to help all students acquire the skills they need to succeed in college. The center offers help in three ways: Self-paced Classes, Tutoring, and Technology Services.

## Merritt College offers the following certificate programs in Learning Resources:

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### Basic Employability Preparation

- Certificate of Proficiency
- 

### NONCREDIT PROGRAM

### Basic Employability Preparation

- Certificate of Accomplishment
-

## Basic Employability Preparation Certificate of Proficiency

### DESCRIPTION

The Basic Employability Preparation Certificate of Proficiency program is designed to prepare students with basic English and Math skills and an awareness of the local employment market. Students will be ready to seek and obtain entry level positions that are consistent with their skills, interests and abilities to pursue further education in a specific career area. The Basic Employability Preparation Certificate of Proficiency will be awarded upon satisfactory completion of the program course requirements.

### CAREER OPPORTUNITIES

Entry level positions that are consistent with a student's skills, interests and abilities to pursue further education.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to read, write and speak accurately with peers and supervisors.
2. Identify a career plan that matches with your skills, interests and abilities by using the internet and other resources to clarify options available.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
LRNRE 261	English for Life and Career Success	3
LRNRE 262	Mathematics for Life and Career Success	3
LRNRE 281	Career Awareness, Disability and Success	3
<b>Total Units</b>		<b>9</b>

## Basic Employability Preparation Certificate of Accomplishment

### DESCRIPTION

The Basic Employability Preparation Certificate of Accomplishment is designed to prepare students with basic English and Math skills and an awareness of the local employment market. Students will be ready to seek and obtain entry level positions that are consistent with their skills, interests and abilities or pursue further education in a specific career area. The Basic Employability Preparation Certificate of Accomplishment will be awarded upon satisfactory completion of the following noncredit requirements: LRNRE 561: English for Life and Career Success; LRNRE 562: Math for life and Career Success; and LRNRE 566: Career Awareness, Disability and Success.

### CAREER OPPORTUNITIES

Students will be ready to seek and obtain entry level positions that are consistent with their skills, interests and abilities or pursue further education.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to read, write and speak accurately with peers and supervisors.
2. Compute basic mathematical functions by hand and with a calculator.
3. Identify a career plan that matches with your skills, interests and abilities by using the internet and other resources to clarify options available.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	HOURS
<b>Major Core Courses</b>		
LRNRE 561	Basic English for Life and Career Success	52.5
LRNRE 562	Basic Math for Life and Career Success	52.5
LRNRE 566	Career Awareness, Disability and Success	52.5
<b>Total Hours</b>		<b>157.5</b>



## Learning Resources

### CREDIT

#### LRNRE 30

##### Introduction to Tutoring

- 1 unit, 1 hour lecture (G or P/NP)
- Acceptable for credit: CSU

Introduction to the methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning style and strategies, study skills and strategies, leading small group sessions, cultural awareness, and tutoring in specific subject areas. 0802.00

#### LRNRE 31

##### Advanced Tutor Training

- 1 unit, 1 hour lecture (GR or P/NP)
- Prerequisite: LRNRE 30
- Acceptable for credit: CSU

Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.00

#### LRNRE 211

##### Computer Access

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/ NP)
- Recommended for students with disabilities; no prior computer experience necessary. It is recommended that students see a Student Accessibility Services counselor before enrolling.
- Course may be repeated as necessary per Title 5, Section 56029.

Computer basics for individuals with visual, physical, or learning disabilities: Use of adaptive programs as appropriate, and screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail and Canvas, and locating resources on the web; introduction to WORD and PPT. 4930.30

AA/AS area 4c

#### LRNRE 214

##### Adaptive Technology for Web Page Design

- 1 unit, 1 hour lecture, 1 hour laboratory (P/NP)
- Recommended for students with physical and developmental disabilities; adaptive equipment available.

Utilization of Microsoft FrontPage for the development of simple web and intermediate websites using adaptive technology: Obtaining free web space to upload the website, and marketing and listing it with search engines. 4930.30

#### LRNRE 261

##### English For Life and Career Success

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling.
- Course may be repeated as necessary per Title 5, Section 56029.

Introduction and practice in reading and writing skills for life/career success: Vocabulary development; reading documents in community life and the workplace; basic writing for community, life and employment purposes; Internet and library use. 4930.32

#### LRNRE 262

##### Mathematics for Life and Career Success

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling.
- Course may be repeated as necessary per Title 5, Section 56029.

Mathematics for daily use in community, home and work: Addition, subtraction, multiplication and division with and without a calculator; banking and credit cards; wages and benefit statements; budget planning. 4930.32

#### LRNRE 272

##### Computer Access Projects

- .5 - 2 units, 1.5 - 6 hours laboratory (P/NP)
- Open-entry/open-exit course
- It is recommended that students see a Student Accessibility Services counselor before enrolling
- Course may be repeated as necessary per Title 5, Sec 56029.

Introduction to assistive software: Use of screen-reading, image-enlargement, speech-recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

#### LRNRE 280

##### Study Skills

- .5 - 3 units, .5 - 3 hours lecture, 1.5 - 9 hours laboratory (P/ NP)
- Open-entry/open-exit course
- Course may be repeated two times for a maximum of 9 units. Students with learning disabilities may exceed repeat limits with prior Disability Services Program Counselor approval.

Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

#### LRNRE 281

##### Career Awareness, Disability and Success

- 3 units, 3 hours lecture (GR or P/NP)

Introduction of career and job awareness and readiness for students with a disability: Focus on career and job related interests, aptitudes, and personality characteristics; addresses impact of disability on job related tasks and how to work around or accommodate such issues; discussion on disability related community agencies, disability benefits versus employment salaries. 4930.32

#### LRNRE 297A

##### Metacognitive Learning I

- 1 unit, 1 hour lecture (P/NP)
- Recommended for students with learning disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling.
- Course may be repeated as necessary per title 5, section 56029.

Overview of issues relating to learning disabilities: Aptitude-achievement discrepancies, processing strengths and deficits, adaptive technology, study strategies, services and accommodations, disability laws, title 5, and the California Community Colleges Learning Disabilities Eligibility Service Model. 4930.32

## NONCREDIT

**LRNRE 501****Supervised Tutoring**

- 0 units, 1-15 hours laboratory (P/NP)
- Open-entry/open-exit
- Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09

**LRNRE 502A****Tutor Training I**

- 0 units, .74 hours lecture, .20 hours laboratory (P/NP)
- Open-entry/open-exit

Introduction to methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning style and strategies, study skills and strategies, cultural awareness, and tutoring in specific subject areas. 0802.00

**LRNRE 561****Basic English for Life and Career Success**

- 0 units, 3 hours lecture (P/NP or SP)
- Open-entry/open-exit
- Recommended for students with disabilities. It is recommended that students see a Disability Services Program Counselor before enrolling.

Introduction and practice in reading and writing skills for life/career success: Vocabulary development; reading documents in community life and the workplace; basic writing for the community, life, and employment purposes; and Internet and library use. (Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per Title 5, section 56029.) 4930.32

**LRNRE 562****Basic Math for Life and Career Success**

- 0 units, 3 hours lecture (P/NP or SP)
- Open-entry/open-exit
- Recommended for students with disabilities. It is recommended that students see a Disability Services Program Counselor before enrolling.

Basic mathematics for daily use in community, home and work: Addition, subtraction, multiplication and division with and without a calculator; banking and credit cards; wages and benefit statements; budget planning. 4930.32

**LRNRE 566****Career Awareness, Disability and Success**

- 0 units, 3 hours lecture (P/NP or SP)
- Open-entry/open-exit

Introduction of career and job awareness and readiness for students with a disability: Focus on career and job related interests, aptitudes, and personality characteristics; addresses impact of disability on job related tasks and how to work around or accommodate such issues; discussion on disability related community agencies, disability benefits versus employment salaries. 4930.32

**LRNRE 572****Computer Access Projects**

- 0 units, 1.5 – 6 hours laboratory (P/NP or SP)
- Open-entry/open-exit
- Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling

Introduction to assistive software: Use of screen reading, image enlargement, speech recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

# Liberal Arts

Merritt College offers the following degree and certificate programs in Liberal Arts:

<b>CSU General Education Breadth</b>	<ul style="list-style-type: none"><li>• Certificate of Achievement</li></ul>
<b>Intersegmental General Education Transfer Curriculum (IGETC)</b>	<ul style="list-style-type: none"><li>• Certificate of Achievement</li></ul>
<b>Liberal Arts: Arts and Humanities</b>	<ul style="list-style-type: none"><li>• Associate in Arts (AA) Degree</li></ul>
<b>Liberal Arts: Cross-Cultural Studies</b>	<ul style="list-style-type: none"><li>• Associate in Arts (AA) Degree</li></ul>

# CSU General Education Breadth Certificate of Achievement

## DESCRIPTION

If you plan to transfer to the California State University (CSU) system you are encouraged to pursue a CSU General Education Breadth Certificate of Achievement and certify completion of CSU General Education Breadth Requirements. Consult with a counselor to develop your own program of study. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units.

CSU lower division GE requirements may also be met by completing the Intersegmental General Education Transfer Curriculum (IGETC). However, certain restrictions may apply and IGETC is not recommended for all majors. **See a counselor for more information.**

Upon completion of these requirements students file a "Petition for a Certificate of Achievement" form and certify completion of requirements with the Admissions and Records Office.

## CERTIFICATION

Merritt College can provide full certification (completion of requirements in every area) or partial certification (completion of requirements in one or more areas). Students should request GE certification when asking that their transcript be sent to the CSU of their choice during the final term before transfer. **Certification may be done only once.**

## PROGRAM REQUIREMENTS

**These requirements are subject to change. See a counselor each semester to stay current.**

Courses with an (\*) are listed in more than one area but may not be counted in more than one area.

SUBJECT #	UNITS
<b>Major Core Courses</b>	
<b>Area A - English Language Communication and Critical Thinking</b>	
<i>Select three courses for a minimum of 9 units with at least one course each from Oral Communication (A1), Written Communication (A2), and Critical Thinking (A3), with a grade of "C-" or better.</i>	9
A1. Oral Communication <b>COMM 3, 4, 20, 45</b>	
A2. Written Communication <b>ENGL 1A, 1AS</b>	
A3. Critical Thinking <b>ENGL 5   PHIL 10</b>	
<b>Area B - Scientific Inquiry and Quantitative Reasoning</b>	
<i>Select three courses for a minimum of 9 units with at least one course each from Physical Sciences (B1), Life Sciences (B2), Laboratory Activity (B3), and Math/Quantitative Reasoning (B4). One of the two science courses from B1 or B2 must include a lab; lab courses are shown with (L):</i>	9
<b>B1. Physical Sciences</b>	
<b>ASTR 1, 10, 11A</b>	
<b>CHEM 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)</b>	
<b>GEOG 1*</b>	
<b>GEOL 1(L), 12</b>	
<b>PHYS 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10</b>	
<b>B2. Life Sciences</b>	
<b>ANTHR 1</b>	
<b>BIOL 1A(L), 1B(L), 2(L), 3(L), 4(L), 9(L), 10(L), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L), 42</b>	
<b>B3. Laboratory Activity</b> <i>Select at least one course shown with (L) in Areas B1 or B2 OR one of the following:</i>	
<b>ANTHR 1L</b> (clears lab requirement w/ ANTHR 1)	
<b>GEOG 1L</b> (clears lab requirement w/ GEOG 1)	
<b>PHYS 10L</b> (clears lab requirement w/ PHYS 10)	
<b>B4. Math/Quantitative Reasoning</b>	
<b>MATH 1, 2, 3A, 3B, 3C, 3E, 3F, 13, 15, 16A, 16B, 50</b>	

## CSU General Education Breadth Certificate of Achievement

## TABLE CONTINUED

## Area C - Arts and Humanities

Select three courses for a minimum of 9 units with one course from Arts (C1), one course from Humanities (C2), and one course from either Arts or Humanities:

9

## C1. Arts

**AFRAM** 52  
**ART** 1, 3, 4, 7, 9  
**ASAME** 1\*  
**LANHT** 64\*  
**MUSIC** 9, 10, 11, 15A, 15B, 19, 24, 100

## C2. Humanities

**AFRAM** 18<sup>1\*</sup>, 25\*, 27\*, 30<sup>1\*</sup>, 31<sup>1\*</sup>, 32<sup>1\*</sup>, 33\*, 39, 41, 42, 43  
**ASAME** 30\*, 45A<sup>1\*</sup>, 45B<sup>1\*</sup>  
**ENGL** 1B, 10A, 10B  
**HIST** 2A\*, 2B\*, 7A\*, 7B\*, 19\*  
**HUMAN** 2  
**M/LAT** 17B\*, 28, 30A, 30B, 32<sup>1\*</sup>  
**PHIL** 1, 2  
**SPAN** 1A, 1B, 30A

<sup>1</sup>AFRAM 18 same as M/LAT 32; maximum credit: 1 course

## Area D - Social Sciences

Select three courses for a minimum of 9 units with courses from at least two different disciplines.

9

**ADJUS** 21, 22, 25, 63  
**AFRAM** 2, 3, 4, 5, 8, 10, 11, 12, 13, 14A, 14B, 16, 18<sup>1\*</sup>, 19<sup>2</sup>, 23, 25\*, 27\*, 30\*, 31\*, 32\*, 33\*, 35, 38<sup>3</sup>, 45  
**ANTHR** 2, 3, 4, 5, 7, 13, 16  
**ASAME** 1\*, 19<sup>2</sup>, 30<sup>4\*</sup>, 32\*, 45A\*, 45B\*  
**BUS** 52  
**CHDEV** 51, 53, 80  
**COMM** 6, 10, 13, 19  
**COSER** 10, 29\*  
**ECON** 1, 2  
**ENVMT** 2 (was ENVST 11), 3, 11, 12<sup>3</sup>  
**GEOG** 1\*, 2  
**HIST** 2A\*, 2B\*, 7A\*, 7B\*, 19\*  
**LANHT** 64\*  
**M/LAT** 6<sup>2\*</sup>, 12, 19, 23, 32<sup>1\*</sup>  
**NATAM** 19<sup>2\*</sup>  
**POSCI** 1, 2, 3, 5  
**PSYCH** 1A\*, 3, 6, 10, 12\*, 19, 24, 28, 31, 33  
**SOC** 1, 2, 3, 5, 13, 45, 120

<sup>1</sup>AFRAM 18 same as M/LAT 32; maximum credit: 1 course

<sup>2</sup>AFRAM 19 same as ASAME 19, M/LAT 6, & NATAM 19; credit: 1 course

<sup>3</sup>AFRAM 38 same as ENVMT 12; maximum credit: 1 course

<sup>4</sup>ASAME30 **may not** be taken at any other PCCD College to satisfy this area. See a counselor for more information.

## Area E - Lifelong Learning and Self-Development

Select a minimum of 3 units. Underlined courses are less than 3 units; a course or courses totaling 3 units are required to clear this area. **Also, this area cannot be cleared using only KIN or ATHL activity courses.** Military discharge documents (DD-214) may be used to completely clear this area.

3

**ASAME** 32\*  
**ATHL** 1, 2, 6, 7, 30, 31, 59, 60, 66, 67, 75  
**BUS** 52  
**CHDEV** 51, 74  
**COSER** 20, 29\*  
**COUN** 24, 30, 57  
**HLTD** 1, 20  
**KIN** 36, 37A, 51A-C, 54A-D, 58A-D, 60A-D, 67A-D, 70A, 74A-D, 80A-D, 86A-D, 100A-D, 103A-D, 107A-B, 110A-D, 140, 150, 153A-B  
**LIS** 85  
**NUTR** 10, 12  
**PSYCH** 1A\*, 12\*

TABLE CONTINUES ►

## CSU General Education Breadth Certificate of Achievement

### TABLE CONTINUED

#### Area F - Ethnic Studies

One course, minimum of 3 semester (4 quarter) units.

**AFRAM** 19<sup>1\*</sup>

**ASAME** 19<sup>1\*</sup>

**M/LAT** 6\*

**NATAM** 19<sup>1\*</sup>

<sup>1</sup>AFRAM 19 same as ASAME 19, M/LAT 6, & NATAM 19; credit: 1 course

#### United States History, Constitution, and American Ideals (CSU Graduation Requirement)

**Note:** Courses taken to satisfy this requirement may also be used to satisfy another general education area (at the option of the receiving campus; check with Admissions at the receiving campus to confirm). **However, the units are counted only once.**

Select one course from **each** group below:

##### Group 1

**AFRAM** 30<sup>1</sup>, 31<sup>1</sup>

**HIST** 7A, 7B

<sup>1</sup>**Not** acceptable if taken either Fall 2004 or Spring 2005

##### Group 2

**POSCI** 1, 5 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

##### Group 3

**POSCI** 1 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

**Total Units 39**

# Intersegmental General Education Transfer Curriculum (IGETC)

## Certificate of Achievement

### DESCRIPTION

You are encouraged to pursue an Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement if you plan to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements. Consult with a counselor to develop your own program of study. You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0).

**CAUTION:** IGETC may not be the best option for transfer, particularly for majors such as Engineering, Computer Science, Biology, and Business. IGETC for STEM may also be an option. See a counselor for more information.

Completion of IGETC satisfies all lower division general education requirements at most CSU and UC campuses, and at some independent colleges and universities. It is not an admission requirement nor is it the only way to fulfill lower division general education requirements.

**Associate Degrees for Transfer (AD-T) to CSU:** Although it is possible to fulfill the requirements for an AD-T by completing the IGETC for UC pattern, admission to a CSU requires completion of an Oral Communication course (IGETC Area 1C). Students who plan to transfer to a CSU must complete this course as part of their transfer preparation.

### CERTIFICATION:

Merritt College can provide full certification (completion of requirements in every area) or partial certification (completion of requirements in one or more areas). All courses MUST be completed with a grade of "C" or better. Students should request GE certification when asking that their transcript be sent to the UC or CSU campus of their choice during the final term before transfer. See a counselor for more information.

Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

See the Transfer to Four-Year Colleges and Universities section of this catalog for information on IGETC requirements and certification.

### PROGRAM REQUIREMENTS

**These requirements are subject to change. See a counselor each semester to stay current.**

**Note:** Courses with an (\*) are listed in more than one area but may not be counted in more than one area.

SUBJECT #	UNITS
<b>Major Core Courses</b>	
<b>Area 1 - English Communication</b>	
<i>UC requires two courses: one from Group A and one from Group B.</i>	
<i>CSU requires three courses: one from Group A, one from Group B, and one from Group C.</i>	
<b>Group A:</b> English Composition <b>ENGL 1A</b>	3
<b>Group B:</b> Critical Thinking/ Composition <b>ENGL 5</b>	3
<b>Group C:</b> Oral Communication <b>COMM 3, 4, 20, 45</b> (CSU only)	3
<b>Area 2 - Mathematical Concepts and Quantitative Reasoning</b>	
<i>Select one course for 3 units from the following:</i>	
<b>MATH 1, 2, 3A, 3B, 3C, 3E, 3F, 13, 16A, 16B</b>	3
<b>Area 3 - Arts and Humanities</b>	
<i>Select at least three courses for 9 units with one course from Arts (3A), one course from Humanities (3B), and one course from either Arts or Humanities.</i>	
<b>A. Arts</b>	
<b>ART 1, 3, 4, 7, 9</b>	
<b>ASAME 1*</b>	
<b>LANHT 64*</b>	
<b>MUSIC 9, 10, 11, 15A, 15B, 19, 24, 100</b>	

## Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement

### ◀ TABLE CONTINUED

#### B. Humanities

<b>AFRAM</b> 182*, 25*, 27*, 30 <sup>1</sup> *, 31 <sup>1</sup> *, 32 <sup>1</sup> *, 33*, 39, 41, 42, 43 <b>ASAME</b> 30*, 45A <sup>1</sup> *, 45B <sup>1</sup> * <b>ENGL</b> 1B <b>HIST</b> 2A <sup>1</sup> *, 2B <sup>1</sup> *, 7A <sup>1</sup> *, 7B <sup>1</sup> *, 19 <sup>1</sup> *	<b>HUMAN</b> 2 <b>M/LAT</b> 17B, 28, 30A, 30B, 32 <sup>2</sup> * <b>PHIL</b> 1, 2 <b>SPAN</b> 1B
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<sup>1</sup>Might not satisfy this area if taken at another PCCD College. See a counselor for more information.

<sup>2</sup>AFRAM 18 same as M/LAT 32; maximum credit: 1 course

#### Area 4 - Social and Behavioral Sciences

Select at least three courses for 9 units from at least two disciplines:

9

<b>AFRAM</b> 2, 3, 5, 8, 10, 11, 12, 13, 14A, 14B, 16, 18 <sup>1</sup> *, 19 <sup>2</sup> , 23, 25*, 27*, 30*, 31*, 32*, 33*, 38 <sup>3</sup> , 45 <b>ADJUS</b> 21, 22, 63 <b>ANTHR</b> 2, 3, 4, 5, 7, 13, 16 <b>ASAME</b> 1*, 19 <sup>2</sup> , 30 <sup>4</sup> *, 32, 45A*, 45B* <b>CHDEV</b> 51 <b>COMM</b> 6, 10, 13, 19 <b>COSER</b> 10 <b>ECON</b> 1, 2	<b>ENVMT</b> 2 (formerly ENVST 11), 3, 12 <sup>3</sup> <b>GEOG</b> 2 <b>HIST</b> 2A*, 2B*, 7A*, 7B*, 19* <b>LANHT</b> 64* <b>M/LAT</b> 6 <sup>2</sup> , 12, 19, 23, 32 <sup>1</sup> * <b>NATAM</b> 19 <sup>2</sup> <b>POSCI</b> 1, 2, 3, 5 <b>PSYCH</b> 1A, 3, 6, 10, 12, 19, 24, 28, 31, 33 <b>SOC</b> 1, 2, 3, 5, 13, 45, 120
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<sup>1</sup>AFRAM 18 same as M/LAT 32; credit: 1 course

<sup>2</sup>AFRAM 19 same as ASAME 19, M/LAT 6, & NATAM 19; credit: 1 course

<sup>3</sup>AFRAM 38 same as ENVMT 12; credit: 1 course

<sup>4</sup>May **not** be taken at any other PCCD College to satisfy this area. See a counselor for more information.

#### Area 5 - Physical Sciences and Biological Sciences

Select at least two courses for 7-9 semester with one course from Physical Science and one course from Biological Science; one course must include a lab (lab courses are shown with (L)).

7-9

##### A. Physical Sciences

**ASTR** 1 (add ASTR 20 to clear lab requirement), 10 (add ASTR 20 to clear lab requirement)  
**CHEM** 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)  
**GEOG** 1 (add GEOG 1L to clear lab requirement)  
**GEOL** 1(L), 12  
**PHYS** 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10

##### B. Biological Sciences

**ANTHR** 1 (add ANTHR 1L to clear lab requirement)  
**BIOL** 1A(L), 1B(L), 2(L), 3(L), 4(L), 9(L), 10(L), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L), 42

##### C. Laboratory Activity

Select at least one course shown with (L) in Areas 5A or 5B OR one of the following:

**ANTHR** 1L (clears lab requirement w/ ANTHR 1)  
**GEOG** 1L (clears lab requirement w/ GEOG 1)

TABLE CONTINUES ▶



## Intersegmental General Education Transfer Curriculum (IGETC) 2020-2021 Certificate of Achievement

## ◀ TABLE CONTINUED

## Language Other than English (LOTE) (UC Requirement Only)

Demonstrate proficiency as follows:

1. Complete 1 college course equal to 2 years HS LOTE with "C" or better (or P if = C). Merritt Course: SPAN 1A.  
(**Note:** Courses above proficiency level [1 or 1A] meet this requirement and may clear another IGETC area).  
Non-Merritt course: \_\_\_\_\_ ; **or**
2. Complete the 2nd semester of the 2nd year or the 2nd level of a HS course in a LOTE with "C-" or better; **or**
3. Complete 2 years of formal schooling at the 6th grade level or higher, with "C" (2.0) or better, in an institution where the language of instruction is not English (appropriate documentation must be presented); **or**
4. Satisfactory score on the College Board Subject Test (formerly SAT II) in a LOTE (see a counselor for scores); **or**
5. Score of 3 or better on the College Board Advanced Placement (AP) Exam in a LOTE; **or**
6. Score of 5 or better on the International Baccalaureate Higher Level (IBHL) Exam in a LOTE; **or**
7. "C" or better in a Defense Language Institute Foreign Language Center (DLIFLC) course other than English; **or**
8. (I)GCSE or GCE "O" level exams in a LOTE with scores of "A", "B", or "C"; **or**
9. GCE "A" level exam in LOTE with scores of "A", "B", or "C"; **or**
10. Satisfactory score on college-level proficiency exam equal to 2 years/2nd level of HS in a LOTE; **or**
11. Certification on letterhead by college-level faculty of proficiency equal to 2 years/2nd level of HS LOTE

## United States History, Constitution, and American Ideals (CSU Graduation Requirement)

**Note:** Courses used for this requirement may also be counted in either Areas 3B or 4 (at the option of the receiving campus; check with Admissions at the receiving campus to confirm). **However, the units are counted only once.**

Select one course from **each** group below:

9

## Group 1

AFRAM 30<sup>1</sup>, 31<sup>1</sup>

HIST 7A, 7B

<sup>1</sup>Not acceptable if taken either Fall 2004 or Spring 2005

## Group 2

POSCI 1, 5 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

## Group 3

POSCI 1 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

**Total Units      37**

## Liberal Arts: Arts and Humanities Associate in Arts (AA) Degree

### DESCRIPTION

The Liberal Arts: Arts and Humanities Associate in Arts degree program is designed for students who wish a broad knowledge of liberal arts and sciences with an area of emphasis in Arts and Humanities. This program is an ideal choice for 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. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

The courses in this program 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. Courses from Anthropology, Art, Ethnic Studies, English and Foreign Languages, Humanities, Music, and Philosophy are acceptable. Major emphasis is put on the Arts and artistic expression of human beings in this pattern. The AA degree in Liberal Arts: Arts and Humanities will prepare students for majors at four-year institutions in language arts, humanities, fine arts or music, among others.

The Associate in Arts degree in Liberal Arts: Arts and Humanities will be awarded upon satisfactory completion of the Degree course requirements and the General Education requirements. Since the following degree courses appear on the General Education Course List, they may be used to meet both the degree and the General Education requirements, provided that the total is 37 or more units. A course may be used one time for the degree and one time only for the General Education requirements, even though the course may be listed in several category areas.

- Choose either CSUGE or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy and Ethnic Studies (see catalog for details).
- Complete 18 units from the program requirements. (Note: These courses may also be counted toward a GE area; those with an (\*) are listed in more than one area but may not be counted in more than one area.)
- All courses listed in the program requirements transfer to CSU. Many courses are also transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for transfer details or see a counselor for additional details.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Describe the connections between specific factors (i.e., politics, religion, science, etc.) of historical periods and the artistic styles that emerged from those historical periods in essays and/or oral presentation. Use and interpret formulas, graphs, and tables.
2. Critically analyze artistic styles and ideologies in essays, oral presentations and/or individual portfolio reviews.
3. Demonstrate cultural awareness, personal responsibility, and ethical behavior within a diverse society in their communication via essays, performance and/or group critiques.

**Liberal Arts: Arts and Humanities** Associate in Arts (AA) Degree**PROGRAM REQUIREMENTS**

These requirements are subject to change. See a counselor each semester to stay current.

SUBJECT #	TITLE	UNITS
<b>Major Elective Courses</b>		
<b>Group A: Arts</b> <i>Select a minimum of 9 units from at least two disciplines from the following:</i>		
ART 1	Introduction to Art History	3
ART 4	History of Modern Art (1800 to Present)	3
ART 9	History of World Ceramics: Past and Present	3
ART 12	World Art: Visual and Historical Analysis	3
ART 15	California Art History, 1850-2000	3
ASAME 1*	Art and Culture of Asia	3
MUSIC 9	Introduction to World Music	3
MUSIC 10	Music Appreciation	3
MUSIC 11	African American Music	3
MUSIC 15A	Jazz, Blues, and Popular Music in the American Culture	3
MUSIC 19	Music of America's Musical Theater	3
<b>Group B: Humanities</b> <i>Select a minimum of 9 units from at least three disciplines from the following:</i>		
AFRAM 25*	Classical African Civilizations	3
AFRAM 27*	Afro-Caribbean History, Politics, and Culture	3
AFRAM 41	African-American Writers (Fiction)	3
AFRAM 42	African-American Writers (Non-Fiction)	3
AFRAM 43	African-American Writers (Poetry)	3
AFRAM 45	Religion and the African-American Church in America	3
ANTHR 7*	Magic, Religion and Witchcraft	3
ENGL 1B*	Composition and Reading	4
HUMAN 2	Human Values	3
LANHT 55	History of Gardens and Gardening	3
M/LAT 28	Survey of Third World through Films	3
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
PHIL 1	Introduction to Philosophy	3
PHIL 2	Social and Political Philosophy	3
PHIL 10	Logic	3
SPAN 1A	Elementary Spanish	3
SPAN 1B	Elementary Spanish	3
*These courses are listed in more than one GE Area but may not be counted in more than one GE Area.		
<b>Note:</b> At least 12 units of the 60 units required for the Associate Degree must be completed at Merritt College.		
<b>Major Requirements</b>		<b>18</b>
<b>Total Units</b>		<b>60</b>

## Liberal Arts: Cross-Cultural Studies Associate in Arts (AA) Degree

### DESCRIPTION

The Associate in Arts Liberal Arts: Cross-Cultural Studies degree program is designed for students who wish a broad knowledge of liberal arts and sciences with an area of emphasis in Cross-Cultural Studies. This program is an ideal choice for 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. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences with particular emphasis on an understanding of cross-cultural interactions between peoples of difference cultures. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their and other societies and will allow students to evaluate how societies and social subgroups operate. Courses from Anthropology, Art, Child Development, Communication and English, Environmental Management, Ethnic Studies, Geography, Human Services, Music, Psychology, Spanish, and Sociology are acceptable. The AA degree in Liberal Arts: Cross-Cultural Studies will prepare students for majors at four-year institutions in the social sciences such as anthropology, sociology, or ethnic or cultural studies, among others.

The Liberal Arts: Cross-Cultural Studies Associate in Arts degree will be awarded upon satisfactory completion of the degree course requirements and the General Education requirements. Since the following degree courses appear on the General Education Course List, they may be used to meet both the degree and the General Education requirements, provided that the total is 37 or more units. A course may be used one time for the degree and one time only for the General Education requirements, even though the course may be listed in several category areas.

- Choose either CSUGE or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy and Ethnic Studies (see catalog for details).
- Complete 21 units from program requirements. (Note: These courses may also be counted toward a GE area; those with an (\*) are listed in more than one area but may not be counted in more than one area.)
- All courses listed in the program requirements transfer to CSU. Many courses are also transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for transfer details or see a counselor for additional details.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Critically analyze social and political phenomena based on social constructs of race, ethnicity, gender, sexuality, and identity.
2. Articulate the values, experiences and contributions of historically marginalized populations.
3. Demonstrate cultural awareness, personal responsibility, and ethical behavior within a diverse society in their communication.

**Liberal Arts: Cross-Cultural Studies** Associate in Arts (AA) Degree**PROGRAM REQUIREMENTS**

These requirements are subject to change. See a counselor each semester to stay current.

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
ANTHR 3	Introduction to Social and Cultural Anthropology	3
COMM 6	Intercultural Communication	3
<b>and</b>		
<i>Select one course for 3 units from the following:</i>		
AFRAM 19	Racism in the United States	3
ASAME 19	Racism in the United States	3
M/LAT 6	Racism in the United States	3
NATAM 19	Racism in the United States	3
<b>Major Elective Courses</b>		
<i>Select one course from each group listed below for a minimum of 12 units:</i>		
<b>Group A: Women and Gender</b> <i>Select one course for 3 units from the following:</i>		
ANTHR 16	Sex and Society	3
COMM 10	Gender and Communication	3
PSYCH 12	Human Sexuality	3
SOC 3	Sociology of Women	3
<b>Group B: Race and Ethnicity</b> <i>Select one course for 3 units from the following:</i>		
AFRAM 13	Ethnic Perceptions in the Mass Media	3
AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 38	Environmental Racism and Justice	3
<b>or</b>		
ENVMT 12	Environmental Racism and Justice	3
ANTHR 5	American Indian History and Culture	3
COMM 20	Interpersonal Communication Skills	3
COSER 29	Working with Diverse Populations	3
POSCI 5	American Politics and Minority Groups	3
SOC 2	Social Problems	3
SOC 5	Minority Groups	3

TABLE CONTINUES ►

**Liberal Arts: Cross-Cultural Studies** Associate in Arts (AA) Degree

## ◀ TABLE CONTINUED

**Group C: Regional and National Identities** *Select one course for 3 units from the following:*

AFRAM 5	The African American Family in the United States	3
AFRAM 12	Psychology of African-Americans	3
AFRAM 27	Afro-Caribbean History, Politics, and Culture	3
AFRAM 30	African-American History: Africa to 1865	3
AFRAM 31	African-American History: 1865-1945	3
AFRAM 32	African-American History: 1945 to Present	3
ANTHR 13	Urban Anthropology	3
ASAME 32	Asian-American Psychology	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian-American History from 1945 to the Present	3
GEOG 2	Cultural Geography	3
M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 19	History of the Mexican-American	3
M/LAT 23	Introduction to Psychology of the Mexican-American	3
PSYCH 6	Social Psychology	3

**Group D: Cultural Expressions** *Select one course for 3 units from the following:*

AFRAM 33	The Roots of African-American Culture	3
AFRAM 41	African-American Writers (Fiction)	3
AFRAM 42	African-American Writers (Non-Fiction)	3
AFRAM 43	African-American Writers (Poetry)	3
ANTHR 8	Anthropology through Film: Ethnographic Studies	3
ASAME 1	Art and Culture of Asia	3
ASAME 30	Asians and Asian-Americans Through Films	3
M/LAT 28	Survey of Third World through Films	3
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
MUSIC 9	Introduction to World Music	3
MUSIC 11	African-American Music	3
MUSIC 15A	Jazz, Blues, and Popular Music in the American Culture	3

**Major Requirements** **21****Total Units** **60**

# Library Information Studies (LIS)

Library Information Studies enables students to become successful learners and researchers through information literacy. The information literate student recognizes the extent and nature of information needed for a given purpose and locates, evaluates, uses, and presents information.

**Merritt College offers the following certificate program in Library Information Studies:**

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**NONCREDIT PROGRAM****Research Skills**

- Certificate of Competency
-

## Research Skills Certificate of Competency

### DESCRIPTION

The Certificate of Competency in Research Skills is designed to provide students with a foundation in information literacy, critical thinking, ethical use of information, and research. This certificate is intended to improve the research and information literacy skills of student desiring to increase their capacity for pursuing college-level coursework, gaining employment in today's digital workforce, and community engagement. Students enrolled in the Research Skills program may use the certification as a means of providing college instructors and employers of their ability to find, evaluate, and use credible and relevant information in an ethical manner.

Students are required to complete three courses for a total of nine (9) instructional hours. Each course must be completed with a grade of Pass or Satisfactory Progress.

### CAREER OPPORTUNITIES

Any occupations in the educational, financial, legal, and medical fields that involve observing, receiving, and otherwise obtaining information.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Apply information literacy skills to academic, professional, and personal life.
2. Complete a basic research project from topic development to information source selection, evaluation, and citation.
3. Analyze, synthesize, and apply information practically and ethically.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	HOURS
<b>Major Core Courses</b>		
LIS 511	Research Skills I	3
LIS 512	Research Skills II	3
LIS 513	Research Skills III	3
<b>Total Hours</b>		<b>9</b>

### RECOMMENDED ONE-YEAR COURSE SEQUENCE

Students can use the following pattern to complete an Academic Composition Skills Certificate of Competency. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin classes. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	HOURS
<b>1st Year - Fall or Spring</b>		
LIS 511	Research Skills I	3
LIS 512	Research Skills II	3
LIS 513	Research Skills III	3
<b>Total Hours</b>		<b>9</b>



## Library Information Studies

### CREDIT:

#### LIS 85

##### Introduction to Information Resources

- 2 units, 2 hours lecture (GR or P/NP)
- Recommended preparation: ENGL 201A, ENGL 264A, or appropriate placement through multiple-measures assessment process; and CIS 1, CIS 200, CIS 205, or BUS 219
- Acceptable for credit: CSU, UC

Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic and find, locate, evaluate, and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases, and the Internet. 1699.00

AA/AS Area 4c; CSU Area E

### NONCREDIT:

#### LIS 511

##### Research Skills I

- 0 units, 3 total hours lecture (P/NP or SP)

Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.14

#### LIS 512

##### Research Skills II

- 0 units, 3 total hours lecture (P/NP or SP)
- Prerequisite: LIS 511

Continuation of LIS 511: Identifying search terms, locating information sources, and evaluating information sources. 4930.14

#### LIS 513

##### Research Skills III

- 0 units, 3 total hours lecture (P/NP or SP)
- Prerequisite: LIS 511 and LIS 512

Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14

# Mathematics (MATH)

The Mathematics Department offers lower-division college math courses needed for the Associate in Arts and Associate in Science degrees, vocational certificates, and transfers to four-year colleges. These courses are intended as the first two years of college math and designed to satisfy both the General Education requirements for graduation and the requirements for transfer. In addition, the department offers basic skill courses covering the math content of high school courses from arithmetic to intermediate algebra. Mathematics is the language of the sciences and as such, these courses are needed as prerequisite to science courses and for student success in general.

In the modern world, there are many fields that need specialists in mathematics. Careers in mathematics include scientist, researcher, programmer and other specialists in information systems, mathematics teacher, actuaries and insurance specialist, and people who can combine mathematical knowledge with a scientific, technological, or business background.

## Merritt College offers the following degree programs in Mathematics:

Mathematics	<ul style="list-style-type: none"><li>• Associate in Science (AS) Degree</li><li>• Associate in Science for Transfer (AS-T) Degree</li></ul>
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# Mathematics Associate in Science (AS) Degree

## DESCRIPTION

The Associate in Science degree in Mathematics will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

## CAREER OPPORTUNITIES

Career opportunities may include accounts payable or receivables clerk, assistant to a CPA insurance sales agent, and claims adjuster operations assistant.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Express mathematical concepts and techniques clearly and concisely using symbolic and ordinary language.
2. Use quantitative reasoning to solve a variety of mathematical problems in the workplace and in the home.
3. Demonstrate mastery of the various mathematical concepts and techniques needed to succeed in subsequent courses of increasing complexity.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<i>Select at least one course for 4-5 units from the following:</i>		
MATH 1	Pre-Calculus	4
MATH 3A	Calculus I	5
<b>Major Elective Courses</b>		
<i>Select courses for 13-14 units from the following:</i>		
MATH 2	Pre-Calculus with Analytic Geometry	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5
MATH 3D	Linear Algebra and Differential Equations	5
MATH 13	Introduction to Statistics	4
MATH 15	Mathematics for Liberal Arts Students	3
MATH 16A	Calculus for Business and Life/Social Sciences	3
MATH 16B	Calculus for Business and Life/Social Sciences	3
MATH 50	Trigonometry	3
MATH 202	Geometry	3
MATH 203	Intermediate Algebra	4
<b>Major Requirements</b>		<b>17-19</b>
<b>Total Units</b>		<b>60</b>

**Note:** To qualify for the Mathematics Associate in Science degree, students must satisfactorily complete the major requirements specified above and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.

## Mathematics Associate in Science in for Transfer (ADT) Degree

### DESCRIPTION

The Associate in Science in Mathematics for Transfer Degree (AS-T) is designed for students planning to transfer into the mathematics major. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to a CSU campus with a similar major and to a program or major in mathematics or similar major. Students interested in the AS-T for transfer degree in mathematics should consult with the departmental faculty chair. The AS-T degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees, Programs & Transfer Requirements section of this Catalog. Complete the Degree Major Requirements and/or courses from Groups A and B below to complete preparation for the major. Also complete 37-39 General Education units from either the California State University General Education-Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC) and electives to total 60 units for the degree.

As required by Senate Bill (SB) 1440 (Padilla) and California Education Code (CEC) section 66746(a), the AS-T requires:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

It should be noted that Title 5 section 55063(a) also requires that students must earn a C or better in all courses required for the major or area of emphasis.

In addition, CEC section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (AA-T or AS-T). Title 5 section 55002(b) describes such courses as nondegree-applicable credit courses.

### CAREER OPPORTUNITIES:

Careers in mathematics include: scientists, researchers, programmers and other specialists in information systems, mathematics teachers, actuaries and insurance specialists, and people who can combine mathematical knowledge with a scientific, technological, or business background.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Express mathematical concepts and techniques clearly and concisely using symbolic and ordinary language.
2. Use quantitative reasoning to solve a variety of mathematical problems in the workplace and in the home.
3. Demonstrate mastery of the various mathematical concepts and techniques needed to succeed in subsequent courses of increasing complexity.

**Mathematics** Associate in Science in for Transfer (ADT) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5
<b>Major Elective Courses</b>		
<b>Group A:</b> <i>Select one to two courses for 3-6 units from Group A (if both MATH 3E and MATH 3F are selected, then Group B is optional):</i>		
MATH 3E	Linear Algebra	3
MATH 3F	Differential Equations	3
<b>Group B:</b> <i>Select one course for 4-5 units from Group B if both MATH 3E and MATH 3F are not selected in Group A:</i>		
MATH 13	Statistics	4
PHYS 4A	General Physics with Calculus	5
<b>Total Units for the Major</b>		<b>21-23</b>
<b>Total Units that may be double counted</b> <i>(The transfer GE Area limits must <b>not</b> be exceeded)</i>		<b>3-7</b>
<b>General Education</b> (CSU GE or IGTEC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>1-9</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

# Mathematics

## CREDIT

### MATH 1

#### Pre-Calculus

- 4 units, 4 hours lecture (GR)
- Prerequisite: MATH 203, MATH 211D, or MATH 230
- Acceptable for credit: CSU, UC

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

### MATH 2

#### Pre-Calculus with Analytic Geometry

- 5 units, 5 hours lecture (GR)
- Prerequisite: MATH 50
- Acceptable for credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadric surfaces. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

### MATH 3A

#### Calculus I

- 5 units, 5 hours lecture (GR)
- Prerequisite: MATH 1 or MATH 2 and MATH 50 or appropriate placement through multiple measures assessment process
- Acceptable for credit: CSU, UC

Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 210

### MATH 3B

#### Calculus II

- 5 units, 5 hours lecture (GR)
- Prerequisite: MATH 3A
- Acceptable for credit: CSU, UC

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 220

### MATH 3C

#### Calculus III

- 5 units, 5 hours lecture (GR)
- Prerequisite: MATH 3B
- Acceptable for credit: CSU, UC

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 230

### MATH 3E

#### Linear Algebra

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 3A
- MATH 3E and MATH 3F are equivalent to MATH 3D. Not open for credit for students who have completed or are currently enrolled in MATH 3D.
- Acceptable for credit: CSU, UC

Linear Algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in  $R^2$  and  $R^3$ , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 250

### MATH 3F

#### Differential Equations

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 3B and MATH 3E
- Recommended preparation: MATH 3C
- MATH 3E and MATH 3F are equivalent to MATH 3D. Not open for credit for students who have completed or are currently enrolled in MATH 3D.
- Acceptable for credit: CSU, UC

Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 240

**MATH 13****Introduction to Statistics**

- 4 units, 4 hours lecture (GR)
- Prerequisite: MATH 203, MATH 206, MATH 211D, MATH 230, or MATH 240
- Acceptable for credit: CSU, UC

Introduction to theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables, binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variances. Regression and non-parametric methods. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 110

**MATH 15****Mathematics for Liberal Arts Students**

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 203, MATH 211D, MATH 230, or MATH 240
- Acceptable for credit: CSU, UC

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4

**MATH 16A****Calculus for Business and Life/Social Sciences**

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 1 or MATH 2
- Acceptable for credit: CSU, UC

Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

C-ID: MATH 140

**MATH 16B****Calculus for Business and Life/Social Sciences**

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 3A or MATH 16A
- Acceptable for credit: CSU, UC

Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration with particular attention to applications. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A

**MATH 49****Independent Study in Mathematics**

- .5 - 5 units, .5 - 5 hours lecture (GR)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mathematics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1701.00

**MATH 50****Trigonometry**

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 203, MATH 211D, or MATH 230
- Recommended preparation: MATH 202
- Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00

AA/AS GE Area 4b; CSU GE Breadth Area B4

**MATH 113****Math Workshop for Statistics**

- 1 unit, 1 hour lecture (P/NP)
- Prerequisite: MATH 203 or MATH 211D
- Recommended preparation: MATH 13 (recommended to be taken concurrently)
- Acceptable for credit: CSU

Reinforcement of problem-solving skills in statistics: Workshop in solving routine problems dealing with theory and practice of statistics; Collection of data: sampling, observational and experimental studies; Organizing data: univariate and bivariate to table and graphs, histograms; Describing data: measures of location, spread and correlation; Theory: probability, random variables, binomial and normal distribution; Drawing conclusions from data: confidence intervals, hypothesis testing, z-tests, t-tests and chi-square tests, one-way analysis of variances; and regression and non-parametric methods. 1701.00

**MATH 201****Elementary Algebra**

- 4 units, 5 hours lecture (GR)
- Prerequisite: MATH 225, MATH 250, MATH 253, or appropriate placement through multiple-measures assessment process
- Not open for credit to students who have completed or are currently enrolled in MATH 210A/B/C/D.

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

**MATH 202****Geometry**

- 3 units, 3 hours lecture (GR)
- Prerequisite: MATH 201, MATH 210D, or appropriate placement through multiple-measures assessment process

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00

AA/AS GE Area 4b

**MATH 203****Intermediate Algebra**

- 5 units, 5 hours lecture (GR)
- Prerequisite: MATH 201, MATH 210D, or appropriate placement through multiple-measures assessment process
- Eligible for credit by examination

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA/AS GE Area 4b

**MATH 213****Support for Statistics**

- 2 units, 2 hours lecture (P/NP)
- Corequisite: MATH 13
- Intended for students who are concurrently enrolled in MATH 13.

Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics; descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. 1701.00

**MATH 215****Support for Pre-Calculus**

- 2 units, 2 hours lecture (P/NP)
- Corequisite: MATH 1
- Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in their graphing and beginning algebra skills.

Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. 1701.00

**MATH 216****Support for Trigonometry**

- 1 unit, 1 hour lecture (P/NP)
- Corequisite: MATH 50
- Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills.

Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. 1701.00

**MATH 230****Elementary and Intermediate Algebra for Business or Stem Majors**

- 6 units, 6 hours lecture (GR)
- Prerequisite: MATH 250 or MATH 253

Combined course in algebra: Systems of equations: inequalities, graphs and functions; radicals, quadratic polynomials, rational expressions; exponential and logarithmic functions, and problem solving, with emphasis on knowledge skills appropriate for students pursuing a major in STEM (Science, Technology, Engineering, Mathematics) or Business. 1701.00

AA/AS GE Area 4b

**MATH 240****Elementary and Intermediate Algebra for Liberal Arts and Social Science**

- 6 units, 6 hours lecture (GR)
- Prerequisite: MATH 225, MATH 250, or MATH 253

Topics from Elementary and Intermediate Algebra: Systems of equations, inequalities, graphs and functions, radicals, quadratic polynomials, rational expressions, exponential and logarithmic functions, and problem solving for liberal arts and social science majors. 1701.00

AA/AS GE Area 4b

**MATH 250****Arithmetic**

- 3 units, 3 hours lecture (GR)
- Not open for credit to students who have completed or are concurrently enrolled in MATH 251A/B/C/D.

Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. 1702.00

**MATH 253****Pre-Algebra**

- 3 units, 3 hours lecture (GR)
- Recommended preparation: MATH 250 or appropriate placement through multiple-measures assessment process

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 1701.00

**MATH 273****Math Workshop for Intermediate Algebra**

- 1 unit, 1 hour lecture (P/NP)
- Prerequisite: MATH 201, MATH 210D, or appropriate placement through multiple-measures assessment process.
- Recommended preparation: MATH 202; and MATH 203 (recommended to be taken concurrently)

Reinforcement of problem-solving skills in intermediate algebra: Workshop in solving routine problems dealing with real number properties and operations, solutions and graphs of linear equations in one and two variables; absolute value equations, advanced factoring, complex numbers, quadratic equations and systems of quadratic equations, conic sections, determinants; solutions and graphs of first-degree, quadratic and rational inequalities; exponential and logarithmic functions, and sequences and series. 1701.00



## NONCREDIT

**MATH 513****Support for Statistics**

- 0 units, 2 hours lecture (P/NP or SP)
- Corequisite: MATH 13

Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics: Descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

**MATH 515****Support for Pre-Calculus**

- 0 units, 2 hours lecture (P/NP or SP)
- Corequisite: MATH 1

Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

**MATH 516****Support for Trigonometry**

- 0 units, 1 hour lecture (P/NP or SP)
- Corequisite: MATH 50

Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00



## Medical Assisting (MEDAS)

The Medical Assisting Program is committed to the provision of educational training that enables students to attain knowledge and develop competent, safe skills for entry-level positions in the medical field in any ambulatory care setting serving a culturally diverse community. The program provides a balanced clinical and administrative curriculum delivered through comprehensive lectures, laboratory courses, and clinical experiences in local community health care facilities.

Medical assistants typically work in physicians' offices, hospitals or residential care facilities. They perform a variety of clinical and administrative tasks including administering medications, recording medical information, preparing medical instruments, collecting specimens, and running the front desk. The Clinical Medical Assisting certificate focuses on "back office" medical assisting duties. The Administrative Medical Assisting certificate focuses on "front office" medical assisting duties.

### Merritt College offers the following certificate programs in Medical Assisting:

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#### **Administrative Medical Assisting**

- Certificate of Achievement

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#### **Clinical Medical Assisting**

- Certificate of Achievement
-

# Administrative Medical Assisting Certificate of Achievement

## DESCRIPTION



The Administrative Medical Assisting Certificate of Achievement program prepares students to perform “front office” duties via the Electronic Health Records (EHR) Systems. Students will demonstrate proficiency in the following skills and more: medical records documentation, patient intake, electronic medical records management, patient reception, scheduling appointments, medical insurance, and introduction to billing and coding and collections. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all major requirements.

## CAREER OPPORTUNITIES

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator.

## PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing, speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills - Acquire, evaluate, and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior - Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills - Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

## PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 103A	Administrative Medical Assisting I	2
MEDAS 103B	Administrative Medical Assisting II	2
MEDAS 103C	Administrative Medical Assisting III	2
HLTOC 101	Medical Terminology	3
HLTOC 110	CPR and First Aid for Allied Health Programs	1
HLTOC 260	Emotional Intelligence	2
HLTOC 263	Communication Skills for the Health Care Professional	3
<b>Recommended Courses</b>		
COPED 470F	Occupational Work Experience in Medical Assisting	(1)
<b>Total Units</b>		<b>17</b>

**Administrative Medical Assisting** Certificate of Achievement**RECOMMENDED ONE-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete the Administrative Medical Assisting Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
HLTOC 101	Medical Terminology	3
HLTOC 260	Emotional Intelligence	2
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 103A	Administrative Medical Assisting I	2
<b>1st Semester Units</b>		<b>9</b>
<b>2nd Semester</b>		
HLTOC 110	CPR and First Aid for Allied Health Programs	1
HTLOC 263	Communication Skills for Healthcare Professionals	3
MEDAS 103B	Administrative Medical Assisting II	2
<b>2nd Semester Units</b>		<b>6</b>
<b>3rd Semester</b>		
MEDAS 103C	Administrative Medical Assisting III	2
<b>3rd Semester Units</b>		<b>2</b>
<b>Total Units</b>		<b>17</b>

## Clinical Medical Assisting Certificate of Achievement

### DESCRIPTION



The Clinical Medical Assisting Certificate of Achievement is a Career Education program that delivers quality instruction within a comprehensive curriculum that provides students with enhanced employment opportunities and/or upward career mobility in the areas of healthcare, public health, and “back office” medical assisting duties. The program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the health care field as a Medical Assistant. Graduates of this program are prepared to work with physicians and other team members and facilitate office visits for patients to be seen by the health care provider. Under the direction of the Medical Doctor, graduates assist with many procedures and often assist in health education to support clients’ health and disease management. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

### CAREER OPPORTUNITIES

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator or Health Navigator.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing, speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills - Acquire, evaluate, and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior - Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills - Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
HLTOC 101 or HLTOC 201	Medical Terminology	3
HLTOC 110 or HLTED 011	CPR and First Aid for Allied Health Programs	1
HLTED 011	Cardiopulmonary Resuscitation	.5
HLTOC 260	Emotional Intelligence	2
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 101B	Disorders of the Body Systems in Primary Care	3
MEDAS 102A	Clinical Medical Assisting I	3
MEDAS 102B	Clinical Medical Assisting II	3
MEDAS 102C	Clinical Medical Assisting III	2
COPED 470F	Occupational Work Experience in Medical Assisting	2
<b>Total Units</b>		<b>19.5 - 21</b>

**Clinical Medical Assisting** Certificate of Achievement**RECOMMENDED ONE-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete the Clinical Medical Assisting Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
HLTOC 101 or HLTOC 201	Medical Terminology Medical Terminology I	3 2
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 101B	Disorders of the Body Systems in Primary Care	3
MEDAS 102A	Clinical Medical Assisting I	3
<b>1st Semester Units</b>		<b>10 - 11</b>
<b>2nd Semester</b>		
HLTOC 110 or HLTED 11	CPR and First Aid for Allied Health Programs Cardiopulmonary Resuscitation	1 .5
HTLOC 260	Emotional Intelligence	2
MEDAS 102B	Clinical Medical Assisting II	3
<b>2nd Semester Units</b>		<b>5.5 - 6</b>
<b>3rd Semester</b>		
COPED 470F	Occupational Work Experience in Medical Assisting	2
MEDAS 102C	Clinical Medical Assisting III	2
<b>3rd Semester Units</b>		<b>2</b>
<b>Total Units</b>		<b>19.5 - 21</b>

## Medical Assisting

### CREDIT

#### MEDAS 101A

##### Introduction to Medical Assisting

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Introduction to foundational theory and skills in medical assisting: Scope of practice, law and ethics, HIPAA compliance, professional and therapeutic communication, telehealth applications, and employment preparation. 1208.00

#### MEDAS 101B

##### Disorders of the Body Systems in Primary Care

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: MEDAS 101A
- Acceptable for credit: CSU

Fundamentals of disorders of the body systems and organs of the human body: Emphasis on becoming familiar with the most common disorders encountered by medical assistants working in ambulatory care medical offices. 1208.10

#### MEDAS 102A

##### Clinical Medical Assisting I

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MEDAS 101A and 101B
- Acceptable for credit: CSU

Fundamentals of clinical medical assisting: Medical and surgical aseptic procedures; vital signs measurement; assisting with physical examinations, positioning, and draping; height, weight, vision, and hearing testing; obtaining patient history; and eye and ear procedures. 1208.10

#### MEDAS 102B

##### Clinical Medical Assisting II

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MEDAS 102A
- Acceptable for credit: CSU

Intermediate clinical medical assisting: Electrocardiography; radiologic, diagnostic, specialty examinations and procedures; colon procedures, and male reproductive health; urine and blood testing and specimen collection; medical microbiology and principles of phlebotomy. 1208.10

#### MEDAS 102C

##### Clinical Medical Assisting III

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MEDAS 102B
- Acceptable for credit: CSU

Advanced clinical medical assisting: Basic pharmacology; principles of drug action and side effects on medications; drug dosage calculations; administration of medications in primary care (oral, intradermal, subcutaneous, and intramuscular routes); drug addiction in primary health; and applied phlebotomy skills. 1208.10

#### MEDAS 103A

##### Administrative Medical Assisting I

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Prerequisite or corequisite: MEDAS 101A
- Acceptable for credit: CSU

Fundamentals of administrative medical assisting: Appointment scheduling; communication skills and record management, HIPAA and Electronic Health Records (EHR) confidentiality; professional decision-making and computer skills; practice management; and simulation of EHR to facilitate the office visit. 1208.20

#### MEDAS 103B

##### Administrative Medical Assisting II

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Prerequisite: MEDAS 103A
- Acceptable for credit: CSU

Intermediate administrative medical assisting: Understanding major health insurance plans as related to medical office billing and multiple EHR Applications. 1208.20

#### MEDAS 103C

##### Administrative Medical Assisting III

- 2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
- Recommended preparation: MEDAS 103A and MEDAS 103B
- Acceptable for credit: CSU

Advanced administrative medical assisting: Procedural coding practice management, applying billing to EHR, introduction to the Current Procedural Terminology (CPT) medical coding system and practice finance, claims processing and reimbursement, and role of office manager. 1208.20

#### MEDAS 202

##### Review for Certification for Medical Assistants

- 4 units, 4 hours lecture (P/NP)

Review of the content necessary for certification as a clinical and/or administrative medical assistant in California. 1208.10

## NONCREDIT

**MEDAS 503****The Language of Medicine**

- 0 units, 3 hours lecture (SP)

Study of essential medical terms: Basic tools necessary to communicate in the medical field and succeed in advanced medical course work. 1208.00

**MEDAS 504****Introduction to Medical Assisting**

- 0 units, 3 hours lecture (SP)

Introduction to theory and foundational skills in medical assisting: Role of the medical assistant, medical terminology, anatomy and physiology, medical office emergencies, safety, patient education and communication. 1208.00

**MEDAS 505****Introduction to Pharmacology**

- 0 units, 3 hours lecture (SP)

Introduction to basic pharmacology: Principles of drug administration and preparation, administration of medications by oral, intradermal, subcutaneous, and intramuscular routes; basic math calculations and conversions for administration of medication; identification of drugs by clinical use, mechanism of action, side effects, and adverse reactions; risk factors for drug and alcohol abuse, drug addiction and withdrawal symptoms. 1208.00

**MEDAS 506****Administrative Skill**

- 0 units, 3 hours lecture (SP)

Introduction to medical office procedures: Receiving, registering and scheduling appointments, organizing and sustaining medical records, medical billing and coding, electronic medical records, business operations, and financial management. 1208.00

**MEDAS 507****Clinical Skill**

- 0 units, 3 hours lecture (SP)

Introduction to back office procedures: Theory and laboratory instruction in assisting the physician/practitioner in exam-room procedures, laboratory procedures, pharmacology, providing medications, minor office surgery, and nutrition. 1208.00

**MEDAS 508****Heartsaver First Aid -CPR & AED**

- 0 units, 1 hour lecture (P/NP)

American Heart Association (AHA) Heartsaver: First Aid with CPR and AED for first responders; Basic first aid procedures, including first aid skills recommended by OSHA, CPR and AED. Students who complete the course qualify for the AHA Heartsaver First Aid with CPR and AED course completion card. 1201.00



# Mexican and Latin American Studies (M/LAT)

Mexican and Latin-American Studies courses in the Department of Ethnic Studies offer opportunities for students to deepen understanding of the multicultural and multi-racial history and character of the American experience, generally, and the varied racial and ethnic experiences, specifically. The aim of the department is to locate the experiences of people of color in a larger global context through the examination of identity, culture, sociology, history, and economic relations between nations. Students study the history and current experience of the Latin American people in the United States, the Caribbean and Central and South America. As new processes of migration evolve due to global economic politics, Mexican and Latin-American Studies courses explore topics such as borderlands, scarcity and migration, globalization and democracy and the increasing "ethnization" of central economies.

## CREDIT

### M/LAT 6

#### Racism in The United States

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as AFRAM 19, ASAME 19, and NATAM 19. Not open for credit to students who have completed or are currently enrolled in AFRAM 19, ASAME 19, or NATAM 19.
- Acceptable for credit: CSU, UC

Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin-American and Native American perspectives. 2203.04

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

C-ID: SJS 110

### M/LAT 12

#### United States Relations with Mexico and Latin America

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

Analysis of United States relations with Mexico and Latin America from colonial times to the present: U.S. involvement as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2203.04

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4G

### M/LAT 17B

#### Race, Class, Gender, Sexuality, Migration and Hip-Hop

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

Survey of the historical growth, political implication, and communal influence of hip-hop: Socioeconomic, cultural, and political narratives of people of color through the lens of hip-hop and its platform of resistance. 2203.00

AA/AS GE Area 3, 5; CSU GE Breadth Area C2; IGETC Area 3B

### M/LAT 19

#### History of the Mexican-American

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as HIST 17. Not open for credit to students who have completed or are currently enrolled in HIST 17.
- Acceptable for credit: CSU, UC

History of the people of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. 2203.04

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4F

### M/LAT 23

#### Introduction to Psychology of the Mexican-American

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

Principles of psychology as they relate to the Mexican- American community: Selected social problems such as prejudice, racial conflict, and deviancy in the Mexican- American community from a Mexican-American perspective. 2203.04

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4I

### M/LAT 28

#### Survey of Third World through Films

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

Survey of third-world people through films: Emphasis on themes related to African, Mexican/Latino, Asian, and Native American experiences in the U.S. and elsewhere; films viewed as to their content, artistic quality, and relevance for people of color in the modern world. 2203.04

AA/AS GE Area 3, 5; CSU GE Breadth Area C2; IGETC Area 3B

### M/LAT 30A

#### Survey of Latin-American Films

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

Critical examination of historical and contemporary film images of Latinos/Americanos as a result of cultural encounters within the United States: Traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States. 2203.04

AA/AS GE Area 3, 5; CSU GE Breadth Area C2; IGETC Area 3B

**M/LAT 30B****Survey of Latin-American Films**

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

Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences: Emphasis on those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2203.04

AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 3B

**M/LAT 32****African Heritage of Latin America**

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as AFRAM 18. Not open to students who have completed or are currently enrolled in AFRAM 18.
- Acceptable for credit: CSU, UC

Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.04

AA/AS GE Area 2, 3; CSU GE Breadth Area C2, D; IGETC Area 3B, 4F

**M/LAT 49****Independent Study in Mexican/Latin-American Studies**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mexican and Latin-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.04

# Music (MUSIC)

The primary function of the Music Department is to ensure students receive a comprehensive education that integrates general humanities and performing arts courses commensurate with requirements for the Associate in Arts degree and transfer to CSU, UC and four-year institutions. Courses can also be taken to meet general education requirements, or to begin a career. The Department offers a variety of music courses including Western music history, African-American music, topics in jazz, blues, the history of American vernacular music and piano for all levels of learning.

Careers in music may include professional performance, conducting, arts management, composing, academic research, and public and private teaching.

## CREDIT

### MUSIC 9

#### World Music

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

Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00

AA/AS GE Area 3; CSU GE Breadth Area C1; and IGETC Area 3A

### MUSIC 10

#### Music Appreciation

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

Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00

AA/AS GE Area 3; CSU GE Breadth Area C1; IGETC Area 3A

C-ID: MUS 100

### MUSIC 11

#### African American Music

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

Historical survey from the African heritage and Colonial time to the present: Types, forms, and styles of African-American music in relation to the African-American experience. 1004.00

AA/AS GE Area 3, 5; CSU GE Breadth Area C1; IGETC Area 3A

### MUSIC 15A

#### Jazz, Blues and Popular Music in the American Culture

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

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00

AA/AS GE Area 3, 5; CSU GE Breadth Area C1; IGETC Area 3A

### MUSIC 15B

#### Jazz, Blues and Popular Music in the American Culture

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

Study of contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00

AA/AS GE Area 3, 5; CSU GE Breadth Area C1; IGETC Area 3B

### MUSIC 19

#### Music of America's Musical Theater

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

Historical and cultural development and major contributors of America's musical theater: History of the integration of popular music, dance, and drama in America's musical theater from its roots in European opera and merger with the American vaudeville stage, through its Golden Age (1920's) to the latest offerings of the twenty-first century; and an examination of the social themes that inform, entertain, and challenge audiences. 1004.00

AA/AS GE Area 3; CSU GE Breadth Area C1; IGETC Area 3A

### MUSIC 24

#### Jazz History

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

Evolutionary development of jazz music and the artists responsible for its creation: Historical, cultural, and sociological analysis of each style period through extensive guided listening. 1004.00

AA/AS GE Area 3, 5; CSU GE Breadth Area C1; IGETC Area 3A

### MUSIC 30

#### College Orchestra

- 2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
- Recommended preparation: Ability to play an orchestral instrument
- Acceptable for credit: CSU, UC

Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.00

**MUSIC 49****Independent Study in Music**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Music. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1004.00

**MUSIC 100****Music Fundamentals and Culture**

- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for Credit: CSU, UC

Introduction to the notation and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00

AA/AS GE Area 3, CSU GE Breadth Area C1, IGETC Area 3A

C-ID: MUS 110

**MUSIC 130****Elementary Piano Method I**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Individualized study of beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 131****Elementary Piano Method II**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 130
- Acceptable for credit: CSU, UC

Individualized study of level II beginning piano techniques and theory: Five-finger technique in G Major, F Major and E Minor extending to a sixth, finger crossing and chord playing, use of damper pedal, meters with half note and eighth note beats, beginning theory related to level II keyboard music, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 132****Elementary Piano Method III**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 131
- Acceptable for credit: CSU, UC

Individualized study of level III beginning piano techniques and theory: Scale playing and performance in C, G, F and D Major, level III finger technique including intervals of the seventh and octave, techniques for changing positions, recognition and performance of primary triads and seventh chords, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 133****Elementary Piano Method IV**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 132
- Acceptable for credit: CSU, UC

Individualized study of level IV beginning piano techniques and theory: Scale-playing, reading of notation, and performance in Bb and A Major; A, E, B, D, and G Minor; introduction to chromaticism, diminished, and augmented triads; reading and performance of rhythms including sixteenth notes and triplets; Music History relating to keyboard music; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 134****Intermediate Piano Literature I**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 133
- Acceptable for credit: CSU, UC

Individualized study of intermediate piano literature, techniques, and theory: All major scales, keyboard history of Renaissance and Baroque Eras; level I intermediate rhythms, including syncopation, simple and compound meters, sixteenth notes, and triplets; playing duets; progressive development of skills needed for performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 135****Intermediate Piano Literature II**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 134
- Acceptable for credit: CSU, UC

Individualized study of level II piano literature, techniques, and theory: All harmonic minor scales, keyboard history pertaining to the Classical Era; triad inversions, and seventh chords; cadences and basic chord progressions; duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 136****Intermediate Piano Literature III**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 135
- Acceptable for credit: CSU, UC

Individualized study of level III piano literature, techniques, and theory: All melodic minor scales, keyboard history pertaining to the Romantic Era; ornamentation; interpretation and execution of triplets, duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

**MUSIC 137****Intermediate Piano Literature IV**

- 1 unit, 3 hours laboratory (GR or P/NP)
- Recommended preparation: MUSIC 136
- Acceptable for credit: CSU, UC

Individualized study of level IV piano literature, techniques, and theory: Chromatic, octatonic, and whole-tone scales; Twentieth Century piano literature; piano voicing; interpretation and execution odd and changing meter, duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

# Native American Studies (NATAM)

Native American Studies courses in the Department of Ethnic Studies offer opportunities for students to deepen their understanding of the multicultural and multi-racial history and character of the American experience. In addition, the courses locate the experiences of people of color in a larger global context in terms of identity, culture, sociology, history and economic relations between nations. As new processes of migration evolve due to global economic politics, Native American Studies examines new topics of discussion and learning such as borderlands, scarcity and migration, globalization and democracy, and the increasing “ethnicization” of central economies.

## CREDIT

### NATAM 19

#### Racism in the United States

- 2 units, 3 hours lecture (GR or P/NP)
- Also offered as AFRAM 19, ASAME 19, and M/LAT 6. Not open for credit to students who have completed or are currently enrolled in AFRAM 19, ASAME 19, or M/LAT 6.
- Acceptable for credit: CSU, UC

Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin-American and Native American perspectives. 2203.03

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C

C-ID: SJS 110

### NATAM 76E

#### California Indian Ecology on the Central Coast

- 1.5 units, 1.5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Native American relationships to the California Central Coast: Pre-Indian environment; abundance; human-environment interactions; adaptations; challenges; environmentally situated lives; ethnoecology of specific tribal groups; beliefs and worldviews; norms and practices; ecological knowledge bases; resource management. 0302.00

AA/AS GE Area 2, 5

# Natural Sciences

The Natural Sciences represents a branch of science with multiple paths that deals with the physical world, including physics, chemistry, geology, biology, and astronomy. To earn an Associate in Science in Natural Sciences, students are required to take a variety of science classes that will give them a well-rounded background in the sciences leading to transfer to a four-year college and a variety of careers. Following is the curriculum and courses required for the degree. There are multiple career options depending on which discipline students choose.

## Merritt College offers the following degree program in Natural Sciences:

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### Natural Sciences

- Associate in Science (AS) Degree
-

## Natural Sciences Associate in Science (AS) Degree

### DESCRIPTION

The Associate in Science degree in Natural Sciences will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Note: To qualify for the Natural Sciences Associate in Science degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate the knowledge and application of scientific principles.
2. Use and interpret formulas, graphs and tables.
3. Demonstrate an understanding of the role of science in shaping technology and society.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<i>Select one course for 3-5 units from the following:</i>		
BIOL 1A	General Biology	5
CHEM 1A	General Chemistry	5
GEOG 1	Physical Geography	3
PHYS 4A	General Physics with Calculus	5
<b>Major Elective Courses</b>		
<i>Select the remaining 13-15 units from the following GE Area 1, Natural Science courses: (select course(s) not previously taken)</i>		
ANTHR 1	Introduction to Physical Anthropology	3
ASTR 10	Descriptive Astronomy	3
BIOL1A	General Biology	5
BIOL 1B	General Biology	5
BIOL 2	Human Anatomy	5
BIOL 3	Microbiology	5
BIOL 4	Human Physiology	5
BIOL 5*	Botany	4
BIOL 9	Marine Biology	4
BIOL 10	Introduction to Biology	4
BIOL 13	Principles of Ecology	3
BIOL 15	Environmental Biology	3
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5
BIOL 23	Introduction to the Human Body	3
BIOL 24	Basic Human Anatomy and Physiology	4
BIOL 25	Human Biology	3
BIOL 29	Biology of the Living World	4

TABLE CONTINUES ►



**Natural Sciences** Associate in Science (AS) Degree

## ◀ TABLE CONTINUED

BIOL 36	Human Genetics	4
CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
CHEM 12A	Organic Chemistry	5
CHEM 12B	Organic Chemistry	5
CHEM 30A	Introductory General Chemistry	4
CHEM 30B	Introductory Organic and Biochemistry	4
GEOG 1	Physical Geography	3
GEOL 1	Introduction to Physical Geology	4
GEOL 12	Environmental Geology	3
LANHT 1 or LANHT 1E	Introduction to Landscape Horticulture with Lab (Day) Introduction to Landscape Horticulture (Evening)	3 3
LANHT 15*	Botany for Horticulture	4
PHYS 2A	General Physics	5
PHYS 2B	General Physics	5
PHYS 4A	General Physics with Calculus	5
PHYS 4B	General Physics with Calculus	5
PHYS 4C	General Physics with Calculus	5
PHYS 10	Introduction to Physics	4

\* BIOL 5 is the same as LANHT 15

<b>Major Requirements</b>		<b>18</b>
<b>Total Units</b>		<b>60</b>



## Nursing (NURS)

The Merritt College Nursing Associate in Science degree program prepares students for entry-level positions as registered nurses. Upon successful completion of the program, students will graduate with an Associate in Science Degree and be eligible to take the state licensing examination for registered nurses (National Council Licensure Examination – NCLEX-RN).

The Associate in Science Nursing degree program is approved by the California Board of Registered Nursing (BRN), the California State Department of Education, the Veteran's Administration for the training of veterans, the Federal Department, and the Federal Immigration and Naturalization Service for foreign student education. The courses in the Nursing program are accepted by the University of California, the California State University system, and many other public and private institutions of higher learning.

The Nursing program is part of the Allied Health and Public Safety Division. The other programs in the department are the Medical Assistant program, the Radiologic Science program, and the Nutrition & Dietetics Program.

### Merritt College offers the following degree program in Nursing:

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#### Nursing

- Associate in Science
-

## Nursing Associate in Science (AS) Degree

### DESCRIPTION



The Nursing program is approved by the California Board of Registered Nursing. This program is designed to prepare students for beginning positions in Registered Nursing. Upon successful completion of the program, students are eligible to take the state licensing examination for registered nurses. The course of study includes instruction in applied nursing sciences, related natural and social/behavioral sciences, and clinical nursing experience in hospitals and healthcare facilities located in the San Francisco Bay Area.

The Associate in Science degree in Nursing will be awarded upon satisfactory completion of the Group A Prerequisite requirements, the Group B General Education/Graduation requirements, and the Group C Major course requirements. Applications are accepted each year from December 1 – March 1 for the class admitted the following Fall semester. All applications with supporting data (all transcripts, etc.) must be received no later than March 1. Applications may be hand-delivered or mailed to the Merritt College Nursing Program. Nonresident foreign students must first be cleared for admission through the International Student Advisor's Office. It is required that all students interested in the Nursing Program see a counselor for guidance in preparation for the program and evaluation of prerequisites prior to applying.

**No materials will be accepted after the application deadline dates. Late or incomplete applications will not be considered.**

### ELIGIBILITY/ADMISSION REQUIREMENTS

1. The student must be a graduate of an accredited high school or have passed the GED test or equivalent.
2. All prerequisite courses in Group A must be completed before applying for admission into the program.
  - a. Each Group A course must be completed with a grade of "C" or better (letter grade only) with an overall grade-point average (GPA) of 2.5 or better ("C-" is not acceptable).
  - b. Anatomy, Physiology, and Microbiology courses must have been completed.
3. A recent (within 6 months) physical examination certifying good physical health must have been satisfactorily completed, criminal background check and drug screening at the student's own expense.
4. CPR (Basic Life Support) certification must be current within one year at the time of application and must re-main current throughout the length of the program.
5. The student must have proof of a two part annual Tuberculosis (TB) screening.
6. Upon enrollment to the college, students should obtain an Initial Evaluation Request Form from the college's Admissions and Records Office for courses completed at all colleges or universities. Foreign transcripts must be sent to World Education Services for evaluation and Berlitz Translation Services for translation. Forms may be obtained from the Counseling Office.
7. Nonresident foreign students must see the International Student Advisor before applying.
8. Two sets of official transcripts from all colleges attended including the Peralta District must be on file: One set to the District Admission and Records Office, and one set to the Allied Health Department (D102) at Merritt.

### ADMISSION CRITERIA EFFECTIVE AS OF FALL 2011

The process by which students are admitted to the Nursing Associate in Science program changed for students applying for admission into the Program in Fall 2008 and subsequent terms. The Program adopted the Chancellor's Advisory Model Prerequisites for Enrollment in Associate Degree Nursing Program admission criteria. Students must complete all Group A prerequisites prior to applying to the Nursing Program for admission. While it is highly recommended that students complete both Group A and Group B courses prior to entry into the Nursing Program, admission into the Nursing Program will be based upon the Chancellor's Advisory Model Prerequisites for Enrollment in the Nursing Associate in Science degree program (Group A courses).

#### Admission will be determined by the following:

1. Overall college GPA: 2.5 or above.
2. Group A coursework.
3. Biology Core (anatomy, physiology, and microbiology): GPA 2.5 or above. Additionally, biology core repetitions will be evaluated.\*Core Biology course repetitions will adversely affect your overall score. [i.e. each repetition deducts from your Chancellor's Score, and three repetitions eliminates your chance of receiving the required 80%]. ALL repetitions count, regardless of the grade. A, B, C, D, F, or W ("withdraw"), is counted as a repetition. A formula approved by the State Chancellor's Office will compute your cut score. Those who score above 80% will be entered into the eligibility pool. Of those eligible to enroll into the Nursing Program, a lottery will be used for selection purposes. All students meeting the admission criteria will be eligible for admission by random selection.
4. English 1A (Composition and Reading), GPA: 2.0.

Applications will be accepted from February through March for Fall admission of the following academic school year. Students may apply for admission only once per year.

## Nursing Associate in Science (AS) Degree

In order to apply for admission into the Nursing Associate in Science degree program, students must complete the admission prerequisites (Group A courses). At that time, the student's transcripts will be screened to determine whether the student is eligible for admission based upon the Chancellor's Advisory Model Prerequisites.

Prior to admission, all students who have been randomly selected must also pass a diagnostic assessment test (Basic Math, English, Reading, and Science) in addition to meeting the requirements stated above. Students who fail to achieve a passing score will be offered to complete additional Pre-nursing course work prior to admission and enrollment in the Nursing Program. Pre-Nursing course work and clearance of diagnostic assessment deficiencies must be completed to become eligible for admission to the program. Contact the Nursing program for more details.

NOTE: Students should see a counselor at least once each semester to plan for their educational goal(s).

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program students will be able to:

1. Apply principles of teaching, learning, and homeostasis when in a caregiving relationship with patient, family and staff members.
2. With appropriate supervision, develop and implement safe and skillful nursing care for a group of patients.
3. Participate effectively as a member of a health care team by applying their knowledge of the nursing process.
4. Develop an awareness of him/herself as a person and as a practitioner.

### PROGRAM REQUIREMENTS (81-82 UNITS):

Students with prior experience in the healthcare field, such as Licensed Vocational Nursing (LVN), may apply to challenge courses within the Nursing curriculum and seek advanced placement in the program. Contact the Allied Health Department for details. For written information regarding advanced placement, challenge by examination, transfer, or the 30-unit option (BRN Regulation, Section 2736.6), contact the Allied Health Department Office.

**Note:** Transfer-in or advanced-placement students will be admitted only on a space-available basis.

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<b>Group A - Prerequisite Requirements:</b> <i>Eligibility/Admission Requirements:</i>		
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5
or BIOL 2	Human Anatomy	5
BIOL 4	Human Physiology	5
BIOL 3	Microbiology	5
ENGL 1A	Composition and Reading	4

TABLE CONTINUES ►

**Nursing** Associate in Science (AS) Degree

## ◀ TABLE CONTINUED

**Group B – General Education/Graduation Requirements:**

The minimum GE-unit requirement for the Associate Degree is 19 units; some of these requirements can be met by the Group A prerequisite courses. Computer Literacy and Ethnic Studies are degree requirements that are not required by the BRN for licensure.

Although Group B courses meet General Education (GE)/Graduation Requirements and can be completed prior to or after admission into the Nursing Program, it is highly recommended that these courses be completed prior to admission into the program. Each Group B course must be completed with a grade of "C" or better (letter grade only) except for Ethnic Studies and Computer Literacy. "C-" is not acceptable. English 5 requires an additional Humanities course.

MATH 203	Intermediate Algebra	4
ENGL 1B or ENGL 5	Composition and Reading Critical Thinking in Reading and Writing	4 3
PSYCH 1A	Introduction to General Psychology	3
SOC 1 or ANTHR 3	Introduction to Sociology Introduction to Social and Cultural Anthropology	3 3
COMM 20	Interpersonal Communication Skills	3
	Computer Literacy requirement	1
	Ethnic Studies requirement	3

**Group C: Degree Major Requirements:**

The following courses are to be completed after admission into the Nursing program. These courses must be completed with a grade of "C" or better (a 75% passing grade) in lecture and satisfactory clinical performance in each section of a course ("C-" is not acceptable):

NURS 1	Fundamentals in Nursing: Beginning Principles of Health Care	9
NURS 3A	Perinatal Nursing	4
NURS 3B	Pediatric Nursing	4
NURS 4A	Intermediate Medical-Surgical Nursing	4
NURS 4B	Psychiatric Nursing	4
NURS 5	Advanced Medical-Surgical Nursing: Disruption in Homeostasis	9
NURS 10	Leadership and Management	1
NURS 11	Ethics and Law	1
NURS 12	Calculation of Drug Dosages for Health Professionals	1
NURS 13	Pharmacology in Nursing	3
NURS 14	Nutrition and Diet Therapy in Nursing	2
<b>Total Prerequisite Units</b>		<b>19</b>
<b>Total General Education Units</b>		<b>20-21</b>
<b>Total Major Units</b>		<b>42</b>
<b>Total Degree Units</b>		<b>81-82</b>

## Nursing

### CREDIT

#### NURS 1

##### Fundamentals in Nursing: Beginning Principles of Health Care

- 9 units, 4 hours lecture, 15 hours hospital/laboratory (GR)
- Prerequisite: BIOL 2 or BIOL 20A, and BIOL 4 or BIOL 20B, and BIOL 3 and MATH 203, and HLTED 11 or American Heart Association (AHA) certification for Basic Life Support (BLS)
- Health clearances: physical examination, negative TB test results
- Corequisite: NURS 11 and 12
- Acceptable for credit: CSU

Fundamental theoretical nursing concepts and clinical practices for medical-surgical patients experiencing disruption in homeostasis: Development of nursing and diagnostic skills; emerging trends in the promotion and conservation of health for individuals, families, and communities; history of health care and changing concepts of health and illness. 1230.10

#### NURS 3A

##### Perinatal Nursing

- 4 units, 2 hours lecture, 6 hours laboratory (GR)
- Prerequisite: NURS 1, NURS 11, and NURS 12
- Prerequisite or corequisite: NURS 13
- Acceptable for credit: CSU

Theory and guided practice of comprehensive care to child-bearing families in perinatal hospital settings: Nursing and health-team work protocol; use of homeostasis in the planning, implementation, and evaluation of nursing care; and nursing processes as tools for intervention. 1230.10

#### NURS 3B

##### Pediatric Nursing

- 4 units, 2 hours lecture, 6 hours laboratory (GR)
- Prerequisite: NURS 1, NURS 11, and NURS 12
- Prerequisite or corequisite: NURS 13
- Acceptable for credit: CSU

Theory and guided practice in working with other nursing and health-team members in providing comprehensive care of infants and children in pediatric hospital settings. Clinical experience focuses on assuming responsibility for planning, implementing and evaluating nursing care of patients using homeostasis as a base, and the nursing process as a tool for intervention. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

#### NURS 4A

##### Intermediate Medical-Surgical Nursing

- 4 units, 2 hours lecture, 6 hours laboratory (GR)
- Prerequisite: NURS 1, NURS 11, and NURS 12
- Prerequisite or corequisite: NURS 13
- Acceptable for credit: CSU

Theory and guided practice in working with nursing and health-team members in providing comprehensive care of adults in medical, surgical and geriatric clinical settings. Clinical experience focuses on assuming responsibility for planning, implementing and evaluating care of patients with increasingly complex levels of physical, social and emotional disruption and adaptation of homeostasis. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

#### NURS 4B

##### Psychiatric Nursing

- 4 units, 2 hours lecture, 6 hours laboratory (GR)
- Prerequisite: NURS 1, NURS 11, and NURS 12
- Prerequisite or corequisite: NURS 13
- Acceptable for credit: CSU

Theory and guided practice in working with nursing and health-team members to provide comprehensive care of adults in psychiatric clinical settings: Clinical experience focused on assuming responsibility for planning, implementing and evaluating care of patients with increasingly complex levels of physical, social and emotional disruption and adaptation of homeostasis. 1230.10

#### NURS 5

##### Advanced Medical-Surgical Nursing: Disruption in Homeostasis

- 9 units, 4 hours lecture, 15 hours laboratory (GR)
- Prerequisite: NURS 3A, NURS 3B, NURS 4A, NURS 4B, and NURS 14
- Corequisite: NURS 10
- Acceptable for credit: CSU

Introduction to advanced medical-surgical nursing: Clinical practices for critically ill patients with disruption in homeostasis; study of illness and patient care management; development of leadership skills applicable to clinical settings. 1230.10

#### NURS 10

##### Leadership and Management

- 1 unit, 1 hour lecture (GR)
- Corequisite: NURS 5
- Acceptable for credit: CSU

Examination of various leadership and management styles, health-care politics, and healthcare delivery systems: Examination of student nurse's own leadership style and evaluation of its effectiveness. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

**NURS 11****Ethics and Law**

- 1 unit, 1 hour lecture (GR)
- Corequisite: NURS 1 and NURS 12
- Acceptable for credit: CSU

Legal rights and ethical issues of patients and health care professionals: Legal and ethical issues confronting practicing nurses and the legal boundaries of nurse conduct; ethical issues include examination of values of patients and health care professionals, effect of culture on an individual's value system, and ethical conflicts; law portion covers legal issues encountered by nurses and methods of resolving them. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

**NURS 12****Calculation of Drug Dosages for Health Professionals**

- 1 unit, 1 hour lecture (GR)
- Prerequisite: MATH 201 or MATH 210D (or MATH 204B)  
Corequisite: NURS 1 and NURS 11
- Recommended preparation: Review and mastery of mathematical computations involving fractions, decimals, ratios, percents, simple equations, proportions, and systems of measurement before entrance into the program.
- Acceptable for credit: CSU

Calculation of the correct amount of prescribed medication and fluids to be given to patients: Weights and measures used in the prescription and administration of medications, and the ability to use mathematical skills in calculating medication dosages. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

**NURS 13****Pharmacology in Nursing**

- 3 units, 3 hours lecture (GR)
- Prerequisite: NURS 1
- Acceptable for credit: CSU

Description and study of general and specific classes of drugs: Mechanisms of their actions, interactions, symptoms of toxicity, and common drugs in each group; and state and federal drug legislation. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

**NURS 14****Nutrition and Diet Therapy in Nursing**

- 2 units, 2 hours lecture (GR)
- Prerequisite: NURS 1
- Acceptable for credit: CSU

Basic principles of human nutrition and fundamentals of diet therapy: Nutrients, their function and food sources, and problems of excess and deficiency; dietary guidelines for health promotion and disease prevention; screening for nutritional risk, assessment of dietary needs, care planning, modified needs of the life cycle, and dietary modifications for common and uncommon health conditions. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

**NURS 260A****Nursing Skills Lab**

- .5-1 unit, 1.5-3 hours laboratory (P/NP)
- Open-entry/open-exit
- A student is permitted to enroll in this class as many times as necessary to complete the entire curriculum of the course once.

Nursing skills lab for AD Nursing students to practice and improve skills in a self-paced, controlled environment: Focus on nursing diagnosis and nursing care plans, vital signs, infection control/ asepsis (basic hygiene and dressing changes), communication techniques, patient safety and comfort, medications; feeding techniques. 1230.10

**NURS 260B****Nursing Skills Lab**

- .5-1 unit, 1.5-3 hours laboratory (P/NP)
- Open-entry/open-exit
- A student is permitted to enroll in this class as many times as necessary to complete the entire curriculum of the course once.

Nursing skills lab for AD Nursing students to practice and improve skills in a self-paced, controlled environment: Focus on review of physical assessment skills; fluids, elimination, mobility, nasogastric tube insertion, case studies. 1230.10



# Nutrition and Dietetics (NUTR)

The Nutrition and Dietetics Program serves those who wish to train for a career in the nutrition and dietetics field, those who wish to prepare for transfer to a four-year institution, and those who are currently employed in an agency providing nutrition/dietetics services desirous of training for career advancement or certification as Dietetic Technicians or Certified Dietary Managers. The program is dedicated to fostering a learning environment that provides the healthcare community with culturally- diverse dietetic practitioners with excellent training, ethics and professionalism. The program also supports the lifelong academic and professional success of every student regardless of race, national origin or economic status, and contributes to institutional success by preparing students to successfully complete their training, find employment, be responsive to community needs, and become active leaders and mentors in the field of dietetics.

There are **three** majors in the Nutrition and Dietetics Program: the **Associate in Science for Transfer (AS-T) in Nutrition and Dietetics degree**, **Associate in Science in Dietetic Technology (AS) degree** and the **Certificate of Achievement in Dietary Manager**.

Those completing the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T Nutrition and Dietetics) with minimum GPAs will be able to transfer to California State University (CSU) campuses that will prepare them for a variety of careers such as community nutrition specialist, teaching nutrition education, working as a Dietitian in a hospital setting, or becoming a Registered Dietitian through the Academy of Nutrition and Dietetics. In addition, students may choose to pursue advanced study in a variety of graduate programs after receiving their baccalaureate degree. With a baccalaureate degree in Nutrition and Dietetics or similar baccalaureate degree, students are eligible to apply for a dietetic internship through the Academy of Nutrition and Dietetics to become a Registered Dietitian. To qualify for the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T Nutrition and Dietetics), students are required to complete 60 semester units transferable to a CSU.

To qualify for the **Associate in Science in Dietetic Technology** degree, students must satisfactorily complete the Degree Major requirements and the local AA/AS General Education requirements. Some courses in this major also satisfy the General Education requirements. To qualify for the Certificate of Achievement in Dietary Manager (Dietetic Service Supervisor), students must satisfactorily complete the Certificate of Achievement requirements specified for that major. Both programs have been approved by national profession organizations or state certification programs. The Dietary Manager Program is approved by the National Association of Nutrition & Foodservice Professionals (ANFP) and the Dietary Manager/ Dietetic Service Supervisor Program is approved by the State of California Department of Public Health (CDPH), Licensing and Certification Program. The Dietetic Technology Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND/AND).

## Eligibility/Admission Requirements for Dietary Manager (DM) and Dietetic Technician (DT) Field Placement/Internship Programs:

1. A recent (within 6 months) physical examination certifying good physical health, a negative TB screening, immunization history, and verification of a clear background check must be satisfactorily completed, at the student's own expense, and results submitted at the application orientation meeting held at the beginning of May for the Fall semester and in December for the Spring semester.
2. Active email account.
3. Prerequisite courses in Nutrition and Dietetics must be completed before applying for admission into the Dietary Manager or the Dietetic Technician Field Placement/Internship programs.
  - Nutrition and Dietetics major courses must be completed with a grade of "C" or better.
  - NUTR 1 is highly recommended. This course is a survey of the various professions in nutrition and dietetics, including academic requirements, job opportunities, and program details. Students' coursework from previous institutions is discussed and evaluated in this course which is helpful to the student in developing a Student Educational Plan (see Step 6 in Eligibility/ Admission Requirements).
  - NUTR 10, 12, 30, 31, and 32 must be taken prior to applying to the field placement/ internship program. This coursework must be current and have been taken within the last seven (7) years.
  - NUTR 31 or 32 (one course only) may be taken concurrently with NUTR 70A/71A.  
*Transcript evaluation: Upon admission to the college, students should obtain an Initial Evaluation Request Form from the college's Admissions and Records Office for courses completed at other colleges or universities. Go to the Academy of Nutrition and Dietetics (AND) website, [www.eatright.org](http://www.eatright.org), for a list of agencies that are accepted to evaluate foreign transcripts for Nutrition and Dietetics.*
4. Two sets of official transcripts from all colleges outside of the Peralta District must be on file: One set to the District Admission and Records Office, and one set to the Nutrition and Dietetics Department at Merritt College. Coursework taken at a Peralta College is available already; therefore, it is not necessary to send transcripts for coursework completed in the Peralta Community College District.
5. Develop a Student Educational Plan (SEP).



**Nutrition and Dietetics (NUTR)**

**Merritt College offers the following degree and certificate programs in Nutrition and Dietetics:**

<b>Dietary Manager</b>	<ul style="list-style-type: none"><li>• Certificate of Achievement</li></ul>
<b>Dietetic Technology</b>	<ul style="list-style-type: none"><li>• Associate in Science (AS) Degree</li></ul>
<b>Nutrition and Dietetics</b>	<ul style="list-style-type: none"><li>• Associate in Science for Transfer (AS-T) Degree</li></ul>

## Dietary Manager Certificate of Achievement

### DESCRIPTION



The Dietary Manager program is designed for those with food-service and cooking experience who seek advancement into management positions, especially in the healthcare field. Completion of this program qualifies one for employment in a long-term healthcare facility as a Dietetic Service Supervisor (DSS designation, State of California Department of Public Health). It also qualifies the graduate to apply for certification with the national Dietary Managers Association as a Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP). A Certificate of Achievement in Dietary Manager (Dietetic Service Supervisor) will be awarded upon satisfactory completion of the major course requirements

### CAREER OPPORTUNITIES

Career opportunities may include food service manager, first-line supervisors of food preparation and serving workers, and cooks in institutions and cafeterias.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Communicate with staff and clients in a professional and culturally sensitive manner.
2. Display effective dietary manager skills.
3. Provide and maintain the highest level of personal ethical behavior.
4. Utilize up-to-date, evidence-based practices in the field of dietary management.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
NUTR 10	Nutrition	4
NUTR 12	Nutrition and Disease	3
NUTR 30	Sanitation and Safety	2
NUTR 31	Food-Production Systems	3
NUTR 32	Supervision and Training	3
NUTR 70A	Seminar in Supervised Practice, Level A	2
NUTR 70B	Rotations in Supervised Practice, Level A	2
<b>Total Units</b>		<b>19</b>

**Dietary Manager** Certificate of Achievement**RECOMMENDED COURSE SEQUENCE**

Students can use the following pattern to complete a Dietary Manager Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester</b>		
NUTR 10	Nutrition	4
NUTR 30	Sanitation and Safety	2
NUTR 32	Supervision and Training	3
<b>1st Semester Units</b>		<b>9</b>
<b>2nd Semester</b>		
NUTR 12	Nutrition and Disease	3
NUTR 31	Food-Production Systems	3
<b>2nd Semester Units</b>		<b>6</b>
<b>3rd Semester</b>		
NUTR 70A	Seminar in Supervised Practice, Level A	2
NUTR 71A	Rotations in Supervised Practice, Level A	2
<b>3rd Semester Units</b>		<b>4</b>
<b>Total Units</b>		<b>19</b>

## Dietetic Technology Associate in Science (AS) Degree

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### DESCRIPTION



The Dietetic Technology Associate in Science Degree program provides training for Dietetic Technicians, who work cooperatively with Registered Dietitians. The Dietetic Technician is certified by the Academy of Nutrition and Dietetics to screen clients for nutritional risk, and assist in assessing dietary needs, implementing care plans, and supervising food production and service. The Dietetic Technician, trained in food and nutrition, is an integral member of the healthcare, business and industry, public health, food service and research team.

To qualify for the Associate in Science in Dietetic Technology degree, students must satisfactorily complete the degree major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS degree requirements.

### CAREER OPPORTUNITIES

Career opportunities may include food service manager, dietetic technician, first-line supervisors of food preparation and serving workers, and nutrition assistants in institutions and cafeterias.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Utilize up-to-date, evidence-based practices in the field of nutrition and dietetics.
2. Effectively communicate within the professional environment utilizing various verbal, written methods and electronic based technology.

**Dietetic Technology** Associate in Science (AS) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
NUTR 10	Nutrition	4
NUTR 12	Nutrition and Disease	3
NUTR 30	Sanitation and Safety	2
NUTR 31	Food-Production Systems	3
NUTR 32	Supervision and Training	3
NUTR 70A	Seminar in Supervised Practice, Level A	2
NUTR 70B	Seminar in Supervised Practice, Level B	3
NUTR 70C	Seminar in Supervised Practice, Level C	3
NUTR 71A	Rotations in Supervised Practice, Level A	2
NUTR 71B	Rotations in Supervised Practice, Level B	2
NUTR 71C	Rotations in Supervised Practice, Level C	2
BIOL 24*	Basic Human Anatomy and Physiology	4
HLTOC 201	Medical Terminology I	2
*BIOL 24 Fulfills both 4 units of major requirements and 4 units of general education requirements		
<b>Required General Education Courses</b>		
<b>Area 2 - Social and Behavioral Sciences</b> <i>Select one Psychology or Sociology course for 3 units</i>		3
<b>Area 3 - Humanities</b> <i>Select one course for 3 units</i>		3
<b>Area 4 - Language and Rationality</b>		
ENGL 1A	Composition and Reading	4
	Select one course in Area 4b (Mathematics)	3
	Select one course in Area 4c (Computer Literacy)	1
	Select one course in Area 4d (Oral or Written Communication, or Literature)	3
<b>Area 5 - Ethnic Studies</b> <i>Select one course for 3 units</i>		3
<b>Elective Courses</b> <i>Select 3 units of degree-applicable courses</i>		3
<b>Major Requirements</b>		<b>38</b>
<b>Total Units</b>		<b>60</b>

**Dietetic Technology** Associate in Science (AS) Degree**RECOMMENDED COURSE SEQUENCE**

Students can use the following pattern to complete an Associate in Science in Computer Science degree. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>1st Semester (Fall)</b>		
NUTR 10	Nutrition	4
NUTR 30 <sup>1</sup>	Sanitation and Safety	2
NUTR 32 <sup>1</sup>	Supervision and Training	3
General Education Area 4b (Mathematics) Course(s)		3
<b>1st Semester Units</b>		<b>12</b>
<b>2nd Semester (Spring)</b>		
NUTR 12	Nutrition and Disease	3
NUTR 31	Food-Production Systems	3
BIOL 24	Basic Human Anatomy and Physiology	4
HLTOC 201	Medical Terminology I	2
General Education Area 4a (English Composition) Course(s)		3
<b>2nd Semester Units</b>		<b>15</b>
<b>3rd Semester (Fall)</b>		
NUTR 70A	Seminar in Supervised Practice, Level A	2
NUTR 71A	Rotations in Supervised Practice, Level A	2
General Education Area 2 (Social and Behavioral Sciences) Course(s)		3
General Education Area 3 (Humanities) Course(s)		3
General Education Area 4d (Oral or Written Communication, or Literature) Course(s)		3
<b>3rd Semester Units</b>		<b>13</b>
<b>4th Semester (Spring)</b>		
NUTR 70B	Seminar in Supervised Practice, Level B	3
NUTR 71B	Rotations in Supervised Practice, Level B	2
General Education Area 5 (Ethnic Studies) Course(s)		3
<b>4th Semester Units</b>		<b>8</b>
<b>5th Semester</b>		
NUTR 70C	Seminar in Supervised Practice, Level C	3
NUTR 71C	Rotations in Supervised Practice, Level C	2
Elective Course(s)		3
<b>5th Semester Units</b>		<b>8</b>
<b>Units That May Double Counted for General Education</b>		<b>4</b>
<b>Total Units</b>		<b>60</b>

<sup>1</sup> Only offered in fall semester.

## Nutrition and Dietetics Associate in Science for Transfer (AS-T) degree

### DESCRIPTION

The Nutrition and Dietetics Associate in Sciences for Transfer (AS-T) degree prepares students to function in a variety of nutrition, public health and clinical settings and is for students who seek to transfer to a CSU institution or to prepare for a career in nutrition and dietetics by meeting the requirements to work in a variety of health and wellness settings.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AS-T degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
  - c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

See the Transfer Information section of this catalog for more information on AS-T overall requirements and CSU GE-Breadth or IGETC.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

### CAREER OPPORTUNITIES

Those completing the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T Nutrition and Dietetics) will be able to transfer to CSU campuses that will prepare them for a variety of careers in nutrition and dietetics such as community nutrition specialist, teaching nutrition education, working as nutrition assistant in a hospital setting, or becoming a Registered Dietitian through the Academy of Nutrition and Dietetics. In addition, students may choose to pursue advanced study in a variety of graduate programs after receiving their baccalaureate degree. With a baccalaureate degree in Nutrition and Dietetics or similar baccalaureate degree, students are eligible to apply for a dietetic internship through the Academy of Nutrition and Dietetics to become a Registered Dietitian.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Communicate with clients and colleagues in a professional and culturally sensitive manner.
2. Provide and maintain the highest level of personal ethical behavior.
3. Utilize up-to-date, evidence-based practices in the field of nutrition and dietetics.
4. Communicate effectively orally, and in writing, in a health care or community nutrition environment, whether working with children, families or seniors.
5. Advocate within the community for continued support of health and nutrition.

**Nutrition and Dietetics** Associate in Science for Transfer (AS-T) degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
BIOL 3	Microbiology	5
CHEM 1A	General Chemistry	5
NUTR 10	Nutrition	4
NUTR 31	Food-Production Systems	3
PSYCH 1A	Introduction to General Psychology	3
<b>Major Elective Courses</b>		
<b>Group A</b> <i>Select two courses for 9-10 units from the following:</i>		
BIOL 2*	Human Anatomy	5
or		
BIOL 4*	Human Physiology	5
CHEM 12A**	Organic Chemistry	5
MATH 13	Introduction to Statistics	4
<b>Total Units for the Major</b>		<b>29-30</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>10-15</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>3-7</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

\* Only one course from BIOL 2 or BIOL 4 can be taken to fulfill the degree major requirements. Students taking BIOL 2 or BIOL 4 must also take MATH 13 or CHEM 12A to fulfill the requirements.

\*\* CHEM 12A requires CHEM 1A and CHEM 1B as prerequisites.



## Nutrition

### CREDIT

#### NUTR 1

##### Survey of Nutrition and Dietetics

- 1 unit, 1 hour lecture (GR or P/NP)
- Acceptable for credit: CSU

Exploration of the professional scope of practice and career and educational opportunities in the nutrition and dietetics field: History of the profession; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning and development of a career portfolio. 1306.00

#### NUTR 10

##### Nutrition

- 4 units, 4 hours lecture (GR or P/NP)
- Not open for credit to students who have completed or are currently enrolled in BIOL 28 or BIOL 31.
- Acceptable for credit: CSU, UC

Basic principles of human nutrition: Nutrients, their function and food sources, metabolism, problems of excess and deficiency; dietary guidelines for health promotion, disease prevention, weight management, and lifecycle nutrition. 1306.60

AA/AS GE Area 4c, CSU GE Breadth Area E

#### NUTR 12

##### Nutrition and Disease

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: NUTR 10, BIOL 28, or BIOL 31
- Acceptable for credit: CSU, UC

Fundamentals of nutrition needs for common and uncommon health conditions/diseases including lifecycle variations, diabetes, cancer, kidney disease, liver disease: Review of the Nutrition Care Process (NCP), scope of practice, screening for nutritional risk, assessment of dietary needs, medical nutrition therapy interventions, modified diets, meal planning, and menu writing. 1306.60

CSU GE Area E

#### NUTR 30

##### Sanitation and Safety

- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Basic principles of sanitation and safety in the purchasing, storage, and preparation of food from a management perspective: Emphasis on the principles of Hazard Analysis Critical Control Point (HACCP) as applied to a healthcare food-production system, including accident prevention, crisis management, and current regulations. 1306.60

#### NUTR 31

##### Food-Production Systems

- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/ NP)
- Acceptable for credit: CSU

Functions of institutional food-service operations and production: Menu development and standardization; forecasting, purchasing, storage, preparation and service; staffing, equipment selection and maintenance; evaluation of the foodservice system; medical diets including texture and nutrient modifications; information technology in food-service settings including budgeting, cost/inventory control, nutritional analysis, recipe development, forecasting, menu production; and selecting or upgrading systems software. 1306.60

#### NUTR 32

##### Supervision and Training

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

Fundamentals of supervision and training in the nutrition and dietetics field: Human relations (communication, leadership, direction), operations management (laws, regulations, policies and procedures), institutional development (planning, marketing, evaluation), and professional development (ethics, career planning, portfolio development). 1306.60

#### NUTR 70A

##### Seminar in Supervised Practice, Level A

- 2 units, 2 hours lecture (GR)
- Prerequisite: NUTR 10, NUTR 12, NUTR 30, NUTR 31, and NUTR 32
- Corequisite: NUTR 71A
- Acceptable for credit: CSU

Advanced study of the specific competencies required of the Dietary Manager and Dietetic Technician in a healthcare or community setting: Assessment, development, practicum, and evaluation of individual skills in nutrition therapy, sanitation, supervision, food production, delivery, and service. 1306.20

#### NUTR 70B

##### Seminar in Supervised Practice, Level B

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: NUTR 10, NUTR 12, NUTR 30, NUTR 31, NUTR 32, NUTR 70A, NUTR 71A
- Corequisite: NUTR 71B
- Acceptable for credit: CSU

Advanced study of the specific competencies required of the Dietetic Technician in a healthcare or community setting: Assessment, development, practicum, and evaluation of individual dietary skills. Focuses on clinical skills in a healthcare facility and public health nutrition skills in a community site. 1306.60

**NUTR 70C****Seminar in Supervised Practice, Level C**

- 3 units, 3 hours lecture (GR or P/NP)
- Corequisite: NUTR 71C
- Acceptable for credit: CSU

Advanced study of the specific competencies required of the Dietetic Technician in a healthcare or community setting: Assessment, development, practicum, and evaluation of individual dietary skills. Focuses on advanced clinical skills in an acute-care facility and management skills in dietetics. 1306.60

**NUTR 71A****Rotations in Supervised Practice, Level A**

- 2 units, 6 hours laboratory (GR)
- Corequisite: NUTR 70A
- Acceptable for credit: CSU

Supervised application of dietetic principles: Total of 150 hours in a healthcare facility and a community site to practice public health competencies.

**NUTR 71B****Rotations in Supervised Practice, Level B**

- 2 units, 6 hours laboratory (GR or P/NP)
- Corequisite: NUTR 70B
- Acceptable for credit: CSU

Supervised application of dietetic principles: Total of 150 hours in a healthcare facility and a community site to practice public health competencies. 1306.60

**NUTR 71C****Rotations in Supervised Practice, Level C**

- 2 units, 6 hours laboratory (GR or P/NP)
- Corequisite: NUTR 70C
- Acceptable for credit: CSU

Supervised application of dietetic principles: Total of 150 hours in a healthcare facility and a community site to practice public health competencies. 1306.60



## Paralegal Studies (PARLG)

The Paralegal Studies Program provides students with the education, skills, knowledge and training to enable them to perform as top-level paralegals in the legal community. Students are trained to perform various legal tasks and provide staff support for attorneys in law offices or legal environments, including conducting research, drafting legal documents, preparing attorneys for trial/depositions and other legal tasks.

The Paralegal Studies department offers an Associate in Arts (AA) Degree in Paralegal Studies. Upon program completion, students will be prepared for the law office work environment with the knowledge to effectively communicate and interface with attorneys; have a basic understanding of law and the legal profession, the state and federal court structure, and the justice system; and understand the areas of substantive law, including Family Law, Criminal Law, Tort Law, Estate Planning and Probate Procedure, Legal Research and Business Law.

### Merritt College offers the following degree and certificate programs in Paralegal Studies:

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#### Paralegal Studies

- Associate in Arts (AA) Degree
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## Paralegal Studies Associate in Arts (AA) Degree

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### DESCRIPTION



There is a growing need for trained paralegals who know substantive law and administrative procedures required by the law and the court systems. The paralegal performs various legal tasks under the supervision of attorneys, including conducting legal research and drafting legal documents. Paralegals provide staff support for attorneys in a law office or in a legal setting. Many of these tasks are done by attorneys; however, under the law, they could be provided by paralegals under the supervision of an attorney.

The Associate in Arts degree in Paralegal Studies will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

### CAREER OPPORTUNITIES

This program leads to career opportunities as a paralegal.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Draft various legal documents including motions, complaints, answers, discovery requests, declarations, legal forms, and other legal documents.
2. Conduct legal research using online research methods, such as Lexis and the Internet, as well as legal books.
3. Perform effective legal analysis and communicate effectively through oral communication and written documents.
4. Communicate effectively with attorneys, clients, and other persons, including but not limited to effectively interviewing clients and witnesses.
5. Assist attorneys in and demonstrate knowledge of particular areas of law, including criminal law, tort law, family law, business law and estate planning, and probate procedures.

**Paralegal Studies** Associate in Arts (AA) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
PARLG 1	Law and the Legal Profession	3
PARLG 6	Legal Research	3
PARLG 8	Introduction to Civil Procedure and Litigation Practice	3
PARLG 11	Advanced Legal Research and Writing	3
ENGL 1A*	Composition and Reading	4
or		
ENGL 100**	College Composition and Reading	4
*ENGL 1A is required for transfer.		
**ENGL 100 does not meet English composition transfer requirements;		
<b>Major Elective Courses</b>		
<i>Select courses for 11-12 units from the following:</i>		
PARLG 4	Law Office Management	2
PARLG 9	Introduction to Tort Law	3
PARLG 10	Family Law	3
PARLG 12	Estate Planning and Probate Procedure	3
PARLG 15	Criminal Law	3
PARLG 16	Seminar in Paralegal Studies Internship	1
BUS 2	Introduction to Business Law	3
COPED 474A***	Occupational Work Experience in Paralegal Studies	1-4
*** Maximum of 3 units can be applied to the Certificate of Achievement.		
<b>Recommended Courses</b>		
ADJUS 22	Concepts of Criminal Law	(3)
BUS 1A	Financial Accounting	(4)
ENGL 5	Critical Thinking in Reading and Writing	(3)
PHIL 1	Introduction to Philosophy	(3)
POSCI 1	Government and Politics in the United States	(3)
<b>Major Requirements</b>		<b>27 - 28</b>
<b>Total Units</b>		<b>60</b>

**Note:** To qualify for the Paralegal Studies Associate in Arts degree, students must satisfactorily complete the major requirements specified above and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements.

## Paralegal Studies

### CREDIT

#### PARLG 1

##### Law and the Legal Profession

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Introduction to basic legal concepts, structure, and procedures of the American court system: Examination of theories and sources of the law, including torts, contracts, criminal and constitutional law; emphasis on the practical role of the paralegal within the legal system. 1402.00

#### PARLG 4

##### Law Office Management

- 2 units, 2 hours lecture (GR)
- Acceptable for credit: CSU

Operation and organization of a law office: Structure, procedures, systems, organizational theory, personnel administration, and law office equipment. 1402.00

#### PARLG 6

##### Legal Research

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Legal research tools and materials: Law library, computerized legal research techniques, locating and utilizing source of state and federal law, public records; organization and management of law office library; preparation of legal bibliography; citation form and cite checking; preparation of legal memoranda, and other written assignments in conjunction with legal research problems. 1402.00

#### PARLG 8

##### Introduction to Civil Procedure and Litigation Practice

- 3 units, 3 hours lecture (GR)
- Prerequisite: PARLG 1 and PARLG 6
- Acceptable for credit: CSU

California and federal rules of civil procedure, and litigation practice from the beginning of the lawsuit through the end of a lawsuit: Initial pleadings, responsive pleadings, motions, discovery requests, pretrial, trial and post-trial practice, and settlement. 1402.00

#### PARLG 9

##### Introduction to Tort Law

- 3 units, 3 hours lecture (GR)
- Prerequisite: PARLG 1 and PARLG 6
- Acceptable for credit: CSU

Analysis and examination of tort law: Negligence, intentional torts, strict liability, product liability, defamation and other torts; and analysis of the facts of a particular client's case to determine whether they have a valid case/cause of action. 1402.00

#### PARLG 10

##### Family Law

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

California family law: Dissolutions/divorces, legal separations, adoptions, paternity, termination of parental rights, spousal support, child support, child custody, and other interspousal rights and obligations. 1402.00

#### PARLG 11

##### Advanced Legal Research And Writing

- 3 units, 2 hours lecture, 3 hours laboratory (GR)
- Prerequisite: PARLG 1 and PARLG 6
- Acceptable for credit: CSU

Systematic approach to learning legal problem analysis and organization for written and oral communication: Drafting legal documents and letters and developing listening skills and interviewing techniques. 1402.00

#### PARLG 12

##### Estate Planning and Probate Procedures

- 3 units, 3 hours lecture (GR)
- Prerequisite: PARLG 1 and PARLG 6
- Acceptable for credit: CSU

Wills, trusts, probate procedure, and estate administration: Purpose and need for a will; the distinction between wills and trusts; process and procedure of estate administration; duties of personal representative, including drafting and identifying all forms required for probate and estate administration. 1402.00

#### PARLG 15

##### Criminal Law

- 3 units, 3 hours lecture (GR)
- Prerequisite: PARLG 1 and PARLG 6
- Acceptable for credit: CSU

Analysis and examination of criminal law and criminal procedure: Elements of crimes; crimes against the person; crimes against property; crimes against the public; defenses to crimes, searches, seizures, arrests, interrogation; pretrial practice; trial; sentencing; and appeals. 1402.00

#### PARLG 16

##### Seminar in Paralegal Studies Internship

- 1 unit, 1 hour lecture (GR or P/NP)
- Prerequisite: PARLG 6
- Corequisite: COPED 474A, PARLG 8, and PARLG 11
- Recommended preparation: PARLG 1
- Acceptable for credit: CSU

Study of the specific competencies required of the student in the Paralegal Studies Internship program: Assessment, development, practicum, and evaluation of individual skills in a paralegal setting. Course accompanies COPED 474A, Occupational Work Experience in Paralegal Studies, and provides students with the additional tools needed to have a successful and productive internship experience. 1402.00

**PARLG 49****Independent Study in Paralegal Studies**

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Paralegal Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog.

1402.00

# Philosophy (PHIL)

The goal of the Philosophy Department is to familiarize students with the study of fundamental questions that arise from different areas of human experience through an integrated approach. The Philosophy discipline encompasses such areas as religion and history, as well as expression, such as painting, sculpture, architecture, photography, film, the performing arts, music, theater, dance, poetry and prose.

Career options include teaching, counseling, law, work within a hospital or business ethics organization, politics and political activism, and computer science.

## CREDIT

### PHIL 1

#### Introduction to Philosophy

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

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00

AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 3B

C-ID: PHIL 100

### PHIL 2

#### Social and Political Philosophy

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

Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mill), and appropriate contemporary philosophers. 1509.00

AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 3B

### PHIL 10

#### Logic

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

Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00

AA/AS GE Area 3; CSU GE Breadth Area A3

### PHIL 49

#### Independent Study in Philosophy

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Philosophy. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1509.00



# Physics (PHYS)

The Physics Department offers lower-division college physics courses for students planning to transfer to four-year colleges or to apply to professional certificate programs in the various fields of allied health.

## CREDIT

### PHYS 2A

#### General Physics

- 5 units, 4 hours lecture, 3 hours laboratory (GR)
- Prerequisite: MATH 50
- Acceptable for credit: CSU, UC

Comprehensive study of general physics: Mechanics, properties of matter, thermodynamics, heat, wave motion, and sound. 1902.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

### PHYS 2B

#### General Physics

- 5 units, 4 hours lecture, 3 hours laboratory (GR)
- Prerequisite: PHYS 2A
- Acceptable for credit: CSU, UC

Comprehensive study of general physics: Light, optics, electricity, magnetism, atomic physics, and modern physics. 1902.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

### PHYS 4A

#### General Physics with Calculus

- 5 units, 4 hours lecture, 3 hours laboratory (GR)
- Prerequisite: MATH 3A
- Prerequisite or corequisite: MATH 3B
- Recommended preparation: PHYS 10
- Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: PHYS 205; PHYS 200 S (with PHYS 4B + PHYS 4C)

### PHYS 4B

#### General Physics with Calculus

- 5 units, 4 hours lecture, 3 hours laboratory (GR)
- Prerequisite: PHYS 4A and MATH 3B
- Prerequisite or corequisite: MATH 3C
- Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: PHYS 210; PHYS 200 S (with PHYS 4A + PHYS 4C)

### PHYS 4C

#### General Physics with Calculus

- 5 units, 4 hours lecture, 3 hours laboratory (GR)
- Prerequisite: PHYS 4B and MATH 3C
- Prerequisite or corequisite: MATH 3E and MATH 3F
- Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: PHYS 215; PHYS 200 S (with PHYS 4A + PHYS 4B)

### PHYS 10

#### Introduction to Physics

- 4 units, 4 hours lecture (GR)
- Recommended preparation: MATH 201, MATH 202, or MATH 210D
- Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C.
- Acceptable for credit: CSU, UC

Elementary study of major topics of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00

AA/AS GE Area 1; CSU GE Breadth Area B1; IGETC Area 5A

### PHYS 10L

#### Introduction to Physics Laboratory

- 1 unit, 3 hours laboratory (GR or P/NP)
- Prerequisite or corequisite: PHYS 10
- Recommended preparation: MATH 201 or MATH 202 or MATH 210D
- Not open for credit to students who have completed or are currently enrolled in PHYS 2A or B, or PHYS 3A, or B or PHYS 4A, B or C.
- Acceptable for credit: CSU, UC

Practical application of basic concepts and principles of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00

### PHYS 49

#### Independent Study in Physics

- .5 - 5 units, .5 - 5 hours lecture (GR)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Physics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1902.00

# Political Science (POSCI)

Political Science provides an understanding of political concepts and the organization and functioning of political systems and provides students with the skills and abilities to understand political theories. Political Science enables students to become responsible and effective participants in political communities at local, state, or national levels. Students develop the skills to participate actively and effectively in the process of community building.

Career opportunities include work in local, state, federal and international government; legal, diplomatic and humanitarian professions, business; and in education.

## CREDIT

### POSCI 1

#### Government and Politics in the United States

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

Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00

AA/AS GE Area 2; CSU GE Breadth Area D; CSU American Institutions, Group 2, 3; IGETC Area 4H, IGETC American Institutions, Group 2, 3  
C-ID: POLS 110

### POSCI 2

#### Comparative Government

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

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4H

### POSCI 3

#### International Relations

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

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00

AA/AS GE Area 2; CSU GE Breadth Area D, American Institutions, Group 2; IGETC Area 4H

### POSCI 4

#### Political Theory

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

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies, relevance of theory to contemporary problems, and new approaches to political thought. 2207.00

### POSCI 5

#### American Politics and Minority Groups

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

Role and experience of ethnic groups in the American political system: Expression and resolution of political conflicts, contemporary political experiences, problems of selected ethnic groups, proposed solutions to these problems, and practical political techniques for the achievement of such solutions. 2207.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; CSU American Institutions, Group 2; IGETC Area 4C; IGETC American Institution, Group 2

# Psychology (PSYCH)

The Psychology Program offers an Associate in Arts for Transfer (AS-T) degree, with courses that emphasize the perspectives, concepts, theories and methodologies found in the disciplines that comprise study in the Social and Behavioral Sciences. Students study about themselves and others as members of a larger society. Topics of discussion stimulate critical thinking about the ways people act in response to societies. Students also evaluate how societies and social subgroups operate.

## Merritt College offers the following degree program in Psychology:

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### Psychology

- Associate in Arts for Transfer (AA-T) Degree
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## Psychology Associate in Arts for Transfer (AA-T) Degree

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### DESCRIPTION

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AA-T degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
  - a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
  - c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Communicate with clarity and precision using oral, nonverbal, and/or written language, regarding the theoretical, research, knowledge base and applied practice of the field of psychology.
2. Show understanding of how the brain and body are related to the psychological functioning of the individual.
3. Apply their knowledge of psychology to understanding and supporting the psychological development of multicultural populations.

**Psychology** Associate in Arts for Transfer (AA-T) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
MATH 13	Introduction to Statistics	4
<b>Major Elective Courses</b>		
<b>Group A</b> <i>Select one courses for 3-4 units from the following:</i>		
BIOL 10	Introduction to Biology	4
BIOL 25	Human Biology	3
<b>Group B</b> <i>Select one courses for 3 units from any Group A course not already used or the following:</i>		
CHDEV 51	Child Growth and Development	3
PSYCH 6	Social Psychology	3
SOC 1	Introduction to Sociology	3
<b>Group C</b> <i>Select one courses for 3 units from any Group A or B course not already used or the following:</i>		
PSYCH 10	Psychology and Life: Basic Principles	3
PSYCH 12	Human Sexuality	3
PSYCH 24	Abnormal Psychology	3
PSYCH 31	Latino Psychology	3
PSYCH 33	Personal and Social Adjustment	3
<b>Total Units for the Major</b>		<b>19-20</b>
<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <i>not</i> be exceeded)		<b>12-19</b>
<b>General Education</b> (CSU-GE or IGETC) <b>Units</b>		<b>37-39</b>
<b>Elective</b> (CSU Transferable) <b>Units</b>		<b>13-21</b>
<b>Total Degree Units</b> (maximum)		<b>60</b>

# Psychology

## CREDIT

### PSYCH 1A

#### Introduction to General Psychology

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

Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D, E; IGETC Area 4I

C-ID: PSY 110

### PSYCH 6

#### Social Psychology

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

Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4I

C-ID: PSY 170

### PSYCH 10

#### Psychology and Life: Basic Principles

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Basic principles of psychology and recent research developments: Contemporary psychological issues pertaining to individuals and their interactions. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4

### PSYCH 12

#### Human Sexuality

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as BIOL 27. Not open for credit to students who have completed or are currently enrolled in BIOL 27.
- Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Psychological, physiological, anatomical, sociological, legal, medical, educational, and cultural experiences of sex, gender, sexual orientations, birth control devices, and pregnancy, while emphasizing diversity. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D, E; IGETC Area 4I

C-ID: PSY 130

### PSYCH 24

#### Abnormal Psychology

- 3 units, 3 hours lecture (GR)
- Prerequisite: PSYCH 1A
- Acceptable for credit: CSU, UC

Survey of the major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4I

C-ID: PSY 120

### PSYCH 28

#### Introduction to Research Methods in Psychology

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: MATH 13 and PSYCH 1A
- Acceptable for credit: CSU, UC

Introduction to research methods for psychology: Research design, experimental procedures; descriptive methods, instrumentation, collection, analysis, and reporting of research data, review of research design and methodology in various sub-disciplines of psychology. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4I

C-ID: PSY 200

### PSYCH 31

#### Latino Psychology

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

Introduction to understanding the psychology of Latinos/as in the United States: Study of biological, psychological, environmental, and cultural factors that impact and shape the behavior of Latino groups living in the U.S. 2001.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4C, 4I

### PSYCH 49

#### Independent Study in Psychology

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Psychology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2001.00



# Radiologic Science (RADSC)

**Merritt College offers the following degree and certificate programs in Radiologic Science:**

## Radiologic Science

- Certificate of Achievement
- Associate in Science (AS) Degree

### GENERAL INFORMATION

The purpose of the Radiologic Science Program at Merritt College is to prepare qualified practitioners for competency in the art and science of diagnostic medical imaging. Radiologic Technologists manipulate sophisticated technical equipment and computers to obtain detailed images of the human body. These images assist physicians in the diagnosis of injury and disease in the clinical environment.

#### The goals of the program are:

1. Students will be clinically competent.
2. Students will demonstrate effective communication skills.
3. Students will develop critical thinking and problem solving skills.
4. Students will demonstrate professionalism.

The curriculum includes a clinical practicum at various East Bay hospitals. This is a continuous program for the duration of 24 months. Students applying to the program must be prepared to make a full-time commitment (approximately 36 hours per week during daytime hours) for two full years, including summers. Upon successful completion of the required courses in the Radiologic Science Certificate of Achievement and Associate in Science Degree requirements (or equivalent), the student is eligible to take the American Registry of Radiologic Technologists examination required for certification and practice in the state of California.

Upon successful completion of the program and obtaining California certification, graduates will qualify for employment as Radiologic Technologists performing a wide variety of patient radiographic procedures in hospitals, clinics, and medical offices and imaging centers.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 ([www.jrcert.org](http://www.jrcert.org)), and regulated by the California Department of Public Health, Radiologic Health Branch, MS 7610, PO Box 997414, Sacramento, CA 95899-7414.

### APPLICATION PROCESS

#### Enrollment in the Program:

Enrollment in the program is every year in the Fall semester, by special application directly to the Radiologic Science Program. The application period is EVERY OTHER YEAR (even-numbered years) between January 15 and April 15. All courses used for consideration for enrollment in the program must be completed before the application deadline date. All supporting documents must be received no later than April 15 of the application year. Please be advised that due to the number of applications received by the program, qualified students generally remain on a wait list for 2-3 years before entry into the program.

#### A. Eligibility Requirements:

1. Completion of high school or GED test or equivalent (must provide proof).
2. Completion of all prerequisite courses prior to application with a "C" grade or better for each course and an overall GPA of 2.5 or better (for prerequisite courses only).
3. Prerequisite courses must be current within 7 years.
4. Completion of all General Education requirements for the Associate degree. Students with prior Associate degrees or higher meet this requirement. Due to the high volume of program applicants, students who have not met this requirement will not be enrolled in the program nor placed on the wait list.
5. Students must obtain medical clearance (at their own expense) and show proof of immunity to hepatitis, diphtheria, tetanus, polio, rubella, mumps, and chicken pox before enrolling in the program. A negative Tuberculosis screen (PPD skin test or chest X-ray) is also required.
6. Students must obtain a drug screen and background check (at their own expense) prior to enrolling in the program. Students with a history of illegal substance abuse and/or felony convictions, including abuse or fraud, may be excluded from participating in clinical education and from taking the ARRT licensing examination. Other types of offenses may also result in exclusion from clinical education (at the discretion of the clinical affiliate) and/or the licensing examination. Students with such histories are required to complete a pre-application review with the American Registry of Radiologic Technologists ([www.arrt.org](http://www.arrt.org), 651-687-0048 ext. 580). Students who are unable to obtain a provisional clearance with the ARRT will not be permitted to enter the program.

## Radiologic Science (RADSC)

### B. Application Procedures (Between January 15 and April 15 every other year [even- numbered years]):

After completion of the Prerequisite courses and General Education courses, applicants shall:

1. Request **two official sets** and **one unofficial set** of transcripts from all colleges attended outside of the Peralta Community College District. One set of unofficial transcripts from colleges within the Peralta Community College District are sufficient. One official set of non-Peralta transcripts should be sent directly to the Peralta Community College District Admissions and Records Office, 333 East 8th St., Oakland, CA 94606. Order two official sets and one unofficial set to be sent directly to you. Two official sets from each college must remain sealed to be submitted to the Radiologic Science program along with the application packet. The unofficial set is for review by the enrollment evaluator and the Counseling Department at Merritt College and may be opened and reviewed by the student. Transcripts sent directly to the Merritt College Radiologic Science program without accompanying application materials will not be retained.
2. Request one set of high school transcripts or provide proof of high school completion (a copy of the diploma or GED certificate, or equivalent). **This document must be submitted with the application packet; no exceptions made.**
3. Schedule an appointment during the application period (between January 15th and April 15th) with the Radiologic Science enrollment evaluator (see the Allied Health secretary in S343, or call (510) 436- 2422) for verification of the prerequisite courses and a record of General Education courses completed. Upon verification, the evaluator will complete a "Permit to Apply" form and give you an application. The completed "Permit to Apply" form and General Education verification will be forwarded directly to the Radiologic Science Program by the evaluator. Applicants are responsible for submitting the application, proof of high-school completion or GED, and transcripts from all colleges attended. **Application materials will not be considered for students who have unfinished prerequisite courses and/or have not completed ALL General Education requirements by the deadline date.**
4. Submit the complete application packet directly to the Radiologic Science Program. A complete application packet consists of: The Permit to Apply, a record of General Education coursework completed (verified and delivered by the evaluator), the completed application, assessment test scores to validate Math classes more than seven (7) years old, proof of high-school graduation (or equivalent), and two official (unopened) sets of transcripts from each college attended (including colleges in the Peralta Community College District). The application packet may be hand-delivered to the Allied Health Office in D102 on the Merritt campus, or mailed to the Merritt College Radiologic Science Program, 12500 Campus Drive, Oakland, CA 94619. **Incomplete application packets will not be considered.**

### C. CPR Certification/Medical Requirements:

After admission and prior to starting the program, the student shall provide proof of immunity to communicable diseases, medical screening, drug screening, background check, and current CPR (Basic Life Support for the Health Care Provider) certification. CPR and tuberculosis screening must be kept current throughout the length of the program.

### PREREQUISITE REQUIREMENTS:

Students must have completed the four prerequisite courses, with a grade of "C" or better on each course, before applying to the program. Additionally, the average GPA for the four prerequisites courses must be at least 2.5. All prerequisite courses must be current within seven (7) years. Old Math grades may be validated for currency by taking the Math Assessment test available by appointment through the Counseling Department.

#### The prerequisite courses include:

- A. RADSC 1A, Survey of Radiologic Science: This course may not be waived for any reason. It must be taken at Merritt College to qualify.
- B. MATH 203, Intermediate Algebra, or higher (equivalent course may be taken at other colleges): This course is required effective Fall 2009 unless the student has catalog rights to an earlier requirement. See section on "catalog rights" in the college catalog or see a counselor for more information.
- C. Anatomy and Physiology: This must be a two-semester course sequence with a minimum of 8 units total and include a lab (equivalent courses may be taken at other colleges). At Merritt College there are two options that qualify:
  - BIOL 20A and BIOL 20B (Human Anatomy and Physiology) (5 units each, 10 units total), OR BIOL 2 (Human Anatomy) and BIOL 4 (Human Physiology) (5 units each, 10 units total).

### HIGHLY RECOMMENDED PREPARATION:

Computer Proficiency Expectations: Students entering the program are expected to demonstrate proficiency using Microsoft Word, email, PowerPoint presentation software, and navigating the Internet. Students who are not proficient should see Item No. 1 below in Additional Recommended Preparation.

### ADDITIONAL RECOMMENDED PREPARATION:

The following specific coursework and experiences are recommended as preparation for the program. While not required for enrollment, completing these courses prior to entering may increase the likelihood of successful program completion.



## **Radiologic Science (RADSC)**

### **COURSEWORK:**

1. Introduction to Computer Information Systems (CIS 1 at Merritt College) or an equivalent course(s). The course or a combination of courses should result in proficiency in the use of Microsoft Word, PowerPoint presentation software, navigating the Internet, and e-mail.
2. Higher Mathematics (such as College Algebra, PreCalculus, or Calculus).
3. Physics such as Introduction to Physics, General Physics, or Physics of Radiation and/or Electro- magnetism.
4. Medical Terminology.
5. Professional or Business Communications.

Recommended coursework may satisfy some of the General Education requirements. Students should meet with a Merritt College counselor to plan accordingly.

### **EXPERIENCES**

1. Work experience (as an employee or volunteer) in a healthcare environment, preferably involving direct patient care.
2. Customer service experience (as an employee or volunteer) involving face-to-face contact and communication with the public.

### **STUDENT SELECTION PROCESS**

In the likely event that the number of qualified applicants exceeds the available program slots, a lottery will be used as a means of student selection. Qualified applicants on the wait list from the previous year are given priority for the current year's selection process. Detailed information regarding the status of the student selection process for a particular application period may be found on the Radiologic Science Program website and will be presented in the prerequisite course, RADSC 1A- Survey of Radiologic Science.

Depending on the number of clinical placements available at affiliate sites, the program accepts approximately 25 students per year. All applicants will be notified of acceptance status.

## Radiologic Science Certificate of Achievement

### DESCRIPTION



The Radiologic Science Certificate of Achievement is available to those who have already earned an Associate Degree or higher upon application to the program. The purpose of the Radiologic Science Program at Merritt College is to prepare qualified practitioners for competency in the art science of diagnostic medical imaging. Radiologic Technologists manipulate sophisticated technical equipment and computers to obtain detailed images of the human body. These images assist physicians in the diagnosis of injury and disease in the clinical environment.

Students participate in classroom instruction and clinical education in our affiliated hospitals throughout the East Bay. The Certificate will be awarded upon satisfactory completion of the prerequisite requirements and the certificate major requirements. Program graduates must take the American Registry of Radiologic Technologists' examination and obtain the California Department of Public Health Radiologic Technologist Certificate to qualify for employment in California.

### CAREER OPPORTUNITIES

Career opportunities in Radiologic Technology include Radiologic Technologist (RT), Computed Tomography Technologist (CT Technologist), Mammography Technologist, and Applications Specialist.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital work environment.
2. Communicate effectively with patients by taking appropriate histories, giving clear instructions, and providing information as needed.
3. Exercise critical thinking and problem solving skills by adapting radiologic procedures to individual patient needs and conditions.
4. Establish and maintain satisfactory professional relationships with other members of the health care team.
5. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
RADSC 1B	Introduction to Medical Imaging	2
RADSC 1C	Introduction to Medical Imaging Clinic	2.5
RADSC 2A	Radiographic Physics I	2
RADSC 2B	Radiographic Physics II	4
RADSC 2C	Digital Applications in Medical Imaging	4
RADSC 3A	Positioning I	4
RADSC 3B	Positioning II	4
RADSC 4A	Radiation Protection	2
RADSC 4B	Radiobiology	2
RADSC 5A	Patient Care I	3
RADSC 5B	Patient Care II	3
RADSC 6	Quality Management/Fluoroscopy	2.5
RADSC 7	Advanced Imaging Procedures	3
RADSC 8	Sectional Anatomy and Radiographic Pathology	4
RADSC 9A	Clinical Experience I	4
RADSC 9B	Clinical Experience II	4
RADSC 9C	Clinical Experience III	6
RADSC 9D	Clinical Experience IV	6
RADSC 9E	Clinical Experience V	6
RADSC 10A	Seminar	1.5
RADSC 10B	Seminar	1.5
<b>Total Units</b>		<b>71</b>

**Radiologic Science** Certificate of Achievement**RECOMMENDED TWO-YEAR COURSE SEQUENCE (6 SEMESTERS)**

Students can use the following pattern to complete a Certificate of Achievement in Radiologic Science. It maps a sequence of courses to help students complete their certificate. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>FIRST YEAR</b>		
<b>1st Semester (Fall)</b>		
RADSC 1B	Introduction to Medical Imaging	2
RADSC 1C	Introduction to Medical Imaging Clinic	2.5
RADSC 2A	Radiographic Physics I	2
RADSC 3A	Positioning I	4
RADSC 5A	Patient Care I	3
<b>1st Semester Units</b>		<b>13.5</b>
<b>2nd Semester (Spring)</b>		
RADSC 2B	Radiographic Physics II	4
RADSC 3B	Positioning II	4
RADSC 9A	Clinical Experience I (16 hours per week)	4
<b>2nd Semester Units</b>		<b>12</b>
<b>3rd Semester (Summer)</b>		
RADSC 4A	Radiation Protection	2
RADSC 4B	Radiobiology	2
RADSC 9B	Clinical Experience II (24 hours per week)	4
RADSC 10A	Seminar	1.5
<b>3rd Semester Units</b>		<b>9.5</b>
<b>SECOND YEAR</b>		
<b>4th Semester (Fall)</b>		
RADSC 2C	Digital Applications in Medical Imaging	4
RADSC 5B	Patient Care II	3
RADSC 9C	Clinical Experience III (24 hours per week)	6
<b>4th Semester Units</b>		<b>13</b>
<b>5th Semester (Spring)</b>		
RADSC 6	Quality Management/Fluoroscopy	2.5
RADSC 8	Sectional Anatomy and Radiographic Pathology	4
RADSC 7	Advanced Imaging Procedures	3
RADSC 9D	Clinical Experience IV (24 hours per week)	6
<b>5th Semester units</b>		<b>15.5</b>
<b>6th Semester (Fall)</b>		
RADSC 9E	Clinical Experience V (36 hours per week)	6
RADSC 10B	Seminar	1.5
<b>6th Semester Units</b>		<b>7.5</b>
<b>Total Units</b>		<b>71</b>

## Radiologic Science Associate in Science (AS) Degree

### DESCRIPTION



The purpose of the Radiologic Science Associate in Science degree program at Merritt College is to prepare qualified practitioners in the art science of diagnostic medical imaging. Radiologic Technologists manipulate sophisticated technical equipment and computers to obtain detailed images of the human body. These images assist physicians in the diagnosis of injury and disease in the clinical environment.

Students participate in classroom instruction and clinical education in our affiliated hospitals throughout the East Bay. The Associate Degree will be awarded upon satisfactory completion of the General Education requirements, prerequisite requirements and the Associate Degree major requirements.

Program graduates must take the American Registry of Radiologic Technologists' examination and obtain the California Department of Public Health Radiologic Technologist Certificate to qualify for employment in California.

### CAREER OPPORTUNITIES

Career opportunities in Radiologic Technology include Radiologic Technologist (RT), Computed Tomography Technologist (CT Technologist), Mammography Technologist, Applications Specialist.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital work environment.
2. Communicate effectively with patients by taking appropriate histories, giving clear instructions, and providing information as needed.
3. Exercise critical thinking and problem solving skills by adapting radiologic procedures to individual patient needs and conditions.
4. Establish and maintain satisfactory professional relationships with other members of the health care team.
5. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.

**Radiologic Science** Associate in Science (AS) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
RADSC 1B	Introduction to Medical Imaging	2
RADSC 1C	Introduction to Medical Imaging Clinic	2.5
RADSC 2A	Radiographic Physics I	2
RADSC 2B	Radiographic Physics II	4
RADSC 2C	Digital Applications in Medical Imaging	4
RADSC 3A	Positioning I	4
RADSC 3B	Positioning II	4
RADSC 4A	Radiation Protection	2
RADSC 4B	Radiobiology	2
RADSC 5A	Patient Care I	3
RADSC 5B	Patient Care II	3
RADSC 6	Quality Management/Fluoroscopy	2.5
RADSC 7	Advanced Imaging Procedures	3
RADSC 8	Sectional Anatomy and Radiographic Pathology	4
RADSC 9A	Clinical Experience I	4
RADSC 9B	Clinical Experience II	4
RADSC 9C	Clinical Experience III	6
RADSC 9D	Clinical Experience IV	6
RADSC 9E	Clinical Experience V	6
RADSC 10A	Seminar	1.5
RADSC 10B	Seminar	1.5
<b>Major Requirements</b>		<b>71</b>
<b>General Education Requirements for Local AA/AS Degree</b>		<b>19</b>
<b>Total Units</b>		<b>90</b>

**Radiologic Science** Associate in Science (AS) Degree**RECOMMENDED TWO-YEAR COURSE SEQUENCE (6 SEMESTERS)**

Students can use the following pattern to complete an Associate in Science degree in Radiologic Science. It maps a sequence of courses to help students complete their degree. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

SUBJECT #	TITLE	UNITS
<b>FIRST YEAR</b>		
<b>1st Semester (Fall)</b>		
RADSC 1B	Introduction to Medical Imaging	2
RADSC 1C	Introduction to Medical Imaging Clinic	2.5
RADSC 2A	Radiographic Physics I	2
RADSC 3A	Positioning I	4
RADSC 5A	Patient Care I	3
<b>1st Semester Units</b>		<b>13.5</b>
<b>2nd Semester (Spring)</b>		
RADSC 2B	Radiographic Physics II	4
RADSC 3B	Positioning II	4
RADSC 9A	Clinical Experience I (16 hours per week)	4
<b>2nd Semester Units</b>		<b>12</b>
<b>3rd Semester (Summer)</b>		
RADSC 4A	Radiation Protection	2
RADSC 4B	Radiobiology	2
RADSC 9B	Clinical Experience II (24 hours per week)	4
RADSC 10A	Seminar	1.5
<b>3rd Semester Units</b>		<b>9.5</b>
<b>SECOND YEAR</b>		
<b>4th Semester (Fall)</b>		
RADSC 2C	Digital Applications in Medical Imaging	4
RADSC 5B	Patient Care II	3
RADSC 9C	Clinical Experience III (24 hours per week)	6
<b>4th Semester Units</b>		<b>13</b>
<b>5th Semester (Spring)</b>		
RADSC 6	Quality Management/Fluoroscopy	2.5
RADSC 8	Sectional Anatomy and Radiographic Pathology	4
RADSC 7	Advanced Imaging Procedures	3
RADSC 9D	Clinical Experience IV (24 hours per week)	6
<b>5th Semester units</b>		<b>15.5</b>
<b>6th Semester (Summer)</b>		
RADSC 9E	Clinical Experience V (36 hours per week)	6
RADSC 10B	Seminar	1.5
<b>6th Semester Units</b>		<b>7.5</b>
<b>General Education Requirements for Local AA/AS Degree</b>		<b>19</b>
<b>Total Units</b>		<b>90</b>

## Radiologic Science

### CREDIT

#### **RADSC 1A**

##### **Survey of Radiologic Science**

- 1.5 units, 1.5 hours lecture (GR)
- Acceptable for credit: CSU

Exploration of educational/career options in diagnostic radiologic science: Policy for program entry, the job functions of a radiologic technologist and observations in a clinical setting; introduction to medical terminology, radiographic examinations, basic radiation safety principles, standard precautions, patient care, ethics and medical-legal issues, and advanced specialty modalities. Covers both positive and negative aspects of the field regarding the pursuit of a career in this area. 1225.00

#### **RADSC 1B**

##### **Introduction to Medical Imaging**

- 2 units, 2 hours lecture (GR)
- Prerequisite: RADSC 1A
- Acceptable for credit: CSU

Overview of allied health professions with specific attention to the medical imaging technologist: Allied health education, ethical behavior, medical-legal issues and liabilities, interpersonal communications, radiation safety, and preparation for clinical experience. 1225.00

#### **RADSC 1C**

##### **Introduction to Medical Imaging Clinic**

- 2.5 units, 12 hours laboratory (GR)
- Prerequisite: RADSC 1B (taken first during same term as RADSC 1C)
- Health clearances: physical examination, and recent negative TB (PPD) skin test or chest X-ray test results, and recent immunization against diphtheria, tetanus, polio, rubeola, rubella, mumps, and chicken pox (varicella); and drug screen and background check.
- Acceptable for credit: CSU

Introduction to the clinical environment (carried out in an affiliated hospital): Emphasis on patient care and positioning; orientation to the hospital and medical imaging department, hospital information system, radiology information system, quality assurance, equipment operation, department safety, and radiographic procedures. 1225.00

#### **RADSC 2A**

##### **Radiographic Physics I**

- 2 units, 1.5 hours lecture, 2 hours laboratory (GR)
- Prerequisite: CIS 1 or MATH 203
- Acceptable for credit: CSU

Introduction to principles of radiographic physics and radiographic quality factors: X-ray imaging systems, X-ray tube characteristics, X-ray beam production and X-ray emission; X-ray interaction with matter, basic control panel elements, and grids. Emphasis is placed on radiographic image quality, scatter radiation and basic imaging factors that include patient position, tube position, distance, grid ratio and exposure factors. 1225.00

#### **RADSC 2B**

##### **Radiographic Physics II**

- 4 units, 3 hours lecture, 4 hours laboratory (GR)
- Prerequisite: RADSC 2A
- Acceptable for credit: CSU

Continuation of RADSC 2A: Radiographic quality factors, radiologic quantities and units, structure of matter, electromagnetic energy, magnetism, electricity, electromagnetism; x-ray imaging system, circuitry, x-ray tube, x-ray production, x-ray emission spectrum, and x-ray interactions with matter. 1225.00

#### **RADSC 2C**

##### **Digital Applications in Medical Imaging**

- 4 units, 3 hours lecture, 4 hours laboratory (GR)
- Prerequisite: RADSC 2B
- Corequisite: RADSC 9C
- Acceptable for credit: CSU

Continuation of RADSC 2B: Technology applicable to specialized operation of computed/digital radiography and fluoroscopy, picture archiving and communication and radiology information systems; hands-on applications of software packages used to simulate job skills needed in a hospital clinical environment. 1225.00

#### **RADSC 3A**

##### **Positioning I**

- 4 units, 3 hours lecture, 4 hours laboratory (GR)
- Prerequisite: RADSC 1A; and BIOL 24, or BIOL 20A and BIOL 20B, or BIOL 2 and BIOL 4
- Recommended preparation: CIS 1; and Healthcare and/or customer service work experience or business or professional communications courses; and medical terminology or HLTOC 201
- Acceptable for credit: CSU

Terminology, accessory devices, and equipment used in radiographic procedures: Application of protective devices; anatomy review and positioning for examinations of the chest, abdomen, and upper and lower extremities to include the shoulder, bony thorax, and pelvis. 1225.00

#### **RADSC 3B**

##### **Positioning II**

- 4 units, 3 hours lecture, 4 hours laboratory (GR)
- Prerequisite: RADSC 1B, RADSC 2A, RADSC 3A, and RADSC 5A
- Acceptable for credit: CSU

Continuation of RADSC 3A: Anatomy review and positioning for examinations of the biliary system, upper and lower gastrointestinal tracts, urinary system, spine, cranium, facial bones, and sinuses. 1225.00

**RADSC 4A****Radiation Protection**

- 2 units, 36 term hours lecture (GR)
- Prerequisite: RADSC 2B, RADSC 3B, and RADSC 9A
- Acceptable for credit: CSU

Physics of ionizing radiation: Photon and particle interaction with living tissue, protective materials and barriers, state and federal regulations governing radiation and consumer protection, practical methods and principles used in producing optimum images while limiting patient exposure, instrumentation in detecting and monitoring radiation, and measurement of useful scatter radiation. 1225.00

**RADSC 4B****Radiobiology**

- 2 units, 36 term hours lecture (GR)
- Prerequisite: RADSC 2B, RADSC 3B, and RADSC 9A
- Acceptable for credit: CSU

Continuation of RADSC 4A focusing on a study of the effects of ionizing-radiation exposure on human and animal populations: Photon and particulate ionizing-radiation interactions with living tissue at the atomic, molecular, cellular, organic, and whole-body levels; physical and biologic factors affecting radiosensitivity; risk estimates/perspectives for patients subject to diagnostic and interventional radiology procedures and radiation therapy procedures; early and late radiation effects and acute radiation syndrome; and scientific basis for current radiation protection philosophies and regulations. 1225.00

**RADSC 5A****Patient Care I**

- 3 units, 3 hours lecture, 1 hour laboratory (GR)
- Prerequisite: BIOL 20A and BIOL 20B, or BIOL 2 and BIOL 4
- Recommended preparation: ENGL 1A
- Acceptable for credit: CSU

Ethical and interpersonal responsibilities of the health-team members: Theory and practice in assessing patient care, evaluation of radiographic orders, medical terminology related to all major body systems, medical asepsis, standard precautions techniques, and contrast preparation and administration techniques. 1225.00

**RADSC 5B****Patient Care II**

- 3 units, 3 hours lecture (GR)
- Prerequisite: RADSC 3B and RADSC 5A
- Acceptable for credit: CSU

Advanced patient-care skills: Complex clinical problem-solving skills; cultural sensitivity; radiography and care for patients with central venous lines, chest tubes, endotracheal tubes, enteric tubes, and urinary catheters; medical emergencies in the radiology department; pharmacology; contrast media and associated hazards; venipuncture for contrast-media administration; special care needs for patients with chronic disabilities. 1225.00

**RADSC 6****Quality Management/Fluoroscopy**

- 2.5 units, 2 hours lecture, 2 hours laboratory (GR)
- Prerequisite: RADSC 2C, RADSC 4A, and RADSC 9C
- Corequisite: RADSC 9D
- Acceptable for credit: CSU

Quality management/fluoroscopy concepts: Equipment monitoring and maintenance programs for radiography, fluoroscopy and image processing; artifact causes and repeat analysis programs; demonstrations and performance of quality assurance procedures in both radiographic and fluoroscopic areas emphasizing high quality patient care; and preparations for taking the California fluoroscopy permit examination. 1225.00

**RADSC 7****Advanced Imaging Procedures**

- 3 units, 3 hours lecture (GR)
- Prerequisite: RADSC 2C, RADSC 5B, and RADSC 9C
- Acceptable for credit: CSU

Advanced imaging procedures and equipment: Conventional tomography, fluoroscopy, image recording systems, angiography, interventional procedures, computed tomography, magnetic resonance imaging, diagnostic medical sonography, and nuclear medicine; present and future medical imaging trends. 1225.00

**RADSC 8****Sectional Anatomy and Radiographic Pathology**

- 4 units, 4 hours lecture (GR)
- Prerequisite: RADSC 2C, RADSC 5B, and RADSC 9C
- Acceptable for credit: CSU

Systematic classification of disease: Signs and symptoms of common diseases, radiographic examination and treatment of diseases, application of plain and special imaging modalities in the diagnostic process utilizing sagittal, axial and coronal imaging planes of head, neck, spine, chest, abdominal and pelvic cavities and joints. Anatomic reference points, intersecting planes and medical terminology used to identify relationships of organs as well as pathological conditions. 1225.00

**RADSC 9A****Clinical Experience I**

- 4 units, 16 hours laboratory (GR)
- Acceptable for credit: CSU

Clinical practicum in a medical-imaging department of an affiliated clinical education center. 1225.00

**RADSC 9B****Clinical Experience II**

- 4 units, 24 hours laboratory/week for 12 weeks (Summer only) (GR)
- Prerequisite: RADSC 2B, RADSC 3B, and RADSC 9A
- Acceptable for credit: CSU

Continuation of RADSC 9A: Clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00



**RADSC 9C****Clinical Experience III**

- 6 units, 24 hours laboratory (GR)
- Prerequisite: RADSC 4B, 9B, and 10A
- Acceptable for credit: CSU

Continuation of RADSC 9B: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

**RADSC 9D****Clinical Experience IV**

- 6 units, 24 hours laboratory (GR)
- Prerequisite: RADSC 3B, RADSC 5B, and RADSC 9C
- Acceptable for credit: CSU

Continuation of RADSC 9C: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

**RADSC 9E****Clinical Experience V**

- 6 units, 36 hours laboratory/week for 12 weeks (Summer only) (GR)
- Prerequisite: RADSC 9D
- Acceptable for credit: CSU

Continuation of RADSC 9D: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

**RADSC 10A****Seminar**

- 1.5 units, 1.5 hours lecture (GR)
- Prerequisite: RADSC 2B, RADSC 3B, and RADSC 9A
- Acceptable for credit: CSU

Discussion and analysis of topics relevant to the radiologic sciences: Advanced skull and facial bone positioning, trauma radiography, innovative imaging procedures, special considerations for the pediatric patient, ethical case studies, advances in infection control, and new developments in the field including equipment and techniques. 1225.00

**RADSC 10B****Seminar**

- 1.5 units, 1.5 hours lecture (GR)
- Prerequisite: RADSC 7 and RADSC 8
- Acceptable for credit: CSU

Preparation for state licensing and national registry examinations: Assistance with job-interview skills and resume preparation, updates of CAL OSHA regulations, California and national radiologic health regulations regarding radiation/occupational safety and patient care; exploration of other topics, and problem solving related to patient care and medical imaging in clinical and community settings. 1225.00

**RADSC 251****Clinical Experience for the Returning Student (First Year)**

- 4 units, 16 hours laboratory (GR)
- Prerequisite: RADSC 1B and background check, drug screening, and health clearances [physical examination, and recent negative TB (PPD) skin test or chest X-ray test results, and recent immunization against diphtheria, tetanus, polio, rubeola, rubella, mumps, and chicken pox (varicella)].

Clinical practicum in medical imaging: Review of clinical skills for returning students. 1225.00

**RADSC 252****Clinical Experience For The Returning Student (Second Year)**

- 4-6 units, 16-24 hours laboratory (GR)
- Prerequisite: RADSC 1B, RADSC 2A, RADSC 3A, and RADSC 5A
- Health clearances: physical examination, and recent negative TB (PPD) skin test or chest X-ray test results, and recent immunization against diphtheria, tetanus, polio, rubeola, rubella, mumps, and chicken pox (varicella)

Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center for the returning student. Recommended for students in the second year of the program. 1225.00



## Real Estate (RLEST)

Merritt College's Real Estate programs seeks to promote skill development, to foster productive attitudes and behaviors, to reinforce positive ethical and social conduct, and to provide a successful program in Real Estate education for industry employment. The programs and courses provide opportunities to think critically, engage in analyzing workplace issues within the classroom setting, and promote the development of appreciation for diversity and cultural differences in the modern business world.

The Real Estate programs have been in existence since fall of 1982 has survived the real estate market's ups and downs. Course offerings are for beginners as well as advanced students who are seeking employment, to improve existing skills, and promotional opportunities. Upon completion of the program, students are eligible to work in the Real Estate field in the following capacities: Real Estate Agents and Brokers, Appraisers, Property Managers, Financiers, Land Developers, and Investors.

### Merritt College offers the following degree and certificate programs in Real Estate:

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#### Real Estate

- Certificate of Achievement
  - Associate in Arts (AA) Degree
-

## Real Estate Certificate of Achievement

### DESCRIPTION



The Real Estate Certificate of Achievement program provides excellent preparation for the broker's or salesperson's license and contributes to efficiency in many allied professions such as developers, appraisers, title officers, property managers, and mortgage brokers and bankers. In addition, the courses provide important information and training for professionals interested in investing in real estate including those in government working with real property.

The Certificate of Achievement in Real Estate will be awarded upon satisfactory completion of the major course requirements.

### CAREER OPPORTUNITIES

The study of real estate can lead to a career as a developer, appraiser, title officer, property manager, and mortgage broker/banker.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate and apply an in-depth knowledge of California Real Estate principles and laws to successfully complete licensure requirements for sales licensee and broker.
2. Apply a basic knowledge of the fundamental concepts of real estate.
3. Define the technical terminology involved in the real estate field.
4. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
5. Interpret and apply California real estate laws to a variety of real property transactions.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
RLEST 2A	Principles of Real Estate	3
RLEST 4A	Legal Aspects of Real Estate	3
RLEST 5	Real Estate Practice	3
RLEST 6A	Real Estate Finance - Residential	3
RLEST 7A	Real Estate Appraisal	3
RLEST 9	Real Estate Economics	3
<b>Major Elective Courses</b>		
<i>Select two courses for 6 units from the following:</i>		
RLEST 3	Real Estate Brokerage Management	3
RLEST 6B	Advanced Real Estate Finance - Commercial	3
RLEST 8	Property Management	3
RLEST 10	Real Estate Mathematics	3
RLEST 11	Real Estate Escrow Procedures	3
RLEST 14	Real Estate Investments	3
RLEST 20	Computer Applications in Real Estate	3
<b>Total Units</b>		<b>24</b>

## Real Estate Associate in Arts (AA) Degree

### DESCRIPTION



The Real Estate Associate in Arts program provides excellent preparation for the broker's or salesperson's license and contributes to efficiency in many allied professions such as developers, appraisers, title officers, property managers, and mortgage brokers and bankers. In addition, the courses provide important information and training for professionals interested in investing in real estate, including those in government working with real property.

To qualify for the Associate in Arts in Real Estate degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

### CAREER OPPORTUNITIES

The study of real estate can lead to a career as a developer, appraiser, title officer, property manager, and mortgage broker/banker.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate and apply an in-depth knowledge of California Real Estate principles and laws to successfully complete licensure requirements for sales licensee and broker.
2. Apply a basic knowledge of the fundamental concepts of real estate.
3. Define the technical terminology involved in the real estate field.
4. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
5. Interpret and apply California real estate laws to a variety of real property transactions.

### PROGRAM REQUIREMENTS

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
RLEST 2A	Principles of Real Estate	3
RLEST 4A	Legal Aspects of Real Estate	3
RLEST 5	Real Estate Practice	3
RLEST 6A	Real Estate Finance - Residential	3
RLEST 7A	Real Estate Appraisal	3
RLEST 9	Real Estate Economics	3
<b>Major Elective Courses</b>		
<i>Select two courses for 6 units from the following:</i>		
RLEST 3	Real Estate Brokerage Management	3
RLEST 6B	Advanced Real Estate Finance - Commercial	3
RLEST 8	Property Management	3
RLEST 10	Real Estate Mathematics	3
RLEST 11	Real Estate Escrow Procedures	3
RLEST 14	Real Estate Investments	3
RLEST 20	Computer Applications in Real Estate	3
<b>Major Requirements</b>		<b>24</b>
<b>Total Units</b>		<b>60</b>

## Real Estate

### CREDIT

#### RLEST 2A

##### Principles of Real Estate

- 3 units, 3 hours lecture (GR or P/NP)
- Required for those preparing for the real estate salesperson's licensing examination.
- Acceptable for credit: CSU

Basic laws and principles of California real estate: Provides understanding, background, and terminology necessary for advanced study in specialized courses; preparation for the real estate salesperson's licensing examination. 0511.00

#### RLEST 3

##### Real Estate Brokerage Management

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

Successful operation of a real estate office: Management, leadership, communications, staffing, market analysis, and finance. 0511.00

#### RLEST 4A

##### Legal Aspects of Real Estate

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

Basic legal aspects of real estate: Nature and classes of property, contracts, encumbrances, and leases; and principles of law applied to real estate. 0511.00

#### RLEST 5

##### Real Estate Practice

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

Comprehensive presentation of daily activities of brokers and salespersons: Selling, listing, advertising, taking and presenting offers, qualifying buyers; appraisal, finance, and escrow procedures; taxation, investment property, and exchanges. 0511.00

#### RLEST 6A

##### Real Estate Finance - Residential

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

Basic real estate finance: Study and analysis of money markets, interest rates, real estate financing, lending policies, and problems involved in financing real property; emphasis on homes with brief introduction to multifamily units. 0511.00

#### RLEST 6B

##### Advanced Real Estate Finance - Commercial

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

Advanced real estate finance: Detailed study of financing for multifamily units, commercial properties, and special-purpose projects. 0511.00

#### RLEST 7A

##### Real Estate Appraisal

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

Basic real estate appraisal: Study of methods and techniques used to determine value; emphasis on residential property with brief introduction to multifamily units. 0511.00

#### RLEST 8

##### Property Management

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

Real estate management: Neighborhood analysis and trends, rent schedules, leases, accounting, maintenance, and landlord/tenant relations; the business of property management. 0511.00

#### RLEST 9

##### Real Estate Economics

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

Basic real estate economics: City, neighborhood, and property value changes; analysis of contemporary real estate economic problems; includes field trips. 0511.00

#### RLEST 10

##### Real Estate Mathematics

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

Real estate mathematics: Study to assist the student with the mathematics portion of the licensing examination and to assist the agent in his/her everyday transactions. 0511.00

#### RLEST 11

##### Real Estate Escrow Procedures

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

Basic real estate escrow: Procedures, techniques, and areas of responsibility in handling escrows. 0511.10

#### RLEST 14

##### Real Estate Investments

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

Survey and analysis of real estate investments: Counseling, valuation, after-tax benefits, and a brief introduction to exchanges. 0511.00

**RLEST 18****Common Interest Developments  
(Homeowners Associations Management)**

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

Introduction to the basics of managing, purchasing, and selling of common interest developments (CIDs) governed by homeowners associations (HOA): Condominiums, stock cooperatives, community apartment projects, and planned developments; applicable federal and state laws. 0511.00

**RLEST 20****Computer Applications In Real Estate**

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

Overview of the Internet and computer hardware and software applications used in the day-to-day life of the real estate practitioner: Computer technology and its effect on business practices and the field of real estate in particular, e-mail for business purposes, use of the Internet and software applications in searching for homes and real estate loans, and use in rental, leasing and property taxation procedures, contracts, and forms. 0511.00

AA/AS GE Area 4c

**RLEST 250****BRE Salesperson/Broker Exam Preparation**

- 1 unit, 1 hour lecture (P/NP)
- Recommended preparation: RLEST 2A

California Salesperson/Broker Licensing Exam preparation: Simulated exam and review of essential course content from all courses in real estate. 0511.00

# Social and Behavioral Sciences

The Social and Behavioral Sciences Associate in Arts Degree is designed for students who would like a broad knowledge of liberal arts and sciences plus additional coursework in an “area of emphasis.” The Social and Behavioral Sciences area of emphasis is an ideal choice for students planning to transfer into the California State University or University of California system, as the students can satisfy their general education requirements and focus on transferable course work that relates to majors at a CSU or UC. Please consult with a counselor for specific information regarding an intended major at the specific colleges/university of choice.

## Merritt College offers the following degree program in Social and Behavior Sciences:

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### **Social and Behavioral Sciences**

- Associate in Arts (AA) Degree
-

## Social and Behavioral Sciences Associate in Arts (AA) Degree

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### DESCRIPTION

The Associate in Arts Degree in Social and Behavioral Sciences provides students with a broad perspective on human behavior. It is designed to stimulate appreciation for, and understanding of, values, ideas, and artifacts of culture and society. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study and meaningful social change.

Successful completion of the curriculum in Social and Behavioral Sciences offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree. The degree is for those who are considering transfer but have not decided on a major or for those who are required to complete a degree for job promotion. In all cases, students should consult with a counselor to develop their own program of study.

To qualify for the Associate in Arts in Social and Behavioral Sciences degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements for a total of 60 units. See the Associate Degrees and Certificates section of the catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements. As this degree alone may not be complete preparation for transfer, students wishing to transfer to a 4-year institution should meet with a counselor to develop a plan which addresses all transfer requirements.

Students can use the following pattern to complete an Associate in Arts in Social and Behavioral Science degree. This is only one possible pattern. It maps a sequence of courses to help students complete their degree, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals. Students should be advised on how to change majors if they develop an interest in one of the Social Science disciplines while pursuing this degree.

### CAREER OPPORTUNITIES

The degree is intended for those who are considering transfer but have not decided on a major; those who are required to complete a degree for job promotion; or individuals who may wish to further their education and are considering a major that is interdisciplinary in focus. This degree provides a foundation for future study and potential careers such as health and human services, education, intelligence analyst, client service specialist, business development manager, a project manager, web developer, technical writer, advertising or marketing, paralegal or legal assistant, public relations, and human resources.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Implement core concepts, theories, skills, and perspectives from various disciplines within Social Sciences for personal and professional growth.
2. Critically evaluate the diversity of human behavior and experience in order to better understand cultures and society.
3. Critically analyze community and/or societal issues from varying perspectives to advance social, economic and/or environmental justice.



**Social and Behavioral Sciences** Associate in Arts (AA) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
<b>Group A</b> <i>Select one course for 3 units from the following:</i>		
POSCI 1	Government and Politics in the United States	3
POSCI 2	Comparative Government	3
POSCI 5	American Politics and Minority Groups	3
<b>Group B</b> <i>Select one course for 3 units from the following:</i>		
PSYCH 1A	Introduction to General Psychology	3
PSYCH 6	Social Psychology	3
PSYCH 10	Psychology and Life: Basic Principles	3
PSYCH 12	Human Sexuality	3
PSYCH 28	Introduction to Research Methods in Psychology	3
<b>Group C</b> <i>Select one course for 3 units from the following:</i>		
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
<b>Major Electives</b>		
<i>Select three courses for 9 units from any Group A, B, or C course not already used or the following: Note: A maximum of 6 units from any one discipline can count toward the degree. Students who develop an interest in one area should consult with a counselor</i>		
ADJUS 21	Introduction to Administration of Justice	3
AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 19	Racism in the United States	3
AFRAM 30	African-American History: Africa to 1865	3
AFRAM 31	African-American History: 1865-1945	3
AFRAM 38	Environmental Racism and Justice	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
ANTHR 5	American Indian History and Culture	3
ANTHR 7	Magic, Religion and Witchcraft	3
ASAME 30	Asians and Asian-Americans Through Films	3
ASAME 32	Asian-American Psychology	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian-American History from 1945 to the Present	3
COMM 6	Intercultural Communication	3
COMM 10	Gender and Communication	3
COMM 20	Interpersonal Communication Skills	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
ENVMT 2	Introduction to Sustainable Environmental Systems	3

**Social and Behavioral Sciences** Associate in Arts (AA) Degree

## ◀ TABLE CONTINUED

GEOG 2	Cultural Geography	3
HIST 7A	History of the United States to 1877	3
HIST 7B	History of the United States Since 1865	3
HLTED 1	Exploring Health Issues	3
M/LAT 12	United States Relations with Mexico and Latin America	3
POSCI 1	Government and Politics in the United States	3
POSCI 2	Comparative Government	3
POSCI 5	American Politics and Minority Groups	3
PSYCH 1A	Introduction to General Psychology	3
PSYCH 6	Social Psychology	3
PSYCH 10	Psychology and Life: Basic Principles	3
PSYCH 12	Human Sexuality	3
PSYCH 28	Introduction to Research Methods in Psychology	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
<b>Total Units</b>		<b>18</b>

# Sociology (soc)

The Sociology Program offers an Associate in Arts in Sociology for Transfer (AA-T) degree, which provides students with an understanding of how all aspects of society work from the smallest levels of individual interaction to the operation of the largest institutions. Students learn sociological theories, concepts, and research methods that are useful for navigating personal and professional relationships in business, politics, criminal justice, health care, agriculture, communications and other industries. This knowledge enables students to be competitive for sociology-related jobs and prepares them to pursue a B.S. degree in Sociology or another social science at the university level.

Skills developed from studying sociology can be useful in business, community service, activism, child development, politics, criminal justice, education, and work in the private, non-profit and government sectors.

## Merritt College offers the following degree program in Sociology:

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### **Sociology**

- Associate in Arts for Transfer (AA-T) Degree
-

## Sociology Associate in Arts for Transfer (AA-T) Degree

### DESCRIPTION

The Associate in Arts in Sociology for Transfer (AA-T) degree is intended to meet the lower division requirements for sociology majors or majors that have been deemed similar in the California State University (CSU) system. Sociology is the critical and applied investigation of everyday life. This approach to academic studies provides students with an analysis of social life, social change, and the social factors and consequences of human behavior using the methods of social science research. Sociologists examine the social construction of individuals, groups, organizations and institutions and how people interact within these contexts.

Successful completion of the degree affords students specific guarantees for transfer to the California State University (CSU) system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in sociology or similar major. Students transferring to a CSU campus will be required to complete no more than 60 semester or 90 quarter units after transfer to earn a bachelor's degree.

To qualify for the Associate in Arts in Sociology for Transfer (AA-T) degree, students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following:

The California State University General Education – Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) and

18-19 semester units with a grade of “C” or better, or “P” if the course is taken on a “Pass/No-Pass” basis, in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (Some universities may have limits on the number of Pass/No-Pass units they will accept for transfer. See a counselor for more information.)

See the Transfer to Four-Year Colleges and Universities section of this catalog for more information on AA-T overall requirements and CSU GE-Breadth or IGETC.

**Note:** students should see a counselor at least once each semester to plan for their educational goal(s).

### CAREER OPPORTUNITIES

Skills developed from studying sociology can be useful in business, community service, activism, child development, politics, criminal justice, and education in the government, private and non-profit sectors.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

1. Identify relevant sociological theorists and their contributions to the discipline of sociology.
2. Use sociological perspectives to analyze social issues and suggest solutions to social problems.
3. Distinguish among various systems of social stratification and analyze ways that they create social inequality.
4. Apply both qualitative and quantitative research to analyze social trends and evaluate relationships among entities in society.

**Sociology** Associate in Arts for Transfer (AA-T) Degree**PROGRAM REQUIREMENTS**

SUBJECT #	TITLE	UNITS
<b>Major Core Courses</b>		
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 120 or MATH 13	Introduction to Research Methods Introduction to Statistics	3 4
<b>Major Elective Courses</b>		
<b>Group A</b> <i>Select two courses for 6 units from the following:</i>		
PSYCH 6	Social Psychology	3
SOC 3	Sociology of Women	3
SOC 5	Minority Groups	3
SOC 13	Sociology of the Family	3
<b>Group B</b> <i>Select one course for 3 units from any Group A course not already used or the following:</i>		
ADJUS 21	Introduction to Administration of Justice	3
AFRAM 10	Sociology of African-Americans	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
SOC 45	Sociology of Sports	3
<b>Major Requirements</b>		<b>18-19</b>
<b>Units that may be double-counted for General Education</b>		<b>9-12</b>
<b>General Education Requirements (CSU GE or IGETC)</b>		<b>37-39</b>
<b>Electives (CSU Transferable Courses)</b>		<b>11-17</b>
<b>Total Units</b>		<b>60</b>

## Sociology

### CREDIT

#### SOC 1

##### Introduction to Sociology

- 3 units, 3 hours lecture (GR or P/NP)
- Recommended preparation: ENGL 1A
- Acceptable for credit: CSU, UC

Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4J

C-ID: SOCI 110

#### SOC 2

##### Social Problems

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

Study of society through application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/ sexism, drug abuse, crime, and population control. 2208.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4J

C-ID: SOCI 115

#### SOC 3

##### Sociology of Women

- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as HIST 56. Not open for credit to students who have completed or are currently enrolled in HIST 56.
- Acceptable for credit: CSU, UC

Exploration of various conceptual frameworks regarding the status of women: Structure-function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement. 2208.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4J

#### SOC 5

##### Minority Groups

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00

AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4J

C-ID: SJS 110; SOCI 150

#### SOC 13

##### Sociology of the Family

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

Social factors which contribute to marriage and family: Changing historic, economic, and socio-cultural forces that shape intimate and familial relationships. 2208.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4J

C-ID: SOCI 130

#### SOC 45

##### Sociology of Sports

- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Critical analysis/survey of sports in America: The interrelationship between the athlete and traditional social institutions (education, politics, economics, and the media). 2208.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4J

#### SOC 49

##### Independent Study in Sociology

- .5 - 5 units, .5 - 5 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Sociology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2208.00

#### SOC 120

##### Introduction to Research Methods

- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: SOC 1
- Recommended preparation: MATH 13
- Acceptable for credit: CSU, UC

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative analytic tools including survey, observational, experimental, case study, and comparative historical research. 2201.00

AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4I, 4J

C-ID: SOCI 120

# Spanish (SPAN)

The Spanish Department helps students develop communicative and cultural competence in Spanish. Students work on developing proficiency in listening, speaking, writing, and reading in Spanish, in addition to developing cultural knowledge about the Spanish-speaking world. Courses are conducted predominantly in Spanish and much class time is dedicated to task-based, communicative activities.

Career opportunities in Spanish include advertising, broadcasting, consulting, translating, counseling, education, film, foreign service, fund raising, human resources, journalism, international relations, law, management, ministry, politics, public relations, sales, social work, and various other fields.

## CREDIT

### SPAN 1A

#### Elementary Spanish

- 5 units, 5 hours lecture (GR or P/NP)
- Course is equivalent to two years of high school study.
- Acceptable for credit: CSU, UC

Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00

AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 6A

### SPAN 1B

#### Elementary Spanish

- 5 units, 5 hours lecture (GR or P/NP)
- Prerequisite: SPAN 1A
- Acceptable for credit: CSU, UC

Continuation of SPAN 1A: Development and application of language skills and cultural exploration of the Spanish speaking world; study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00

AA/AS GE Area 3; CSU GE Breadth Area C2; IGETC Area 3B, 6A

### SPAN 30A

#### Beginning Conversational Spanish

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

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

CSU GE Breadth Area C2





# District Administrative Procedures

The District policies and procedures listed in this section were developed to protect the interests of students at Merritt College. Students should read through them carefully to become familiar with their rights and responsibilities.



## Board Policies and Administrative Procedures

BOARD POLICY (BP)	ADMINISTRATION PROCEDURE (AP)
BP 3410 <a href="#">Nondiscrimination</a>	AP 3410 <a href="#">Nondiscrimination</a>
	AP 3415 <a href="#">Immigration Enforcement Activities</a>
BP 3420 <a href="#">Equal Employment Opportunity</a>	AP 3420 <a href="#">Equal Employment Opportunity</a>
BP 3430 <a href="#">Prohibition of Harassment</a>	AP 3430 <a href="#">Prohibition of Unlawful Harassment</a>
BP 3433 <a href="#">Prohibition of Sexual Harassment under Title IX</a>	AP 3435 <a href="#">Discrimination and Harassment Complaints and Investigations</a>
BP 3440 <a href="#">Service Animals</a>	AP 3440 <a href="#">Service Animals</a>
BP 3500 <a href="#">Campus Safety</a>	AP 3500 <a href="#">Campus Safety</a>
BP 3501 <a href="#">Campus Security and Access</a>	AP 3501 <a href="#">Campus Security and Access</a>
BP 3515 <a href="#">Reporting of Crimes</a>	AP 3515 <a href="#">Reporting of Crimes</a>
BP 3530 <a href="#">Weapons on Campus</a>	AP 3530 <a href="#">Weapons on Campus</a>
BP 3540 <a href="#">Sexual and Other Assaults on Campus</a>	AP 3540 <a href="#">Sexual and Other Assaults on Campus</a>
BP 3550 <a href="#">Drug-Free Environment and Drug Prevention</a>	AP 3551 <a href="#">Preserving a Drug Free Environment for Students</a>
	AP 3560 <a href="#">Alcoholic Beverages</a>
	AP 3570 <a href="#">Smoking on Campus</a>
BP 3720 <a href="#">Information Technology Use</a>	AP 3720 <a href="#">Telephone, Computer, and Network Use</a>
BP 3725 <a href="#">Information and Communications Technology Accessibility and Acceptable Use</a>	AP 3725 <a href="#">Information and Communications Technology Accessibility and Acceptable Use</a>
BP 3840 <a href="#">Children on Campus</a>	AP 3840 <a href="#">Children on Campus</a>
BP 3900 <a href="#">Speech: Time, Place, and Manner</a>	AP 3900 <a href="#">Speech: Time, Place, and Manner</a>
BP 4030 <a href="#">Academic Freedom</a>	
BP 5030 <a href="#">Fees</a>	AP 5030 <a href="#">Student Fees</a>
BP 5220 <a href="#">Shower Facilities for Homeless Students</a>	AP 5220 <a href="#">Shower Facilities for Homeless Students</a>
BP 5300 <a href="#">Student Equity</a>	AP 5300 <a href="#">Student Equity</a>
BP 5400 <a href="#">Associated Students Organization</a>	AP 5400 <a href="#">Associated Students Organization</a>
BP 5500 <a href="#">Standards of Student Conduct</a>	AP 5500 <a href="#">Standards of Student Conduct, Discipline Procedures, and Due Process</a>
	AP 5530 <a href="#">Student Rights and Grievance Procedure</a>
BP 5700 <a href="#">Intercollegiate Athletics</a>	AP 5700 <a href="#">Intercollegiate Athletics</a>
BP 7380 <a href="#">Ethics, Civility and Mutual Respect</a>	AP 7380 <a href="#">Ethics, Civility and Mutual Respect</a>

**AP 3410 NONDISCRIMINATION****I. Educational Programs and other Services**

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, sex or gender, gender identification, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

- A. All classes, including credit, noncredit and not-for-credit, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- B. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.
- C. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.
- D. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

**II. Employment**

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, sexual orientation, or military and veteran status.

- A. All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.
- B. The District shall provide timely professional and staff development activities and training to promote understanding of diversity.
- C. It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

**AP 3430 PROHIBITION OF UNLAWFUL HARASSMENT**

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student or unpaid interns and volunteers within the District..

**I. Definitions****A. General Harassment**

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or military or veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**B. Verbal**

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**C. Physical**

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

D. Visual or Written

The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

E. Environmental

A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

F. Sexual Harassment

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

1. submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
5. This definition encompasses two kinds of sexual harassment:
  - a. **"Quid pro quo"** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
  - b. **"Hostile environment"** sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

## II. Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

## III. Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

## AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

**Note: This Administrative Procedure will be applied in accordance with union Collective Bargaining Agreements (CBA)**

### I. Reporting and Filing Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a complaint.

### II. Complaints

A complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or a violation of state and federal law. Complaints must be filed with the Vice Chancellor of Human Resources and Employee Relations unless the Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor.

The District may request, but shall not require the Complainant to submit a complaint on the form prescribed by the State Chancellor. A copy of the form will be available at the college Office of Student Services, District Office of Human Resources, and the District/college web sites. A complainant shall report a verbal Complaint to the Vice President of Student Services, or the College President, or the Vice Chancellor of Human Resources. The Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, the District Office of Employee Relations will promptly contact the Complainant and specify the defect. If the Complainant is unable to fix the defect in the Complaint, the Vice President of Student Services shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation.

**Who May File a Complaint:** Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

**Where to File a Complaint:** A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing directed to the Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources.

Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the District Office of Employee Relations, the District's Human Resources website, and at the State Chancellor's website.

### II. Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor of Human Resources and Employee Relations immediately.

### III. Filing a Timely Complaint

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity of if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

#### **IV. Communicating that the Conduct is Unwelcome**

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

#### **V. Intake and Processing of the Complaint**

Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources and Employee Relations shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a Complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor of Human Resources and Employee Relations should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

#### **VI. Investigation**

The Vice Chancellor of Human Resources and Employee Relations shall:

- Authorize the investigation of the Complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

#### **VII. Investigation of the Complaint**

The District shall promptly investigate every Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes Complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial fact-finding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the Vice Chancellor of Human Resources and Employee Relations may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

#### **VIII. Investigation Steps**

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

## **IX. Timeline for Completion**

The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

## **X. Cooperation Expected**

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

## **XI. Written Report**

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including individuals contacted and interviewed;
- A summary of the testimony provided by each witness including the complainant and any available witnesses identified by the Complainant in the complaint;
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

## **XII. Confidentiality of the Process**

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of students and employee respondents during the investigation process and any ensuing discipline.

## **XIII. Administrative Determination**

1. In any case not involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following: [NOTE: For cases involving employment discrimination, Title 5 only requires that a copy or summary of the report be provided to the Complainant. The District may, but is not required to, provide the report to the respondent in order to have a consistent process for addressing employment and non-employment discrimination claims.]
  - a. The Chancellor or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
  - b. In the event a discrimination allegation is substantiated a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
  - c. The proposed resolution of the complaint;
  - d. The Complainant's right to appeal to the District Board of Trustees and the California Community Colleges Chancellor's Office; and
  - e. In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.
2. In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:
  - a. The Chancellor's or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
  - b. If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;
  - c. The proposed resolution of the complaint; and
  - d. The complainant's right to appeal to the District Board of Trustees and to file a complaint with Department of Fair Employment and Housing.



3. The District shall also provide the Respondent the following:
  - a. The Chancellor or his/her/their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;
  - b. The proposed resolution of the complaint, including any disciplinary action against the Respondent; and
  - c. In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

#### **XIV. Discipline for Student Sexual Misconduct Not Subject to Title IX (new section)**

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by videoconference and a live hearing conducted by a neutral decision-maker other than the investigator. The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. The neutral third party asking questions shall not exclude any questions unless there is an objection to the question by any individual charged with making a final determination regarding discipline.

#### **XV. Discipline and Corrective Action**

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the Complainant can move safely between classes and activities;
2. ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services or a referral to counseling services;
5. providing medical services or a referral to medical services;
6. providing academic support services, such as tutoring;
7. arranging for a Student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
8. reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems, and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

#### **XVI. Appeals**

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

## **XVII. Remand**

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

## **XVIII. Extension of Time**

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

## **XIX. Disclosures to the California Community Colleges Chancellor's Office**

Upon request of the California Community College's Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

## **XX. File Retention**

The District will retain on file for a period of at least three years after closing the case copies of:

1. the original complaint;
2. the investigatory report;
3. the summary of the report if one is prepared;
4. the notice provided to the Parties, of the District's administrative determination and the right to appeal;
5. any appeal; and
6. the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, shall provide all relevant, non-privileges documents upon request of the Chancellor.

## **XXI. Dissemination of Policy and Procedures**

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence.

1. The procedures shall be published in all student, faculty, and staff handbooks, each college's catalog and schedule of classes. And other printed material deemed appropriate by each college's Vice President of Student Services.
2. The procedures also will be disseminated to students at each college's new student orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services.



3. The procedures also will be disseminated to each faculty member, all members of the administrative staff and all members of the support staff both at the time of hire and at the beginning of each school year.
4. The procedures also shall be displayed in a prominent location in each college along with the other notices regarding the college's procedures and standards of conduct. A copy of the procedures shall be made available to any person expressing a verbal complaint about such matters.

## XXII. Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have a refresher until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training also must address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign-in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

## XXIII. Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

**Note:** DFEH Regulations require any employer whose workforce contains 10 percent or more of persons who speak a language other than English as their spoken language to translate its harassment, discrimination, and retaliation policies into every language that is spoken by at least 10 percent (10%) of the workforce. In order to comply with this requirement, Districts should translate BP 3410 Nondiscrimination, BP 3430 Prohibition of Harassment, AP 3410 Nondiscrimination, AP 3430 Prohibition on Harassment, and AP 3435 Discrimination and Harassment Complaints and Investigations into any applicable languages.

**AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS**

- A. Peralta Safety and Security Services shall make available sexual assault awareness information to students and employees.
- B. Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.
- C. Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
- D. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- E. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
  - 1. a current or former spouse of the victim;
  - 2. a person with whom the victim shares a child in common;
  - 3. a person who is cohabitating with or has cohabitated with the victim as a spouse;
  - 4. a person similarly situated to a spouse of the victim under California law; or
  - 5. any other person against an adult or youth victim who is protected from that person's acts under California law.
- F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
- G. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.  
 "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
- H. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)
- I. All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Peralta Police Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until Peralta Police Services is authorized to release such information.
- J. Peralta Safety and Security Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with a copy of the District's policy and administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking upon request, and the importance of preserving evidence and the identification and location of witnesses.
- K. Victims will be provided the option to:
  - 1. notify proper law enforcement authorities, including on-campus and local police;
  - 2. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - 3. decline to notify such authorities;
  - 4. information about the participation of victim advocates and other supporting people;
  - 5. the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
  - 6. information about how the district will protect the confidentiality of victims, and
  - 7. written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Peralta Police Services or local law enforcement.
- L. The victim will be provided a description of the following procedures:
  - 1. criminal prosecution;
  - 2. civil prosecution (i.e., lawsuit);
  - 3. District disciplinary procedures, both student and employee;
  - 4. modification of class schedules; and
  - 5. tutoring, if necessary.
- M. The District will investigate all complaints alleging sexual assault regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through Peralta Safety and Security Services, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence unless the alleged assailant has waived rights of confidentiality.

- N. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.
- O. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
  - 1. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
  - 2. The accused did not take reasonable steps in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- P. In the evaluation of the complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
  - 1. The complainant was asleep or unconscious.
  - 2. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant was unable to communicate due to a mental or physical condition.
  - 3. The complainant was unable to communicate due to a mental or physical condition.
- Q. The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives the right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Office, which shall work with Peralta Police Services to assure that all confidentiality rights are maintained.
- R. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, and stalking has been reported, including a statement of the standard of evidence (preponderance of evidence) that will be used during any district proceeding arising from such a report. The statement must include the following:
  - 1. A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
  - 2. Procedures to follow if a domestic violence, dating violence, sex offense or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.
  - 3. Responses to stranger and non-stranger sexual assault;
  - 4. The preliminary victim interview, including the development of a victim interview protocol, and a comprehensive follow-up victim interview, as appropriate;
  - 5. Contacting and interviewing the accused;
  - 6. Seeking the identification and location of witnesses;
  - 7. Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
  - 8. Written information and notification for students about existing on- and off- campus counseling, mental health, victim advocacy, legal assistance, or other services for victims and contact information;
  - 9. Participation of victim advocates and other supporting people;
  - 10. Investigating allegations that alcohol or drugs were involved in the incident;
  - 11. The role of the institutional staff supervision;
  - 12. A comprehensive trauma-informed training program for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases;
  - 13. Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Peralta Safety and Security Services or local law enforcement.
  - 14. Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:
    - a. Such proceedings shall provide a prompt, fair, and impartial resolution;
    - b. Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability;
    - c. The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occur prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
  - 15. A description of the sanction the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, date rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence or stalking.

## Education and Prevention Information

Peralta Safety and Security Services shall:

- A. Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- B. Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.
- C. The outreach programming included as part of an incoming student's orientation must include, at a minimum, all of the following:
  - a. The warning signs of intimate partner and dating violence.
  - b. Campus policies and resources relating to intimate partner and dating violence.
  - c. Off-campus resources and centers relating to intimate partner and dating violence.
  - d. A focus on prevention and bystander intervention training as it relates to intimate partner and dating violence.

**Please note:** For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website.

**Note:** Beginning January 1, 2020, Districts must annually review and update procedures and protocols adopted pursuant to Education Code Section 67385 in collaboration with sexual assault counselors and student, faculty, and staff representatives.

## BP 4030 ACADEMIC FREEDOM

### Intellectual Freedom and Responsibility:

Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As a responsibility, it carries the obligation to study, to investigate, to present, to discuss and to interpret fairly and objectively facts and ideas related to the instructor's assignments.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the student's own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson. To insure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining the high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.

### Freedom of Speech, Political Activities:

The governing board recognizes the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his/her capacity as a private citizen. Nothing in this policy shall prevent:

- The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
- The conducting of student and employee elections and campaigning connected therewith.

**AP 5500 STANDARDS OF STUDENT CONDUCT, DISCIPLINE PROCEDURES, AND DUE PROCESS**

- I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.
- III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.
- IV. **Standards of Conduct.** Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.
  - A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the *California Education Code*, *California Penal Code*, and the *California Administrative Code*. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or District. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:
    1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
    2. Willful misconduct which results in injury or death of any person on college-owned or -controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
    3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
    4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
    5. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District. Conduct that constitutes sexual harassment under Title IX is addressed under AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Harassment Based on Sex under Title IX – these procedures must be used.
    6. Unauthorized entry to or use of college facilities.
    7. Committing or attempting to commit robbery or extortion.
    8. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
    9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
    10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
    11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
    12. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
    13. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
    14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
    15. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
    16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  - B. In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 school days of the results, to the alleged victim, who shall keep such information confidential.



**V. Forms of Discipline.** Students facing disciplinary action are subject to any of the following actions:

- A. Written or verbal reprimand. An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
- B. Probation. A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.
- C. Loss of Privileges and Exclusion from Activities. Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- D. Educational Sanction. Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- E. Treatment Requirement. Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).
- F. Group Sanction. Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.
- G. Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. The instructor must immediately report the removal to the Vice President of Student Services (or designee).
- H. Exclusion from Areas of the College. Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.
- I. Withdrawal of Consent to Remain on Campus. Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police have reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.
- J. Short-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for a period of up to ten consecutive days of instruction.
- K. Long-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and District for one or more terms.
- L. Expulsion. Exclusion of the student by the Board of Trustees from attending all colleges in the District.

**VI.** Disciplinary action may be imposed on a student by:

- A. A college faculty member who may place a student on probation or remove the student from class and/or a college activity for the remainder of that class/activity period.
- B. The President (or designee) who may impose any form of discipline, including summarily suspending a student when deemed necessary for the welfare and safety of the college community.
- C. The President who may recommend "expulsion" to the Chancellor.
- D. The Board of Trustees who may terminate a student's privilege to attend any college of the District.

**VII.** Due Process for Discipline, Suspensions, and Expulsions

- A. Definitions:
  1. Student. Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District who was enrolled at the time of the alleged violation of the Standards of Student Conduct.
  2. Faculty Member. Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
  3. Day. A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.
  4. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.
- B. Procedure. Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:
  1. Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
    - a. The specific section of the Code of Student Conduct that the student is accused of violating.
    - b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
    - c. The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
    - d. The nature of the discipline that is being considered.
  2. Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.

3. Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid.

The conference with the Vice President of Student Services (or designee) will be for the purpose of:

- a. Reviewing the written statement of the charge(s) as presented to the student;
  - b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
  - c. Informing the student in writing of possible disciplinary action that might be taken;
  - d. Presenting to the student the College Due Process Procedures.
4. Meeting Results. One of the following scenarios will occur:
    - a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
    - b. A disciplinary action is imposed, and the student accepts the disciplinary action.
    - c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
    - d. A disciplinary action of a long-term suspension is imposed, and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
    - e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.
  5. Short-term Suspension.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.

6. Long-term Suspension.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

7. Expulsion.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

### VIII. Hearing Procedures:

- A. Request for Hearing. Within 5 days after receipt of the Vice President of Student Services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid.

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

- B. Schedule of Hearing. The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.
- C. Student Disciplinary Hearing Panel. The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).

*The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.*

- D. Hearing Panel Chair. The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.

**E. Conduct of the Hearing.**

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.
6. The student may represent himself or herself and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
11. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

**IX. President's (or designee's) Decision**

- A. Long-term suspension. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a final written decision based on the recommendations of the hearing panel and the Vice President of Student Services (or designee). If the President (or designee) modifies or rejects the hearing panel's recommendation, the President shall review the record of the hearing and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the President (or designee) shall be final.
- B. Expulsion. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the President (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing and shall prepare a written decision that contains specific factual findings and conclusions. If the President (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the Chancellor and Board of Trustees.

**X. Chancellor's Decision**

A student may, within 10 days of the President's decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the Chancellor. For long-term suspensions, the Chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the President's decision. For expulsions, the Chancellor shall forward the President's recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.



**XI. Board of Trustees' Decision:****A. Long-Term Suspension Appeal:**

The Chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor's decision. The Board will consider the appeal request, along with the Chancellor's decision, at the next regularly scheduled meeting. The Board may reject the appeal request and uphold the Chancellor's decision, or accept the appeal and conduct a hearing. The Board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

**B. Expulsion:**

1. The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
2. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice by certified mail to the address last on file with the District at least three days prior to the meeting of the date, time, and place of the Board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.
7. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**XII. Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

**XIII. Student Grievance:**

- A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 5530 Student Rights and Grievance.
- B. Students in Allied Health Programs:  
Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

**AP 5530 STUDENT RIGHTS AND GRIEVANCE PROCEDURE**

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student.

**I. Grounds for Filing Student Grievances.** The Student Grievance Procedure shall apply only to grievances involving:

- A. Academic (Grade) Grievance: The extent permitted by Education Code Section 76224 subdivision (a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- B. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- C. Violation of Law, Policy, and Procedures:  
Violation of rights which a student is entitled to by law or District policy, including financial aid, rules for student conduct, admission, probation, or suspension or dismissal policies.
- D. This Student Grievance Procedure does not apply to:
  1. Citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
  2. Discrimination, Sexual Assault or Sexual Harassment. (See AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, and AP 3435 Discrimination and Harassment Complaints and Investigations)
  3. Student disciplinary actions, which are covered under separate board policies and administrative procedures.

## II. Definitions

- A. Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
- B. Student: A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
- C. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- D. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
- E. Written Notice/Written Decision: Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
- F. Day: Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

## III. Grievance Process

### 1. Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.
- b. For a grievance based on an alleged violation of free expression, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

### 2. Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the Vice President of Student Services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

The Vice President of Student Services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the Vice President of Student Services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

### 3. Request for Grievance Hearing

If an informal resolution cannot be reached, the Vice President of Student Services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the Chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

- a. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.
- b. For grievance based on exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120, the Chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

#### 4. Grievance Hearing Committee

Within 90 days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing. The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- a. The Vice President of Instruction, who shall Chair the committee;
- b. One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- c. One administrator (and one alternate) appointed by the College President;
- d. One student (and one alternate) appointed by the President of the Associated Students

Additional committee member:

- e. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed the PFT and the Faculty Senate; or
- f. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

#### 5. Hearing Procedure

- a. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
- b. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.
- c. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
- d. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
- e. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
- f. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
- g. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
- h. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
- i. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
- j. Any member of the committee may ask questions of any witness.
- k. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
- l. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
- m. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
- n. The committee shall make all evidence, written or oral, part of the record.
- o. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
- p. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.

- q. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
- r. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
- s. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
- t. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

## **6. Final Decision by Vice President of Student Services**

Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

- a. The committee's recommendation;
- b. The final decision by Vice President of Student Services; and
- c. Appeals procedure

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

## **7. Appeals**

- a. President's Decision

The Vice President of Student Services' (or designee's) decision may be appealed by either party in writing within 10 days of the Vice President of Student Services' (or designee's) decision.

The College President shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

- b. Chancellor's Decision

The College President's decision may be appealed to the Chancellor in writing within 10 days of receipt of the decision.

The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

- c. Board of Trustees' Decision

The Chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

## **8. Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## Faculty

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### Allen, Cie-Jae (Rose)

EOPS Counselor

B.A., San Francisco State University

M.S., San Francisco State University

### Altman, Hilary

Communication

B.S., Cornell University

M.S., Cornell University

M.A., Wright Institute

Ph.D., Northwestern University

### Alturk, Sara

Career and General Counselor

B.A., University of California, Berkeley

M.S., San Francisco State University

### Ambalal, Monica

Music

B.A., University of New Orleans

M.A., (Musicology), California State University, Long Beach

M.A., (Ethnomusicology), University of California, Davis

### Ban, Sun Young

Mathematics

B.S., New York University

M.S., Teachers College, Columbia University

Ph.D., Teachers College, Columbia University

### Barrios, Diana

Nursing

B.A., Stanford University

M.S.N., Samuel Merritt University

### Bratchett, Lynn

Nursing

B.S.N., University of Massachusetts

M.B.A., Northeastern University

### Briffa, Jennifer

Child Development

A.A., Merritt College

B.A., Mills College

M.A., Mills College

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**A**

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- Art (ART) – 59, 110-119
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     Accounting AA Degree – 59, 90, 139, 141  
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     Business Administration 2.0 AS-T Degree – 59, 90, 139, 143  
     Business Management Certificate of Achievement – 59, 90, 139, 144  
     Digital Marketing Certificate of Achievement – 59, 90, 139, 146  
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## C

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     Associate Teacher Certificate of Proficiency – 59, 91, 153, 155  
     Child Development AA Degree – 59, 91, 153, 156  
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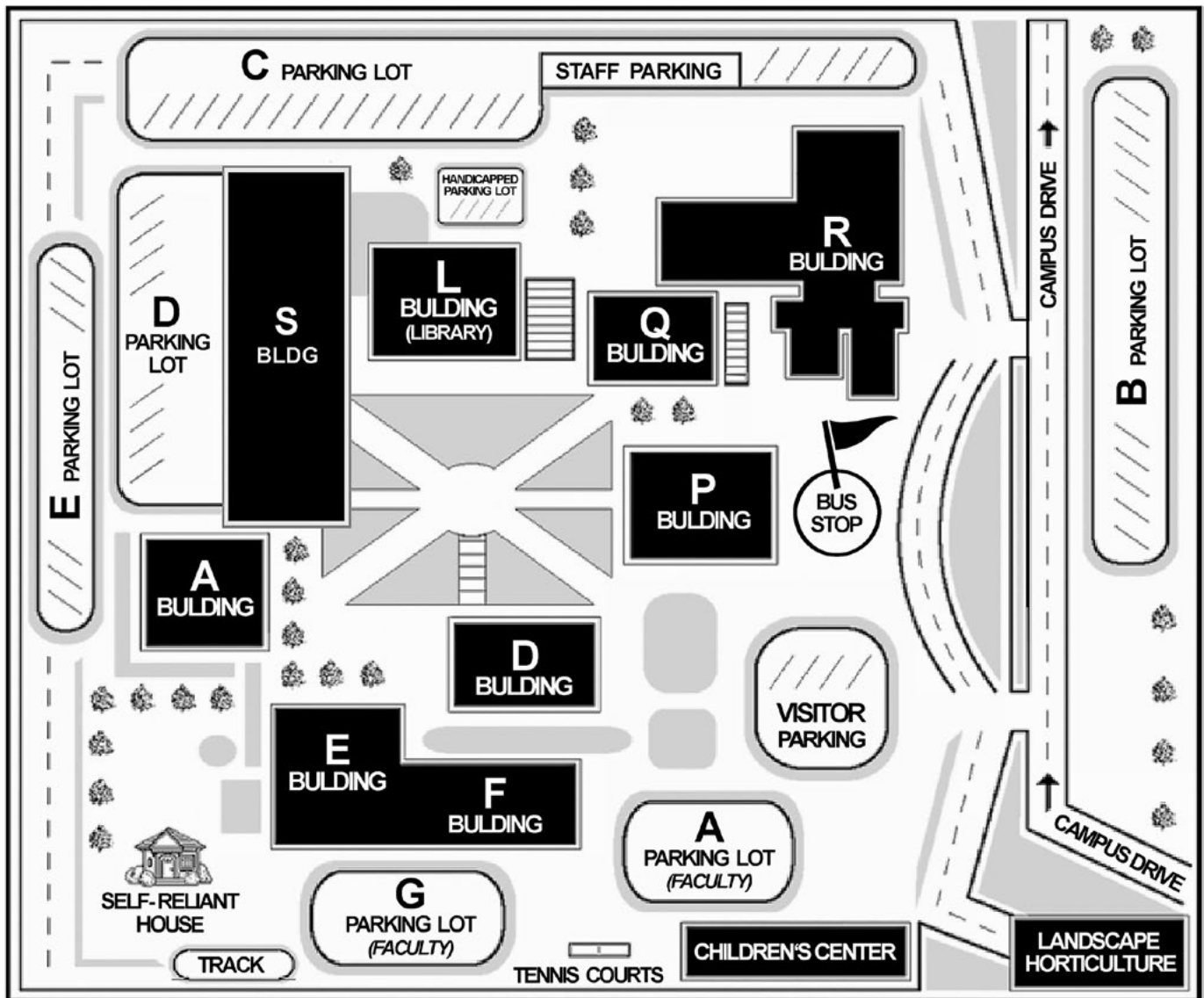
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## Campus Map



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D	COVAH, Oakland Adult Education, MLK, Jr. Freedom Center, Career Institute, Police Services, Division I Offices
E	Gymnasium, Classrooms
F	Locker Rooms, Faculty Offices
H	Landscape Horticulture
L	Library, Learning Center (Electronic Classroom Math/Science Lab, Tutorial Center)
P	Classrooms, Puente Program, Computer Access Lab/SAS, Computer Labs
Q	Administration (Offices of President and Vice President of Instruction), Business Services, Cashier's Office, Mailroom & Switchboard, Production Center
R	Admissions & Records, Assessment, Bookstore, Counseling, Student Accessibility Services, EOPS/CARE, Financial Aid, Student Activities, Student Health Services, Transfer Center, Veterans Affairs, Vice President of Student Services, Special Programs & Grants,
S	Science & Allied Health Programs, Classrooms & Labs, Division II Offices, Division III Offices
SRH	Self-Reliant House (Environmental Management & Technology Program)





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