

Merritt College

CAREER TECHNICAL EDUCATION

We change lives!
Learn the skills you need to find your future.



12500 Campus Dr., Oakland, CA 94619
(510) 531-4911 • www.merritt.edu

Business & Entrepreneurship



Business is one of the most popular areas of study at colleges today because all companies need qualified people to manage their operations in some way. There are also plenty of opportunities for you to start your own business! All 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. You can choose from a dozen degree and certificate programs at Merritt—from **Accounting, Business Administration, and Economics to Administrative Assistant, Business Information Processing, and Real Estate**. Be prepared to enter the job market right out of college or upgrade your skills!

“In addition to learning all about the real estate business from instructors who are practicing professionals, our education is supplemented by the Real Estate Forum, a Merritt group that brings together students and business people for development and networking opportunities.”

—Anthony Capitan



Environment & Sustainability



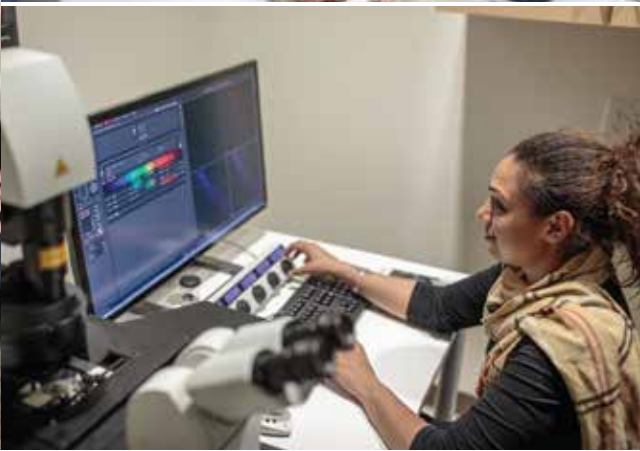
One of the first of its kind in the nation, **Environmental Management and Technology** is conveniently located between two wildland watershed open spaces in the Oakland hills that serve as field classrooms, along with the student-built Self-Reliant House. Here students experience hands-on projects that lead to certificates and careers in such areas as Greening the Urban Environment and Urban Agroecology as they also help to restore and revitalize the community.

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 in landscape architecture, design and construction, parks maintenance, nursery management and more—and all with a panoramic view of the Bay Area! Graduates are in demand by parks, schools, golf courses, and landscape contractors—or they become successfully self-employed.

“The Edible Landscaping course I took was really eye-opening—it really makes you rethink how you use your land. I learned everything from how to plant vertically to how to make compost. It’s a very sustainable class.”

—Cynthia Krikorian

Healthcare & Bioscience



Allied Health — Healthcare is one of the largest and fastest-growing occupations in the Bay Area with many in-demand job opportunities. At Merritt College, which offers renowned programs in **Nutrition & Dietetics, Medical Assisting, Nursing, Radiologic Science, and Emergency Medical Technician**, students have a wide choice of studies and get essential hands-on experience in hospitals, medical clinics, and doctor's offices.

Bioscience — The demand for bioscience specialists is evident at Merritt where students are getting offered jobs before they even complete their studies. In **Genomics**, you'll research the DNA content in organisms; in **Microscopy**, you'll take images of cells and tissues using high-end digital imaging systems; and in **Histotechnology**, you'll learn how to prepare slides to be used in the diagnosis of disease. No pre-requisites needed!

"I've always been interested in science, so when I changed careers, I took classes in Microscopy and then Histotechnology, and it turned out to be just what I wanted. The instructors were all great, and it led me to a very rewarding career."

—Carlos Brady

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 enrolling in the **Applications or Infrastructure Security Programs** and join the rapidly growing field of **Cybersecurity**. The 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 and Merritt faculty in a hybrid combination of classroom instruction and virtual lab assignments. The programs are designed to be completed in two years with students earning a degree or certificate and the knowledge to pass national certification tests. The program includes security internships at workplaces throughout the Bay Area to give you hands-on experience for your first job!

"I learned enough in two semesters to join my class team in winning a national Cybersecurity competition. I credit our success to the fast-paced program and our experienced instructors from top security companies in Silicon Valley."

—Andy Bittner



Public & Human Services



The variety of program offerings in **Childhood Development** prepare students with the knowledge and opportunities to work with children of different ages in providing quality learning experiences as teachers, childcare providers, and infant/toddler specialists. Classes are offered in various locations and in languages other than English. The on-campus Lab School provides students with the hands-on experience 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 to substance abuse clients.

“When I came to the U.S. from South Vietnam with the dream of working with children, I faced many challenges. But with the support and encouragement of my teachers and counselors, I earned a 4.0 GPA, was named valedictorian, and got job at a Head Start pre-school.”

—Kim Pham

Public Service & Law



Students in the **Administration of Justice** program who want to study **Police Science, Corrections, or Homeland Security**, have the benefit of instructors from the Oakland Police Department and other law enforcement agencies who provide real-life lessons and hands-on experiences. The program’s newest Pre-Academy course prepares students for the rigorous police entry requirement.

Taught by practicing professionals, Merritt’s **Fire Science** courses prepare students for careers as fire fighters or fire investigators, and 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 the skills to become successful with only a 27-unit curriculum. If you are interested in furthering your knowledge of law, you can also participate in the “Pathway to Law School” program.

“The experienced, hands-on instructors really opened doors for me to reach my goal of becoming a police officer. I was excited to be a safety aide on campus which really gave me a lot of real-life practice.”

—Nguyen Hu



What is Career Technical Education (CTE)?

With today's expanding technology and challenging economy, it's important that Merritt College provides the community with an educated and well-trained workforce. Our wide variety of CTE programs provide both career/technical course offerings and general education courses designed to prepare students of all ages for in-demand careers, job changes, or advancement needs. Students can also transfer to a four-year institution 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.

Will I get a degree or certificate when I complete a program?

Yes! By offering more than 50 degrees and certificates leading to a wide variety of opportunities, we prove our slogan, "We Change Lives," every day as our graduates move on to successful careers and make Merritt College proud.



Types of Certificates & Degrees

Certificates

Certificates are for students who seek skills leading to entry-level positions or enhancing a skill area, as follows:

- 1) **Certificate of Proficiency** — Generally for students seeking a short-term certificate and specific skill set. This certificate will not appear on the students' transcript.
- 2) **Certificate of Achievement** — Generally for students seeking broader skills or more in-depth coursework, often meeting the major requirements for the associate degree in that area.

AA and AS Degrees

The Associate of Arts Degree (AA) and the Associate of Science Degree (AS) are for students who want a two-year degree or plan to transfer to a four-year college or university and work towards a bachelor's degree.

AA-T and AS-T Degrees

The Associate in Arts for Transfer Degree (AA-T) and the Associate in Science for Transfer Degree (AS-T) provide guaranteed admission into the California State University (CSU) system as well as priority admission to a local CSU campus and/or to a major deemed similar to the AA-T/AS-T.

(See college catalog for more details.)



Where can I find more detailed information about these programs and about attending Merritt College?

For detailed descriptions and information about Merritt's CTE programs as well as job opportunities, go to the following:

Merritt College Website: www.merritt.edu/wp/cte

Merritt College Catalog: www.merritt.edu/wp/catalog

U.S. Bureau of Labor Statistics: www.bls.gov

California Labor Market: www.labormarketinfo.edd.ca.gov

For further information about enrolling in Merritt College's CTE Programs, see the steps to the left or call the CTE Office at (510) 436-2409.

It's Easy to Register for CTE Classes

- 1) Apply for Admission by going to www.peralta.edu and choosing Merritt College.
- 2) Attend an Orientation session (in person or online).
- 3) Schedule an Assessment for English and Math.
- 4) Go to Counseling to get your Assessment results, develop an educational plan, and select classes.
- 5) Get help at the Financial Aid Office, if needed.
- 6) Register for your classes.
- 7) Pay your fees at least two weeks before classes start.

For questions, contact the Admissions Office, (510) 436-2487.

Located in the beautiful Oakland hills just 20 minutes from San Francisco, Merritt College is one of 113 public community colleges in California accredited by the Western Association of Schools and Colleges. Merritt opened its doors over 60 years ago and remains the heart of a thriving, diverse community where students of all ages and backgrounds can get a quality education at an affordable price.



**FIND
YOUR
FUTURE**

CTE DEGREES AND CERTIFICATES

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The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society and a global economy.

Business & Entrepreneurship

Accounting		CA	AA	AS-T
Administrative Assistant		CA	AA	
Administrative Office Systems			AA	
Business Administration			AA	
Business Information Processing		CA	AA	
Business Management		CA		
Entrepreneurship	CP			
General Business			AA	
Human Resource Management	CP			
Legal Office Assistant	CP			
Real Estate		CA	AA	
Retail Management	CP			
Small Business Management	CP			

Environment & Sustainability

Environmental Management Fundamentals	CP			AS AS AS
Greening the Urban Environment	CP			
Urban Agroecology	CP			
Basic Landscape Horticulture		CA		
Landscape Design and Construction		CA		
Landscape and Parks Maintenance		CA		
Nursery Management		CA		
Permaculture Design	CP			
Landscape Architecture			AA	

Information & Communication Technology

Cybersecurity				AS AS
Applications Security		CA		
Infrastructure Security		CA		

Healthcare & Bioscience

Allied Health				
Dietary Manager		CA		AS
Dietetic Technology Pathway II	CP			
Emergency Medical Technician	CP			AS AS-T AS
Medical Assisting (Clinical and Administrative)	CP			
Nursing				
Nutrition & Dietetics*		CA		
Radiologic Science		CA		
Bioscience				
DNA Sequencing with Nano-Chip Technology	CP			CA
Histotechnician*		CA		
Fluorescence Bioscience Microscopy	CP			
Optical Microscopy	CP			

Public & Human Services

Child Development				AA
Assistant Teacher	CP			AS-T
Associate Teacher	CP			
Early Childhood Education				
Family Child Care Provider	CP			CA CA AA
Infant/Toddler Specialist	CP			
Teacher		CA		
Community Social Services /Substance Abuse		CA		
Online Teaching	CP			

Public Service & Law

Administration of Justice				AS-T
Corrections		CA	AA	
Police Science		CA	AA	
Homeland Security		CA		
Paralegal Studies		CA	AA	

For program details, go to www.merritt.edu/wp/cte *Pending State approval

CP: Certificate of Proficiency
CA: Certificate of Achievement
AA: Associate of Arts Degree

AS: Associate of Science Degree
AA-T: Associate in Arts for Transfer
AS-T: Associate in Science for Transfer