Come See Why the Peralta Colleges—Berkeley City College, College of Alameda, Laney College and Merritt College—demonstrate the richness of the community college experience. With more than 150 programs and thousands of classes to choose from, you are free to explore a career path or focus on a specialized interest. Discover your potential through Peralta’s educational programs. Peralta offers hands-on experience and goal-specific classes taught by award-winning faculty and real-world industry leaders.

The worlds of biotechnology, computer and information sciences, multimedia, business and management, as well as technical skills programs and many other opportunities are open to you. Build on existing strengths, learn new skills, develop your potential for the job market or further academic goals. The choice is yours at Peralta.

The Peralta Colleges not only offer classes at times convenient to your schedule, but also provide you with an exciting variety of campus-related events. Concerts, lectures, festivals, art exhibits, plays and other cultural and entertainment opportunities abound. Gym and swimming facilities, plus a wide assortment of sports activities, await you. There is also a broad range of student services, including academic advising, career development counseling, peer tutoring, legal services and specialized support groups that enhance the educational experience for all Peralta students.

The opportunity is here. Experience the richness of the Peralta Colleges.

Visit our Website www.Peralta.edu to view college schedules, select classes, pay fees or simply find out more about the Peralta Colleges.

Enroll On-line Now www.merritt.edu or Call for info (510) 531-4911
Welcome to Merritt College! Whether you are just starting out or continuing on, we are excited you are here to begin a new year with us.

We are proud of our newest addition to the campus: The beautiful Barbara Lee Center for Science and Allied Health! No matter what your major is, we encourage you to come by and visit. There are comfortable study areas called “learning neighborhoods,” outdoor patios with beautiful views, and a spiral staircase marking the building’s center with pathways leading in all directions.

This architecturally stunning, state-of-the-art building is just an example of the excellence you will find on campus. We have nearly 100 programs of study which lead to transfer to your desired university or workforce training career. Our dedicated faculty and staff are truly committed to having you fulfill your academic and professional achievements.

Merritt’s Student Service programs are especially designed to guide and support you with answers to questions and to direct you to resources needed. We have a newly renovated tutoring center and library, programs geared toward positive experiences for both Latino students (PUENTE) and African-American students (SANKOFA), and a First-Year Experience Program created to ease into college life in a supportive environment. Our counseling, veterans, financial aid, assessment, and admissions and records offices provide exceptional service, and students are always their number one priority.

The wide diversity at Merritt is marked each year by numerous events open to the entire campus community – from Women’s and Black History Months to Hispanic and Native American celebrations. The events are filled with rich culture, lively entertainment, and always delicious food to share. Merritt also has more than 20 active student clubs on campus in a multitude of interests – and the chance to start your own club!

But the end of each year is always my favorite, when faculty, staff, friends and family come together to celebrate the success of our students. There are award luncheons, scholarship dinners, and, of course, the culmination of it all – graduation! Watching the students shine as they walk across the stage to get their diploma or certificate makes us all proud to be a part of Merritt College.

There’s a reason why our slogan is “We Change Lives,” and we strive to prove it true with every student who comes to Merritt and walks out into the world a different person.

Hope to see you on campus!

Norma Ambriz-Galaviz
Dr. Norma Ambriz-Galaviz
President
PERALTA COMMUNITY COLLEGE DISTRICT

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Vacant, Vice Chancellor of Student Services
Adela Esquivel-Swinson, Associate Vice Chancellor of Student Services
Vacant, Vice Chancellor of Finance and Administrative Services
Trudy Largent, J.D., Vice Chancellor for Human Resources and Employee Relations
Dr. Sadiq Ikharo, Vice Chancellor of General Services

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Dr. Elmer Bugg, Vice President of Instruction
Dr. Arnulfo Cedillo, Vice President of Student Services
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Vacant, Division Dean, Workforce Development and Applied Sciences (Division II)
Romeo Garcia, Interim Dean of Special Programs and Grants
Dr. Lilia Chavez, Director of Student Activities and Campus Life
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# Academic Calendars 2015–2017

## Fall Semester 2015

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<th>Day</th>
<th>Event</th>
</tr>
</thead>
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<td>August 19-21</td>
<td>W-F</td>
<td>Professional Days - No classes</td>
</tr>
<tr>
<td>August 24</td>
<td>M</td>
<td>Day and evening instruction begins</td>
</tr>
<tr>
<td>August 29</td>
<td>S</td>
<td>Thursday instruction begins</td>
</tr>
<tr>
<td>September 6</td>
<td>Su</td>
<td>Last day to drop regular session classes and receive a refund. Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund. Last day to drop regular session classes without a &quot;W&quot; appearing on transcripts Last day to add regular session classes</td>
</tr>
<tr>
<td>September 7</td>
<td>M</td>
<td>Labor Day - Holiday observance</td>
</tr>
<tr>
<td>September 8</td>
<td>T</td>
<td>Census Day - Instructors verify enrollment in classes</td>
</tr>
<tr>
<td>September 14</td>
<td>M</td>
<td>Last day to file for Pass/No Pass grading option for regular session classes</td>
</tr>
<tr>
<td>October 23</td>
<td>F</td>
<td>Last day to file petitions for AA or AS degree/certificate</td>
</tr>
<tr>
<td>November 11</td>
<td>W</td>
<td>Veteran's Day - Holiday observance</td>
</tr>
<tr>
<td>November 14</td>
<td>S</td>
<td>Last day to withdraw from regular session classes and receive a &quot;W.&quot; All outstanding fees are due even if classes are dropped on this day. Attention Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>November 14</td>
<td>S</td>
<td>Attendance Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>November 26-29</td>
<td>Th-Su</td>
<td>Thanksgiving - Holiday observance</td>
</tr>
<tr>
<td>December 12</td>
<td>S</td>
<td>Saturday instruction ends</td>
</tr>
<tr>
<td>December 14-18</td>
<td>M-F</td>
<td>Final examinations</td>
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<tr>
<td>December 18</td>
<td>F</td>
<td>Fall semester ends</td>
</tr>
</tbody>
</table>

**Note:** Saturday classes begin August 29 and meet every Saturday except November 28. Saturday classes end on December 12.

**Note:** Last day to drop without a "W" appearing on transcripts may vary for short-term and open-entry, open-exit classes.

*Dates are subject to change.* See the online Academic Calendar at www.Peralta.edu for the latest information.

## Spring Semester 2016

<table>
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<th>Event</th>
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<td>January 18</td>
<td>M</td>
<td>Martin Luther King Jr's Birthday - Holiday observance</td>
</tr>
<tr>
<td>January 20-22</td>
<td>W-F</td>
<td>Professional Days - No classes</td>
</tr>
<tr>
<td>January 25</td>
<td>M</td>
<td>Day and evening instruction begins</td>
</tr>
<tr>
<td>January 30</td>
<td>S</td>
<td>Saturday instruction begins</td>
</tr>
<tr>
<td>February 7</td>
<td>Su</td>
<td>Last day to drop regular session classes and receive a refund. Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund. Last day to drop regular session classes without a &quot;W&quot; appearing on transcripts Last day to add regular session classes</td>
</tr>
<tr>
<td>February 7</td>
<td>Su</td>
<td>Labor Day - Holiday observance</td>
</tr>
<tr>
<td>February 8</td>
<td>M</td>
<td>Census Day - Instructors verify enrollment in classes</td>
</tr>
<tr>
<td>February 11</td>
<td>Th</td>
<td>Last day to file for Pass/No Pass grading option for regular session classes</td>
</tr>
<tr>
<td>February 12-15</td>
<td>F-M</td>
<td>President's Birthday - Holiday observance</td>
</tr>
<tr>
<td>March 18</td>
<td>F</td>
<td>Last day to file petitions for AA or AS degree/certificate</td>
</tr>
<tr>
<td>March 21-27</td>
<td>M-Su</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>March 25</td>
<td>F</td>
<td>Cesar Chavez - Holiday observance</td>
</tr>
<tr>
<td>April 23</td>
<td>S</td>
<td>Last day to withdraw from regular session classes and receive a &quot;W.&quot; All outstanding fees are due even if classes are dropped on this day. Attendance Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>April 23</td>
<td>S</td>
<td>Attendance Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>May 20</td>
<td>F</td>
<td>Malcolm X's Birthday - Holiday observance</td>
</tr>
<tr>
<td>May 21</td>
<td>S</td>
<td>Saturday instruction ends</td>
</tr>
<tr>
<td>May 23-27</td>
<td>M-F</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 27</td>
<td>F</td>
<td>Spring semester ends</td>
</tr>
<tr>
<td>May 30</td>
<td>M</td>
<td>Memorial Day - Holiday observance</td>
</tr>
<tr>
<td>June 6</td>
<td>M</td>
<td>Grade rosters/rollbooks are due</td>
</tr>
</tbody>
</table>

**Note:** Saturday classes begin January 30 and meet every Saturday except February 13. Saturday classes end on May 21.

**Note:** Last day to drop without a "W" appearing on transcripts may vary for short-term and open-entry, open-exit classes.

*Dates are subject to change.* See the online Academic Calendar at www.Peralta.edu for the latest information.
### Summer Semester 2016

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<tr>
<th>Date</th>
<th>Day</th>
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</thead>
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<tr>
<td>June 6</td>
<td>M</td>
<td>Drop date for nonpayment of tuition and enrollment fees</td>
</tr>
<tr>
<td>June 20</td>
<td>M</td>
<td>Day and evening instruction begins</td>
</tr>
<tr>
<td>June 26</td>
<td>Su</td>
<td>Last day to drop regular session classes and receive a refund.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</td>
</tr>
<tr>
<td>June 26</td>
<td>Su</td>
<td>Last day to drop regular session classes without a &quot;W&quot; appearing on transcripts</td>
</tr>
<tr>
<td>June 30</td>
<td>Th</td>
<td>Census Day - Instructors verify enrollment in classes</td>
</tr>
<tr>
<td>June 30</td>
<td>Th</td>
<td>Last day to file for Pass/No Pass grading option</td>
</tr>
<tr>
<td>June 30</td>
<td>Th</td>
<td>Last day to file petitions for AA or AS degree/certificate</td>
</tr>
<tr>
<td>July 4</td>
<td>M</td>
<td>Independence Day - Holiday observance</td>
</tr>
<tr>
<td>July 18</td>
<td>M</td>
<td>Last day to withdraw from regular session classes and receive a &quot;W.&quot; All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>July 18</td>
<td>M</td>
<td>Attendance Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>July 28</td>
<td>Th</td>
<td>Summer session ends</td>
</tr>
<tr>
<td>August 4</td>
<td>Th</td>
<td>Grade rosters/rollbooks are due</td>
</tr>
</tbody>
</table>

**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 at www.Peralta.edu for the latest information.

### Fall Semester 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8</td>
<td>M</td>
<td>Drop date for nonpayment of tuition and enrollment fees</td>
</tr>
<tr>
<td>August 17-19</td>
<td>W-F</td>
<td>Professional Days - No classes</td>
</tr>
<tr>
<td>August 22</td>
<td>M</td>
<td>Day and evening instruction begins</td>
</tr>
<tr>
<td>August 27</td>
<td>S</td>
<td>Saturday instruction begins</td>
</tr>
<tr>
<td>September 4</td>
<td>Su</td>
<td>Last day to drop regular session classes and receive a refund.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</td>
</tr>
<tr>
<td>September 4</td>
<td>Su</td>
<td>Last day to drop regular session classes without a &quot;W&quot; appearing on transcripts</td>
</tr>
<tr>
<td>September 4</td>
<td>Su</td>
<td>Last day to add regular session classes</td>
</tr>
<tr>
<td>September 5</td>
<td>M</td>
<td>Labor Day - Holiday observance</td>
</tr>
<tr>
<td>September 6</td>
<td>T</td>
<td>Census Day - Instructors verify enrollment in classes</td>
</tr>
<tr>
<td>September 9</td>
<td>F</td>
<td>Last day to file for Pass/No Pass grading option</td>
</tr>
<tr>
<td>October 21</td>
<td>F</td>
<td>Last day to file petitions for AA or AS degree/certificate</td>
</tr>
<tr>
<td>November 11</td>
<td>F</td>
<td>Veteran's Day - Holiday observance</td>
</tr>
<tr>
<td>November 18</td>
<td>F</td>
<td>Last day to withdraw from regular session classes and receive a &quot;W.&quot; All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>November 18</td>
<td>F</td>
<td>Attendance Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>November 24-27</td>
<td>Th-Su</td>
<td>Thanksgiving - Holiday observance</td>
</tr>
<tr>
<td>December 10</td>
<td>S</td>
<td>Saturday instruction ends</td>
</tr>
<tr>
<td>December 12-16</td>
<td>M-F</td>
<td>Final examinations</td>
</tr>
<tr>
<td><strong>December 16</strong></td>
<td>F</td>
<td>Fall semester ends</td>
</tr>
<tr>
<td>January 3</td>
<td>T</td>
<td>Grade rosters/rollbooks are due</td>
</tr>
</tbody>
</table>

**Note:** Saturday classes begin August 27 and meet every Saturday except November 26. Saturday classes end on December 10.
**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 at www.Peralta.edu for the latest information.
# Spring Semester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9</td>
<td>M</td>
<td>Drop date for nonpayment of tuition and enrollment fees</td>
</tr>
<tr>
<td>January 16</td>
<td>M</td>
<td>Martin Luther King Jr’s Birthday - Holiday observance</td>
</tr>
<tr>
<td>January 18-20</td>
<td>W-F</td>
<td>Professional Days - No classes</td>
</tr>
<tr>
<td>January 23</td>
<td>M</td>
<td>Day and evening instruction begins</td>
</tr>
<tr>
<td>January 28</td>
<td>S</td>
<td>Saturday instruction begins</td>
</tr>
<tr>
<td>February 5</td>
<td>Su</td>
<td>Last day to drop regular session classes and receive a refund.</td>
</tr>
<tr>
<td>February 5</td>
<td>Su</td>
<td>Last day to add regular session classes</td>
</tr>
<tr>
<td>February 6</td>
<td>M</td>
<td>Census Day - Instructors verify enrollment in classes</td>
</tr>
<tr>
<td>February 10</td>
<td>F</td>
<td>Last day to file for Pass/No Pass grading option for regular session classes</td>
</tr>
<tr>
<td>February 17-20</td>
<td>F-M</td>
<td>President’s Birthday - Holiday observance</td>
</tr>
<tr>
<td>March 17</td>
<td>F</td>
<td>Last day to file petitions for AA or AS degree/certificate</td>
</tr>
<tr>
<td>March 31</td>
<td>F</td>
<td>Cesar Chavez - Holiday observance</td>
</tr>
<tr>
<td>April 10-16</td>
<td>M-Su</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>May 1</td>
<td>M</td>
<td>Last day to withdraw from regular session classes and receive a &quot;W.&quot; All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>May 1</td>
<td>M</td>
<td>Attendance Verification Day - Instructors verify enrollment</td>
</tr>
<tr>
<td>May 19</td>
<td>F</td>
<td>Malcolm X’s Birthday - Holiday observance</td>
</tr>
<tr>
<td>May 20</td>
<td>S</td>
<td>Saturday instruction ends</td>
</tr>
<tr>
<td>May 22-26</td>
<td>M-F</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 26</td>
<td>F</td>
<td>Spring semester ends</td>
</tr>
<tr>
<td>May 29</td>
<td>M</td>
<td>Memorial Day - Holiday observance</td>
</tr>
<tr>
<td>June 5</td>
<td>M</td>
<td>Grade rosters/rollbooks are due</td>
</tr>
</tbody>
</table>

**Note:** Saturday classes begin January 28 and meet every Saturday except February 18. Saturday classes end on May 20.

**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 at www.Peralta.edu for the latest information.
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/wp/catalog for our catalog supplement and the most current, available information.

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 2015-2017 academic years. Most of the policies and regulations affecting students are described in this catalog and each student is responsible for becoming familiar with this information. You may obtain more current or complete information from the appropriate administrative office.
INTRODUCTION

Merritt College is a public, comprehensive two-year college. It is one of the four colleges of the Peralta Community College District in Alameda County. Merritt College offers a comprehensive day and evening program of transfer, technical, occupational and basic skills education, and is committed to meeting the educational needs of the diverse student population it serves. Located on a 125-acre site in the hills of East Oakland, Merritt College combines modern, spacious facilities with a spectacular view of the entire Bay Area. An integral part of a large, busy, urban community, the location provides a sense of tranquility and peace. Merritt also offers opportunities for intellectual and cultural growth in the Fruitvale District at 1900 Fruitvale Avenue, Oakland.

ACCREDITATION

Merritt College is fully accredited by the Western Association of Schools and Colleges for all course and program offerings. The California State University and University of California systems and other universities and colleges grant credit for appropriate courses completed (see “Transfer to Four-Year Colleges and Universities”).

THE PERALTA DISTRICT—A SHORT HISTORY

During the years in which the community college concept was evolving, many institutions set the stage for the Peralta Community College District. Longtime East Bay residents will recall The Part Time School, Central Trade (later named The Joseph C. Laney Trade and Technical Institute) and The Merritt School of Business. In July of 1953, the Oakland Board of Education created Oakland Junior College, developing Laney and Merritt as separate and distinct campuses of the new institution. The next year Merritt added an outstanding liberal arts curriculum to the already-established business curriculum. In June 1955, the first students graduated with Associate in Arts degrees.

In November of 1963, the residents of Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont voted to establish a separate junior college district. The name chosen to encompass the district’s six cities was Peralta in honor of Sgt. Luis Maria Peralta, who had been granted 44,800 acres of East Bay lands in August of 1820. On July 1, 1964, the Board of Education voted to offer vocational, occupational, and liberal arts courses on each of the existing campuses. The next year, the voters of the new district passed a $47 million bond issue for construction of several new campuses.

In June of 1970, the College of Alameda opened on a 2.5 acre site near the Naval Air Station in the city of Alameda. Laney College, located next to the Oakland Museum and the BART terminal, completed its new buildings in September of 1970. The following spring, Merritt College moved from its Grove Street home to the East Oakland hills near Skyline Boulevard off Redwood Road.

In 1974, the Peralta College for Nontraditional Study was established, later becoming Vista Community College and subsequently, Berkeley City College in 2006. The college moved to a new location and facility at that time.

Merritt College operates an outreach site, the Fruitvale Education Center, which serves a predominantly Latino community and is located at 1900 Fruitvale Avenue in Oakland. The Center forms a vital link with other community groups to coordinate and plan services for the community. The Fruitvale Education Center has a special emphasis on English as a Second Language courses. One of the goals for the center is to ease the transition of students to the main campus for first-time or nontraditional students. Students, therefore, are encouraged to take classes at the center and at the main campus.

Merritt College is named for one of the pioneer developers of Oakland, Dr. Samuel Merritt. Dr. Merritt first came to Oakland, then referred to as the “Contra Costa,” in 1850. When he arrived at the foot of Broadway, currently in downtown Oakland, as a picnicker on an open boat, the Kangaroo, he was so impressed with the tranquility of the scene, the natural beauty of the location, and the possibility of development of this “land of the oaks” that he hastened to acquire property here.

Dr. Merritt’s many ventures over the years included establishing a marine insurance company; building ships and trading in the Pacific Northwest, the South Seas and China; selling lumber; acquiring real estate; and becoming a founder and member of the Board of Directors of the
Oakland Bank of Savings. He was so successful in real estate and the lumber business in Oakland that he never practiced medicine while a resident of the city. In 1867, Merritt was appointed mayor of the City of Oakland and in 1868 he was elected to a full term. The following year the Oakland park system was launched by the city under Merritt’s leadership.

Dr. Merritt’s civic and political involvements led him to the first presidency of the Mountain View Cemetery Association and to his active role in a successful campaign to move the seat of county government from San Leandro to Oakland. In 1868, the Oakland Library Association was formed, with Dr. Merritt as its first president.

Although trained in medicine, Dr. Merritt did more than any one of his time to develop and beautify Oakland. He enjoyed remarkable success as an architect and builder, being credited with more than one hundred buildings that he designed and financed himself.

Dr. Merritt died in 1890 at his home near the lake named for him. Merritt Hospital, one of the doctor’s early dreams, was endowed with a share of his estate.

MISSION OF THE PERALTA COMMUNITY COLLEGE DISTRICT

MISSION

The mission of the Peralta Community College District is to provide accessible, high-quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

We are a collaborative community of colleges. Together, we provide educational leadership to empower our students to achieve their highest aspirations and to become community leaders, creating opportunities and transforming lives. Our programs and services enhance the human, economic, and social development of our communities. Together with our partners, we provide our diverse students with equitable access to educational resources, experiences, and ongoing capacities to meet and exceed their goals.

GOALS

A. Student Access and Success
   Empower and challenge all our students to succeed.

B. Community and Partner Engagement
   Actively engage and partner with the community on an ongoing basis to identify and address critical needs.

C. Programs of Distinction
   Create a cohesive set of unique, high-quality educational programs and services coordinated across the district.

D. Culture of Innovation and Collaboration
   Implement best practice in communication, management, and human resource development.

E. Financial Health
   Ensure that resources are used wisely and leveraged for student and community success.

VALUES

Students and Our Communities
Student Success—The Peralta Colleges evaluate all decisions in light of how they will support student and community success.
Diversity—We recognize and celebrate the strengths of our diverse students and communities.

Quality
Excellence—We are committed to the highest level of quality in all programs and services.
Innovation—We support creative approaches that meet the changing demographic, economic and educational needs of our communities.
Financial health—The colleges and service centers are effective managers of public resources.

Communication and Collaboration
Collaboration—The colleges and service centers use a consultative decision-making process based on trust, communication and critical thinking.
Trust—We believe in one another’s integrity, strength and ability.
Employee Development—All employees are supported in developing their capacities to support student and community success whatever their position within the Peralta family.
Communication—We listen carefully to fully understand...
each other’s perspectives, and clearly state our honest assessments.

Respect—We treat one another with care and respect.

MISSION OF MERRITT COLLEGE

MISSION

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.

To accomplish its mission, the College provides open access to excellent instructional programs and comprehensive support services in a culturally-rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

CORE VALUES

Student Success: We provide challenging and rigorous learning experiences that support the academic and personal success of our students.

Caring Spirit: We genuinely care about every member of our campus community.

Teamwork and Inclusion: We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.

Campus Climate: We strive to create a student-centered learning environment that leads to student retention, persistence and success.

Diversity: We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college.

VISION

Merritt College will:
• Create learning experiences that stimulate intellectual curiosity and empower students to communicate effectively, think creatively, and embrace their potential.
• Prepare students to become the future leaders of our interconnected global society.
• Engage the community as an active participant and resource through creative partnerships.

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

Students participating in intercollegiate athletics must meet the eligibility requirements of the California Community College Athletics Association (CCCAA) and Merritt College. Student athletes must adhere to the following requirements for eligibility:

- 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.

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

BARBARA LEE CENTER FOR SCIENCE AND ALLIED HEALTH

The new, 107,292 square-foot Barbara Lee Center for Science and Allied Health includes cutting-edge technology and the latest sustainable building advances. The building houses departments in the sciences, business technology, nursing and allied health, and related administrative offices and support services.

COMMUNITY SERVICES

The college serves the community through a varied program of community events, such as lecture series, counseling and testing, new careers training programs, neighborhood outreach centers, and the rental of its facilities to qualified community groups and associations.

EQUIPMENT

The college has well-equipped laboratories and classrooms in accordance with educational and occupational standards.

FEE-BASED CLASSES

Merritt College has a number of courses offered for varying fees. No college credit is granted for completion of these courses. Fee-based courses are community service classes that can be used for personal enrichment or as continuing education for some vocations. The numbers for fee-based courses are in the 800 and 900 number series. Fee courses are administered by the academic department offering them. Contact a specific academic department of interest to learn more about fee course offerings.

HUEY P. NEWTON/ BOBBY SEALE MEMORIAL LOUNGE

The Huey P. Newton / Bobby Seale Lounge was dedicated on February 20, 2001 to Merritt College by the Associated Students of Merritt College. The lounge is named after two alumni, Huey P. Newton and Bobby Seale. It is located in Building R, Room 110. The Lounge is a spacious facility with a spectacular view of the entire Bay Area and is often
used for student activities and conferences. To find out more about this facility, please contact the Business Office at (510) 434-3967.

LIBRARY

The Library occupies the heart of the Merritt College campus, surrounded by picturesque views of both the wooded, rolling hills of Oakland and the shimmering waters of the San Francisco Bay. Upon completion of a major renovation in 2014, the Library reopened its permanent facilities in the L Building to the college community, showcasing new furnishings and fixtures to complement its modern redesign. The Library offers students an open and quiet environment in which to read, research, study, or just relax, together with a variety of information resources and technologies, as well as academic support services, to foster learning.

The Library’s collections consist of books and other information resources organized into the following categories:

- Circulating – Academic and general interest books on a wide range of topics.
- Periodical – Journals, magazines, and newspapers.
- Reference – Atlases, dictionaries, encyclopedias, handbooks, manuals, etc.
- Reserve – Course textbooks, lab manuals, solutions manuals, study guides, workbooks, etc.
- Electronic – Databases and e-books.
- Special – Archival, governance, historical, and professional development materials.

All current Merritt students, faculty, and staff have library access and borrowing privileges. For students, a valid Peralta student ID card also serves as a library card, which must be presented to borrow any library materials. In the event that library materials are damaged, lost, or otherwise not returned, replacement and service fees shall be imposed and a block shall be placed on the student’s record, preventing registration and transcript requests, until all fees are paid. Access to electronic resources is available off campus through the Library’s website with remote authentication. Other library services include computing and printing, wireless Internet access, self-service copying, and group study rooms.

In alignment with Merritt’s institutional learning outcomes, the Library promotes information literacy as a vital component of general education and lifelong learning. Librarians are available to assist students with their reference and research needs through instruction on relevant information sources and effective search strategies and techniques. Faculty may also request library or research orientations for their classes. In Spring 2015, the long-dormant Library Information Studies (LIS) program was revived, with additional LIS credit courses to be offered in the future.

The Library, located in Building L, Room 200, is open to students during both day and evening hours whenever classes are in session. For additional information, please call (510) 436-2457 or email merrittlib@peralta.edu. The Library website is at www.merritt.edu/wp/library.

MERRITT COLLEGE @FRUITVALE

The mission of Merritt College @Fruitvale is to provide greater access to higher education and thereby enhance the quality of life of the residents of the Fruitvale community of East Oakland.

The instructional program and bilingual student services offered by Merritt College @Fruitvale strive to provide a positive experience and build confidence in students as they apply for college, begin study, and transition to the main campus of Merritt College and other Peralta colleges. For additional information, call (510) 536-1830.

PRE-COLLEGIATE ACADEMY

Merritt College sponsors a summer Pre-Collegiate Academy for junior high and high school students who are recommended by their counselors. These students are selected on the basis of having shown interest and potential in math and science and who have demonstrated an ability to benefit from such instruction. For additional information, call (510) 436-2410.
SUMMER SESSION

To augment the regular educational program for students, Merritt College participates in a summer session program, usually commencing the third week of June. Schedules of course offerings are generally available approximately one month prior to the beginning of classes and can be accessed online at www.peralta.edu. Contact the District’s Admissions and Records Office in April for registration information at (510) 466-7368 or the Admissions and Records Office on campus at (510) 436-2487 or 436-2488.

POLICE AND EMERGENCY SERVICES

POLICE SERVICES

The Peralta Community College District contracts for police services with the Alameda County Sheriff’s Office. Peralta Police Services is responsible for protecting the life and property of students, employees and visitors and its mission is to preserve the peace, maintain order, and enforce state, federal and local laws, as well as to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Deputies focus on “partnerships” in addressing the problems and/or concerns identified by campus staff and students.

Deputies assigned to the Peralta Community College District Police Services Department have peace officer authority, pursuant to section 830.1 of the California Penal Code. Each deputy has met all state standards and training requirements and has the same authority as municipal police officers. Sheriff Technicians also are employed by Police Services, but do not have peace officer authority. Peralta Police Services works in partnership with and will request assistance from the Oakland Police Department, the Alameda Police Department or the Berkeley Police Department for incidents which require resources not readily available at Peralta Colleges.

The goal of the Police Services Department is to provide the safest possible environment for all the campuses, so everyone can enjoy all of their facilities. Although safety is the department’s major concern, it also monitors fire and intrusion alarms as well as enforces parking regulations on the campuses. Calls for service are prioritized and response time will vary with the location, nature and urgency of the situation.

POLICE SERVICES LOCATED ON CAMPUS

Police Services on the Merritt campus is located in Building R, Room 117, and is available 7 days a week, 24 hours per day. The emergency phone line is (510) 465-3456, or on campus at ext. 7236. The non-emergency phone line is (510) 465-3514, or on campus at 436-2668.

SAFETY AIDES

Safety Aides assist Police Services by patrolling the campus and its parking lots. Aides are available for escort services to and from parking lots. To receive assistance, call (510) 466-7236.

MEDICAL EMERGENCIES

In case of severe illness or accidents requiring medical assistance, students are advised to dial 7236 from a campus phone or (510) 465-3456. Peralta Police Services will respond to the emergency and notify the campus nurse. Police Services will activate the emergency response services (i.e., ambulance, fire, police, etc.).

In life or death situations (a person has stopped breathing, is bleeding profusely, or is in immediate danger), telephone 9-911 from a campus phone or phone 911. The county emergency response team will be activated and send an ambulance, the fire department, and police. Then dial 7236 from a campus phone or (510) 465-3456 from a pay phone. The campus police will respond and assist you. Tell them whether or not you have already called 911.

In cases of illness or accident which are serious, but not life threatening, dial 7236 from a campus phone or (510) 465-3456. Campus police will respond and notify the campus nurse and/or call 911, if necessary.
CRIME PREVENTION AND PERSONAL SAFETY TIPS

Crime prevention is the responsibility of all staff and students. Members of the campus community should be aware of their surroundings and of circumstances which seem out of the ordinary and be willing to report suspicious individuals or activities to the campus police so that the campus can be maintained as a safe and secure place to work and to study. An awareness of the following crime prevention pointers will help reduce the opportunity for others to commit crimes against students and staff:

• Lock your car, office or residence whenever leaving it.
• Keep your car or building key ready in your hand.
• Avoid unnecessary hazards of poorly lighted or unfamiliar areas.
• Know the locations of telephones on campus.
• When working after hours, notify Police Services of your location. Lock all doors leading to the area you are in.

Questions and concerns regarding campus safety and security may be directed to Police Services at (510) 465-3514.
ADMISSIONS REQUIREMENTS

ELIGIBILITY FOR ADMISSION

All persons 18 years of age or older who can profit from instruction are eligible for admission, either as a California resident or nonresident. Anyone under 18 years of age who is a high school graduate or has been awarded a GED or California High School Proficiency Certificate may also enroll.

RESIDENCE REQUIREMENTS

A person must have lived continuously in California for at least one year immediately preceding the residence determination date to be considered a resident for tuition purposes. Evidence must also be provided to indicate that the person has intent to make California his/her permanent home. The residence of an unmarried minor is that of the parents or legal guardian. The residence determination date is the day before a term begins for which the person is applying for admission.

It is the student’s responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

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. These students will be charged Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Non-residents 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 the Catalog. Note: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

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 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 you can take at the local K-12 school.

In accordance with California Education Code regulations, high school students may enroll as special part-time students. Enrollment must be recommended by their principal, with parental or guardian consent. A counselor must also sign the high school concurrent enrollment form. Units earned will be granted as college credit. It is the high school’s prerogative to grant high school credit for courses taken from the Peralta Colleges. Upon student request, the Admissions and Records Office will send the college transcript to the high school.

Students must complete assessment if enrolling in college-level courses in disciplines such as English, ESL, or mathematics. Students must also follow all of the regulations and policies of the Peralta District and Merritt College, including adhering to any prerequisite requirements. The College recommends, but does not require, that students bring high school transcripts to assist counselors in determining the correct level of course placement.

SPECIAL ADMISSION OF K-10 STUDENTS

The K-10 Special Enrollment provides enrichment opportunities for K-10 students who can benefit from college-level instruction.

The Peralta Community College District may admit a limited number of K-10 students who have exceptional ability or who desire specialized or advanced training. Such admission must be with the recommendation of the principal and approval of the parent or guardian.

Students enrolling in a college-level course must meet assessment requirements. The student must follow all the regulations and policies of the Peralta District and Merritt College, including adhering to any prerequisite requirements. K-10 students may enroll only in selected approved courses.
ADMISSIONS, ENROLLMENT AND FEE POLICIES

Special enrolled K-10 students may not enroll in more than one approved course per semester, except in summer when students may enroll in two approved classes. For a list of approved courses visit the District Special Enrollment website at www.peralta.edu/admissions.

Special part-time concurrently enrolled K-10 students are exempt from paying the California Community College enrollment fees. However, all other fees are required and must be paid at the time of registration.

Students admitted into the Peralta Community College District under the K-10 Special Enrollment earn actual college credits which will count towards their financial aid eligibility in future semesters.

All coursework is governed by the Family 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-10 Special Enrollment:
1. Download the admission application and the K-10 Special Enrollment form at web.peralta.edu/admissions/forms.
2. Complete the admission application and the K-10 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. Complete the K-10 Special Enrollment Program form for each semester the student wishes to attend.

ADMISSION OF INTERNATIONAL STUDENTS

Merritt College will admit international students holding F-1 or M-1 visas. Special regulations govern the admission of foreign students. International students should contact the Office of International Affairs for application and admissions information by phone at (510) 466-7380, by fax at (510) 465-3257, or by email at globaled@peralta.edu. The International Student Application Form, along with a $50 application fee, are required. Upon acceptance, the student must complete the online application through OpenCCC at www.openccc.net. The International Affairs Office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

ADMISSION OF VETERANS

The College Veterans’ Services Offices were established to help process VA 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 Veterans Administration takes 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.

MILITARY RESIDENCE EXEMPTION

Nonresident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions for higher education) are granted a waiver of Nonresident Tuition until they are discharged from military service. Those on active military duty stationed in California for more than one year immediately prior to being separated from the military are entitled to resident classification for up to one year after...
the time active duty within California is completed. This one year waiver after military discharge allows the time necessary to establish permanent California residency. Non-California residents serving in the military who are discharged in California must eventually show evidence that out-of-state residency has been surrendered. The waivers and procedures above also apply to dependents of someone on active military duty in California.

ADMISSIONS PROCEDURES

Applicants must apply online through OpenCCC.net. Applicants follow the OpenCCC instructions to complete and submit an online application. Once an application is completed, a message is sent to the student’s Peralta email or an email assigned by OpenCCC giving instructions on how to log onto the Passport Student Center where enrollment in classes occurs. Unless exempted from Student Success and Support Services (SSSP) procedures, students must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On-campus assistance for online registration is available in the Merritt College 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 Curriculum Patterns and Courses section of the Merritt College catalog.

ASSESSMENT AND TESTING

The assessment process is a combination of counseling, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate student success. Assessment is required for all students planning to enroll in certain courses (e.g., English, math, ESL, etc.). Students who have achieved satisfactory ACT (American College Test) or SAT (Scholastic Aptitude Test) scores or who have been assessed at another community college should see a counselor for a recommendation for class placement. Students who have earned an AA or AS degree (or higher) should also consult with a counselor.

New and continuing students should refer to the current Schedule of Classes for assessment dates or contact the Counseling or Assessment Offices. Students with special assessment needs must sign up in advance for testing through Disabled Students Programs and Services.

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. Also refer to the section on the Student Success and Support Program (SSSP).

FOLLOW-UP COUNSELING

All new students are encouraged to meet with their counselors at least once during their first semester. 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.

SUBMISSION OF TRANSCRIPTS

Official transcripts covering ALL previous high school and college coursework should be submitted. Students are responsible for requesting the transcripts from all other schools previously attended. Transcripts should be mailed directly to the Peralta District Admissions and Records Office by the issuing school, or students may bring official transcripts (in a sealed envelope) in person to the Merritt College Admissions and Records Office or to their counselor. The address of the Peralta District Admissions and Records Office is 333 E 8th Street, Oakland, CA 94606.
ADMISSIONS, ENROLLMENT AND FEE POLICIES

ENROLLMENT POLICIES AND PROCEDURES

ADDING CLASSES/CHANGE OF CLASSES

The last day to add regular session (full-term) classes is available online at www.peralta.edu under Admissions and Records. It is also published in 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

Attendance is expected at every meeting of all courses in which students are enrolled.

1. 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.
2. All instructors shall 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 he/she has not attended. All drops must be recorded on the Census Rosters and Instructors’ Class Records.
3. 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 Census Roster; and (2) Instructors are to drop students on the Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.
4. The instructor’s decision to drop a student for not meeting the attendance requirements of the class is FINAL.
5. A leave of absence may be granted by the instructor for a limited period to cover illness, hospitalization, or acute emergencies. A request for such leaves should be made directly to the instructor by contacting the instructor in person, by telephone, or by written communication.
6. Responsibility for making up work missed because of absence rests with the student.
7. 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. Such permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. 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 at an individual college or combination of Peralta colleges. 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 seat 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 of Arts/Science (AA/AS) or Associate in Arts/Science for Transfer (AA-T/AS-T) degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. For college purposes, a full-time student is one who is carrying 12 or more 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.

**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 you are not moved into the course from the wait list during the enrollment period, you 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 you are not at the class, you will lose your place on the wait list and another student may be added instead.

**Important details students should know:**

- Adding to a wait list does **not** guarantee enrollment in the class.
- All corequisites or prerequisites must be completed before you will be enrolled from the wait list.
- You will not be enrolled from the wait list if the class conflicts with times of your existing class schedule.

- You can view your wait list position in your online student center (under class schedule).
- You can remove yourself from a wait list the same way you would drop a class in your online student center.

**DROPPING CLASSES/WITHDRAWAL**

Students are responsible for dropping classes using the Passport System or at the college Admissions and Records Office.

Students should refer to the academic calendar in the catalogs or the Schedule of Classes 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 specific class more than three times (substandard grades are also included in determining the ability to repeat classes).

Enrollment Fee refund information can be obtained at the following link: web.peralta.edu/admissions/payment-policies.
FEES

CALIFORNIA COMMUNITY COLLEGE
ENROLLMENT FEE

All 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 into 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, Health Services Fee, and AC Transit Fee. Note: High school students pay all other fees unless specifically exempted from paying a particular fee. Full-time high school students enrolling in 11.5 units or more pay tuition fees and all other fees.

ENROLLMENT FEE ASSISTANCE

The Board of Governors Enrollment Fee Waiver (BOGFW) is available to assist students who are 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 BOGFW.

NONRESIDENT TUITION

Students who are not legal residents of California for one year and one day prior to the first day of the term will be charged Nonresident Tuition at the rate of $220 (subject to change) per semester unit unless they qualify for the nonresident status known as "AB 540." Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

NONRESIDENT FEE EXEMPTION/AB 540

Nonresident students who meet the following criteria are exempt from nonresident and capital outlay fees:

1. The student must have attended a California high school (public or private) for three years or more.
2. The student must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If without lawful immigration status, the student must complete an affidavit saying he or she has filed (or will file when eligible to do so) for legal immigration status.

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 three years included attendance at a California high school.

Students who are non-immigrants (e.g., those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.

The student 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.

Complete and submit an “AB 540-CA Nonresident Tuition Exemption Request” to the college Admissions and Records Office. The form may be downloaded at web.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 Extended Opportunity Programs and Services (EOPS). To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application at dream.csac.ca.gov.

For more information on AB 540 and the California Dream Act, please visit web.peralta.edu/admissions/residency-requirements.

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 $6 per semester unit (subject to change) with a maximum of $144 per year. 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.

AC TRANSIT EASYPASS FEE

All students enrolled in nine (9) or more units are required to pay an AC Transit EasyPass Fee of $41 per semester (fee is subject to change), collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass for the semester.

STUDENT HEALTH FEE

All students are required to pay the Student Health Fee of $18.00 per semester for fall and spring semesters ($15 for summer session). This fee is collected at the time of enrollment. The Health Fee is subject to change as allowed by the State Legislature. Note: Students who qualify in the following categories will be exempted from payment of the Health Fee:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);
2. Students who are attending college under an approved apprenticeship training program;
3. 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.

PARKING FEES

There is a parking fee of $2.00 per day for students or visitors who park a vehicle on campus at College of Alameda, Laney, or Merritt. A parking permit may be purchased for $40 per semester or $20 for summer session (motorcycle permits are $20 per semester or $10 for summer session) from the Cashier’s Office. Students who have a Board of Governors Fee Wavier (BOGFW) at the time of permit purchase pay $20 for that semester.

RETURNED-CHECK FEE

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

OTHER EXPENSES

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 continuing
value to the student outside the classroom setting and provided they 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

The Peralta Community College District has retained Credentials, Inc. to accept transcript orders online through their secured site. Students must pay transcript fees at the time of request. The first two transcripts ever requested are free; thereafter, a fee of $6.00 per copy for regular service (mailed within seven to 10 business days) and $12.00 for rush service (mailed within three to five business days) will be assessed. See the website for other expedited delivery options: web.peralta.edu/admissions/official-transcript-request. (Note: The $2.00 handling charge applies to free transcripts.)

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 all their classes will be dropped. Students who owe any fees as of the last day of enrollment will have a hold placed on their account so that they cannot enroll in future semesters or receive their transcript, and their debt may be sent to collections. For important dates, see the Peralta District Admissions and Records website: web.peralta.edu/admissions.

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 web.peralta.edu/admissions and follow appropriate links.

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: web.peralta.edu/admissions/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 www.peralta.edu 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 a student from attending class.
Regular Session (Full-Term) Classes

A student who cancels his/her registration prior to the first day of instruction, or who officially withdraws from classes during the first two weeks of instruction, shall be entitled to a full refund, less a $10 processing fee (charged whether or not the class was attended).

A student who officially completes a change of program during the first two weeks of instruction, and as a result reduces the number of units in which he/she is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.

If a student pays an enrollment fee of less than $10, and cancels his/her registration or withdraws from all classes 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 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

A student enrolled in a short-term or open-entry/open-exit class will receive a 100 percent refund if he/she officially withdraws within 10 percent of the first class meeting. No refunds will be issued after this date. Please refer to the deadline dates in the Schedule of Classes.

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 which is canceled by the college. Also, a 100 percent refund (minus a $20 processing fee) will be made for any class from which the 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 to any student after the “no grade record date” for regular session classes. A student may appeal to the Vice President of Student Services to waive restrictions of this refund policy for cases of extreme hardship.

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 he/she is not attending. If the student does not drop a class, he/she will be charged and could receive an “F” grade that will appear on the student’s permanent record.

NONPAYMENT OF FEES AND OTHER OBLIGATIONS

The college, under appropriate rules and regulations, will withhold grades, transcripts, 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, transcripts and diplomas will be withheld from students or former students who fail to pay loans, other fees, or obligations which have been properly charged to him/her.
MERRITT COLLEGE STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

The Student Success and Support Program (SSSP), previously known as Matriculation, is a state-mandated program/process which brings the College’s staff and resources into a PARTNERSHIP with students to ensure their educational success.

The College agrees to provide an organized process of: admission, orientation, assessment, counseling and/or advising, and the monitoring of students’ progress through follow-up activities.

The students agree to declare a specific educational objective within a reasonable length of time, complete a Student Educational Plan, attend classes regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of their educational goal.

All students, except those exempted on the basis of locally-established criteria (see Exemption from Student Success and Support Services) are expected to complete the State’s SSSP requirements.

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP) COMPONENTS FOR EDUCATIONAL SUCCESS

The five components of SSSP that students will participate in are:

1. Admission—The admissions application provides the college with information about educational plans and career goals. It also helps the college determine the student’s SSSP status.
2. Orientation—An orientation session introduces the student to the college’s programs, services, academic regulations, expectations, and campus facilities; the focus is on how to succeed in college.
3. Assessment—An assessment session provides the student with a measurement of current skills in reading, writing, and mathematics. The results from these assessment tests are advisory only. In addition to measuring current skills, the assessment gathers “multiple measures” information about the student’s previous academic experiences, study skills and habits, motivation and support system, and outside commitments.
4. Counseling and Advisement—A counselor helps the student to develop a Student Educational Plan (SEP) and select appropriate courses based on his/her educational objectives, assessment results, and “multiple measures” information.
5. Follow-Up—The student’s counselor, on a regular basis, monitors his/her progress toward the attainment of educational goal(s). The counselor also assists in reviewing, updating, or revising the student’s educational plans. The counselor may refer the student to support services as necessary.

SPECIAL FOLLOW-UP EFFORTS TO SUPPORT STUDENTS IN COMPLETING THE SSSP PROCESS

Merritt College makes special efforts to support students' successful SSSP if they are “undecided” about their educational goal, are enrolled in basic skills courses, or are on progress and/or academic probation/dismissal. If students are "undecided" (in other words, they have not chosen a major or specific educational goal), the counselors at Merritt College can help with the decision-making process. For students enrolled in basic skills courses, the college offers extra support opportunities, such as tutoring, to help them successfully complete basic skills courses. Finally, if students have difficulty with their studies and performance results in probation or dismissal status, they will receive a letter asking them to see a counselor or the Vice President of Student Services, who will offer support and assistance to improve academic performance.

Selection of any of the following educational objectives will provide students the opportunity to participate in the Student Success Program Services:

- Obtain a bachelor’s degree (with or without an associate degree);
- Obtain a two-year associate/vocational or career technical education degree (without transfer);
- Earn a vocational/career technical education certificate (without transfer);
• Improve basic skills in English, reading, and/or mathematics;
• Undecided goal.

Note: If students do not have an associate degree or higher degree and enroll in 12 or more semester units, the college will also consider them an eligible SSSP student, regardless of educational objective.

The college strongly encourages and welcomes all students to participate in the SSSP services, regardless of whether or not they meet the criteria for exemption from SSSP services or the assessment component. If they are exempt, the college does not require them to participate in the SSSP services. (See the following Peralta Community College District Exemption Policy.)

EXEMPTION FROM STUDENT SUCCESS AND SUPPORT SERVICES

Students may be exempt from the SSSP process at the Peralta Colleges under the following conditions:

1. Student has earned an Associate or higher degree from an accredited institution;
   or
2. Student is enrolled in fewer than 12 units and has declared one of the following educational objectives:
   • Discover/formulate career interests, plans, goals;
   or
   • Prepare for a new career (acquire job skills);
   or
   • Advance in current job/career (update job skills);
   or
   • Maintain certificate or license (e.g. Nursing, Real Estate);
   or
   • Acquire educational enrichment (intellectual, cultural);
   or
   • Complete credits for high school diploma.

Note: All students may participate in any of the SSSP components, even though they qualify for exemption.

EXEMPTION FROM ASSESSMENT COMPONENT ONLY

Students meeting at least one of the following conditions shall be exempt from the assessment requirement:

1. Student has successfully completed (grade “C” or higher) college-level English and mathematics courses (transcript or grade report required);
   or
2. Student has, within the last three (3) years, taken an assessment test that can be used by Peralta staff to determine suitable placement in English and mathematics.

Students may be exempt from the assessment component if services have been received for a learning disability in the last three years at any California community college. Such students should contact the Disability Services Program at (510) 436-2429 or go to Building R, Room 109A as soon as possible to make an appointment to see a counselor or learning disabilities specialist.

EXEMPTION FROM ORIENTATION COMPONENT

Contact a counselor concerning possible exemption from the orientation component.

Students with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in the registration, assessment, or other parts of the Orientation/Assessment/Counseling process should contact Disabled Students Programs and Services at (510) 436-2429 or go to Building R, Room 109A.

STUDENT’S RIGHTS AND RESPONSIBILITIES/SSSP WAIVER FORM

Students wishing to claim exemption from any SSSP component or choosing not to participate must file the appropriate waiver form available online at web.peralta.edu/admissions/forms.

To file a complaint alleging unlawful discrimination in the implementation of SSSP practices, students should
refer to the Peralta Community College District Policy on Nondiscrimination in this Catalog. To challenge SSSP regulatory provisions or file a complaint, students should contact the Vice President of Student Services for information regarding applicable college policies and procedures.

Failure to comply with SSSP policies regarding the declaration of an educational goal and development of an educational plan without completing the necessary waiver form may result in the loss of services.

STUDENT FINANCIAL AID

GENERAL INFORMATION REGARDING FINANCIAL ASSISTANCE

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 assist needy and 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 his/her 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 have to 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 participating Federal 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 at which the student plans to complete their academic objective.

For additional information and the most recent updates, refer to web.peralta.edu/financial-aid.

SUMMARY OF FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, students must:

• Be enrolled in an eligible program at his/her home college and be a regular student working toward a degree, financial aid-eligible certificate, or transfer requirements for a four-year institution.
• Be a U.S. citizen or eligible noncitizen.
• Have a valid Social Security Number.
• Have a high school diploma or GED. Note: Effective July 1, 2012 the Ability to Benefit test is no longer offered. Students without a high school diploma or GED who passed the Ability to Benefit test or completed six (6) college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years.
• 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.
APPLICATION PROCESS/DEADLINES

The application process for financial aid begins with the completion of the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The application is available January 1 for the following fall semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be submitted to the Financial Aid Office. If you apply late or complete your financial aid application late, your application will be treated on a “first-come, first-served” basis until funds are exhausted. Students must apply each year for financial aid, beginning in January for the following academic year.

There are various financial aid deadlines throughout the year. Check the Financial Aid website at web.peralta.edu/financial-aid for a complete listing of deadlines.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

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 web.peralta.edu/financial-aid, 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 one (1) year or 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 AS A SECOND LANGUAGE (ESL) COURSEWORK

Students who enroll in excessive ESL coursework (over 45 units) without enrolling in classes leading toward their stated educational major or goal will be notified by the Financial Aid Office. ESL 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, completed financial aid file, and be enrolled in the required number of units.

Most aid is distributed on a two-payment per semester basis. Normally, the first payment may be expected during the first week of each semester, and the second 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 are paid once a month.

Financial aid funds are disbursed by HigherOne, 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 FAFSA will be sent a Peralta HigherOne Debit Card (PeraltaCard). Students must activate their card in order to select their preference on how they would like to receive their financial aid disbursement.

There are three free disbursement methods a student may choose:
1. PeraltaCard-One Account which is an online financial account where the student uses their PeraltaCard (debit card); or
2. Direct deposit to the student’s existing bank account; or
3. By paper check which will be mailed to the student’s home address.
The PeraltaCard will be mailed to each student’s current mailing address on file with PCCD. It is critical that all students update and maintain their mailing address with PCCD. For more information on the PeraltaCard, please visit web.peralta.edu/financial-aid/peraltacard-higherone and www.PeraltaCard.com.

There are fees associated with HigherOne. Students should read, review and understand the Higher One Fee Schedule. More information about Higher One fees can be found at web.peralta.edu/financial-aid/peraltacard-higherone/fee-schedules.

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. 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;
• Successfully complete at least six (6) units during the semester;
• 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.

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 and be eligible for financial aid to participate in FWS.

STUDENT LOANS

These loans are available to students who are enrolled at least half-time.

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 web.peralta.edu/financial-aid or by visiting the college Financial Aid Office in Building R, Room 113.

CALIFORNIA OR 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.

The college electronically transmits GPA verification for certain students.

Applying for a Cal Grant requires two forms:

1. The FAFSA form, obtained at www.fafsa.gov;

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.

BOARD OF GOVERNORS FEE WAIVER (BOGFW)

California Community College students are charged an enrollment fee. However, fee waivers are available for qualified California resident students through the Board of Governors Fee Waiver Program (BOGFW).

Students may be eligible for a Board of Governors Fee Waiver (BOGFW) if:

- The student or student’s family is receiving Temporary Assistance for Needy Families (TANF), or General Assistance, or Supplemental Security Income (SSI), or State Supplemental Program (SSP) aid;
- The student is qualified for and receiving other financial aid;
- The student’s family’s income meets the established guidelines;
- The student qualifies under Special Classifications Enrollment Fee Waivers.

Applications and BOGFW-related information are available in the Financial Aid Office, or the BOGFW application can be downloaded at the Financial Aid website at web.peralta.edu/financial-aid.

Beginning Fall 2016, students who do not maintain minimum academic and/or progress standards for two consecutive primary semesters will be subject to loss of eligibility for the Board of Governors Fee Waiver. Registered Foster Youth are exempted from this requirement.

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 forms
must be submitted:
• The Chafee Grant Application, obtained at www.chafee.csac.ca.gov/default.aspx;
and
• The Free Application for Student Aid (FAFSA), obtained at www.fafsa.gov;
and

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.

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.

Students interested in scholarships should check periodically with the Financial Aid Office, as new scholarships are constantly being made available to students, thanks to many community supporters of the college.

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:
• Board of Governors Fee Waivers
• State financial aid like Cal Grants and Chafee Grants
• Assistance from EOPS or CARE
• Privately-funded scholarships

A student is considered an AB 540 student and is exempt from paying nonresident enrollment fees if he/she is enrolled at a California community college and meets all of the following criteria:

1. The student must have attended a California high school (public or private) for three years or more.
2. The student must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If without lawful immigration status, the student must complete an affidavit saying he or she has filed (or will file when eligible to do so) for legal immigration status.

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

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

IMPORTANT NOTE REGARDING TRANSLATIONS INTO OTHER LANGUAGES

Go to www.merritt.edu/wp/ to access translations in Chinese or Spanish (select language) of the Peralta Colleges’ Gateway Services covering the following topics:

• Admissions Requirements and Procedures
• Discrimination and Complaint Procedures
• Enrollment Policies and Procedures
• Fees
• Student Financial Aid
• Student Services (Counseling, DSP&S, EOPS)
• Student Success and Support Program Policies and Procedures
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ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

ACADEMIC GOOD STANDING

To remain in good academic standing, a student must maintain a cumulative grade-point average of 2.0 or higher. Students who have a cumulative grade-point average of less than 2.0 will be considered scholastically deficient. There are two types of scholastic deficiency: probation and dismissal. There are two types of probation: academic and progress. Similarly, there are two types of dismissal: academic and progress.

ACADEMIC 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 as shown by the total academic record for all Peralta Colleges coursework shall be placed on Academic Probation. Such a student shall receive special counseling, including consideration of possible reduction of his/her study load. A student who has a cumulative grade-point average 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 his/her cumulative grade-point average is 2.0 or higher. Students on Academic Probation will lose priority registration.

A veteran or eligible person who remains on probation for a grade-point deficiency below a 2.0 cumulative GPA beyond two semesters will have his/her veteran’s benefits discontinued and any further certification of benefits terminated.

Progress Probation: A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all Peralta Colleges coursework 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.

The Office of the Vice President of Student Services will notify the student via his/her Peralta email when he/she has been placed on Academic and/or Progress Probation 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”.

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”, and “NP” from any Peralta College.

REMOVAL FROM PROBATION

Academic Probation: A student on Academic Probation for a grade-point deficiency shall be removed from probation when the student’s cumulative grade-point average is 2.0 or higher.

Progress Probation: A student on Progress Probation shall be removed from probation when the percentage of units with entries of “W”, “I,” and “NP” drops below 50 percent.

ACADEMIC AND PROGRESS DISMISSAL

Academic Dismissal: A student on Academic Probation shall be subject to dismissal after three consecutive semesters in which the student has earned a cumulative grade-point average 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 his/her Peralta email when he/she is subject to dismissal at or near the beginning of the semester in which the status is in effect.
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. Students on dismissal will need to complete the “Student Petition for Reinstatement from Dismissal” and follow the steps outlined on the petition in order to be considered for reinstatement.

ACADEMIC RECOGNITION: ASSOCIATE DEGREE HONORS

Students who receive the Associate Degree are graduated “With Honors” if they have an overall cumulative grade-point average of 3.25 to 3.49. Those with an overall cumulative grade-point average of 3.50 to 3.74 are graduated “With High Honors” and those with 3.75 to 4.0 are graduated “With Highest Honors.” (All lower-division units from regionally accredited degree-granting institutions outside of Peralta District Colleges are included in the GPA calculation.)

The honor status GPA is computed on the basis of units attempted and completed District-wide, excluding non-Associate degree courses numbered 250-299, 348, and non-credit courses numbered 400-699. The student's honor status is assigned to the college awarding the Associate Degree.

ACADEMIC RECOGNITION: HONOR ROLL

Students are honored by being placed on the Vice President’s list who have completed 12 or more units with a semester grade-point average (GPA) of 3.25 or better.

The honor status GPA is computed on the basis of units attempted and completed District-wide. The student’s honor status is assigned to the college where the majority of units were completed for a particular semester. Note: Units awarded in "P" graded classes are not counted in the GPA calculation.

ACADEMIC RENEWAL POLICY

A maximum of two semesters or a maximum of 24 semester units of course work at all Peralta Colleges which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade-point averages under the following conditions:

a. A period of one year must have elapsed since the work to be alleviated was completed;

b. The student has requested the action formally and has presented evidence that work completed in the term (s) under consideration is substandard and not representative of present scholastic ability and level of performance;

c. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most recent work to be disregarded was completed. Work completed at an institution outside the Peralta District may be used to satisfy this requirement.

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. Veterans who request alleviation of substandard academic performance may be required to reimburse the VA for changes in these benefits.

The “Academic Renewal/Alleviation of Substandard Academic Performance” form for filing under this policy may be obtained from the college Admissions and Records Office or online at web.peralta.edu/admissions.

ACCESS TO EDUCATION RECORDS

In compliance with requirements established by the *Family Educational Rights and Privacy Act of 1974* (Public Law 93-380, as amended) and regulations in Title 5, Merritt College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the college. The college’s 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 Merritt College’s 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 Act, as it applies to Merritt College is two-fold:
1. To give presently or formerly enrolled Merritt College 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 his or her 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 it 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 the college: 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. Merritt College has not published an “Information Directory” and should one be compiled in the future, a public notice of intent will be provided.

PROCEDURES AND POLICIES REGARDING ACCESS TO EDUCATION RECORDS

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code, Chapter 6, a cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

1. 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:
   a. Student records shall be released pursuant to a former or current student’s written consent.
   b. “Directory information” may be released in accordance with the definitions in Board Policy 5040.
   c. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
   d. 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.
   e. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
   f. 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,
ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

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.

g. 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 conditions in Education Code Section 76225.

h. 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.

i. 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 administrating 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.

j. 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.

2. Federal Military Recruitment: The following information shall be released to the federal military for the purposes of federal military recruitment:
   a. Student names,
   b. Addresses,
   c. Telephone listings,
   d. Dates and places of birth,
   e. Levels of education,
   f. Majors,
   g. Degrees received,
   h. Prior military experience, and/or
   i. The most recent previous educational institutions enrolled in by the students.

Finally, it should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In some cases, student files do not contain many of the types of records listed above.

COOPERATIVE EDUCATION

This is a program that provides opportunities for students to alternate periods of academic study with periods of study-related or career-oriented employment. Each program is conducted with a working agreement between the student, the employing agency, and the college. Cooperative education is a plan which integrates classroom study and on-the-job experience to orient the student to the world of work through a wide range of occupations. It offers an opportunity to explore aptitudes and interests before graduation.
COURSE REPETITION

The Peralta Community College District Administrative Procedure 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 Administrative Procedure 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 which is designated as repeatable because repetition of that course is required by CSU and/or 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. A student with a disability 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 particular student for one of the reasons specified in Title 5, section 56029.

As noted above, in many instances course repetition requires completion of a petition available online at web.peralta.edu/admissions/forms.

CREDIT BY EXAMINATION

A registered student who is in good standing (not on probation) and who has completed six semester units at Merritt 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 or at web.peralta.edu/admissions, must
be accompanied by documentation of substantial prior 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.

Students earning a satisfactory score on the course equivalency examination specified by a department may earn the unit credit allotted for the course as determined by the department.

Credit by examination may be accrued by a student up to a maximum of 15 semester units. Units earned will be recorded on a student’s record as “P” or a letter grade, as determined by the department and grading policy. Units earned through this procedure are not treated as part of a student’s study load and therefore are not considered for veterans’ benefits, the 12-unit residency, financial aid, athletic eligibility, or similar purposes. Students are not permitted to challenge by examination any course of lower level than a course previously completed.

For additional details and an updated course list, students may contact the Admissions and Records Office.

Courses Designated for Credit by Examination (as of Fall 2015):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 200</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>CIS 205</td>
<td>Computer Literacy</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 209</td>
<td>Introduction to Windows</td>
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<td>MATH 201</td>
<td>Elementary Algebra</td>
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</tr>
<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
<td>4.0</td>
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<tr>
<td>NURS 12</td>
<td>Calculation of Drug Dosages for Health Professionals</td>
<td>1.0</td>
</tr>
</tbody>
</table>

CREDIT FOR MILITARY EXPERIENCE

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.

Completion of a minimum of one year’s 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 the 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.

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.

CREDIT FOR EXTERNAL EXAMS

COLLEGE CREDIT FOR: ADVANCED PLACEMENT (AP) TESTS, INTERNATIONAL BACCALAUREATE (IB), AND THE COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

GENERAL GUIDELINES

In order to receive credit for either AP, IB, or CLEP, a student:

- Must be enrolled in the Peralta Community College District to apply for such credit;
- Is not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit;
- 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);
- May not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria;
- May not use units from these exams to satisfy the 12-unit residency requirement at any of the Peralta Colleges.

MERRITT COLLEGE 2015-2017
Community College District’s four colleges;
• Should not enroll in a comparable college course if he/she has earned credit from an AP, IB, or CLEP exam, because credit will not be granted for both the exam and the course.

ADVANCED PLACEMENT TESTS

Students will be granted credit for College Entrance Examination Board (CEEB) Advanced Placement (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 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 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 toward eligibility for admission. The CSU campus to which a student transfers determines the total number of units to be awarded for successful completion of Advanced Placement 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 Advanced Placement Policy can be found at their website: admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf.

The California State University Advanced Placement Policy can be found at their website: calstate.edu/acadAff/codedmemos/AA-2015-02.pdf.

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, he/she 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 his/her high school transcript (if it reports Advanced Placement Examinations); and
3. Take the completed petition and supporting documentation to a counselor for review;
4. Obtain a petition from the Admissions and Records Office if he/she wishes to receive credit for an AP examination not on this list, and submit it to the Vice President of Instruction, who will evaluate requests on a case-by-case basis.
INTERNATIONAL BACCALAUREATE EXAMINATION PROGRAM

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, he/she 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, he/she should not enroll in a comparable college course because credit will not be granted for both.

CSU may grant additional units for eligibility for admission. For more information, see the following CSU Memo at their website: calstate.edu/acadAff/codedmemos/AA-2015-02.pdf.

If a student wishes to apply for IB credit, he/she 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.

Note: See AP, IB, and CLEP Charts on following pages.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The following CLEP examinations can be used for credit toward Associate Degree General Education requirements, or CSU GE-Breadth certification. CLEP exams cannot be used for IGETC certification. A student must have achieved at least a score of 50 on any of the following exams with the exception of a score of 59 on French Level II, 60 on German level II, and 63 on Spanish level II.

If a student has earned credit from a CLEP exam, he/she should not enroll in 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. The CSU CLEP Policy can be found at their website: calstate.edu/acadAff/codedmemos/AA-2015-02.pdf.

If a student wishes to apply for CLEP credit, he/she should:
1. Obtain a “Petition for CLEP 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.
### ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

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<tr>
<th>AP Exam</th>
<th>PCCD Course¹</th>
<th>PCCD GE Area</th>
<th>PCCD Units</th>
<th>CSU GE Area and/or A.I.</th>
<th>CSU GE Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
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<tbody>
<tr>
<td>Art History</td>
<td>ART 1 or 4</td>
<td>3</td>
<td>3</td>
<td>C1 or C2</td>
<td>3</td>
<td>3A or 3B</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 10</td>
<td>1</td>
<td>4</td>
<td>B2 + B3</td>
<td>4</td>
<td>5B and 5C</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 30A</td>
<td>1</td>
<td>4</td>
<td>B1 + B3</td>
<td>4</td>
<td>5A and 5C</td>
<td>4</td>
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<tr>
<td>Chinese Language and Culture</td>
<td>CHIN 1 or 10A</td>
<td>3</td>
<td>5</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
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<tr>
<td>Computer Science A²</td>
<td>n/a</td>
<td>4c</td>
<td>1*</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Computer Science AB²</td>
<td>n/a</td>
<td>4c</td>
<td>1*</td>
<td>n/a</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>ECON 1</td>
<td>2</td>
<td>3</td>
<td>D2</td>
<td>3</td>
<td>4B</td>
<td>3</td>
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<tr>
<td>Economics: Micro</td>
<td>ECON 2</td>
<td>2</td>
<td>3</td>
<td>D2</td>
<td>3</td>
<td>4B</td>
<td>3</td>
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<td>English Language/Composition</td>
<td>ENGL 1A</td>
<td>4a or 4d</td>
<td>4</td>
<td>A2</td>
<td>3</td>
<td>1A</td>
<td>3</td>
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<td>English Literature/Composition</td>
<td>ENGL 1A and 1B</td>
<td>3 and 4d</td>
<td>8</td>
<td>A2 + C2</td>
<td>6</td>
<td>1A or 3B</td>
<td>3</td>
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<td>Environmental Science³</td>
<td>n/a</td>
<td>1</td>
<td>3</td>
<td>B1 + B3</td>
<td>4</td>
<td>5A and 5C</td>
<td>3</td>
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<td>French Language</td>
<td>FREN 1A</td>
<td>3</td>
<td>5</td>
<td>C2 (if completed prior to F11)</td>
<td>3</td>
<td>3B and 6A (if completed prior to F11)</td>
<td>3</td>
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<tr>
<td>German Language</td>
<td>GERM 1A</td>
<td>3</td>
<td>5</td>
<td>C2 (if completed prior to F11)</td>
<td>3</td>
<td>3B and 6A (if completed prior to F11)</td>
<td>3</td>
</tr>
<tr>
<td>German Language and Culture</td>
<td>GERM 1A</td>
<td>3</td>
<td>5</td>
<td>C2 (if completed prior to F11)</td>
<td>3</td>
<td>3B and 6A (if completed prior to F11)</td>
<td>3</td>
</tr>
<tr>
<td>Government/Politics: Comparative</td>
<td>POSCI 2</td>
<td>2</td>
<td>3</td>
<td>D8</td>
<td>3</td>
<td>4H</td>
<td>3</td>
</tr>
<tr>
<td>Government/Politics: U.S.</td>
<td>POSCI 1</td>
<td>2</td>
<td>3</td>
<td>D8 + US 2</td>
<td>3</td>
<td>4H + (US 2)</td>
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<tr>
<td>History: European</td>
<td>HIST 2A or 2B</td>
<td>2</td>
<td>3</td>
<td>C2 or D6</td>
<td>3</td>
<td>3B or 4F</td>
<td>3</td>
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<tr>
<td>History: U.S.</td>
<td>HIST 7A or 7B</td>
<td>2</td>
<td>3</td>
<td>(C2 or D6) + US 1</td>
<td>3</td>
<td>3B or 4F + (US 1)</td>
<td>3</td>
</tr>
<tr>
<td>History: World History</td>
<td>HIST 3A or 3B</td>
<td>2</td>
<td>3</td>
<td>C2 or D6</td>
<td>3</td>
<td>3B or 4F</td>
<td>3</td>
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<tr>
<td>Human Geography</td>
<td>GEOG 2</td>
<td>2</td>
<td>3</td>
<td>D5</td>
<td>3</td>
<td>4E</td>
<td>3</td>
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<tr>
<td>Italian Language and Culture</td>
<td>n/a</td>
<td>3</td>
<td>5</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
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<tr>
<td>Japanese Language and Culture</td>
<td>JAPAN 1A</td>
<td>3</td>
<td>5</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
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<tr>
<td>Latin</td>
<td>n/a</td>
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<td>5</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
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<tr>
<td>Latin Literature</td>
<td>n/a</td>
<td>3</td>
<td>3</td>
<td>C2 (if completed prior to F09)</td>
<td>3</td>
<td>3B and 6A</td>
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<tr>
<td>Latin: Vergil</td>
<td>n/a</td>
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<td>3</td>
<td>C2 (if completed prior to F12)</td>
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<td>3B and 6A</td>
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<tr>
<td>Mathematics: Calculus AB²</td>
<td>MATH 3A</td>
<td>4b</td>
<td>5</td>
<td>B4</td>
<td>3</td>
<td>2A</td>
<td>3</td>
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<tr>
<td>Mathematics: Calculus BC²</td>
<td>MATH 3A or 3B</td>
<td>4b</td>
<td>5</td>
<td>B4</td>
<td>3</td>
<td>2A</td>
<td>3</td>
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<td>Mathematics: Calculus BC/ AB Subscore²</td>
<td>MATH 3A</td>
<td>4b</td>
<td>5</td>
<td>B4</td>
<td>3</td>
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<td>3</td>
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<td>Mathematics: Statistics</td>
<td>MATH 13</td>
<td>4b</td>
<td>4</td>
<td>B4</td>
<td>3</td>
<td>2A</td>
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</table>
### ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>AP Exam, continued</th>
<th>PCCD Course¹</th>
<th>PCCD GE Area</th>
<th>PCCD Units</th>
<th>CSU GE Area and/or A.I.</th>
<th>CSU GE Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
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</thead>
<tbody>
<tr>
<td>Music Theory</td>
<td>MUSIC 101</td>
<td>3</td>
<td>3</td>
<td>C1 (if completed prior to F09)</td>
<td>3</td>
<td>n/a</td>
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<tr>
<td>Physics 1⁴</td>
<td>n/a</td>
<td>1</td>
<td>5</td>
<td>B1 + B3</td>
<td>4</td>
<td>n/a</td>
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<tr>
<td>Physics 2⁴</td>
<td>n/a</td>
<td>1</td>
<td>5</td>
<td>B1 + B3</td>
<td>4</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Physics B⁴</td>
<td>PHYS 2A or PHYS 3A</td>
<td>1</td>
<td>5</td>
<td>B1 + B3 (if completed prior to F13)</td>
<td>4</td>
<td>5A and 5C</td>
<td>4</td>
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<tr>
<td>Physics C: Electricity/ Magnetism⁴</td>
<td>PHYS 4B</td>
<td>1</td>
<td>5</td>
<td>B1 + B3</td>
<td>4</td>
<td>5A and 5C</td>
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<tr>
<td>Physics C: Mechanics⁴</td>
<td>PHYS 4A</td>
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<td>5</td>
<td>B1 + B3</td>
<td>4</td>
<td>5A and 5C</td>
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<td>Psychology</td>
<td>PSYCH 1A</td>
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<td>3</td>
<td>D9</td>
<td>3</td>
<td>4I</td>
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<td>Spanish Language</td>
<td>SPAN 1A</td>
<td>3</td>
<td>5</td>
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<td>3B and 6A (if completed prior to F09)</td>
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<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
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<tr>
<td>Spanish Literature</td>
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<td>3</td>
<td>C2 (if completed prior to F09)</td>
<td>3</td>
<td>3B and 6A (if completed prior to F09)</td>
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<tr>
<td>Spanish Literature and Culture</td>
<td>SPAN 2A</td>
<td>3</td>
<td>5</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
</tr>
</tbody>
</table>

¹The Peralta Community College District (PCCD) course associated with the Advanced Placement examination. These courses will only be used to establish PCCD prerequisites and/or course equivalencies. Please see a Counselor for specific information.

²If 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.

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

For CSU GE-Breadth Certification:

³Students 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.

⁴If 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.
<table>
<thead>
<tr>
<th>IB Exam</th>
<th>PCCD GE Area</th>
<th>PCCD GE Units</th>
<th>CSU GE Area</th>
<th>CSU GE Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
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</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>1</td>
<td>3</td>
<td>B2</td>
<td>3</td>
<td>5B w/o lab</td>
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<tr>
<td>Chemistry HL</td>
<td>1</td>
<td>3</td>
<td>B1</td>
<td>3</td>
<td>5A w/o lab</td>
<td>3</td>
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<tr>
<td>Economics HL</td>
<td>2</td>
<td>3</td>
<td>D2</td>
<td>3</td>
<td>4B</td>
<td>3</td>
</tr>
<tr>
<td>Geography HL</td>
<td>2</td>
<td>3</td>
<td>D5</td>
<td>3</td>
<td>4E</td>
<td>3</td>
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<tr>
<td>History HL (any region)</td>
<td>2</td>
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<td>C2 or D6</td>
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<td>3B or 4F</td>
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<tr>
<td>Language A1 (any language, except English) HL</td>
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<td>3</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
</tr>
<tr>
<td>Language A2 (any language, except English) HL</td>
<td>3</td>
<td>3</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
<td>3</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>3</td>
<td>3</td>
<td>C2 (if completed prior to F13)</td>
<td>3</td>
<td>3B</td>
<td>3</td>
</tr>
<tr>
<td>Language A2 (any language) HL</td>
<td>3</td>
<td>3</td>
<td>C2 (if completed prior to F13)</td>
<td>3</td>
<td>3B</td>
<td>3</td>
</tr>
<tr>
<td>Language B HL (any language)</td>
<td>3</td>
<td>3</td>
<td>n/a</td>
<td>0</td>
<td>6A</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>4b</td>
<td>3</td>
<td>B4</td>
<td>3</td>
<td>2A</td>
<td>3</td>
</tr>
<tr>
<td>Physics HL</td>
<td>1</td>
<td>3</td>
<td>B1</td>
<td>3</td>
<td>5A w/o lab</td>
<td>3</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>2</td>
<td>3</td>
<td>D9</td>
<td>3</td>
<td>4I</td>
<td>3</td>
</tr>
<tr>
<td>Theatre HL</td>
<td>3</td>
<td>3</td>
<td>C1</td>
<td>3</td>
<td>3A</td>
<td>3</td>
</tr>
</tbody>
</table>

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.
## ACADEMIC AND COLLEGE POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>PCCD GE Area</th>
<th>PCCD GE Units</th>
<th>CSU GE Units</th>
<th>CSU GE Area and/or American Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D8</td>
</tr>
<tr>
<td>American Literature</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>B2</td>
</tr>
<tr>
<td>Calculus</td>
<td>4b</td>
<td>5</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>B1</td>
</tr>
<tr>
<td>College Algebra</td>
<td>4b</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>College Algebra - Trigonometry</td>
<td>4b</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>French Level II</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>German Level II</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>History, United States I</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D6+US-1</td>
</tr>
<tr>
<td>History, United States II</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D6+US-1</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>E</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Information Systems and Computer Apps</td>
<td>4c</td>
<td>1*</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D9</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D0</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>B1 or B2</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>4b</td>
<td>4</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>Spanish Level II</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>4b</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>C2 or D6</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>D6</td>
</tr>
</tbody>
</table>

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

### GRADING POLICY

Each Peralta college uses the following evaluative and non-evaluative symbols in the grading of a student in conformance with those related provisions of the California Administrative Code, Title 5.

The term “repeat” in this section refers to repetition for less than satisfactory work. Refer to the Course Repetition section of this catalog for detailed information on repeatability policies and a limited selection of course types that may be repeated upon completion of satisfactory work.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pts</th>
<th>Definition/Repeat Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent. Repeat not permitted.</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good. Repeat not permitted.</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory. Repeat not permitted.</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Passing, but grade less than satisfactory. Repeat permitted. If repeated and upon petition, “D” will remain, but will not be computed.</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing. Repeat permitted. If repeated and upon petition, “F” will remain, but will not be computed.</td>
</tr>
<tr>
<td>FW</td>
<td>0</td>
<td>Failing-Withdrawal. Repeat permitted. If repeated and upon petition, “FW” will remain, but will not be computed.</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>Pass, grade at least satisfactory. Repeat not permitted. Units awarded are not counted in GPA; only assigned for courses with “P/NP” option.</td>
</tr>
<tr>
<td>NP</td>
<td>0</td>
<td>No Pass, less than satisfactory or failing (student did not fulfill requirements). Repeat permitted. If repeated, original &quot;NP&quot; will remain, but will not be computed (units are not counted in GPA).</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal. Repeat permitted. &quot;W&quot; is assigned to students who officially withdraw from a class between the 5th and 14th weeks of the semester. If repeated, original &quot;W&quot; will remain, but will not be computed.</td>
</tr>
<tr>
<td>MW</td>
<td>0</td>
<td>Military Withdrawal. Repeat permitted. “MW” shall be assigned 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. The “MW” shall not be counted in determining progress probation or in calculating grade points for dismissal. If repeated, the original &quot;MW&quot; will remain, but will not be computed.</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete. Repeat not permitted. Incomplete academic work for unforeseeable and justifiable reasons at the end of the term.</td>
</tr>
<tr>
<td>IP</td>
<td>0</td>
<td>In Progress. Repeat permitted. If repeated, original “IP” will remain, but will not be computed.</td>
</tr>
<tr>
<td>RD</td>
<td>0</td>
<td>Report Delayed. Repeat not permitted.</td>
</tr>
</tbody>
</table>

Refer to the Grade Symbol Definitions section of this catalog for more detailed information.

### GRADE-POINT AVERAGE

The cumulative grade-point average (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.

The grade-point average is determined by the following formula: 
\[
\text{GPA} = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}
\]

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:

<table>
<thead>
<tr>
<th>Units</th>
<th>GPA Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 units</td>
<td>A x 5 = 20</td>
</tr>
<tr>
<td>4 units</td>
<td>B x 4 = 12</td>
</tr>
<tr>
<td>3 units</td>
<td>C x 3 = 6</td>
</tr>
<tr>
<td>2 units</td>
<td>D x 2 = 2</td>
</tr>
<tr>
<td>0 units*</td>
<td>P x 2 = 0</td>
</tr>
<tr>
<td>14 units</td>
<td>40 earned</td>
</tr>
</tbody>
</table>

*Units are not counted in GPA; only assigned for courses with “P/NP” option. |
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

The District will not change a grade 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 changes will be made if two (2) years have passed since the end of the semester for which the instructor assigned the grade. Grades are not subject to change by reason of a revision of judgment on the instructor’s part. An instructor may revise an Incomplete (“I”) only on the basis of a new examination or additional work undertaken as agreed upon when the (“I”) grade was originally submitted.

The Request for Record Correction form is available online at www.peralta.edu/admissions/forms

GRADE NOTATIONS FOR COURSES

All courses listed in the Curriculum Patterns and Courses section of the catalog fall into one of three categories:
1. 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. Courses that may be taken for pass/no-pass only. These courses are listed with a “P/NP” notation.
3. Courses that may be taken for a letter grade only. These courses are listed with a “GR” notation.

GRADE SYMBOL DEFINITIONS

FW  Failing - Withdrawal

The “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  Incomplete

Academic work which is incomplete for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. Conditions for removal of the “I” shall be filed by the instructor with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulations have been completed, or when the time limit for completing the work has passed. This final grade assigned can include an "F" grade.

The “I” must be made up no later than one year following the end of the term in which it was assigned. A time extension beyond one year, but not to exceed one semester, may be granted by petition. The “I” symbol shall not be used in calculating units attempted, nor for grade points.

IP  In Progress

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” symbol shall not be used in calculating grade-point averages.

MW  Military Withdrawal

The “MW” symbol 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 or in calculating grade points for dismissal.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

**P/NP** **PASS/NO-PASS**

Each Peralta College shall determine which courses can be offered on a Pass/No Pass basis and shall specify in the college catalog which courses have this option. (In the absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

In designated courses students may elect to take the course on a pass/no-pass basis rather than receive a letter grade. This decision must be made prior to the fourth week of instruction (or thirty percent of instruction for summer session, intersession, and short-term classes). The student must go into the Passport Student Center to choose the Pass/No Pass option. Upon successful completion of a pass/no-pass graded course, the student earns the specified number of units and the record will show “P” (which indicates a “C” grade or better). If the student’s work is unsatisfactory, the record will show “NP” (which indicates a “D” grade or below).

All units earned on a Pass/No Pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student’s grade-point average.

A student may not repeat a course in which a grade of “P” was earned. The designation pass/no-pass (“P/NP”) may not be changed to a letter grade.

Students planning to transfer to four-year institutions are cautioned that in most cases courses in which a grade of “P” was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of “P” that will be counted toward a Bachelor’s Degree. The student should consult the catalog of the transfer institution for more specific information on this subject.

**RD** **REPORT DELAYED**

The “RD” symbol may be assigned by the District Admissions and Records Office 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 grade as soon as possible.

**W** **WITHDRAWAL**

A withdrawal reported to the Admissions and Records Office during the first four weeks of instruction (or thirty percent of instruction for summer session, intersession, and short-term courses) shall not be noted on the student’s academic record.

A “W” symbol can be awarded to any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30 to 75 percent of instruction under the quarter system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or 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.

A “W” shall not be assigned if a determination is made 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 he or she reasonably believed that remaining in the course would subject him or her to discriminatory
treatment or retaliation for alleging discriminatory treatment. In such instances, no grade symbol will be assigned.

The maximum a student can repeat a course when a “W,” or when a substandard grade was received is twice (thus a student can only take the course three times.) Military withdrawals (MW) do not count against the “W” withdrawal limit.

It is the student's responsibility to drop a class. Students can drop a class online through the Passport Student Center or in the college’s Admissions and Records Office.

INDEPENDENT STUDY POLICY

Independent Study permits a student to explore an area of study or project of his/her 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 for Independent Study:
1. Student must demonstrate that his/her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline 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.
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 in the course or program. 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 he/she has met the prerequisite or corequisite or to complete the waiver process for the prerequisite or corequisite, at which time he/she will be officially enrolled. There are three options for students who do not meet course prerequisites:

- Petition for Prerequisite/Corequisite Equivalency
- Petition for Prerequisite/Corequisite Substitution
- Prerequisite/Corequisite Challenge

PETITION FOR 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.
**ACADEMIC AND COLLEGE POLICIES AND PROCEDURES**

**PREREQUISITE/COREQUISITE CHALLENGE**

If a student desires to challenge the prerequisite or corequisite, he/she 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 his or her Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to himself or herself 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 his or her 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 he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

**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.

**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 Community Colleges web site at http://web.peralta.edu/indev/equity-reports-fact-books/. Information can also be found at nces.ed.gov/collegenavigator/.
STUDENT SERVICES

ACADEMIC COUNSELING AND ADVISING

Counselors assist students with their educational planning and setting of academic goals. All students are required to seek the help of counselors in creating a Student Education Plan (SEP) and selecting appropriate courses for a Certificate, Associate Degree, and/or for transfer to a four-year institution. For information or to make an appointment, call (510) 436-2475.

ASSESSMENT SERVICES

Assessment to establish appropriate placement in English and mathematics classes is required of all new matriculating students. See the Schedule of Classes for dates, times, and locations of math, English, and English as a Second Language (ESL) assessments.

The Assessment Office schedules and conducts assessments for all new and returning non-exempt matriculating students, coordinates the new-student orientations, and maintains assessment results and course recommendations. The office is located in Building R, Room 109. For information, call (510) 436-2475.

ASSOCIATED STUDENTS OF MERRITT COLLEGE (ASMC)

The Associated Students of Merritt College, Inc. (ASMC) is the official student body organization of Merritt College. Every student enrolled at Merritt College is a member of ASMC. ASMC is comprised of the Executive Council, the Senate and the Inter-Club Council. The officers consist of the President, Vice President, Treasurer, Secretary, Inter-Club Council Chairperson, Chief of Justice, two Associate Justices, and 13 senators. Merritt students who are enrolled in six or more units and in good academic standing are eligible to run for the ASMC Council.

The officers of the ASMC 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 a voice and input 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.

ASMC offers student leadership opportunities 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. The ASMC meetings are open to the public and students are encouraged to attend. ASMC is a member of the California Student Association of Community Colleges. For more information, contact the Office of Student Activities and Campus Life in Building R, Room 124, or call (510) 436-2535. Also refer to Student Clubs and Organizations.

ATHLETICS —SEE ATHLETICS IN COLLEGE RESOURCES AND ACTIVITIES

BOOKSTORE—SEE COLLEGE STORE

CALWORKS PROGRAM—SEE MERRITT-WORKS

CASHIER’S OFFICE

At the Cashier’s Office students can make payments related to enrollment fees and tuition and receive disbursement of checks and AC Transit EasyPasses. Other services include the sale of parking permits. The Cashier’s Office, or Bursar’s Office, window is located in Building Q, Room 228.

CHILDREN’S CENTER

The Children’s Center provides child care services to eligible students (working parents, those enrolled in six or more units, or from low-income families) on campus. The center provides professional care for children from ages three to five (3-5).

The Children’s Center provides a safe, friendly, and developmentally age-appropriate environment for children of students, staff and community members to
STUDENT SERVICES

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 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 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 every Thursday from 12:30 p.m. to 1:30 p.m. during the fall and spring terms. For more information, contact the Student Activities Office at (510) 436-2535, or visit the office in Building R, Room 124.

COLLEGE STORE/BOOKSTORE

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 their classes in the most affordable formats available. In addition to offering used and digital books whenever possible, the Bookstore’s growing Rent-a-Text program allows students to rent many books for the semester at a substantial savings versus the purchase price.

The Bookstore accepts all major credit and debit cards, but does not accept personal checks. Students can purchase books online for in-store pickup or home delivery at the Bookstore’s website, 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.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The CARE program, part of EOPS, is a state-funded supplemental support service program for students who are single heads of household with children age 14 and under and who have an active CalWORKs case number. CARE students receive supplemental counseling and advising services, additional childcare services for study time, textbooks, supplies, and meals. Services provided include workshops, activities and classes to enhance personal development, parenting and study skills, group support, peer networking, and referrals to campus and community-based resources. The CARE program is located in Building R, Room 109. For information, call (510) 436-2476.

COUNSELING SERVICES

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

- Educational planning and Student Educational Plan (SEP) development for degrees, occupational (career technical 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.

Students should consult a counselor early to prepare a program of study. Required courses for Associate degrees and certificates appear in the college catalog. Students are advised to make an appointment with a counselor during their first semester of attendance to develop a Student Educational Plan (SEP) and 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.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

INTRODUCTION

The Disabled Students Programs and Services (DSP&S) Office provides assistance to facilitate equal educational opportunities for students who have disabilities. 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.

The Learning Disabilities Specialist provides assessment and study-skills assistance to students with learning difficulties, and may also provide individualized assessments to determine academic and cognitive strengths.

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

Merritt College’s Disabled Students Programs and Services provides the following services:

- **Learning Opportunity Program** for serving students who have diagnosed learning disabilities.
- **Computer Access Lab** containing state-of-the-art adaptive computer hardware and software.
- **Alternate Media Specialist** who reformats books and study materials to auditory, large-print, and other formats.
- **On-campus tram service** that provides assistance to students who have mobility impairments.

For any of the above services, the student must provide documentation of a verified disability and make an appointment to meet with a counselor or with the Learning Disabilities Specialist. The DSP&S Office is located in Building R, Room 109. For information and appointments, call (510) 436-2429.

LEARNING OPPORTUNITY PROGRAM

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

Goals:
- Assisting students with learning disabilities in reaching their academic and vocational goals.
- Strengthening and developing students’ individual learning styles to become independent learners.

Services:
- Assessment and evaluation of eligibility for the Learning Opportunity Program.
- Identification of students’ 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 Disabled Students Programs and Services (DSP&S) Office in Building R, Room 109A, or call for an appointment with a DSP&S counselor at (510) 436-2429.
STUDENT SERVICES

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 the specialized software to produce general classroom assignments. Students are advised to meet with a counselor in the DSP&S Office before enrolling in the classes offered, Learning Resources 211 and 272. The Computer Access Lab is located in Building P, Room 306. Call (510) 436-2429 to meet with a DSP&S counselor about use of this lab.

ALTERNATE MEDIA SERVICES

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

Alternate media services 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 alternate media services should first contact a counselor in the DSP&S Office for authorization, and upon approval, should set up an appointment with the Alternate Media Specialist located in Building R, Room 109. For information, call (510) 436-2429.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

ELIGIBILITY

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, be enrolled in at least 12 semester units, have completed fewer than 70 degree-applicable units, be eligible for a Board of Governors’ Enrollment Fee Waiver (BOGFW) A or B; and be educationally disadvantaged.

SERVICES

The EOPS Program is an academically oriented program. 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 qualify for the program and are interested in a program geared toward new opportunities 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.

FINANCIAL AID

The Financial Aid Office offers information, applications and assistance about federal and state financial aid. Fee waivers, grants, loans, scholarships, work-study and other forms of assistance are available to students to cover fees, books, 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 at Merritt College are located in two areas: The Cafeteria in Building R, Room 131, and on the first level of Building D. In addition, there are vending machines located in the A and D Buildings, and the College Store/Bookstore also offers snacks and drinks for sale.

HEALTH CENTER

The Health Center is located in Building R, Room 106. Clinic hours are posted on the Health Center door. Drop-ins are welcome. Students may also call (510) 436-3134 for additional information or to schedule an appointment. The Health Center offers the following assistance and services to Merritt College students:
STUDENT SERVICES

- First Aid and over-the-counter medications such as aspirin and decongestants.
- Pregnancy test, 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.
- Other services, such as flu shots, massage and acupuncture, are offered periodically and are advertised in advance.

**Note:** All Health Center services are confidential and free of charge.

INTERNATIONAL STUDENT SERVICES

Special regulations govern the admission of foreign students with F-1 visas. These students should contact the Office of International Affairs for applications and admissions information at (510) 466-7380 or by fax at (510) 465-3257. The office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606. For information about assessment, contact the Student Personnel Services Specialist located in Building R, Room 109, or call (510) 436-2475.

LEARNING CENTER

The Merritt College Learning Center is open to all students who would like assistance in becoming more efficient, effective, and independent learners and with instructional assignments. The primary focus is to provide academic support and 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 they need 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. The Learning Center is open to all students who would like assistance with instructional assignments. Academic support services include:

- Free drop-in tutoring and mentoring in subjects across the curriculum.
- 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 Learning Resources 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. The Learning Center is located in Building L, First Floor. Day and evening hours of operation are scheduled. For additional information, call (510) 436-2442 or (510) 436-2443.

LIBRARY

The Library is located in Building L, Room 200, and is open to students during both day and evening hours, whenever classes are in session. More details on the library and its services can be found under College Resources and Activities in the General Information section of the catalog. For additional information, please call (510) 436-2457 or email merrittlib@peralta.edu. The Library website is at www.merritt.edu/wp/library.

LOST AND FOUND

Lost and Found is located in the Office of Student Activities and Campus Life in Building R, Room 124. For information, call (510) 436-2535. Lost and found items must be claimed within six months.
STUDENT SERVICES

MERRITTWORKS (CALWORKS)

MerrittWORKs is the name applied to the CalWORKs program on the Merritt campus. Merritt College 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; lifeskills 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 MerrittWORKs Office in Building R, Room 128, or call (510) 436-2469 for the MerrittWORKs counselor.

ORIENTATION

All new students at Merritt College must attend an Orientation to College session. This session lets you know what to expect at college, how often to see your counselor, information about planning your schedule, and where to find the resources that you need to succeed. Refer to the Assessment and Orientation Schedule in the current Schedule of Classes for dates, times, and locations of scheduled orientation sessions.

PARKING ON CAMPUS AND TRAFFIC REGULATIONS

The responsibility for establishing rules and regulations for vehicles and parking on Merritt College property is vested in the college and district administration (Section 2113 of the California Vehicle Code and Section 76360 of the California Education Code). Vehicle and parking regulations are as follows:

- Daily tickets may be purchased from the boxes located in the parking lots or semester parking permits may be purchased from the Cashier’s Office. Permits are not replaceable and are not refundable. The lots are monitored and parking tickets are issued for cars not displaying a daily ticket or a parking permit. Violators of traffic regulations are prosecuted in the Oakland traffic court.
- 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.
- Student parking lots are C and D (excluding reserved spaces for staff and visitors) and E. All vehicles must park in designated areas and display a parking ticket/permit.
- A vehicle left unattended in an area where it will constitute a traffic hazard will be towed at the owner’s expense.
- The speed limit on the Merritt campus is 15 m.p.h. 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. There have been several serious accidents, including one fatality, at that curve.
- Parking spaces designated “Handicapped” are reserved for vehicles displaying a state disabled/handicapped permit. Temporary permits are issued in the Business Services Office.
- 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.
- Questions or problems involving parking should be referred to the Dean of Student Support Services.
POLICE SERVICES

Police Services is located in Building R, Room 117. Service is available 7 days a week, 24 hours per day.

Emergency Line: (510) 465-3456, or on campus at ext. 7236 (466-7236).
Non-Emergency Line: (510) 465-3514, or on campus at ext. 2668 (436-2668).

More information can be found under Police and Emergency Services in the General Information section of the catalog.

PUENTE PROGRAM

The goal of the Puente Community College Program is to increase the number of educationally under-served 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 201A or 201B (determined by assessment or completion of prerequisites).
- Make a commitment to work with the Puente Counselor.
- Make a commitment to work with their mentors as designated by the Puente Coordinator.

For information, visit the Puente Office located in Building R, Room 105, or call (510) 436-2529.

SAFETY AIDES

Safety Aides assist Police Services by patrolling the campus and its parking lots. Aides are available for escort services to and from parking lots. To receive assistance, call (510) 466-7236.

SANKOFA

SANKOFA is an exciting initiative at Merritt College. Although the primary focus is on the achievement of African American students, SANKOFA is open to all students who desire the nurturing services offered by the program. The emphasis of the program is successful completion of English, mathematics, science and information technology courses, while at the same time assisting students in exploring STEM disciplines and other subject areas as they prepare for careers. SANKOFA will assist students in the development of Student Education Plans (SEPs), selection of courses, addressing personal concerns and connecting students to support services across the campus.

SCHOLARSHIP INFORMATION

Scholarship information is made available each spring and fall term through Student Services. For additional information, please call (510) 434-3896.

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, Inc. (ASMC) and the Inter-Club Council (ICC), sponsors a variety of multicultural enrichment events, and plans the student leadership retreat and ASMC swear-in ceremony.

Daily operational services include the production of student identification cards, posting and tabling requests, reservations of the ASMC chambers, and Lost and Found. For more information regarding student clubs, student government/ASMC and student organizations, contact the Office of Student Activities and Campus Life at (510) 436-2535.

Services provided include:
- Student Identification Cards
- Posting Requests
- Tabling Requests
- ASMC Chambers Reservations
STUDENT SERVICES

- Facilities Reservations for Student Clubs
- Lost and Found
- ASMC Parking Permits
- Requisitions for Student Clubs
- Student Travel (ASMC) and Conferences
- Fundraising Requests
- Event Planning for Student Clubs
- Nutrition Club
- Patchwork Club
- Phi Theta Kappa Club
- Pruning Club
- Psychology Club
- Puente Club
- Street Scholars Club
- Tobacco Less Club
- Unity Club

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 a description, as well as office locations, of these services.

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 (ICC), 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. For information, go to Building R, Room 124, or call (510) 436-2535.

Merritt College currently has the following student clubs and organizations:
- Ability Counts
- Altazor
- Anthropology Club
- Black Student Union
- Business Leaders of Merritt College
- Ceramics Club
- Chemistry Club
- Citizens for Education Club
- Criminal Justice
- Fellowship of Christian Students at Merritt College
- FYE IMPACT
- International Student Association
- Investors Club
- Landscape Horticulture
- Mushroom Cultivation Club

STUDENT ID CARD

Upon admission into the Peralta Community College District, new students are entitled to their first student ID card from one of the District colleges free. Thereafter, a replacement fee of $5.00 is charged. Students need only obtain an ID card from one of the District colleges. The college will issue a student ID card after a student is enrolled in at least one Merritt College course and fees have been paid. Students must bring their current class schedule printout and a current California driver’s license or photo ID to the Student Activities Office to receive the student ID card.

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 student ID card is very important because it will be used to access various resources, such as tutoring, the library, financial aid checks, and other services.

The Student Activities Office 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 ten University of California and twenty-three California State University campuses, and many independent colleges and universities located throughout the Bay Area and the United States. Services provided include the following:
STUDENT SERVICES

- Transfer counseling (selecting a 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 Center is located in Building R, Room 105. For information, call (510) 436-2445.

TUTORIAL PROGRAM

The Tutorial Program, housed and operated in the Learning Center, provides students with qualified student tutors in various academic areas. Tutors support the student’s regular instructional program through individual and small-group tutoring. Tutorial assistance provides support, motivation, and encouragement for students. This service is free to all Merritt students. To sign up for tutoring services, a student must complete a brief application and indicate the hours available for tutoring. Those students who are interested in becoming tutors can contact the Tutorial Coordinator at (510) 436-2442 or 436-2443. The Tutorial Program is located in Building L, First Floor.

VETERANS’ SERVICES/VETERANS’ AFFAIRS

The Veterans’ Affairs Office offers information regarding applications and certification for benefits for those eligible for the Montgomery G.I. Bill, Selected Reserve, VEAP, Vocational Rehabilitation, or Survivors and Dependents of Deceased or Disabled Veterans.

The primary function of this office is to certify to the Veterans Administration that eligible veterans are enrolled at the college and pursuing an approved educational goal. Staff is available to provide help with processing applications and to do check inquiries at the Veterans Administration. 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) 436-2595.

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. We encourage students to utilize the Welcome Center to get patient assistance with our registration and enrollment process and/or referrals to the many support services that Merritt College offers. Additionally, we provide directions to and within the campus as well as scheduled tours. We welcome you to stop by Building R, Room 105 or contact us at (510) 436-2445.
STUDENT AMBASSADORS

HEALTH FAIR EVENT

HEALING COMMUNITY EVENT

CLUB RUSH EVENT
DEGREES AND CERTIFICATES

The degrees and certificates awarded by Merritt College are listed below. An Associate of Arts degree is indicated by “AA,” an Associate of Science degree is indicated by “AS,” an Associate of Arts for Transfer degree is indicated by “AA-T,” an Associate in Science for Transfer degree is indicated by “AS-T,” a Certificate of Achievement is indicated by “CA,” and a Certificate of Proficiency is indicated by “CP” in the following list.

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

ASSOCIATE DEGREES AND CERTIFICATES

Administration of Justice:
- Corrections
  - AS-T
- Homeland Security
  - AA
- Police Science
  - AA

African-American Studies
- AA

Anthropology
- AA

Art:
- Art Foundation
  - CP
- Botanical Illustration
  - CP
- Ceramics
  - CP

Biology:
- Bay Area Master Naturalist
  - CP
- Natural History
  - CP

Bioscience:
- Fluorescence Bioscience Microscopy
  - CP
- Illumina HiSeq DNA Sequencing
  - CP
- Optical Microscopy
  - CP

Business:
- Accounting
  - AA
- Administrative Assistant
  - AA
- Administrative Office Systems and Applications
  - AA
- Business Administration
  - AS-T
- Business Information Processing
  - AA
- Business Management
  - CA
- Entrepreneurship
  - CP
- General Business
  - AA

Human Resource Management
- CP
Legal Office Assistant
- CP
Retail Management
- CP
Small Business Management
- CP

Child Development:
- Assistant Teacher
  - AA
- Associate Teacher
  - CP
- Early Childhood Education
  - AS-T
- Family Child Care Provider
  - CP
- Infant/Toddler Specialist Teacher
  - CA

Chronic Care Assistant

Communication:
- Communication Studies
  - AA-T

Community Social Services:
- Community Social Services/Substance Abuse
  - AA
  - CA

Economics
- AA

Educational Technology:
- Online Teaching
  - CP

Emergency Medical Technician
- CP

Environmental Management and Technology:
- Environmental Management Fundamentals
  - CP
- Greening the Urban Environment
  - CP
- Urban Agroecology
  - CP

Health Professions and Occupations:
- Healthcare Interpreter
  - CP

Health Sciences
- AS

Kinesiology:
- Personal Trainer
  - CP

Landscape Horticulture:
- Basic Landscape Horticulture
  - CA
- Intermediate Landscape Design and Construction
  - 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
- Permaculture Design
  - CP

Liberal Arts: CSU GE Breadth
- CA

Liberal Arts: IGETC
- CA
ASSOCIATE DEGREES AND CERTIFICATES

Liberal Arts with Emphasis in Arts and Humanities AA
Liberal Arts with Emphasis in Cross-Cultural Studies AA
Mathematics AS-T
Medical Assisting:
  Administrative Medical Assisting CP
  Clinical Medical Assisting CP
Natural Sciences AS
Nursing (Associate Degree) AS
Nutrition and Dietetics:
  Dietary Manager (Dietetic Service Supervisor) CA
  Dietetic Technology AS
  Pathway II Certificate* CP
Paralegal Studies AA CA
Psychology AA-T
Radiologic Science* AS CA
Real Estate AA CA
Social and Behavioral Sciences AA
Pathway II Certificate* CP

*The Certificate is available only to those already awarded an Associate degree or higher.

ASSOCIATE DEGREE AND CERTIFICATE REQUIREMENTS

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. There are four types of associate degrees: Associate of Arts (AA), Associate of Science (AS), Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T).

The Associate of Arts (AA) and the Associate of Science (AS) degrees require the completion of all Merritt College (Peralta Community College District) General Education graduation requirements and specified Degree Major requirements.

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

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 (AA-T or AS-T) are guaranteed admission to the CSU system with junior status and are given priority admission to their local CSU campus and to a similar major at a CSU campus. However, 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.

The Associate Degrees for Transfer (AA-T or AS-T) require the completion and certification of the California State University General Education-Breadth (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the

CATALOG RIGHTS

Students completing the requirements for the Associate degree, Associate Degree for Transfer, Certificate of Achievement, or Certificate of Proficiency have catalog rights. A student’s catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges. The “withdrawal” symbol (W) constitutes enrollment. A student’s catalog rights include:

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;
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;
3. The regulations current at the time the student files and receives the Degree/Certificate.
specific Associate Degree for Transfer (AA-T or AS-T) Degree Major requirements. For additional information on AA-T and AS-T degrees, refer to the Transfer to Four-Year Colleges and Universities section of the catalog.

Students completing an Associate degree are responsible for filing all transcripts of previous college work and for filing a "Petition for an Associate Degree" by the deadline date during the semester in which they plan to complete the requirements. Students completing certificate requirements are responsible for filing a "Petition for a Certificate" 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.)

THE 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.

The student is 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.

OVERALL REQUIREMENTS FOR AN ASSOCIATE OF ARTS (AA) DEGREE OR ASSOCIATE OF SCIENCE (AS) DEGREE (NOT APPLICABLE FOR AA-T/AS-T DEGREES)

Note: For Associate Degree for Transfer (AA-T/AS-T) requirements, see the Transfer to Four-Year Colleges and Universities 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. A minimum of 18 units for the Degree Major or Area of Emphasis. The maximum number of units varies with the Degree Major. 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.

4. 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.

5. A minimum grade-point average of 2.0 ("C") in EACH of the following is required: Overall grade-point average; and General Education requirements.
ASSOCIATE DEGREES AND CERTIFICATES

6. 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.

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement is granted in those programs for which 18 or more units are required in the major (or for certain programs of 12-17.5 units for which state approval has been granted). 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 Curriculum Patterns and Courses section of the catalog). A grade of “C” or better is required in each course meeting certificate requirements. The Certificate of Achievement is indicated on the student's transcript.

Occupational programs are designed for preparation for both entry-level positions and for in-service training for persons already employed. Information sheets, which include degree opportunities, are available from the Counseling Department.

CERTIFICATE OF PROFICIENCY

A Certificate of Proficiency is granted in certain programs for which up to and including 17.5 units are required. A grade of "C" or better is required in each course. The Certificate of Proficiency is not indicated on the student's transcript and is not considered a financial aid-eligible program.

GENERAL EDUCATION REQUIREMENTS FOR AA/AS DEGREES (LOCAL AA/AS GE REQUIREMENTS) (NOT APPLICABLE FOR AA-T/AS-T DEGREES)

ASSOCIATE DEGREE: Complete a minimum of 60 degree-applicable semester units with an overall grade point average of 2.0 (“C”). At least 12 of the 60 units must be completed at Merritt College.

GENERAL EDUCATION: 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).

MAJOR: Students must declare a major to earn an Associate Degree. Majors require a minimum of 18 units with a grade of "C" or better in each course. Unit requirements for majors vary within programs and instructional departments (consult the Curriculum Patterns and Courses section of the catalog and/or see a counselor for more information).

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 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 life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help you 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, 5, 9, 10, 13, 15, 20A, 20B, 23, 24, 25, 29, 36, 42
BIOSC: 50
CHEM: 1A, 1B, 12A, 12B, 30A, 30B
GEOG: 1
GEOL: 1, 12
LANHT: 1, 1E, 15
PHYS: 2A, 2B, 4A, 4B, 4C, 10

1Biol 5 is the same as Lanht 15; maximum credit: one course.

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 you 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
ANTHR: 2, 3, 4, 5*, 7*, 13, 16, 18
ASAME: 1*, 19*, 30*, 32*, 45A*, 45B*
BUS: 5, 52
CHDEV: 50, 51, 53, 56A, 80*
COMM: 6*, 10*, 13*, 18*, 19*
COSER: 10, 24, 29*
COUN: 30, 230
ECON: 1, 2
EDUC: 1
ENVMT: 2, 3, 5*, 11, 12*, 19*
ENVST: 76A-D3, 78A3, 4*, 78B3, 4*
GEOG: 2
HLTED: 1
HIST: 2A, 2B, 7A, 7B, 19*
LANHT: 33B, 64*
M/LAT: 61*, 12*, 195*, 23*, 327*
NATAM: 19*, 76A-D3, 78A3, 4*, 78B3, 4*
POSCI: 1, 2, 3, 5*
PSYCH: 1A, 3, 6, 10, 12, 19*, 24, 28, 31, 33
SOC: 1, 2, 3, 5*, 13, 45, 120
1Afram 19 is the same as Asame 19, M/Lat 6, and Natam 19; maximum credit: one course.
2Envmt 19 is the same as Psych 19; maximum credit: one course.
3Envst/Natam 76A-D or Envst/Natam 78A-78B must be taken for a minimum of 3 units to satisfy Area 2 requirements.
5M/Lat 19 is the same as Hist 17 at BCC, COA, and Laney; maximum credit: one course.
6Afram 38 is the same as Envmt 12; maximum credit: one course.
7Afram 18 is the same as M/Lat 32; 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 you 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:
ANTHR: 7*
ART: 1, 4, 7*, 9, 12, 15*, 40
ASAME: 1*, 30*
ENGL: 1B*
ENVMT: 4*, 5*
HUMAN: 2
LANHT: 55, 64*
M/LAT: 28*, 30A*, 30B, 321*
MUSIC: 10, 11*, 15A*, 19
PHIL: 1, 2, 10
SPAN: 1A, 1B
1Afram 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 you develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system you use.

One course must be completed in each sub-area (a, b, c, d):

a. English Composition:
Courses fulfilling the written composition requirement shall include both expository and argumentative writing.

One course with a minimum of 3 semester units and a grade of "C" or better from the following:
ENGL: 1A*, 1B*, 5*, 100*

b. Mathematics:
Requires a minimum level of intermediate algebra.

May be met by one of two options.
Option 1: One course with a minimum of 3 semester units and a grade of "C" or better from the following:
MATH: 1, 2, 3A, 3B, 3C, 3E, 3F, 13, 15, 16A, 16B, 50, 202, 203

Option 2: Credit by Examination of Math 203.
Students must earn 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 in the Admissions and Records Office) 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:**

Requires a broad understanding of computer concepts.

**One course** with a minimum of **one (1) semester unit** from the following:

- **CIS:** All courses with a minimum value of one unit and numbered 1 through 248.
- **EDT:** 1, 2, 3, 4, 5, 6
- **LANHT:** 9A, 9B, 9C, 34A, 34B, 34C
- **LIS:** 85
- **LRNRE:** 211
- **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 and Written Communications, or Literature:**

Requirements shall include written communication, oral communication, literature, or selected English as a Second Language courses.

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

- **AFRAM:** 41*, 42*, 43*
- **BIOSC:** 34
- **ENGL:** All courses numbered 1 through 247*, except 48s, 49s, and 208.
- **ENVMT:** 4*

*BioSc 34 and Coser 16A must be taken for a minimum of 3 units to satisfy area 4d requirements.

**AREA FIVE: ETHNIC STUDIES**

Ethnic studies is an intensive and scholarly study of African-American, Hispanic, 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** with a minimum of **3 semester units** from the following is required:

- **ANTHR:** 5*
- **ART:** 7*, 15*
- **ASAME:** 19*, 30*, 32*, 45A*, 45B*
- **CHDEV:** 80*
- **COMM:** 13*
- **COSER:** 29*
- **ENVMT:** 12*
- **ENVST:** 76A-D2,3*, 78A2,3*, 78B2,3*
- **HIST:** 19*
- **M/LAT:** 6*, 12*, 19*, 23*, 28*, 30A*
- **MUSIC:** 11*, 15A*
- **NATAM:** 191*, 76A-D2,3*, 78A2,3*, 78B2,3*
- **POSCI:** 5*
- **SOC:** 5*

1. Afram 19 is the same as Asame 19, M/Lat 6, and Natam 19; maximum credit: one course.
2. Envst 76A-D, 78A and 78B are the same as Natam 76A-D, 78A and 78B, respectively; maximum credit: one course.
3. Envst/Natam 76A-D or Envst/Natam 78A-78B must be taken for a minimum of 3 units to satisfy Area 5 requirements.
4. M/Lat 19 is the same as Hist 17 at BCC, COA, and Laney; maximum credit: one course.
5. Afram 38 is the same as Envmt 12; maximum credit: one course.

**Note:** Any course listed in Area 5 that is also listed in another area may be used to satisfy both areas. **However, the units are counted only once.**

**Important Note:** Some majors include courses that appear on the Merritt College General Education Course List. The courses may be used to meet both the major and the General Education requirements provided that the total is 37 or more units. A course may be used **one time for the major** and **one time only for the General Education requirements**, even though the course may be listed in several category areas. While a course might satisfy more than one General Education requirement, it may **NOT** be counted in more than one area (see exception for Ethnic Studies, Area 5).
TRANSFER INFORMATION

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

Merritt College students may choose to transfer to a California State University, a campus of the University of California, or to a private college or university in California as well as 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.

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

PLANNING TO 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 University of California (UC) and the California State University (CSU) systems which are available on the Internet at www.ASSIST.org. Also, many catalogs are available for review in the Merritt College Transfer Center.

4. Identify the degree credit in lower-division community college courses which are articulated 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 University of California or California State University 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., with selective or impacted majors).

7. Plan to complete the lower-division requirements for most transfer majors. The Student Education Plan (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 via Internet at www.ASSIST.org (in the left hand navigation bar) or at www.universityofcalifornia.edu/admissions for the University of California and at www.csumentor.edu for the California State University. In addition, counselors in the Counseling Office and in the Transfer Center can offer help with applications to independent institutions in and outside California.

9. You must assume complete responsibility for compliance with regulations and instructions for selecting the courses that will permit you to meet your educational objectives for transfer and for satisfying prerequisites for any programs or courses.

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 prep requirements to be sure that your Merritt College program of study will meet the course, unit, and grade requirements of the college to which you seek admission.

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 (located in Building R, Room 105), or see a counselor for more information about this program.

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.

If you are preparing for a TAG, you begin by working with a Merritt College counselor early in your academic preparation to develop a Student Education Plan (SEP). See a counselor in Building R, Room 109, for more information about the TAG program and to begin the process.

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 California State University campuses, the University of California campuses, and some independent colleges and universities in and outside of California. Articulation agreements with
TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

the CSU and UC campuses are available on the Internet at www.ASSIST.org.

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

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.

At the ASSIST website, students planning to transfer from a community college to a University of California (UC) or a California State University (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 on the Internet at www.ASSIST.org.

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. A C-ID Designator under a course in the Curriculum Patterns and Courses section 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 Designator.

The C-ID Numbering System is particularly useful for students attending more than one California community college since C-ID Designators are often applied to courses students need to prepare for transfer.

GENERAL EDUCATION TRANSFER REQUIREMENTS

You have the option of fulfilling General Education-Breadth requirements in one of the following ways:

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

A listing of approved courses in these three general education requirement options is available from a counselor or at www.ASSIST.org. The approved courses are subject to change on an annual basis. The 2015-16 IGETC and CSU GE-Breadth approved course lists are also available later in this section of the catalog.

CERTIFICATION OF GENERAL EDUCATION

Merritt College (Peralta Community College District) can certify officially the completion of the following general education patterns.

IGETC

Merritt College (the Peralta Community College District) can certify either full certification (completing all requirements in each subject area) or partial certification (maximum of two courses missing and completed after transfer) of IGETC. You should file the certification request at the Admissions and Records Office during the final term before transfer, once an offer of admission has been accepted.

CSU GE-BREADTH

California State University General Education-Breadth (CSU GE-Breadth) allows full certification (completion of all requirements) or partial certification (completion by
TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

You should develop a Student Education Plan (SEP) that first gives attention to minimum admission eligibility and completion of major preparation, and then incorporates the most appropriate General Education (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. If you are pursuing a major with few required major preparation courses, you should consider completing the Intersegmental General Education Transfer Curriculum (IGETC). 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. You should consult with a counselor for assistance in developing a SEP that plans for major preparation and the most appropriate General Education pattern option.

The University of California

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

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” (2.00) 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” (2.00) 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 grade point average of at least 2.4, and
2. Complete a course pattern requirement to include:
   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 www.universityofcalifornia.edu/admissions.

HIGH SCHOOL PROFICIENCY EXAMINATION

If you do not have a high school diploma, the University of California will accept the Certificate of Proficiency awarded by the State Board of Education upon successful completion of the High School Proficiency Examination. The University of California 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 non-resident 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.

UNIVERSITY OF CALIFORNIA – BERKELEY CAMPUS

The Berkeley campus of the University of California is on the semester system. If you are applying to the College of Letters and Sciences, you may fulfill your lower-division general education requirements by completing IGETC or by completing the College of Letters and Sciences Breadth Requirements.

Transfer students with 60 or more transferable semester units who are admitted to the College of Letters and Science must have satisfied the Essential Skills, prior to admission, in:

1. Reading and composition, and
2. Foreign language, and
3. Quantitative reasoning.

The Breadth Requirement for courses outside the field of the major is required for all community college transfers. You should make every effort to complete as many of the seven-course requirements as possible. UC Berkeley College of Letters and Science Breadth Requirements
are available at www.ASSIST.org. This list is subject to revision and is updated annually.

THE CALIFORNIA STATE UNIVERSITY

The following information applies to the 23 campuses of the California State University 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.

TRANSFER REQUIREMENTS

You will qualify for admission as a transfer student if you have a grade-point average 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 grade-point average or better).

A maximum of 70 transferable semester (105 quarter) units earned in a community college may be transferred to the California State University. 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 General Education 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 General Education 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 grade-point average of 2.0; and
2. Within the total units completed, you must complete a minimum of 30 lower-division units of General Education/Breadth; 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.

ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) TO A CALIFORNIA STATE UNIVERSITY

California Community Colleges are now offering Associate Degrees for Transfer (AA-T or AS-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 (AA-T or AS-T) are guaranteed admission to the CSU system with junior status and given priority admission to their local CSU campus and to a similar major at a CSU campus. However, 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 has developed AA-T or AS-T degrees in the following areas:
- Administration of Justice (AS-T)
- Business Administration (AS-T)
- Communication Studies (AA-T)
- Early Childhood Education (AS-T)
- Mathematics (AS-T)
- Psychology (AA-T)

The Degree Major requirements for each degree can be found under the corresponding department heading in the Curriculum Patterns and Courses section of the catalog (for Early Child Education, see the listing for Child Development). Other majors/degrees are under development and will be provided online at www.merritt.edu/wp/catalog. Students may also visit www.adeegreewithaguarantee.com to find out which CSU campuses accept each degree. For more information, please see a counselor.

AA-T AND AS-T REQUIREMENTS

The following is required for all AA-T or AS-T degrees:
1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade-point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” degree major. All courses in the degree major must be completed with a grade of “C” or better or a “P” if the course is taken on a “Pass-No Pass” basis (Title 5 § 55063). Some universities may have limits on the number of Pass/No-Pass units they will accept for transfer. See a counselor for more information.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE-Breadth), OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

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 Student Education Plan (SEP).

GENERAL EDUCATION CERTIFICATION FOR A CALIFORNIA STATE UNIVERSITY

Merritt College (Peralta Community College District) may certify to a California State University completion of 39 units of lower-division General Education requirements when the student completes the acceptable courses. The listing of courses that can be used toward meeting these requirements is available in the Counseling Office and the Transfer Center. This listing is subject to change.
A total of 48 units is required to meet the General Education requirements for the California State University System. The additional nine (9) required units must be upper-division courses and must be completed after the student transfers to a CSU campus.

**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS LIST 2015-16**

*THIS INFORMATION IS 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.

**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.**

**IGETC:** 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.

**NOTE:** Courses with an asterisk (*) 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

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), 5(L)*, 9(L), 10(L), 13, 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L)  
LANHT: 15(L)*  
*BIOL 5 is the same as Lanht 15; maximum credit: one course.
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 with ANTHR 1)
- ASTR: 20 (clears lab requirement with ASTR 1 or 10)
- BIOL: 13L (clears lab requirement with BIOL 13)
- ENVMT: 2L (clears lab requirement with BIOL 13)
- GEOG: 1L (clears lab requirement with GEOG 1)
1Biol 13L is the same as Envmt 2L; maximum credit: one course.

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:
- ART: 1, 4, 7, 9, 12, 15
- ASAME: 1*
- LANHT: 64*
- MUSIC: 10, 11, 15A, 19

C2. Humanities
At least one course from the following:
- ASAME: 30*, 45A*, 45B*
- ENGL: 1B
- ENVMT: 4
- HIST: 2A*, 2B*, 7A*, 7B*, 19*
- HUMAN: 2
- M/LAT: 28, 30A, 30B, 321*
- PHIL: 1, 2
- SPAN: 1A, 1B, 30A
1Afram 18 is the same as M/Lat 32; maximum credit: one course.
2Afram 19 is the same as Asame 19, M/Lat 6, and Natam 19; maximum credit: one course.
3Afram 38 is the same as Envmt 12; maximum credit: one course.
4Envmt 19 is the same as Psych 19; maximum credit: one course.
5MAY NOT be taken at any other PCCD college to satisfy this area. See a counselor for more information.

AREA D: SOCIAL SCIENCES

Three courses, minimum of 9 semester (12-15 quarter) units, with courses from at least two different disciplines.

- ADJUS: 21, 22, 25, 63
- ANTHR: 2, 3, 4, 5, 7, 13, 16, 18
- ASAME: 1*, 19, 30*, 32*, 45A*, 45B*
- BUS: 52
- CHDEV: 51, 53, 80
- COMM: 6, 10, 13, 18*, 19
- COSER: 10, 24*, 29*
- ECON: 1, 2
- ENVMT: 2, 3, 11, 121, 191
- GEOG: 1*, 2
- HIST: 2A*, 2B*, 7A*, 7B*, 19*
- LANHT: 64*
- M/LAT: 62, 12, 19, 23, 321*
- NATAM: 192
- POSCI: 1, 2, 3, 5
- PSYCH: 1A, 3, 6, 10, 12*, 19*, 24, 28, 31, 33
- SOC: 1, 2, 3, 5, 13, 45
1Afram 18 is the same as M/Lat 32; maximum credit: one course.
2Afram 19 is the same as Asame 19, M/Lat 6, and Natam 19; maximum credit: one course.
3Afram 38 is the same as Envmt 12; maximum credit: one course.
4Envmt 19 is the same as Psych 19; maximum credit: one course.
5MAY 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

Some courses in this area are less than 3 units (underlined and italicized). Students taking any course less than 3 units will need additional units to earn the 3 units needed to clear this area. **This area cannot be cleared using only KIN or ATHL courses (i.e. activity courses).** Military discharge documents (DD-214) may also be used to completely clear this area.

One course, with a minimum of 3 semester (4-5 quarter) units, from the following:
- ASAME: 32*
- ATHL: L, 6, 30, 59, 66, 75
TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

BUS: 52
CHDEV: 51, 74
COMM: 18*
COSER: 16A, 20, 24*, 29*
COUN: 24, 30, 57
HLTED: 1, 20
LIS: 85
NUTR: 10, 12
PSYCH: 12*

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Graduation Requirement)

One course from EACH group below.

**Group 1**
AFRAM: 30¹, 31¹
HIST: 7A, 7B

**Group 2**
POSCI: 1², 5

**Group 3**
POSCI: 1²

¹Afram 30 and 31 are not acceptable if taken either Fall 2004 or Spring 2005.
²Posci 1 may be double-counted in Group 2 and Group 3; units are 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.**

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that community college students can use to satisfy lower-division General Education requirements at any CSU or UC campus. The IGETC guidelines are subject to change, as breadth requirements change periodically. For the most current approved course listing, please contact the Counseling Office.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) LIST 2015-16

**THIS INFORMATION IS 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.

**GENERAL EDUCATION:** 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.

**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.

**NOTE:** Courses with an asterisk (*) 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-English Composition**
One course (3 semester or 4-5 quarter units), from:
ENGL: 5
TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

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, 4, 7, 9, 12, 15
ASAME: 1*
MUSIC: 10, 11, 15A, 19

B. Humanities
ASAME: 30*, 45A*, 45B*
ENGL: 1B
ENVMT: 4
HIST: 2A*, 2B*, 7A*, 7B*, 19*
HUMAN: 2
M/LAT: 28, 30A, 30B, 321*
PHIL: 1, 2
SPAN: 1B

1Afram 18 is the same as M/Lat 32; maximum credit: one course.
2Afram 19 is the same as Asame 19, M/Lat 6, & Natam 19; maximum credit: one course.
3Afram 38 is the same as Envmt 12; maximum credit: one course.
4Envmt 19 is the same as Psych 19; maximum credit: one course.
5MAY NOT be taken at any other PCCD college to satisfy this area. See a counselor for more information.

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES
At least three courses (9 semester or 12-15 quarter units), from at least two disciplines.

ADJUS: 21, 22, 63
ANTHR: 2, 3, 4, 5, 7, 13, 16, 18
ASAME: 1*, 19*, 30*, 32, 45A*, 45B*

CHDEV: 51
COMM: 6, 10, 13, 18, 19
COSER: 10, 24
ECON: 1, 2
ENVMT: 2, 3, 12', 19'
GEOG: 2
HIST: 2A*, 2B*, 7A*, 7B*, 19*
M/LAT: 6', 12, 19, 23, 321*
NATAM: 19
POSCI: 1, 2, 3, 5
PSYCH: 1A, 3, 6, 10, 12, 19', 24, 28, 31, 33
SOC: 1, 2, 3, 5

1Afram 18 is the same as M/Lat 32; maximum credit: one course.
2Afram 19 is the same as Asame 19, M/Lat 6, & Natam 19; maximum credit: one course.
3Afram 38 is the same as Envmt 12; maximum credit: one course.
4Envmt 19 is the same as Psych 19; maximum credit: one course.
5MAY 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)
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), 5(L), 9(L), 10(L), 13 (add BIOL 13L or ENVMT 2L to clear lab requirement), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L)
LANHT: 15(L)

1Biol 5 is the same as Lanht 15; maximum credit: one course.
C. Laboratory Activity
One course shown with (L) in Areas 5A or 5B above
OR one of the following:
ANTHR 1L (clears lab requirement with ANTHR 1)
ASTR 20 (clears lab requirement with ASTR 1 or ASTR 10)
BIOL 13L (clears lab requirement with BIOL 13)
ENVMT 2L (clears lab requirement with BIOL 13)
GEOG 1L (clears lab requirement with GEOG 1)

LANGUAGE OTHER THAN ENGLISH (LOTE)
(UC Requirement Only)

Proficiency must be demonstrated as follows:
1. Completion of 1 course (4-5 semester units) at a college or university, with a grade of “C” or better, that is considered equivalent to 2 years of high school language. The approved Merritt College course for this is SPAN 1A. Note: Courses above the proficiency level (1 or 1A) may be used to meet this requirement and may also be used to clear another IGETC area; or
2. Completion of 2 years of high school coursework in one LOTE with “C-” or better (with official transcript); or
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a LOTE (see a counselor for scores); or
4. Score of 3 or better on the College Board Advanced Placement Exam in a LOTE; or
5. Score of 5 or better on the International Baccalaureate Higher Level Exam in a LOTE; or
6. Satisfactory score on a proficiency test given by a community college, university or other college in a LOTE; or
7. Completion of two years of formal schooling at the sixth grade level or higher, with grades of “C” (2.0) or better, in an institution where the language of instruction is not English (appropriate documentation must be presented).

U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Graduation Requirement)

One course from EACH group below.

**Group 1**
AFRAM: 30\(^1\), 31\(^1\)
HIST: 7A, 7B

**Group 2**
POSCI: 1\(^2\), 5

**Group 3**
POSCI: 1\(^2\)

\(^1\) Afram 30 and 31 are not acceptable if taken either Fall 2004 or Spring 2005.
\(^2\) Posci 1 may be double-counted in Group 2 and Group 3; units are counted only once.

NOTE: Courses used to meet 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.

PRIVATE UNIVERSITIES AND COLLEGES

Requirements of private 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.
CURRICULUM PATTERNS AND COURSES

This section includes brief descriptions of the courses offered at Merritt College and information about requirements for majors (see curriculum patterns). 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/wp/catalog and the Schedule of Classes.

NUMBERING OF COURSES

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 nondegree-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 800-999 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.

GRADING POLICY SYMBOLS

Refer to the Grade Symbol Definitions under Grading Policies in the Academic and College 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 and College 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 for the most up-to-date transferable course list.

Note that transferability of course credits does not necessarily mean the course is articulated to meet a specific course requirement. See Articulation Agreements in the Transfer to Four-Year Colleges and Universities section of the catalog for more information. Students are also strongly advised to consult a counselor for complete information on course transferability, including restrictions, limitations and transferability specifics in respect to their transfer goals.
CURRICULUM PATTERNS AND COURSES

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.

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. Notation of a C-ID Designator under a course means that the course is comparable in content and scope to a similar course offered by participating California colleges and universities.

INDEPENDENT STUDY COURSES

Special courses are offered under course number 49 which permit the student to explore in depth an area or problem of his/her choice not covered by regular catalog offerings. The student must meet prerequisites as outlined by individual departments. Transfer credit for independent study courses (49’s) is contingent upon an evaluation of the course by the receiving University of California or California State University institution after admission. Consult the Schedule of Classes for information on current offerings.

SELECTED TOPICS COURSES

Selected topics are courses designed for in-depth study of topics that are not offered as part of the regular catalog course offerings. The course content, hours, and unit credit are determined by the appropriate instructional department in response to student and/or community interest. The course may be offered as a lecture or laboratory class, with any prerequisites determined by the department. Selected topics are designated by course numbers in the 48NA-TZ, 248NA-TZ, and 348NA-TZ ranges. Transfer credit for selected topics courses (48’s) is contingent upon an evaluation of the course by the receiving University of California or California State University institution after admission. Consult the Schedule of Classes for information on current offerings.

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.
This course may be taught under either African-American Studies, Asian and Asian-American Studies, Mexican/Latin-American Studies, or Native American Studies, in which case the student has the choice of earning credit in any one of these subject areas.

TAXONOMY OF PROGRAM (TOP) NUMBERS

These numbers, which appear at the end of each course listing, are included for program planning and budgeting purposes and are not intended for student use. This classification system provides standard course definitions for all California Community College districts.

PROGRAM LEARNING OUTCOMES

Program Learning Outcomes describe what students will know and be able to do when they graduate from a program. Outcomes for each program are noted under the program descriptions.

STUDENT LEARNING OUTCOMES (COURSE-LEVEL)

Course-level Student Learning Outcomes describe what students will know and be able to do when they satisfactorily complete a course. Student Learning Outcomes are housed in the college’s assessment management system, Taskstream. More information on Student Learning Outcomes and viewing information in Taskstream can be found at www.merritt.edu/wp/slo.
DEPARTMENT ABBREVIATIONS

Administration of Justice ADJUS
African-American Studies AFRAM
Anthropology ANTHR
Art ART
Asian and Asian-American Studies ASAME
Astronomy ASTR
Athletics (formerly Physical Education) ATHL
Biology BIOL
Bioscience BIOSC
Business BUS
Chemistry CHEM
Child Development CHDEV
Chronic Care Assistant CHCAS
Communication COMM
Community Social Services COSER
Computer Information Systems CIS
Cooperative Work Experience Education COPED
Counseling COUN
Economics ECON
Education EDUC
Educational Technology EDT
Emergency Medical Technician EMT
English ENGL
English as a Second Language ESL
Environmental Management and Technology ENVMT
Environmental Studies ENVST
Ethnic Studies ETHST
Fire Science FISCI
Foreign Languages FLANG
Geography GEOG
Geology GEOL
Health Education HLTD
Health Professions and Occupations HLTOC
History HIST
Humanities HUMAN
Kinesiology (formerly Physical Education) KIN
Landscape Horticulture LANHT
Learning Resources LRNRE
Library Information Studies LIS
Mathematics MATH
Medical Assisting MEDAS
Mexican and Latin-American Studies M/LAT
Music MUSIC
Native American Studies NATAM
Nursing NURS
Nutrition and Dietetics NUTR
Paralegal Studies PARLG
Philosophy PHIIL
Physical Science PHYSC
Physics PHYS
Political Science POSCI
Psychology PSYCH
Radiologic Science RADSC
Real Estate RLEST
Social and Behavioral Sciences SOCSC
Sociology SOC
Spanish SPAN

MEDICAL ASSISTING CLASS
LAW DAY AT MERRITT

BIOLOGY CLASS
**ADMINISTRATION OF JUSTICE (ADJUS)**

The Administration of Justice program serves those who wish to train for a career in a field associated with the administration of criminal justice, those who wish to prepare for transfer to a four-year institution, and those who are currently employed in an administration of justice agency and who seek training for career advancement.

There are four areas of study within Administration of Justice: Associate in Science in Administration of Justice for Transfer (AS-T), Police Science, Corrections, and Homeland Security.

**ADMINISTRATION OF JUSTICE ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREE**

The mission of the Associate in Science in Administration of Justice for Transfer (AS-T) degree program is to provide students with knowledge of the criminal justice system and its diverse components, as well as provide the training necessary to enter various careers in the criminal justice sector. The program is for those who seek to prepare for a career in criminal justice, transfer to a college or university, and for those who are currently employed in an administration of justice agency and who seek training for career advancement.

Students will be prepared to work in a variety of fields, including: Public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional offices, game wardens, state parks, and private security. Those completing the AS-T in Administration of Justice degree will be able to transfer to the California State University (CSU) system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law.

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 administration of justice 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 Science in Administration of Justice for Transfer (AS-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) 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 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).

**Program Learning Outcomes:**

Students who complete the degree will be able to:

- Demonstrate an understanding and ability to analyze crime, policies, procedures, and the people that shape the justice system.
- Bridge policies and procedures with practical knowledge and apply that knowledge to prospective careers in the criminal justice sector.
- Demonstrate the critical thinking skills necessary to effectively evaluate problems in the criminal justice system and provide solutions to these problems nationally and locally.
- 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.
CURRICULUM PATTERNS AND COURSES

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 21</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 22</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two courses from the following:

- ADJUS 24 Legal Aspects of Evidence (3)
- ADJUS 25 Community Relations (3)
- ADJUS 26 Introduction to Forensic Investigation (3)
- ADJUS 51 Juvenile Law and Procedures (3)
- ADJUS 56 Criminal Investigation (3)
- ADJUS 63 Introduction to Corrections (3)

Select two courses from the following:

- MATH 13 Introduction to Statistics (4)
- PSYCH 1A Introduction to General Psychology (3)
- SOC 1 Introduction to Sociology (3)

Total Required Units for AS-T Degree Major: 18-19

CORRECTIONS

ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Corrections degree and certificate program provides preparatory instruction necessary for persons who wish entry into four-year institutions for careers as correctional officers, counselors or probation and parole officers with federal, state, and county agencies. Entry-level employment may be available after satisfactory completion of the AA degree or certificate requirements.

To qualify for the Associate of Arts in Administration of Justice: Corrections degree, students must satisfactorily complete the Degree Major requirements 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. A Certificate of Achievement will be awarded upon satisfactory completion of the minimum 32 units specified for the certificate (excluding the 9 additional units required for the degree major). The AA degree may be completed in four semesters, while the certificate may be completed in two semesters.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:

Students who complete the degree or certificate will be able to:

- Communicate appropriately, in both verbal and computer-generated written (narrative report) formats, within the criminal justice system.
- Demonstrate professional, ethical, respectful conduct to those of diverse cultures, customs, and beliefs in stressful, emotionally charged situations.
- Critically analyze behaviors and situations for violations of criminal law, criminal procedure, and/or for possible defenses.
- Develop and maintain relationships of trust and respect with co-workers, the community, employers, and criminal suspects.
Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 21</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 22</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 23</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 24</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 25</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 63</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 201A*</td>
<td>Preparation for Composition and Reading (4)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading (4)</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 201B*</td>
<td>Preparation for Composition and Reading (4)</td>
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<tr>
<td>or</td>
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</tr>
<tr>
<td>ENGL 1B</td>
<td>Composition and Reading (4)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 1A</td>
<td>Introduction to General Psychology (3)</td>
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<td>or</td>
<td></td>
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</tr>
<tr>
<td>PSYCH 10</td>
<td>Psychology and Life: Basic Principles (3)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology (3)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 2</td>
<td>Social Problems (3)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Units for Certificate:</strong></td>
<td><strong>32</strong></td>
<td></td>
</tr>
</tbody>
</table>

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Achievement Requirements:</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Plus, select a minimum of 9 units from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADJUS 51</td>
<td>Juvenile Law and Procedures (3)</td>
<td></td>
</tr>
<tr>
<td>ADJUS 56</td>
<td>Criminal Investigation (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 10</td>
<td>Community Resources and Social Policy (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 16A</td>
<td>Communication: Theory and Practice (2-3)</td>
<td></td>
</tr>
<tr>
<td>COSER 16B</td>
<td>Communication: Families in Crisis (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 22</td>
<td>Social Psychology of Substance/Drug Abuse (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 24</td>
<td>Human Development (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 41</td>
<td>Substance Abuse and the Law (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 42</td>
<td>Counseling Skills and Substance Abuse (3)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Required Units for Degree Major:</strong></td>
<td><strong>41</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Engl 201A and 201B are not transferable; Engl 1A and 1B are required for transfer and for the Associate degree.

Recommended:

Afram 10, Sociology of African-Americans (3)
Afram 12, Psychology of African-Americans (3)
Afram 16, Administration of Criminal Justice and Minority Communities (3)
Afram 19 or Asame 19 or Natam 19 or M/Lat 6, Racism in the United States (3)
Afram 32, African-American History: 1945 to Present (3-4)
Comm 20, Interpersonal Communication Skills (3)
Comm 45, Public Speaking (3)

POLICE SCIENCE
ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Police Science degree and certificate program provides practical and technical instruction to meet the requirements of law enforcement agencies at the local, state, and federal levels. The program is designed for men and women who are interested in careers as a law enforcement officer with responsibilities of ensuring the security of human rights and maintaining social order according to the democratic system. Some responsibilities of law enforcement officers include enforcing laws and detecting and arresting violators of the law, crime prevention, and protecting life and property.

To qualify for the Associate of Arts in Administration of Justice: Police Science degree, students must satisfactorily complete the Degree Major requirements 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. A Certificate of Achievement will be awarded upon satisfactory completion of the minimum 32 units specified for the certificate (excluding the 9 additional units required for the degree major). The AA degree may be completed in four semesters, while the certificate may be completed in two semesters.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:

Students who complete the degree or certificate will be able to:

- Effectively use suppression equipment and practices.
- Engage in public education and present prevention practices.
- Employ chain of command and paramilitary management structure.
- Recognize career hazards and safety equipment and practices.
**Certificate of Achievement Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 21</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 22</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 23</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 24</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 25</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 201A*</td>
<td>Preparation for Composition and Reading (4)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading (4)</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 201B*</td>
<td>Preparation for Composition and Reading (4)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1B</td>
<td>Composition and Reading (4)</td>
<td>4</td>
</tr>
<tr>
<td>HLTED 1</td>
<td>Exploring Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 1A</td>
<td>Introduction to General Psychology (3)</td>
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<tr>
<td>PSYCH 10</td>
<td>Psychology and Life: Basic Principles (3)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology (3)</td>
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</tr>
<tr>
<td>SOC 2</td>
<td>Social Problems (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units for Certificate:** 32

**Degree Major Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 51</td>
<td>Juvenile Law and Procedures (3)</td>
<td></td>
</tr>
<tr>
<td>ADJUS 56</td>
<td>Criminal Investigation (3)</td>
<td></td>
</tr>
<tr>
<td>ADJUS 57</td>
<td>Report Writing for Public Safety Personnel (3)</td>
<td></td>
</tr>
<tr>
<td>ADJUS 63</td>
<td>Introduction to Corrections (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 10</td>
<td>Community Resources and Social Policy (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 16A</td>
<td>Communication: Theory and Practice (2-3)</td>
<td></td>
</tr>
<tr>
<td>COSER 16B</td>
<td>Communication: Families in Crisis (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 24</td>
<td>Human Development (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 41</td>
<td>Substance Abuse and the Law (3)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units for Degree Major:** 41

*Engl 201A and 201B are not transferable; Engl 1A and 1B are required for transfer and for the Associate degree.

**Recommended:**

- Afram 10, Sociology of African-Americans (3)
- Afram 12, Psychology of African-American (3)
- Afram 16, Administration of Criminal Justice and Minority Communities (3)
- Afram 19 or Asame 19 or Natam 19 or M/Lat 6, Racism in the United States (3)
- Afram 32, African-American History: 1945 to Present (3-4)
- Comm 20, Interpersonal Communication Skills (3)
- Comm 45, Public Speaking (3)

**HOMELAND SECURITY CERTIFICATE OF ACHIEVEMENT**

The Homeland Security certificate program provides foundational knowledge of local, national, and international security. The program examines threats against national security, examines national and international terrorist threats, and explores 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 the public and private sectors of security. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**Program Learning Outcomes:**

Students who complete the certificate will be able to:

- Describe the history of terrorism and homeland security.
- Describe the roles and responsibilities of various homeland security agencies.
- Solve problems as an individual and in a coordinated team setting.
- Demonstrate knowledge of the impact of technology on countering threats to security.

**Certificate of Achievement Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 21</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 70</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 71</td>
<td>Intelligence Analysis and Security Management</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 72</td>
<td>Introduction to Terrorism/WMD</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 115</td>
<td>Transportation and Border Security</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 116</td>
<td>Security Guard</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Required Units for Certificate:** 16
ADJUS 21
Introduction to Administration of Justice
3 units, 3 hours lecture (GR)
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 area 2; CSU area D; IGETC area 4
C-ID: AJ 110

ADJUS 22
Concepts of Criminal Law
3 units, 3 hours lecture (GR)
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 area 2; CSU area D; IGETC area 4

ADJUS 23
Principles and Procedures of the Justice System
3 units, 3 hours lecture (GR)
Recommended preparation: Adjus 21
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

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
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 area 2; CSU 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

ADJUS 48NA-TZ
Selected Topics in Administration of Justice
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2105.00

ADJUS 49
Independent Study in Administration of Justice
.5-5 units (GR)
Acceptable for credit: CSU
See section on Independent Study. 2105.00

ADJUS 51
Juvenile Law and Procedure
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
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

ADJUS 57
Report Writing for Public Safety Personnel
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Adjus 21
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)
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 area 2; CSU area D; IGETC area 4

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; government and private action taken in the aftermath of 9/11 as it relates to legislation, government organization, communication, technology, and emergency management practices. 2105.00

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, 547 term hours lecture, 504 term hours laboratory (26 weeks) (GR)
Prerequisite: Background check
Recommended preparation: Kin 153A and/or 153B
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
CURRICULUM PATTERNS AND COURSES

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; provides an 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)
Foundational skills for police academy: Study skills, 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 248NA-TZ
Selected Topics in Administration of Justice
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 2105.00

AFRICAN-AMERICAN STUDIES
(AFRAM)

AFRICAN-AMERICAN STUDIES
ASSOCIATE OF ARTS (AA) DEGREE

To qualify for the Associate of Arts in African-American Studies degree, students must satisfactorily complete the Degree Major requirements 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:
Students who complete the degree 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 holistic and contextualized manner.
• Recognize and apply their identity and activism from a unified understanding of the race, culture and heritage of African people.
• Exhibit a positive self and collective awareness in their race and heritage.
• Recognize the sources of personal attitudes and world views and deal constructively with issues that arise out of human differences. Combat and transcend the impact of over-generalizing and stereotyping.
• Develop a perspective and behavior that incorporates African-Centered thought into all areas of life; including family, work, community commitment and social justice activities.
• Prepare to successfully complete academic work at the university/college they transfer to.
• Commit to the role they must play in combating oppression in the African world community. Enhance self-awareness about the power of collective action and the role of the individual in collective justice.
### Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM 2</td>
<td>Black Economics</td>
<td>3 units, 3 hours lecture (GR or P/NP) 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 area 2, 5; CSU area D; IGETC area 4</td>
</tr>
<tr>
<td>AFRAM 3</td>
<td>Ghana: Pan African Thought and the Struggle for Africa’s Liberation</td>
<td>3 units, 3 hours lecture (GR) Acceptable for credit: CSU, UC Study of Pan African thought and world-wide 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 area 2; CSU area D; IGETC area 4</td>
</tr>
<tr>
<td>AFRAM 4</td>
<td>The Black Panther Party: Strategies on Organizing the People</td>
<td>3 units, 3 hours lecture (GR) Acceptable for credit: CSU 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 area 2, 5; CSU area D</td>
</tr>
<tr>
<td>AFRAM 5</td>
<td>The African American Family in the United States</td>
<td>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 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 area 2, 5; CSU area D; IGETC area 4</td>
</tr>
</tbody>
</table>

### Group 1: Family and Society
Select two courses from the following for a minimum of 6 units:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM 5</td>
<td>The African-American Family in the United States</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 8</td>
<td>African-American Politics</td>
<td>3-4</td>
</tr>
<tr>
<td>AFRAM 10</td>
<td>Sociology of African-Americans</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 12</td>
<td>Psychology of African-Americans</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 14A</td>
<td>Social Psychology of African-American Male/Female Relationships</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 14B</td>
<td>Social Psychology of African-American Male/Female Relationships</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 16</td>
<td>The Prison Industrial Complex: African American Incarceration</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 19</td>
<td>Racism in the United States</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 38</td>
<td>Environmental Racism and Justice</td>
<td>3-7</td>
</tr>
</tbody>
</table>

### Group 2: History and Economics
Select two courses from the following for a minimum of 6 units:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM 2</td>
<td>Black Economics</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 4</td>
<td>The Black Panther Party: Strategies on Organizing the People</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 30</td>
<td>African-American History: Africa to 1865</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 31</td>
<td>African-American History: 1865-1945</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 32</td>
<td>African-American History: 1945 to Present</td>
<td>3-4</td>
</tr>
</tbody>
</table>

### Group 3: Africa and the Diaspora
Select one course from the following for a total of 3 units:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM 3</td>
<td>Ghana: Pan African Thought and the Struggle for Africa’s Liberation</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 18</td>
<td>African Heritage of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>M/LAT 32</td>
<td>African Heritage of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 25</td>
<td>Classical African Civilizations</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 27</td>
<td>Afro-Caribbean History, Politics, and Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

### Group 4: Culture and Creativity
Select two courses from the following for a minimum of 6 units:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM 33</td>
<td>The Roots of African-American Culture</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 39</td>
<td>Black World Films</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 41</td>
<td>African-American Writers (Fiction)</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 42</td>
<td>African-American Writers (Non-Fiction)</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 43</td>
<td>African-American Writers (Poetry)</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 45</td>
<td>Religion and the African-American Church in America</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units for Degree Major: 21-23
AFRAM 8
African-American Politics
3-4 units, 3-4 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 area 2, 5; CSU area D; IGETC area 4

AFRAM 10
Sociology of African-Americans
3 units, 3 hours lecture (GR)
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 area 2, 5; CSU area D; IGETC area 4

AFRAM 12
Psychology of African-Americans
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Principles of psychology as they relate to the African-
American community: Selected social problems such as
prejudice and desegregation, racial conflict, and deviancy
in the community from an African-American perspective.
2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 13
Ethnic Perceptions in the Mass Media
3 units, 3 hours lecture (GR or P/NP)
Also offered as Comm 13. Not open for credit to students
who have completed or are currently enrolled in Comm
13.
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 area 2, 5; CSU area D; IGETC area 4

AFRAM 14A
Social Psychology of African-American Male/
Female Relationships
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Study and application of psychosociological concepts and
research techniques exploring the dynamics of African-
American male-female relationships. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 14B
Social Psychology of African-American Male/
Female Relationships
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Study of psychology of male-female communications with
analysis of interpersonal phenomena. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

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 area 2, 5; CSU area D; IGETC area 4

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 area 2, 3; CSU area C2, D; IGETC area 3B, 4

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 area 2, 5; CSU 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 area 2, 3; CSU area C2, D; IGETC area 3B, 4

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 area 2, 3; CSU area C2, D; IGETC area 3B, 4

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 area 2, 5; CSU area C2, D; IGETC area 3B, 4; CSU 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 area 2, 5; CSU area C2, D; IGETC area 3B, 4; CSU American Institutions, Group 1

AFRAM 32
African-American History: 1945 to Present
3-4 units, 3-4 hours lecture (GR)
Also offered as Hist 52. Not open for credit to students who have completed or are currently enrolled in Hist 52.
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 area 2, 5; CSU area C2, D; IGETC area 3B, 4

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 area 2, 5; CSU area D; IGETC area 4

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 area 2, 5; CSU area D; IGETC area 4; UCB American Cultures
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 area 3; CSU 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 area 3, 4d, 5; CSU 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 area 3, 4d, 5; CSU 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 area 3, 4d, 5; CSU area C2; IGETC area 3B

AFRAM 45  
Religion and the African-American Church in America  
3 units, 3 hours lecture (GR)  
Also offered as Human 45. Not open for credit to students who have completed or are currently enrolled in Human 45.  
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 area 2, 3, 5; CSU area D; IGETC area 4

AFRAM 48NA-TZ  
Selected Topics in African-American Studies  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics. 2203.00

AFRAM 49  
Independent Study in African-American Studies  
.5-5 units (GR)  
Acceptable for credit: CSU  
See section on Independent Study. 2203.00

AFRAM 248NA-TZ  
Selected Topics in African-American Studies  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics. 2203.00

Africana Studies Community Research Center  
The Africana Studies Community Research Center has two central objectives: One, we have four interactive learning modules of museum quality where students engage with supplemental course materials through visual, touch screen, and e-portfolio lessons on iPods. The modules for the center are multilayered and highly visual and kinesthetic. They are also 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 their curriculum and assessment to the modules.

Two, the center 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. This aspect of the center involves students in that 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 will be able to receive transferable credit and certification for this work and their projects will become a permanent part of the collection. Our Center is open to scheduled high school class visits, community organizations, and youth groups.
ANTHROPOLOGY  
(ANTHR)

An Associate in Arts in Anthropology for Transfer (AA-T) degree is in development, pending California Community Colleges Chancellor’s Office approval. If approved, information and requirements will be posted at www.merritt.edu/wp/catalog.

ANTHROPOLOGY  
ASSOCIATE OF ARTS (AA) DEGREE

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.

To qualify for the Associate of Arts in Anthropology degree, students must satisfactorily complete the Degree Major requirements 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:
Students who complete the degree will be able to:

- Analyze human biological and cultural adaptations, including the different factors that have affected and continue to affect humans biologically and culturally.
- Analyze the factors that cause modern human biological and cultural diversity and demonstrate an appreciation for, and sensitivity to, human biological and cultural diversity.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 1</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 1L</td>
<td>Physical Anthropology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ANTHR 2</td>
<td>Introduction to Archaeology and Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 5</td>
<td>American Indian History and Culture</td>
<td>3</td>
</tr>
<tr>
<td>MATH 13</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Select two courses (6 units) from the following:

- 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)

Total Required Units for Degree Major: 23

Strongly recommended:
Biol 10, Introduction to Biology (4)
CIS 1, Introduction to Computer Information Systems (4)
or
CIS 5, Introduction to Computer Science (5)

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 area 1; CSU 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: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00  
CSU area B3 (with Anthr 1); IGETC area 5C (with Anthr 1)

ANTHR 2  
Introduction to Archaeology 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 area 2; CSU area D; IGETC area 4

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 area 2; CSU area D; IGETC area 4
CURRICULUM PATTERNS AND COURSES

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: Study using the methods and theories of anthropological archeology. 2202.00
AA/AS area 2; CSU area D; IGETC area 4

ANTHR 5
American Indian History and Culture
3 units, 3 hours lecture (GR or P/NP)
Also offered as Hist 1. Not open for credit to students who have completed or are currently enrolled in Hist 1.
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 American Indian socio-economic and cultural development. 2202.00
AA/AS area 2, 5; CSU area D; IGETC area 4

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 area 2, 3; CSU area D; IGETC area 4

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 life styles: Rise and fall of great urban centers in Asia, Africa, Europe, and the Americas. 2202.00
AA/AS area 2; CSU area D; IGETC area 4

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 4

ANTHR 18
Introduction to Anthropological Linguistics
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to the study of language: How linguists describe human languages and exploration of how they developed, change and function in human societies. 2202.00
AA/AS area 2; CSU area D; IGETC area 4

ANTHR 18NA-TZ
Selected Topics in Anthropology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2202.00

ANTHR 49
Independent Study in Anthropology
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 2202.00

ANTHR 248NA-TZ
Selected Topics in Anthropology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2202.00

Anthropology Museum
The Merritt Museum of Anthropology was founded in 1973 and created as a teaching museum. In 1989, Dr. Barbara Joans became the Museum Director, teaching a class in Museum studies and exhibition until her retirement in 2011. The Museum, now situated as a series of collections, resides at Merritt College awaiting a new Director to take it further. There are artifacts from all over the world, including material from Africa, Asia, Eurasia, Europe, North and South America (including Alaska), New Guinea and the Pacific Islands. The Merritt Museum of Anthropology is also committed to create exhibits and projects that highlight Oakland in all its rich historical diversity and contemporary vitality. From the exotic to the familiar, the artifacts celebrate our human heritage.
The artistic impulse is an intrinsic human necessity for holistic health. The shared creative process of a class in drawing, painting or ceramics fosters, in the warmest, most accessible way, a general communication that spreads out to benefit the entire community.

In addition to generating and nurturing the creative element in human life, the Art Department offers many classes that transfer to the University of California and California State University systems as electives, as well as beginning studio classes that transfer to satisfy Fine Arts and Art History major requirements. Art history classes also satisfy the Humanities General Education requirement.

Focusing on preparation for vocational careers, the Art Department offers three certificate programs: Art Foundation, Botanical Illustration, and Ceramics. These certificates have been designed to prepare students for advancement in areas such as fashion, costume design, graphic design, illustration, industrial design, interior design, media arts, animation, video, architecture, arts education, or childhood education.

ART FOUNDATION
CERTIFICATE OF PROFICIENCY

The Art Foundation certificate program prepares students to enter various vocational programs and/or fields of study that require knowledge of basic drawing, painting, color, and 2-D composition or design skills. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
- 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.
- 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.
- Assemble a portfolio of strong works of art that demonstrate skill and understanding of techniques in various media.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 20</td>
<td>Beginning Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 21</td>
<td>Continuing Drawing and Composition</td>
<td>2</td>
</tr>
<tr>
<td>ART 25</td>
<td>Beginning Figure Drawing and Composition</td>
<td>2</td>
</tr>
<tr>
<td>ART 46</td>
<td>2-D Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 50</td>
<td>Beginning Painting</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least one course of 2 or more units from the following:

| ART 22   | Intermediate Drawing and Composition       | (3)   |
| 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)–(3) |

Total Required Units for Certificate: 15-16

BOTANICAL ILLUSTRATION
CERTIFICATE OF PROFICIENCY

The Botanical Illustration certificate program provides students with the skills and portfolio to apply to advanced scientific illustration programs, or as 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. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
- Create visually accurate renderings of diverse plant materials, demonstrating technical competence in both drawing and watercolor techniques.
- 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.

- Demonstrate knowledge of the history of botanical illustration, contemporary botanical artists and development of personal illustration style.

**Certificate of Proficiency Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 60</td>
<td>Beginning Painting: Watercolor</td>
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<tr>
<td>ART 61</td>
<td>Continuing Painting: Watercolor</td>
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<tr>
<td>ART 166</td>
<td>Beginning Botanical Drawing</td>
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<tr>
<td>ART 167</td>
<td>Continuing Botanical Drawing</td>
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<tr>
<td>ART 168</td>
<td>Advanced Botanical Drawing</td>
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<tr>
<td>ART 169</td>
<td>Special Projects in Botanical Drawing</td>
<td>2</td>
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<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
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*Select a minimum of 3 units from the following:*

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<th>Units</th>
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<tbody>
<tr>
<td>LANHT 2</td>
<td>Plant Materials: Tree ID and Culture with Lab (Day) (3)</td>
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<tr>
<td>LANHT 2E</td>
<td>Plant Materials: Tree ID and Culture (Evening) (3)</td>
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<tr>
<td>LANHT 3</td>
<td>Plant Materials: Ground Covers and Vines ID and Culture with Lab (Day) (3)</td>
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<tr>
<td>LANHT 3E</td>
<td>Plant Materials: Ground Covers and Vines ID and Culture (Evening) (3)</td>
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<tr>
<td>LANHT 4</td>
<td>Plant Materials: Shrubs ID and Culture with Lab (Day) (3)</td>
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<tr>
<td>LANHT 4E</td>
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<tr>
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<td>Plant Materials: Fall Native Plant ID and Culture with Lab (Day) (3)</td>
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<tr>
<td>LANHT 5B</td>
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<td>LANHT 6A</td>
<td>Plant Materials: Fall Herbaceous Plant ID and Culture with Lab (Day) (3)</td>
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<td>LANHT 6EB</td>
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<tr>
<td>LANHT 7</td>
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</table>

**Total Required Units for Certificate:** 17.5

**CERAMICS**

**CERTIFICATE OF PROFICIENCY**

The Ceramics certificate program provides 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 have 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 or public art commissions, ceramic supply salesperson, gallery representative, and as studio artists. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**

- 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.
- Demonstrate knowledge of history and concepts of both ancient and contemporary clay art practice.
- Demonstrate working knowledge of clay bodies, building techniques, finishing and glazing, kiln firings and alternative firing techniques.

**Certificate of Proficiency Requirements:**

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<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 9</td>
<td>History of World Ceramics: Past and Present</td>
<td>3</td>
</tr>
<tr>
<td>ART 80</td>
<td>Beginning Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 82</td>
<td>Intermediate Ceramics</td>
<td>3</td>
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<tr>
<td>ART 83</td>
<td>Advanced Ceramics</td>
<td>3</td>
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<tr>
<td>ART 88</td>
<td>Special Projects: Ceramic Sculpture</td>
<td>2</td>
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<tr>
<td>ART 187</td>
<td>Beginning Ceramic Sculpture</td>
<td>3</td>
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</tbody>
</table>

**Total Required Units for Certificate:** 17
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 area 3; CSU 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 area 3; CSU 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 area 3, 5

ART 9
History of World Ceramics: Past and Present
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to the history of world ceramics: Traces the high points of ceramics to include sculpture, the figure, and the ceramic vessel of different cultures, past to present; includes visits to private and public collections. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A

ART 12
World Art: Visual and Historical Analysis
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to language of visual analysis in world art: Relation of formal art elements to their meaning in various world cultures (European, North American, Asian, African, and Pacific); identification of visual tools used throughout every culture and study of original artworks in the Oakland Museum of California collection. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A

ART 15
California Art History, 1850-2000
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Survey of California art of the past 150 years, charting its development and its complex blending of race, ethnicity, and aesthetics: Contributions of Asian-American, European-American, Chicano/Latino-American, Native-American and African-American artists; use of artistic heritage in framing identity; the cross-influences of different artistic practices; and role of art in expressing and creating cultural values. 1001.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A; UCB American Cultures

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

ART 21
Continuing Drawing and Composition
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Special problems 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**  
**Beginning 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)  
Acceptable for credit: CSU, UC  
Intermediate drawing from the live model: Emphasis on composition and color in figure drawing. 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

**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
CURRICULUM PATTERNS AND COURSES

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

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 53
Advanced Painting
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10

ART 54
Special Projects: Painting
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual 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 64
Special Projects: Watercolor Painting
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Continued study and skill development in advanced watercolor projects. 1002.10

ART 66
Beginning Pastel Drawing
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Beginning pastel drawing: Basic materials and techniques for using chalk pastels, working from a variety of subject matter including still life, landscape, and portraiture, and covering basic color theory and design considerations. 1002.10
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<th>Course Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Grade Option</th>
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<td>ART 86</td>
<td>Special Projects: Alternative Firing Techniques</td>
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<td>ART 88</td>
<td>Special Projects: Ceramic Sculpture</td>
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<td>ART 166</td>
<td>Beginning Botanical Drawing</td>
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<td>ART 167</td>
<td>Continuing Botanical Drawing</td>
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<td>CSU, UC</td>
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ART 168
Advanced Botanical Drawing
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Art 167
Acceptable for credit: CSU, UC
Exploration through drawing of complex plant structures:
Recording details of various plant forms; emphasis on
developing a personal style, working from traditional and
contemporary examples as well as personal preference in
subject matter and techniques. 1002.00

ART 169
Special Projects: Botanical Drawing
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: 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. 1002.00

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 lab (GR or P/NP)
Drawing techniques in relation to drawing as a fine art:
Study of shape, form, and space in black and white. 1002.10
CURRICULUM PATTERNS AND COURSES

ASIAN AND ASIAN-AMERICAN STUDIES (ASAME)

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 area 2, 3; CSU area C1, D; IGETC area 3A, 4

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 area 2, 5; CSU area C1, D; IGETC area 3B, 4

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 area 2, 3, 5; CSU area C2, D; IGETC area 3B, 4

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 area 2, 5; CSU area C2, D; IGETC area 3B, 4

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 area 2, 5; CSU area C2, D; IGETC area 3B, 4

ASAME 48NA-TZ
Selected Topics in Asian and Asian-American Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2203.02

ASAME 49
Independent Study in Asian and Asian-American Studies
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 2203.02

ASAME 248NA-TZ
Selected Topics in Asian and Asian-American Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2203.02
CURRICULUM PATTERNS AND COURSES

ASTRONOMY

(ASR)

ASTR 1
Introduction to Astronomy
3 units, 3 hours lecture plus required field trips and observation (GR)
Recommended preparation: Math 201 or 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 area 1; CSU area B1, B3 (with Astr 20 satisfies lab requirement); IGETC area 5A, 5C (with Astr 20 satisfies lab requirement)

ASTR 10
Descriptive Astronomy
3 units, 3 hours lecture (GR)
Recommended preparation: Math 201 or 210D
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 area 1; CSU area B1, B3 (with Astr 20 satisfies lab requirement); IGETC area 5A, 5C (with Astr 20 satisfies lab requirement)

ASTR 20
Observational Astronomy Laboratory
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite or corequisite: Astr 1 or 10
Course is a supplemental laboratory course for Astr 1 and Astr 10. Recommended for Astronomy majors and/or transfer students.
Acceptable for credit: CSU, UC
Hands-on experience observing the night sky using the unaided eye, binoculars, and telescopes: Performance of experiments involving astronomical measurements and principles of astronomical instruments, especially telescopes. 1911.00
CSU area B3 (with Astr 1 or 10); IGETC area 5C (with Astr 1 or 10)

ASTR 48NA-TZ
Selected Topics in Astronomy
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1911.00

ASTR 49
Independent Study in Astronomy
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1911.00

ASTR 248NA-TZ
Selected Topics in Astronomy
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1911.00
ATHLETICS
(ATHL)
(formerly Physical Education)

For Activity Courses - See Kinesiology (KIN)

Merritt College offers six sports teams for student athlete participation: men’s and women’s basketball, women’s track & field and cross country, men’s and women’s soccer.

In order to participate in intercollegiate athletics, student-athletes must fulfill eligibility requirements as set forth by the California Community College Athletic Association (CCCAA) and Merritt College. Student-athletes must adhere to the following requirements for eligibility:

- 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 the sport in which they wish to participate before or immediately upon enrollment.

ATHL 1
Intercollegiate Women’s Basketball
1.5 units, 5 hours laboratory (GR or P/NP)
Course may be repeated three times for a maximum of 6 units.
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 area E

ATHL 6
Intercollegiate Men’s Basketball
1.5-3 units, 5-10 hours laboratory (GR or P/NP)
Course may be repeated three times for a maximum of 12 units.
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 area E

ATHL 30
Intercollegiate Men’s Soccer
3 units, 10 hours laboratory (GR or P/NP)
Course may be repeated three times for a maximum of 12 units.
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 area E

ATHL 59
Intercollegiate Track and Field
3 units, 10 hours laboratory (GR or P/NP)
Course may be repeated three times for a maximum of 12 units.
Acceptable for credit: CSU, UC
Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E

ATHL 66
Intercollegiate Men’s and Women’s Cross Country
3 units, 10 hours laboratory (GR or P/NP)
Course may be repeated three times for a maximum of 12 units.
Acceptable for credit: CSU, UC
Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy and leadership. 0835.50
CSU area E

ATHL 75
Intercollegiate Women’s Soccer
3 units, 10 hours laboratory (GR or P/NP)
Course may be repeated three times for a maximum of 12 units.
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 area E
CURRICULUM PATTERNS AND COURSES

BIOLOGY
(BIOL)

BAY AREA MASTER NATURALIST
CERTIFICATE OF PROFICIENCY

The Bay Area Master Naturalist certificate program is designed to promote understanding of the myriad of species and unique ecosystems of the Bay Area. With an emphasis on natural history, this program offers a wide range of courses on select groups of plants and animals as well as ecosystems of the Bay Area parklands. The program is ideal for anyone interested in natural history and for those seeking careers in field biology, ecology, and science teaching, including park and museum docents. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Key and identify Bay Area plants and animals.
• Discuss the key features of Bay Area ecosystems, the effects global warming has on these ecosystems, and strategies for their preservation.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 61F</td>
<td>Natural History: Freshwater Fishes of the Greater Bay Area</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 61G</td>
<td>Natural History: Mammals of the Greater Bay Area</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 61H</td>
<td>Natural History: Butterflies of the Greater Bay Area</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 61M</td>
<td>Natural History: Insects of the Greater Bay Area</td>
<td>1</td>
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<tr>
<td>Select course(s) for a minimum of 2 units from the following:</td>
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<tr>
<td>BIOL 60A</td>
<td>Natural History of the Bay Area: The State Parks, Part I (5-7)</td>
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<tr>
<td>BIOL 60B</td>
<td>Natural History of the Bay Area: Mt. Diablo State Park (1-5)</td>
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<tr>
<td>BIOL 64F</td>
<td>Natural History of Black Diamond Mines (.5)</td>
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<tr>
<td>BIOL 64G</td>
<td>Natural History: Parklands of the Solano Land Trust (1)</td>
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<tr>
<td>BIOL 64L</td>
<td>Natural History of Antioch Dunes (.5)</td>
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<tr>
<td>BIOL 64N</td>
<td>Natural History of Morgan Territory (.5)</td>
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<tr>
<td>BIOL 64O</td>
<td>Natural History of Grizzly Island (.5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 64Q</td>
<td>Natural History of Coyote Hills Regional Park (.5)</td>
<td>2</td>
</tr>
</tbody>
</table>

Select courses for a minimum of 2 units from the following:

| BIOL 64E | Natural History of Ano Nuevo State Park (.5)                        |
| BIOL 64H | Natural History of Don Edwards San Francisco Bay National Wildlife Refuge (.5) |
| BIOL 64I | Natural History of Point Reyes National Seashore (.5)               |
| BIOL 64J | Natural History of the Jepson Prairie (.5)                          |
| BIOL 64P | Natural History of Salt Point State Park (.5)                       |
| BIOL 64T | Natural History of San Bruno Mountain State Park (.5)               |

Select course(s) for a minimum of 1 unit from the following:

| BIOL 61E | Natural History of the Tide Pools of the Greater Bay Area (.5)       |
| BIOL 61I | Natural History: Bryophytes of the Greater Bay Area (.5)             |
| BIOL 61J | Natural History: Ferns and their Allies of the Greater Bay Area (.5) |
| BIOL 61K | Natural History: Lichens of the Greater Bay Area (1)                  |
| BIOL 64K | Natural History of the McLaughlin Reserve (1)                        |
| BIOL 64M | Natural History of the Mt. Hamilton Reserve (1)                      |
| BIOL 64R | Natural History of Mt. Tamalpais State Park (1)                     |
| BIOL 64S | Natural History of Mt. St. Helena (1)                                |

AND

Select course(s) for a minimum of 1 unit from the following:

| BIOL 60C | Natural History of the Bay Area: Herpetology (1-4)                   |
| BIOL 61D | Natural History: Fall Herpetology of the Bay Area (2)                |
| BIOL 80B | Bird Songing: The Ecology of Bird Songs and Identification by Ear (5-2.5) |
| BIOL 80C | Fundamentals of Ornithology and Birding in Central California/Bay Area (5-7) |

OR

Select one course for 3 units from the following:

| LANHT 5A | Plant Materials: Fall Native Plant ID and Culture with Lab (Day) (3) |
| LANHT 5EB | Plant Materials: Spring Native Plant ID and Culture (Evening) (3) |
| LANHT 50 | Plant Taxonomy (3)                                                  |

Total Required Units for Certificate: 12-14
NATURAL HISTORY
CERTIFICATE OF PROFICIENCY

The Natural History certificate program consists of a selection of natural history lecture and field courses which, when completed, will give students both a broad and basic, as well as specific knowledge of the physical and biological components of selected ecosystems at local, regional and global levels. Students will attain basic and specific knowledge and understanding of the following subject areas in each course: Geography, climate and weather, geology, geologic history, geomorphology, flora, fauna, plant and animal communities, ecological interactions and processes, conservation, history and culture. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Contrast and compare climates in local, regional and global settings and predict the characteristics of the ecosystems, both their physical and biotic components, which these climates produce.
• Explain the origins of an extant landscape based on knowledge of the geology and geologic processes which exist and have been in effect in an ecosystem during geologic time, such as plate tectonics.
• Elucidate ecological relationships between the various members of the biota of any ecosystem under consideration, both in food chains and webs and in biogeochemical cycles.
• Evaluate conservation strategies in different regional and global ecosystems based on both the resources and the cultural characteristics of the people involved.

Certificate of Proficiency Requirements:
Dept/No. Title Units
Select courses for 10 units from the following:
BIOL 62E Natural History of the Sutter Buttes (1-1.5)
BIOL 62K Natural History of the Ancient Bristlecone Pine Forest (1.5-2)
BIOL 62L Ecology of California Redwood National and State Parks (1.5)
BIOL 62M Natural History of the Warner Mountains (1.5)
BIOL 62N Natural History of the Carrizo Plain (1.5)
BIOL 62P Ecology of Mineral King, Sequoia National Park (1.5)
BIOL 62Q Ecology of the California Cascades and Mount Shasta (1.5)
BIOL 65A Natural History of Taiwan (1)
BIOL 65B Natural History of Iceland (1)
BIOL 65C Natural History and Gaucho Culture of Uruguay (1)
BIOL 65D Natural History of New South Wales, Australia (1)
BIOL 70D Natural History of the Owyhee River and the High Desert of Eastern Oregon (1)
BIOL 70E Natural History of the Ozark National Scenic Riverways and Ozarks of Missouri (1)
BIOL 80D Ecology of the California Condor (1.5) 10
Total Required Units for Certificate: 10
CURRICULUM PATTERNS AND COURSES

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 area 1; CSU area B2, B3; IGETC area 5B, 5C

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 area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 2  
**Human Anatomy**  
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)  
Prerequisite: Biol 10 or 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 area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 3  
**Microbiology**  
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)  
Prerequisite: Chem 30A or 1A  
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 area 1; CSU 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 30A or 1A  
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 area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 5  
**Botany**  
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)  
Also offered as Lanht 15. Not open for credit to students who have completed or are currently enrolled in Lanht 15.  
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 area B2, B3; IGETC area 5B, 5C

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 algae, invertebrates, fish and mammals, focusing on Northern California coast environments: Basic concepts of biology, oceanography, ecology, and current environmental issues. 0408.00  
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

MERRITT COLLEGE 2015-2017
CURRICULUM PATTERNS AND COURSES

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 1B or 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 area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 13
Principles of Ecology
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Study of the interaction of humans with the living world around them: The nature of the biological world and how it works; and the problems of overpopulation, pollution, and environmental deterioration. 0408.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C (with Biol 13L or Envmt 2L satisfies lab requirement)

BIOL 13L
Principles of Ecology and Sustainable Systems Lab
1 unit, 3 hours laboratory (GR)
Prerequisite or corequisite: Biol 13 or Envmt 2
Also offered as Envmt 2L. Not open for credit to students who have completed or are currently enrolled in Envmt 2L.
Acceptable for credit: CSU, UC
Field laboratory course which identifies, measures, and tests the sustainable environmental principles discussed in ENVMT 2 or BIOL 13: Qualitative and macro/micro quantitative methods, identifying and sustaining ecosystems, nutrient cycling, geographical and aquatic ecology, population dynamics, water and energy systems, air pollution and hazardous waste, and farming methods and use of pesticides. 0408.00
CSU area B3 (with Biol 13 satisfies lab requirement); IGETC area 5C (with Biol 13 satisfies lab requirement)

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 the environment, population ecology, the ecosystem, and a survey of ecosystems. 0408.00
AA/AS area 1; CSU 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 area 1; CSU area B2, B3; IGETC area 5B, 5C

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 area 1; CSU area B2, B3; IGETC area 5B
CURRICULUM PATTERNS AND COURSES

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 area 1; CSU 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 Biol 1A or 1B or 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 area 1; CSU area B2, B3; IGETC area 5B

BIOL 29
Biology of the Living World
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. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 42
Basic Pathophysiology
3 units, 3 hours lecture (GR)
Prerequisites: Biol 2 and Biol 4, or Biol 20A and 20B, and Biol 3
Acceptable for credit: CSU
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 area 1

BIOL 46
Introduction to Wildlife Conservation
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to conservation biology, biodiversity, and wildlife observation: Biodiversity, evolution and ecosystems; conservation and field observation methods including visits to local sites to identify and observe species in their ecological context. 0401.00

BIOL 47
Strategies for the Biology Teaching Assistant
.5-1.5 units, 1.5-4.5 hours laboratory (GR or P/NP)
Open-entry/open-exit course
Prerequisite or corequisite: Biol 2 or 4 or 20A or 20B or 35 or 48OF
Acceptable for credit: CSU
Course may be repeated two times for a maximum of 1.5 units.
Laboratory preparation and design techniques: Anatomy and physiology laboratory procedures and dissection techniques, computer-based training and testing design and application, and pedagogy and student assistance. 0410.00

BIOL 48NA-TZ
Selected Topics in Biological Sciences
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0401.00
CURRICULUM PATTERNS AND COURSES

BIOL 49
Independent Study in Biological Sciences
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0401.00

BIOL 60A-Z and 61A-Z
Natural History of the Bay Area
The following courses cover aspects of this topic.

BIOL 60A
Natural History of the Bay Area: The State Parks, Part I
.5-7 units, .5-7 hours lecture (GR or P/NP)
Also offered as Envst 60A. Not open for credit to students who have completed or are currently enrolled in Envst 60A.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
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 State Parks including Eastshore, Butano, Sugarloaf Ridge, and Henry W. Coe State Parks. 0408.00

BIOL 60B
Natural History of the Bay Area: Mt. Diablo State Park
1-5 units, 1-5 hours lecture (GR or P/NP)
Also offered as Envst 60B. Not open for credit to students who have completed or are currently enrolled in Envst 60B.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
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. 0408.00

BIOL 60C
Natural History of the Bay Area: Herpetology
1-4 units, 1-4 hours lecture (GR or P/NP)
Also offered as Envst 60C. Not open for credit to students who have completed or are currently enrolled in Envst 60C.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
Acceptable for credit: CSU
Survey of the natural history of reptiles and amphibians of the Bay Area: Evolution of reptiles, amphibians and archosaurs; survey techniques for field studies and conservation strategies for the endangered herpetiles of the Bay Area; cladistics and phylogenetic studies of reptiles and amphibians; includes on-site field studies in various Bay Area state and regional parks. 0408.00

BIOL 61A
Natural History: Salamanders of the Bay Area
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Salamanders of the Bay Area: Includes natural history of rare, common, and endangered salamanders. 0408.00

BIOL 61B
Natural History: Spring Herpetology of the Bay Area
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Amphibians and reptiles of the Bay Area found in spring: Endangered as well as common species. 0408.00

BIOL 61C
Natural History: Summer Herpetology of the Bay Area
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Amphibians and reptiles of the Bay Area found in summer: Endangered as well as common species. 0408.00

BIOL 61D
Natural History: Fall Herpetology of the Bay Area
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Reptiles of the Bay Area commonly found in fall. Emphasis will be on identification, life histories, habitats and ranges. 0408.00
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. 0408.00

BIOL 61F
Natural History: Freshwater Fishes of the Greater Bay Area
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Freshwater fishes of the Greater Bay Area: Common, introduced, rare and endangered species, and commercial value and conservation. 0408.00

BIOL 61G
Natural History: Mammals of the Greater Bay Area
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of Bay Area Mammals: Marine as well as terrestrial mammals, endemic as well as introduced species and relatively recent extinctions. 0408.00

BIOL 61H
Natural History: Butterflies of the Greater Bay Area
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Butterflies of the Greater Bay Area: Life histories of common, rare and endangered species. 0408.00

BIOL 61I
Natural History: Bryophytes of the Greater Bay Area
1 unit, 1 hour 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 as well as field identification. 0408.00

BIOL 61J
Natural History: Ferns and their Allies of the Greater Bay Area
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Ferns of the Greater Bay Area and related plants: Natural histories and distribution. 0408.00

BIOL 61K
Natural History: Lichens of the Greater Bay Area
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Common lichens of the Greater San Francisco Bay Area: Microscopic analysis as well as field study. 0408.00

BIOL 61L
Natural History: Nudibranchs of the Greater Bay Area
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Freshwater fishes of the Greater Bay Area: Common, introduced, rare and endangered species, and commercial value and conservation. 0408.00

BIOL 61M
Natural History: Insects of the Greater Bay Area
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the orders and common families of California's insects: Emphasis on field identification. 0408.00

BIOL 62A-Z
Natural History of California
The following courses cover aspects of this topic.

BIOL 62D
Natural History of Devil’s Postpile and the Eastern Sierra
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)
Also offered as Envst 62D. Not open for credit to students who have completed or are currently enrolled in Envst 62D.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Introduction to the natural history of Devil’s Postpile and the Eastern Sierra: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Devil’s Postpile and the Eastern Sierra Region of California; history, archeology, and current conservation issues; emphasis on the region’s multifaceted natural history and montane plant and animal species. 0408.00
CURRICULUM PATTERNS AND COURSES

BIOL 62E
Natural History of the Sutter Buttes
.5-1.5 units, .5-1.5 hours lecture (GR or P/NP)
Also offered as Envst 62E. Not open for credit to students who have completed or are currently enrolled in Envst 62E.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
Acceptable for credit: CSU
Introduction to the natural history of the Sutter Buttes: Unique geography (the only mountains in the middle of California’s Central Valley), geology, geologic history, geomorphology, and ecology of its blue oak woodlands; specially-arranged guided field sessions to the Buttes which are not open to the general public. 0408.00

BIOL 62F
Natural History of the Klamath-Siskiyou Mountains
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)
Also offered as Envst 62F. Not open for credit to students who have completed or are currently enrolled in Envst 62F.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
Acceptable for credit: CSU
Introduction to the natural history of the Klamath-Siskiyou Mountains: Climate, geology, geologic history, geomorphology, plants and animals and their interactions; history and conservation issues; emphasis on the biodiversity of the region, which has the highest diversity of coniferous tree species in North America due to its being a refugium during the Ice Ages. 0408.00

BIOL 62H
Natural History of Lassen Volcanic National Park
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)
Also offered as Envst 62H. Not open for credit to students who have completed or are currently enrolled in Envst 62H.
Formerly offered as Biol 107.
Acceptable for credit: CSU
Introduction to the natural history of Lassen Volcanic National Park: Climate, geology, geologic history, geomorphology, plant communities, and flora and fauna and their interactions in Lassen Volcanic National Park, the most recently-active volcano in California. 0408.00

BIOL 62I
Natural History of the Yosemite High Country: Mt. Dana to Matterhorn Peak
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Geology, geologic history, geomorphology, plant communities: Glacial landscapes, flora and fauna of the Yosemite crest, above 9,000 feet in elevation. 0408.00

BIOL 62J
Natural History of Mt. Whitney and the Southern High Sierra
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to the natural history of the highest peak in the contiguous 48 states and the adjacent Sierra crest: Climate, geology, geologic history, geomorphology, plant communities, ecology, characteristic animals and conservation issues of the region; emphasis on glacial landscape features and conservation efforts for the Sierra Nevada bighorn sheep, a state and federal endangered species. 0408.00

BIOL 62K
Natural History of the Ancient Bristlecone Pine Forest
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Geography, climate, geology, plant and animal communities, and ecology of the Bristlecone Pine (Pinus longaeva) in the White Mountains of Eastern California. 0408.00

BIOL 62L
Ecology of California Redwood National and State Parks
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Climate, geology, ecology, history and continuing conservation issues of the Coast Redwood, Sequoia sempervirens, in the National and State Parks of California. 0408.00

BIOL 62M
Natural History of the Warner Mountains
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to the geography, climate, geology, flora, fauna, ecological interactions and conservation in the Warner Mountains of Northeastern California. 0408.00
CURRICULUM PATTERNS AND COURSES

BIOL 62N
Natural History of the Carrizo Plain
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to the geography, geology, flora, fauna, ecological interactions and conservation of the Carrizo Plain National Monument. 0408.00

BIOL 62P
Ecology of Mineral King, Sequoia National Park
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Natural history of a high subalpine valley in the southern Sierra Nevada: Relationships and interactions between elevation, weather, rocks and living organisms, including human visitors. 0408.00

BIOL 62Q
Ecology of the California Cascades and Mount Shasta
1.5 units, 1.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Principles of plate tectonics and volcanic landscapes: Relationships and interactions between physical and biotic components of a geologically young cordillera. 0408.00

BIOL 64A-Z
Natural History of Western North America
The following courses cover aspects of this topic.

BIOL 64E
Natural History of Ano Nuevo State Park
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Ano Nuevo State Park: Geologic history, flora and fauna with special emphasis on elephant seals. 0408.00

BIOL 64F
Natural History of Black Diamond Mines
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the flora and common fauna of Black Diamond Mines: History of the mines, geology, and ecosystems. 0408.00

BIOL 64G
Natural History: Parklands of the Solano Land Trust
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Flora, fauna and ecology of the parks of the Sunol Land Trust: King Ranch, Swett Ranch and Lynch Canyon. 0408.00

BIOL 64H
Natural History of Don Edwards San Francisco Bay National Wildlife Refuge
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Salt water marshlands of the Don Edwards San Francisco Bay National Wildlife Refuge: Ecology, flora and fauna as well as conservation efforts. 0408.00

BIOL 64I
Natural History of Point Reyes National Seashore
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the flora, fauna, geology and ecosystems of Point Reyes National Seashore. 0408.00

BIOL 64J
Natural History of the Jepson Prairie
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the ecosystem of the Jepson Prairie: Emphasis on vernal pool flora and fauna. 0408.00

BIOL 64K
Natural History of the McLaughlin Reserve
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Study of the flora, fauna, and ecology of the McLaughlin Reserve. 0408.00

BIOL 64L
Natural History of Antioch Dunes
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Ecosystem of the Antioch Dunes National Wildlife Refuge: Flora, fauna, ecology, history and conservation. 0408.00

BIOL 64M
Natural History of the Mt. Hamilton Reserve
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the flora, fauna, and ecology of the Mt. Hamilton Reserve. 0408.00

BIOL 64N
Natural History of Morgan Territory
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Ecosystems of the Morgan Territory Regional Park: Flora, fauna and ecology. 0408.00
BIOL 64O  
**Natural History of Grizzly Island**
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Ecosystem of the Grizzly Island Regional Park: Flora, fauna and ecology. 0408.00

BIOL 64P  
**Natural History of Salt Point State Park**
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the natural history of Salt Point State Park: Flora, fauna, geology with special emphasis on the pygmy pine barrens. 0408.00

BIOL 64Q  
**Natural History of Coyote Hills Regional Park**
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the flora, fauna, geology and ecosystems of Coyote Hills Regional Park. 0408.00

BIOL 64R  
**Natural History of Mt. Tamalpais State Park**
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of Mt. Tamalpais State Park: Flora, fauna, geology and ecosystems. 0408.00

BIOL 64S  
**Natural History of Mt. St. Helena**
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of Mt. St. Helena: Geology, flora, fauna and ecosystems. 0408.00

BIOL 64T  
**Natural History of San Bruno Mountain State Park**
.5 units, .5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of San Bruno Mountain State Park: Flora and fauna with emphasis on endemic flora. 0408.00

BIOL 65A-Z  
**Natural History of World Areas**
The following courses cover aspects of this topic.

BIOL 65A  
**Natural History of Taiwan**
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to the climate, geology, flora, fauna, ecological interactions, conservation and cultures of Taiwan, also known as "Ihla Formosa," or Beautiful Island, to early Portuguese explorers. 0408.00

BIOL 65B  
**Natural History of Iceland**
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to the climate, geology, flora, fauna, history and conservation of Iceland: Emphasis on the Atlantic Ocean tectonic spreading zone, a major geologic feature of the earth's crust. In Iceland this zone is easily accessible, as it is on land and not on the bottom of the Atlantic Ocean. 0408.00

BIOL 65C  
**Natural History and Gaucho Culture of Uruguay**
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Wild nature in outback Uruguay: Quebrada ecosystems and the local people in the forefront of protecting and interpreting them. 0408.00

BIOL 65D  
**Natural History of New South Wales, Australia**
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Remnants of the great southern continent: Plants, animals and geology of UNESCO World Heritage Gondwana Rainforest Reserves in eastern Australia. 0408.00

BIOL 70A-Z  
**Natural History of Rivers**
The following courses cover aspects of this topic.

BIOL 70D  
**Natural History of the Owyhee River and the High Desert of Eastern Oregon**
1 unit, 1 hour lecture (GR or P/NP)
Also offered as Envst 70D. Not open for credit to students who have completed or are currently enrolled in Envst 70D.
Acceptable for credit: CSU
Desert and river ecology of East-Central Oregon: Geography, geology, geologic history, landscapes, flora and fauna and their interactions, and river dynamics. 0408.00
BIOL 70E  
**Natural History of the Ozark National Scenic Riverways and Ozarks of Missouri**  
1 unit, 1 hour lecture (GR or P/NP)  
Acceptable for credit: CSU  
Introduction to the geology, landscapes, flora, fauna, federally-designated national scenic rivers and to the human history and culture of the Ozarks of Missouri. 0408.00

BIOL 80A-Z  
**Birds of Central California and the Bay Area**  
The following courses cover aspects of this topic.

**BIOL 80A**  
**Raptors of Central California and the Bay Area**  
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)  
Also offered as Envst 80A. Not open for credit to students who have completed or are currently enrolled in Envst 80A.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
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. 0408.00

**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)  
Also offered as Envst 80B. Not open for credit to students who have completed or are currently enrolled in Envst 80B.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
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. 0408.00

**BIOL 80C**  
**Fundamentals of Ornithology and Birding in Central California and the Bay Area**  
.5-7 units, .5-7 hours lecture (GR or P/NP)  
Also offered as Envst 80C. Not open for credit to students who have completed or are currently enrolled in Envst 80C.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Fundamentals of ornithology: Emphasis on habitats from the pelagic to the High Sierra and the birds found there. 0408.00

**BIOL 80D**  
**Ecology of the California Condor**  
1.5 units, 1.5 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Introduction to the California Condor, Gymnogyps californianus: Characteristics, life history, habitat and niche, past and present ranges and conservation challenges. 0408.00

**BIOL 248NA-TZ**  
**Selected Topics in Biological Sciences**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Non-degree applicable  
See section on Selected Topics. 0401.00

**BIOL 260**  
**Biology Success Skills**  
.5-1 unit, .5-1 hour lecture (GR or P/NP)  
Non-degree applicable  
Study of topics basic to biology: Biological chemistry, cell structure and function, genetics, and use of the microscope. 4930.14

**BIOL 348NA-TZ**  
**Selected Topics in Biological Sciences**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Non-degree applicable  
See section on Selected Topics. 0401.00
BIO SCIENCES
(BIOSC)

FLUORESCENCE BIO SCIENCES MICROSCOPY
CERTIFICATE OF PROFICIENCY

The Fluorescence Bioscience Microscopy certificate program prepares students for entry- and mid-level jobs in bioscience imaging, research and microscopy, including in the biotech industry. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Career opportunities include employment as a director of an imaging core, research lab technician, imaging specialist in research lab or biotech company, imaging equipment sales consultant, imaging product management, software development and sales, microscopy training, and research consultant.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• 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.
• Master diverse microscopy software programs for all four main brands of research optical microscopes.
• Perform morphometric analysis.
• Prepare specimens for live cell imaging.
• Design experiments, critically analyze data, and report results.
• Troubleshoot problems with the optics, hardware and software of the microscopes.
• Assess and utilize new microscopy technologies.
• Access employment in biotech, high tech and other growth fields.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 3</td>
<td>Fluorescence Microscopy in Bioscience</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 4</td>
<td>Advanced Microscopy Research Practicum</td>
<td>1-3</td>
</tr>
<tr>
<td>BIOSC 13</td>
<td>Research Design</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 14</td>
<td>Digital Imaging Software for Microscopy</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 15</td>
<td>Live-Cell Imaging</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 16</td>
<td>Confocal Microscopy Laboratory</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>10-12</td>
</tr>
</tbody>
</table>

OPTICAL MICROSCOPY
CERTIFICATE OF PROFICIENCY

The Optical Microscopy certificate program prepares students for entry-level jobs in bioscience microscopy and imaging, including in the biotech industry. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Confidently acquire digital images on a variety of research-level optical microscopes, including phase, DIC, and widefield epifluorescence.
• Operate diverse microscopy software programs.
• Prepare brightfield specimens for optical microscopy.
• Execute basic cell and molecular biology lab techniques, including aseptic technique, following good lab practices.
• Identify areas of the biotech industry that are relevant to their chosen career pathways.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 2</td>
<td>Theory and Practice of Optical Microscopy</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 5</td>
<td>Good Laboratory Practices</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 6</td>
<td>Survey of Biotech Industry</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 7</td>
<td>Practical Mammalian Cell Culture</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 8</td>
<td>Immunohistochemistry</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 10</td>
<td>Fluorescence Microscopy Laboratory</td>
<td>3-6</td>
</tr>
<tr>
<td>BIOSC 11</td>
<td>Laboratory Safety and Ethics</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>12.5-15.5</td>
</tr>
</tbody>
</table>
ILLUMINA HISEQ DNA SEQUENCING
CERTIFICATE OF PROFICIENCY

The Illumina HiSeq DNA Sequencing certificate program offers a unique opportunity to study DNA. The central emphasis of this certificate is the mastery of sample preparation and operation, and analysis of DNA using the Illumina HiSeq DNA Sequencer. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Prepare samples, operate all relevant devices, interpret data, and troubleshoot problems related to the Illumina HiSeq DNA Sequencer.
• Design and complete an experiment using the Illumina HiSeq DNA Sequencer, interpret findings and participate in writing a report targeted for a peer-reviewed scientific journal.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 30</td>
<td>Genomics Theory</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 32</td>
<td>Good Laboratory Practices in Genomics</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 33</td>
<td>Research Design in Genomics</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 34</td>
<td>Writing for the Scientific Journal</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 37</td>
<td>Principles of Long Polymerase Chain Reaction (PCR)</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 38</td>
<td>Real-Time Polymerase Chain Reaction (PCR)</td>
<td>2</td>
</tr>
<tr>
<td>BIOSC 40</td>
<td>DNA Shearing Techniques for Shotgun Sequencing in Genomics</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 41</td>
<td>Microfluidic Electrophoresis</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 72</td>
<td>DNA Sequencing Using Bridge Amplification for the Illumina HiSeq</td>
<td>3</td>
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<tr>
<td>BIOSC 90</td>
<td>Internship in Genomics</td>
<td>1</td>
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<tr>
<td>Total Required Units for Certificate:</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

BIOSC 1
Introduction to Microscopy
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 200 or 205 or equivalent, and Engl 201A
Acceptable for credit: CSU
General survey of current microscopy technologies, including brightfield, 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 2
Theory and Practice of Optical Microscopy
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Comprehensive survey of microscopy, from brightfield, epifluorescence, confocal, multiphoton, and scanning and transmission electron microscopes, to the newest technologies: Specimen preparation (both live and fixed), plus digital-image processing; laboratory includes hands-on experience with DIC, phase and epifluorescence microscopes, plus tissue culture, and Adobe Photoshop. 0430.00

BIOSC 3
Fluorescence Microscopy in Bioscience
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Biosc 2
Acceptable for credit: CSU
Theory and practice of fluorescence microscopy: FRAP, FCS, FLIM, and FRET; artifacts and troubleshooting; and survey of employment opportunities using latest technologies. 0430.00

BIOSC 4
Advanced Microscopy Research Practicum
1-3 units, 3-9 hours laboratory (GR or P/NP)
Prerequisite: Biosc 2
Corequisite: Biosc 3
Acceptable for credit: CSU
Course may be repeated two times for a maximum of 3 units.
Guided lab project using widefield fluorescence and/or confocal microscopy plus cell culture, IHC and digital imaging: Image acquisition, processing and analysis. 0430.00
BIOSC 5  
**Good Laboratory Practices**  
1 unit, 1 hour lecture (GR or P/NP)  
Corequisite: Biosc 2  
Recommended preparation: Biol 10, and Biosc 1, and CIS 200 or 205, and Engl 201B  
Acceptable for credit: CSU  
Introduction to good laboratory practices: EPA and FDA regulatory requirements for research and testing of products, protocols and standard operating procedures (SOPs) for design of experiments utilizing sterile and basic laboratory techniques; accurate recording of observations, analysis of data, and reporting of experiment results; safety, instrumentation, and equipment maintenance; and utilization of word processing, spreadsheet, and presentation graphics to document and present project/experiment results. 0430.00

BIOSC 6  
**Survey of Biotech Industry**  
1 unit, 1 hour lecture (GR or P/NP)  
Corequisite: Biosc 2  
Acceptable for credit: CSU  
Survey of the local biotech industry: History, structure, and product pipelines of local biotech companies. 0430.00

BIOSC 7  
**Practical Mammalian Cell Culture**  
1 unit, .5 hours lecture, 1.5 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
Introduction to the basics of mammalian cell culture: Sterile technique, media preparation, and cell counting; cell lines, including adherent and non-adherent cells; response to infections. 0430.00

BIOSC 8  
**Immunohistochemistry**  
1 unit, .5 hours lecture, 1.5 hours laboratory (GR or P/NP)  
Corequisite: Biosc 2  
Acceptable for credit: CSU  
Principles and protocols in immunohistochemistry and transfection of mammalian cells: Overview of common transfection techniques, standard immunohistochemistry protocols, antibodies, troubleshooting, and emergent technologies. 0430.00

BIOSC 9  
**General Histology**  
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)  
Corequisite: Biol 2  
Recommended preparation: CSU  
Acceptable for credit: CSU  
Survey of plant and animal histology with an emphasis on human histology: Overview of cells, cellular organelles; plant, animal, and human tissues and relationship to organ system. 0430.00

BIOSC 10  
**Fluorescence Microscopy Laboratory**  
3-6 units, 9-18 hours laboratory (GR or P/NP)  
Corequisite: Biosc 2  
Acceptable for credit: CSU  
Optical microscopy laboratory: Training in the practical use of digital imaging systems and operating a large variety of widefield fluorescence imaging systems and several confocal microscopes. Post-acquisition processing will also be performed on a variety of platforms. 0430.00

BIOSC 11  
**Lab Safety and Ethics**  
.5 units, .5 hours lecture (GR or P/NP)  
Corequisite: Biosc 2  
Acceptable for credit: CSU  
Overview of safety procedures in life sciences labs and ethical considerations in current life sciences research: Laboratory safety protocols and procedures used with flammables, chemicals, radiation, microbes and biohazards; documentation, controls, fraud, plagiarism, intellectual property, authorship and other issues in biological research. 0430.00

BIOSC 12  
**Seminar in Microscopy Internship**  
.5 units, .5 hours lecture (GR or P/NP)  
Corequisite: Coped 484B  
Acceptable for credit: CSU  
Study of the specific competencies required in the Microscopy Internship program: Assessment, development, practicum, and evaluation of individual skills in a microscopy work setting. Course accompanies COPED 484B, Occupational Work Experience in Bioscience, and provides students with the additional tools needed to have a successful and productive internship experience. 0430.00
CURRICULUM PATTERNS AND COURSES

BIOSC 13
Research Design
1 unit, 1 hour lecture (GR or P/NP)
Corequisite: Biosc 3
Acceptable for credit: CSU
Introduction to biological research design: Investigation and development of a research question, and crafting a research plan to answer the question; literature searches and other research tools, critique of published research, and presentation of a research proposal. 0430.00

BIOSC 14
Digital Imaging Software for Microscopy
1 unit, 1 hour lecture (GR or P/NP)
Corequisite: Biosc 3
Acceptable for credit: CSU
Advanced-level training in digital-imaging software relevant to bioscience microscopy: Image J, Metamorph, Photoshop, NIS Elements, ImagePro, Axiovision, Q Imaging, and others; theory of digital imaging, quantitative imaging, manual and automatic morphometric measurements, 6D analysis, troubleshooting. 0430.00

BIOSC 15
Live-Cell Imaging
1 unit, 1 hour lecture (GR or P/NP)
Corequisite: Biosc 3
Acceptable for credit: CSU
Principles and protocols for imaging of live cells: Transfection with fluorescent proteins (including GFP), perfusion techniques, imaging chambers, time-lapse videomicroscopy, 4D-imaging software, current imaging systems, and emergent technologies. 0430.00

BIOSC 16
Advanced Confocal Microscopy Laboratory
2 units, 6 hours laboratory (GR or P/NP)
Corequisite: Biosc 3
Acceptable for credit: CSU
Advanced optical microscopy laboratory: Extensive hands-on training in fully motorized widefield microscopes, a spectral-imaging confocal microscope, and a spinning-disc confocal microscope. Post-acquisition processing will be performed on multiple software platforms. 0430.00

BIOSC 20
Emerging Technologies in Microscopy
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: Biosc 2
Acceptable for credit: CSU
Seminar series: Guest speakers on latest developments in microscopy and digital imaging. 0430.00

BIOSC 30
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
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
Practical Genomics
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Biol 10 or equivalent
Acceptable for credit: CSU
Introduction to practical genomics: Laboratory techniques such as DNA extraction, polymerase chain reaction (PCR), primer design, DNA shearing, cloning, and data handling of raw, newly obtained DNA data with emphasis on laboratory safety and sample handling to avoid contamination; collection of new DNA data for publication in a scientific journal; includes guest speakers and on-site tours of genomics institutions and labs. 0430.00

BIOSC 32
Good Laboratory Practices in Genomics
1 unit, .5 hours lecture, 1.5 hours laboratory (GR)
Corequisite: Biosc 30
Recommended preparation: Biol 10, and CIS 200 or 205
Acceptable for credit: CSU
Introduction to good laboratory practices in genomics: EPA and FDA regulatory protocols and standard operating procedures for designing experiments; recording observations, analyzing and reporting results; safety, instrumentation, and equipment maintenance; and documenting and presenting project/experiment results. 0430.00

BIOSC 33
Research Design in Genomics
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite: Biosc 30
Acceptable for credit: CSU
Introduction to research design: Biological research including investigation and development of a research question, and crafting a research plan to answer the question; literature searches and other research tools, critique of published research, and presentation of a research proposal. 0430.00
CURRICULUM PATTERNS AND COURSES

BIOSC 34
Writing for the Scientific Journal
1-3 units, 1-3 hours lecture (GR or P/NP)
Prerequisite: Biol 36 and Biosc 30
Recommended preparation: Engl 1A
Acceptable for credit: CSU
Introduction to writing for the scientific journal: Writing, editing, and reviewing other’s work; comparison of private publications with that of society-based and open-access publications; using the Internet for data collection and analysis, copyright issues, and data-based referencing such as PubMed Central; deposition of data in archived web sites such as GenBank; writing a scientific manuscript, editing, the peer-review process, and interpretation of reviews. 0430.00
AA/AS area 4d (minimum of 3 units)

BIOSC 35
Micro-Robotics in DNA Sequencing
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Introduction to use of small-scale instrumentation involved in DNA sequencing: Bar coding and project management, sterile technique and reagents and enzymes in DNA sequencing, software management techniques in capillary sequencers and auxiliary instrumentation software, and future of DNA sequencing. 0430.00

BIOSC 36
Scientific Presentation
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to visual and oral communication skills necessary for presenting scientific research to the public: Developing a proposal, abstract, and poster presentation; emphasis on preparatory work such as the literature review, organizational and oral presentation skills, and ethics in presentations. 0430.00

BIOSC 37
Principles of Long Polymerase Chain Reaction (PCR)
1 unit, .5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: Biosc 31
Acceptable for credit: CSU
Theoretical and practical methodology for the use of the polymerase chain reaction (PCR): Strategies for optimizing long-PCR performance including amplification of long fragments of DNA. 0430.00

BIOSC 38
Real-Time Polymerase Chain Reaction (PCR)
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: Biosc 37
Acceptable for credit: CSU
Real-time PCR in a laboratory setting: Issues and protocols for troubleshooting, analyzing and interpreting data, and application for next-generation DNA sequencing library preparation. 0430.00

BIOSC 40
DNA Shearing Techniques for Shotgun Sequencing in Genomics
1 unit, .5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Shotgun sequencing and techniques using Covaris and the Hydroshear in DNA preparation. 0430.00

BIOSC 41
Microfluidic Electrophoresis
1 unit, .5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: Biosc 31
Acceptable for credit: CSU
Modern techniques that replace gel electrophoresis for separating nucleic-acid samples: Troubleshooting and use of appropriate instrumentation such as the Bioanalyzer. 0430.00

BIOSC 42
Mining GenBank
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: CIS 1
Acceptable for credit: CSU
GenBank exploration and utility: Data submission and use of existing information available in GenBank. 0430.00

BIOSC 48NA-TZ
Selected Topics in Biosciences
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0430.00

BIOSC 49
Independent Study in Biosciences
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0430.00
CURRICULUM PATTERNS AND COURSES

**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 51**  
**Medical Genomics**  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Biol 10  
Acceptable for credit: CSU  
Survey of current trends in human genome study: Gene theory, potential and current treatment of human genetic diseases, ethics in science, the effect of next-generation sequencing on the human genome, and the effect human genomics will have on society in the future. 0430.00

**BIOSC 55**  
**Beginning Histotechniques**  
4 units, 3 hours lecture, 3 hours laboratory (GR)  
Prerequisite: Biosc 2  
Acceptable for credit: CSU  
Practical applications and skill-building in tissue fixation: Processing, embedding, sectioning, hematoxylin-eosin staining, microorganism staining, quality control related to routine histological techniques and equipment management. 0430.00

**BIOSC 56**  
**Advanced Histotechniques**  
4 units, 3 hours lecture, 3 hours laboratory (GR)  
Prerequisite: Biosc 55  
Acceptable for credit: CSU  
Practical applications of stains: Carbohydrates, amylod, connective tissues, muscle and nervous tissues, silver stains, introduction to frozen sections, cytology preparation, microwave technology. 0430.00

**BIOSC 57**  
**Advanced Immunohistochemistry**  
2 units, 1 hour lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU  
Principles and protocols in immunohistochemistry and transfection of mammalian cells: Advanced transfection techniques and immunohistochemistry protocols, antibodies, troubleshooting and emergent technologies. 0430.00

**BIOSC 60**  
**Post-Light Sequencing on the Ion Torrent DNA Sequencer**  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Prerequisite: Biosc 38 and 40 and 41  
Acceptable for credit: CSU  
Ion-torrent technology and applications: Set-up for instrument operation, techniques for library creation, sample preparation, instrument operation and data analysis. 0430.00

**BIOSC 61**  
**Sequence Analysis Using MacVector**  
1 unit, 1 hour lecture (GR or P/NP)  
Recommended preparation: CIS 1  
Acceptable for credit: CSU  
Proficiency in using MacVector software: Mining GenBank and preparation of GenBank files, clustal alignments, gene annotation, and frame orientation of protein-coding genes. 0430.00

**BIOSC 62**  
**Methodologies in Phylogenetics Using PAUP**  
1 unit, 1 hour lecture (GR)  
Acceptable for credit: CSU  
Introduction to PAUP software: Character vs. character states, parsimony, distance and the methods, shared ancestry vs. homoplasy (reversals vs. parallelisms). 0430.00

**BIOSC 63**  
**Introduction to Character Tracing Using MacClade**  
1 unit, 1 hour lecture (GR)  
Acceptable for credit: CSU  
Introduction to MacClade software: Evolution of alternative character states and visual interface for phylogenetic trees. 0430.00

**BIOSC 72**  
**DNA Sequencing Using Bridge Amplification for the Illumina HiSeq**  
3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU  
DNA sequencing with the Illumina HiSeq: Techniques in bridge amplification, sample preparations and troubleshooting. 0430.00
BIOSC 90  
**Internship in Genomics**  
3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)  
Prerequisites: Biosc 30, 31, and 32  
Acceptable for credit: CSU  
Study of the specific competencies required in the Genomics Internship program: Assessment, development, practicum, and evaluation of individual skills in a genomics work setting. 0430.00

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**BUSINESS (BUS)**

**ACCOUNTING**

**ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT**

To qualify for the **Associate of 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. A **Certificate of Achievement** will be awarded upon satisfactory completion of the certificate requirements specified below.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**
Students who complete the degree or certificate will be able to:

- Apply knowledge of financial accounting, including content, concepts and structure of the various statements for internal and external use.
- Evaluate the process of identifying, gathering, measuring, summarizing and analyzing financial data in business organizations.

**Degree Major Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics (Macroeconomics)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics (Microeconomics)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units for Degree Major:** 21

**Recommended:**
- BUS 2, Introduction to Business Law (3)  
- BUS 5, Human Relations in Business (3)  
- BUS 70, Introduction to Marketing (3)

**Certificate of Achievement Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

**Plus:** Any additional Business courses 4

**Total Required Units for Certificate:** 18
ADMINISTRATIVE ASSISTANT
ASSOCIATE OF ARTS (AA) DEGREE AND
CERTIFICATE OF ACHIEVEMENT

The Administrative Assistant degree and certificate program is designed to prepare a student for employment as a valuable member in an organization with professional support skills. The student will learn how to support a business office through acquisition of organized and efficient skills in current office technology using Microsoft Office to develop business correspondence and prepare documents, reports, presentations, spreadsheets, and more.

To qualify for the Associate of Arts in Administrative Assistant 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**
Students who complete the degree or certificate will be able to:
- Complete business projects via the integration of word processing, spreadsheet, database and presentation software.
- Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
- Demonstrate organizational management skills to complete work independently and in a group.

**Degree Major/Certificate of Achievement Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 20</td>
<td>General Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 5</td>
<td>Introduction to Computer Science</td>
<td>4-5</td>
</tr>
<tr>
<td>CIS 40</td>
<td>Database Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS 42</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>COPED 450</td>
<td>General Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Plus: Typewriting proficiency required via credit by exam at 45 NWPM

**Total Required Units for Degree or Certificate:** 25-28

**Recommended:**
ENGL 1A, Composition and Reading (4)
MATH 203, Intermediate Algebra (4)
or
MATH 13, Introduction to Statistics (4)
ADMINISTRATIVE OFFICE SYSTEMS
AND APPLICATIONS
ASSOCIATE OF ARTS (AA) DEGREE

The Administrative Office Systems and Applications
degree program prepares students to work in an
office environment of people and prepares students to
assume positions as office managers, supervisors, or as
assistants to top executives. These positions use a variety
of office technology and computer-based applications
(word processing, electronic mail, desktop publishing,
presentation graphics, database management, and
spreadsheet creation.). Classes emphasize technology,
proofreading and editing, document formatting, electronic
filing, transcription, human relations, and computerized
10-key. Students develop administrative skills necessary
to participate as part of the management team. Office
management personnel assist in planning, organizing,
and controlling information-related activities and in
leading or directing people to attain the objectives of the
organization. They support and help facilitate accurate
communication and information exchange to internal and
external customers on a timely basis.

To qualify for the Associate of Arts in Administrative
Office Systems and Applications 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:
Students who complete the degree will be able to:
• Manage office operations, including employee
  supervision, records management, supplies and
equipment, administrative support, financial
statements, and customer service.
• Evaluate business projects and task lists to prioritize
completion of work.
• Complete business projects via the integration of word
  processing, spreadsheet, database and presentation
software.
• Utilize ethical decision-making processes to determine
appropriate behavior.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting (4)</td>
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</tr>
<tr>
<td>or</td>
<td>BUS 20</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Systems (4)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>CIS 5</td>
<td>4-5</td>
</tr>
<tr>
<td>CIS 40</td>
<td>Database Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS 42</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>COPED 456Q</td>
<td>Occupational Work Experience in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative Office Systems and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applications (1-4)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>COPED 450</td>
<td>1</td>
</tr>
</tbody>
</table>

Plus: Typewriting proficiency required
via credit by exam at 45 NWPM

Total Required Units for Degree Major: 25-27

Recommended:
BUS 2, Introduction to Business Law (3)
BUS 50, Principles of Management (3)
BUS 70, Introduction to Marketing (3)
ECON 1, Principles of Economics (Macro-Economics) (3)
ECON 2, Principles of Economics (Micro-Economics) (3)
BUSINESS ADMINISTRATION
ASSOCIATE OF ARTS (AA) DEGREE

To qualify for the Associate of Arts in Business Administration 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:
Students who complete the degree will be able to:
• Evaluate business functions, practices, and related theories to address business problems.
• Synthesize quantitative and technological skills to analyze and interpret business data.
• Write clear, concise and structured business plans with supportive documentation and data.
• Identify and demonstrate accepted business practices that show cultural sensitivity.
• Demonstrate knowledge of the current legal and regulatory business environment.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics (Macroeconomics)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics (Micro-Economics)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units for Degree Major: 21

Recommended:
BUS 5, Human Relations in Business (3)
BUS 20, General Accounting (3)
BUS 70, Introduction to Marketing (3)
BUS 74, Introduction to Advertising (3)

BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREE

The Associate in Science in Business Administration for Transfer (AS-T) degree is designed to prepare students for a seamless transfer to the California State University (CSU) system.

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 business administration 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 Science in Business Administration for Transfer (AS-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) 28 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 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).

Program Learning Outcomes:
Students who complete the degree will be able to:
• Write clear, concise and structured business plans with supportive documentation and data.
• Identify and demonstrate accepted business practices that show cultural sensitivity.
• Pursue and evaluate business administration knowledge through the skills of inquiry, research, critical thinking and problem solving.
CURRICULUM PATTERNS AND COURSES

• Communicate effectively in both speech and writing.
• Appreciate diversity and develop a worldview about business that is informed by multicultural and global perspectives.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics (Macro-Economics)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics (Micro-Economics)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 13</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 16A</td>
<td>Calculus for Business and Life/Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for AS-T Degree Major:</td>
<td>28</td>
</tr>
</tbody>
</table>

BUSINESS INFORMATION PROCESSING
ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Business Information Processing degree and certificate program is designed so that students acquire proficiency working with computer technology, business software applications, integration of business information processing needs with current Office software applications, Internet and web work via business correspondence; and working with a variety of documents, presentation graphics, database management, spreadsheet creation, integration of applications, and business resource and support functions.

To qualify for the Associate of Arts in Business Information Processing 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree or certificate will be able to:
• Utilize office technology to compose and format business documents.
• Integrate the use of word processing, spreadsheet, database, presentation, and electronic communication software to complete business tasks.
• Demonstrate technological communication and problem-solving skills in a business setting.
Degree Major/Certificate of Achievement

Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Introduction to Computer Science (5)</td>
<td>4-5</td>
</tr>
<tr>
<td>CIS 5</td>
<td>Introduction to Computer Science</td>
<td></td>
</tr>
<tr>
<td>CIS 40</td>
<td>Database Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS 42</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS 234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234D</td>
<td>Web Authoring</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234E</td>
<td>Creating an E-Commerce Web Site</td>
<td>2</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>COPED 450</td>
<td>General Work Experience (1-3)</td>
<td>1</td>
</tr>
</tbody>
</table>

Plus: Typewriting proficiency required via credit by exam at 45 NWPM

Total Required Units for Degree Major or Certificate: 28-29

Recommended:
- BUS 54, Small Business Management (3)
- BUS 70, Introduction to Marketing (3)
- BUS 74, Introduction to Advertising (3)

**BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**

Students who complete the certificate will be able to:

- Analyze and evaluate the feasibility of success when starting a new business venture.
- Research and evaluate business plans that can be used for planning and financing.
- Employ appropriate management, finance, accounting, and marketing techniques required to operate a business.

**Certificate of Achievement Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td></td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BUS 50</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 70</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 74</td>
<td>Introduction to Advertising</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 23

**ENTREPRENEURSHIP CERTIFICATE OF PROFICIENCY**

The Entrepreneurship certificate 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. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**

Students who complete the certificate will be able to:

- Analyze the variety of entrepreneurial opportunities available in the United States.
- Develop strategies to exploit entrepreneurial opportunities and evaluate and analyze alternative strategies and assess risk.
- 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.
- Apply leadership and workplace relationship skills that will enable them to deal with customer, employee, and supplier issues.
- Identify successful marketing efforts that will enable the business to succeed.
- 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.

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1B</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td></td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BUS 50</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 70</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 74</td>
<td>Introduction to Advertising</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 23
CURRICULUM PATTERNS AND COURSES

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 20</td>
<td>General Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 80</td>
<td>Financial Literacy (2)</td>
<td>2-4</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 54</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 76</td>
<td>E-Commerce/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>15-17</td>
</tr>
</tbody>
</table>

HUMAN RESOURCE MANAGEMENT
CERTIFICATE OF PROFICIENCY

The Human Resource Management certificate program allows students to explore the human resource management field 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. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:

- Analyze how primary functions within business interact to achieve organizational goals.
- Employ solutions and leadership to human resource management issues.
- Identify and demonstrate accepted business practices that show cultural sensitivity.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 51</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 52</td>
<td>Psychology and Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 56</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>15</td>
</tr>
</tbody>
</table>

GENERAL BUSINESS
ASSOCIATE OF ARTS (AA) DEGREE

To qualify for the Associate of Arts in General Business 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:
Students who complete the degree will be able to:

- Analyze how functions within business (marketing, management, operations, human relations, accounting, finance, and business law) interact to achieve organizational goals.
- Employ appropriate management, finance, accounting, and marketing techniques required to operate a business.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 70</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics (Macroeconomics)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Degree Major:</td>
<td>19</td>
</tr>
</tbody>
</table>

Recommended:
BUS 1B, Managerial Accounting (4)
BUS 20, General Accounting (3)
BUS 54, Small Business Management (3)
BUS 74, Introduction to Advertising (3)
LEGAL OFFICE ASSISTANT
CERTIFICATE OF PROFICIENCY

The Legal Office Assistant certificate program is designed to qualify a student for immediate employment as a Legal Office Assistant in a legal office. Training includes computer application skills in word processing, spreadsheets, database and presentation software, and a basic introduction to the legal profession, law office management, and legal research. 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 requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s)

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Apply the operation of state-of-the-art industry equipment and software to accomplish work-related tasks accurately and productively in an office environment.
• Utilize oral, written, and interpersonal communication skills and poise necessary to work effectively with people in the legal field.
• Demonstrate analytical skills and techniques necessary to organize, prioritize and manage information flow in an office setting.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems (4)</td>
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</tr>
<tr>
<td>or CIS 5</td>
<td>Introduction to Computer Science (5)</td>
<td>4-5</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>PARLG 1</td>
<td>Law and the Legal Profession</td>
<td>3</td>
</tr>
<tr>
<td>PARLG 4</td>
<td>Law Office Management</td>
<td>2</td>
</tr>
<tr>
<td>PARLG 6</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>Plus:</td>
<td>Typewriting proficiency required via credit by exam at 45 NWPM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>15-16</td>
</tr>
</tbody>
</table>

Recommended:
COPED 474A, Occupational Work Experience in Paralegal Studies (1-4)
or COPED 450, General Work Experience (1-3)

RETAIL MANAGEMENT
CERTIFICATE OF PROFICIENCY

The Retail Management certificate 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 requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s)

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Apply solutions and leadership to retail management issues.
• Employ appropriate management, finance, accounting, and marketing techniques required to operate a business.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting (4)</td>
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</tr>
<tr>
<td>or BUS 20</td>
<td>General Accounting (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 70</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 72</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 74</td>
<td>Introduction to Advertising</td>
<td>3</td>
</tr>
<tr>
<td>COPED 456E</td>
<td>Occupational Work Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in General Business (1-4)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>16-17</td>
</tr>
</tbody>
</table>

Recommended:
COPED 474A, Occupational Work Experience in Paralegal Studies (1-4)
or COPED 450, General Work Experience (1-3)
SMALL BUSINESS MANAGEMENT
CERTIFICATE OF PROFICIENCY

The Small Business Management certificate program is designed to aid those students who already manage their own business, are contemplating starting their own business, or who work for a small business concern. This program provides basic knowledge in the fields of accounting, marketing, and management. 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 requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s)

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Analyze how primary functions within business interact to achieve organizational goals.
• Analyze and evaluate the feasibility of success when starting a new small business venture.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting (4)</td>
<td>4-5</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BUS 20</td>
<td>General Accounting (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 2</td>
<td>Introduction to Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 54</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 70</td>
<td>Introduction to Marketing</td>
<td></td>
</tr>
<tr>
<td>Total Required Units for Certificate:</td>
<td>15-16</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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 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
### CURRICULUM PATTERNS AND COURSES

**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 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

**BUS 48NA-TZ**  
**Selected Topics in Business**  
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics.  0501.00

**BUS 49**  
**Independent Study in Business**  
.5-5 units (GR or P/NP)  
Acceptable for credit: CSU  
See section on Independent Study.  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  
Designed for persons employed as supervisors or with potential employment as supervisors: Supervisor’s role, training, grievances, cost control, and human relations.  0506.00

**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

**BUS 53**  
**Personnel Management**  
3 units, 3 hours lecture (GR)  
Acceptable for credit: CSU  
Examination of a broad range of problems involved in effective management of an organization’s human resources: Employment interviews, employee records, wage and salary administration, industrial relations, on-the-job training programs, promotions and transfers, motivation and incentives, and state/federal laws regulating employment relationships.  0506.00

**BUS 54**  
**Small Business Management**  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU  
Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions.  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
CURRICULUM PATTERNS AND COURSES

**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)
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 248NA-TZ**
**Selected Topics in Business**
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0501.00

**BUS 348NA-TZ**
**Selected Topics in Business**
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 0501.00
## CHEMISTRY

### CHEM 1A
**General Chemistry**
5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR or P/NP)
Prerequisite: Math 203 or 211D
Recommended preparation: Chem 30A or 50
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 area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: CHEM 110, CHEM 120S (with Chem 1B)

### CHEM 1B
**General Chemistry**
5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 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 area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: CHEM 120S (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 area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: CHEM 150, CHEM 160S (with Chem 12B)

### CHEM 12B
**Organic Chemistry**
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite: Chem 12A
Students who have previously completed Chem 8B receive only 1 unit of credit for Chem 12B.
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, and use of instrumentation. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: CHEM 160S (with Chem 12A)

### CHEM 30A
**Introductory General Chemistry**
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: Math 201 or 210D or 208
Acceptable for credit: CSU, UC
Fundamental principles of general 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 area 1; CSU area B1, B3; IGETC area 5A, 5C

### 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 area 1; CSU area B1, B3; IGETC area 5A, 5C
**CURRICULUM PATTERNS AND COURSES**

**CHEM 48NA-TZ**  
**Selected Topics in Chemistry**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics.  1905.00

**CHEM 49**  
**Independent Study in Chemistry**  
.5-5 units (GR or P/NP)  
Acceptable for credit: CSU  
See section on Independent Study.  1905.00

**CHEM 248NA-TZ**  
**Selected Topics in Chemistry**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics.  1905.00

**CHEM 348NA-TZ**  
**Selected Topics in Chemistry**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Non-degree applicable  
See section on Selected Topics.  1905.00

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**CHILD DEVELOPMENT**  
(CHDEV)

The Child Development 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 program conforms to regulatory agency guidelines and offers several options as specified below.

**EARLY CHILDHOOD EDUCATION**  
(ECE)

**ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREE**

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 California State University (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 CSU 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 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 ECE 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 Science in Early Childhood Education for Transfer (AS-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. 26 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 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).

Program Learning Outcomes:
Students who complete the degree will be able to:
• Demonstrate developmentally and culturally appropriate practice, including managing the physical, temporal and interpersonal environments.
• Assess the learning environment and the children using standard assessment tools to form plans of action.
• Communicate effectively orally, and in writing, in a child care setting with children, families and co-workers.
• Work independently, and as a team member, in an effective manner while continuously strengthening leadership skills.
• Advocate within the community for continued support of children and families.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV 50</td>
<td>Principles and Practices of Teaching Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 52</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 53</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54B</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 55A</td>
<td>Practicum-Field Experience</td>
<td>5</td>
</tr>
<tr>
<td>CHDEV 74</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 80</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Required Units for AS-T Degree Major:</strong></td>
<td></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

CHILD DEVELOPMENT
ASSOCIATE OF ARTS (AA) DEGREE

To qualify for the Associate of Arts in Child Development 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. The AA degree in Child Development includes the State Curriculum Alignment Project (CAP) courses.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree will be able to:
• Demonstrate developmentally and culturally appropriate practice, including managing the physical, temporal and interpersonal environments.
• Assess the learning environment and the children using standard assessment tools to form plans of action.
• Communicate effectively orally, and in writing, in a child care setting with children, families and co-workers.
• Work independently, and as a team member, in an effective manner while continuously strengthening leadership skills.
• Advocate within the community for continued support of children and families.
• Apply developmentally and culturally sensitive strategies to support social-emotional competence in early childhood settings.

Degree Major Requirements:

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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHDEV 50</td>
<td>Principles and Practices of Teaching Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development</td>
<td>3</td>
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<tr>
<td>CHDEV 52</td>
<td>Observation and Assessment</td>
<td>3</td>
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<tr>
<td>CHDEV 53</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54A</td>
<td>Social and Emotional Foundations for Early Learning</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54B</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 55A</td>
<td>Practicum-Field Experience</td>
<td>5</td>
</tr>
<tr>
<td>CHDEV 74</td>
<td>Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 80</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
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<tr>
<td><strong>Select one elective course from the following:</strong></td>
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<tr>
<td>CHDEV 55C</td>
<td>Advanced Practicum-Field Experience (3)</td>
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<tr>
<td>CHDEV 56A</td>
<td>Infant/Toddler Development and Care (3)</td>
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<tr>
<td>CHDEV 56B</td>
<td>Curriculum and Environments for Infants and Toddlers (3)</td>
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</tr>
</tbody>
</table>
CURRICULUM PATTERNS AND COURSES

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)

CHDEV 246 Emergent Topics: Best Practices for Working with Children (.5-2) 12

Subtotal: 24

Select 16 General Education units to include:
COMM 20  Interpersonal Communication Skills (3)
ENGL 1A  Composition and Reading (4)
Plus: Other elective General Education units (degree-applicable courses) (9) 16

Total Required Units for Certificate: 40

*These courses match the course requirements on the Child Development Permit Matrix for Teacher.

TEACHER CERTIFICATE OF ACHIEVEMENT

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 needed to work in Early Care and Education through 12 additional Child Development units including observation and assessment, infant/toddler care, practicum field experience and emergent literacy. A Certificate of Achievement will be awarded upon satisfactory completion of the requirements specified below.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Identify and evaluate developmentally and culturally appropriate practices in the physical, temporal and interpersonal environments.
• Communicate effectively orally and in writing.
• Work independently and as a team member in an effective manner.

Certificate of Achievement Requirements:*  

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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development</td>
<td>3</td>
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<tr>
<td>CHDEV 53</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54A</td>
<td>Social and Emotional Foundations for Early Learning</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54B</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 12 units from the following:
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 56A Infant/Toddler Development and Care (3)
CHDEV 56B Curriculum and Environments for Infants and Toddlers (3)
CHDEV 60  Emergent Literacy and Children’s Literature (3)

Total Required Units for Degree Major: 32

ASSOCIATE TEACHER CERTIFICATE OF PROFICIENCY

The Associate Teacher certificate 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 requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Identify developmentally and culturally appropriate practices in the physical, temporal and interpersonal environments.
• Communicate effectively orally and in writing.
• Identify the major developmental theories in Early Childhood Education practices.
• Apply the concepts of socialization to early care and education practices.
**CURRICULUM PATTERNS AND COURSES**

**Certificate of Proficiency Requirements:**

<table>
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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHDEV 50</td>
<td>Principles and Practices of Teaching Young Children (3)</td>
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<tr>
<td>CHDEV 51A</td>
<td>Social and Emotional Foundations for Early Learning (3)</td>
<td>3</td>
</tr>
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<tr>
<td>CHDEV 53</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54B</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units for Certificate:** 12

*These courses match the course requirements on the Child Development Permit Matrix for Associate Teacher.

**ASSISTANT TEACHER CERTIFICATE OF PROFICIENCY**

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 Teacher Credentialing. A **Certificate of Proficiency** will be awarded upon satisfactory completion of the requirements specified below. The **Certificate of Proficiency is not indicated on the student's transcript.**

**Program Learning Outcomes:**

Students who complete the certificate will be able to:

- Differentiate between and apply the concepts of development domains (physical, cognitive, social-emotional, language/literacy) in the classroom.
- Discuss how young children learn through play.

**Certificate of Proficiency Requirements:**

Select a minimum of 6 units from the following:

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<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHDEV</td>
<td>Any Child Development course numbered 1 through 248</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Required Units for Certificate:** 6

*These courses match the course requirements on the Child Development Permit Matrix for Assistant Teacher.

**FAMILY CHILD CARE PROVIDER CERTIFICATE OF PROFICIENCY**

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 requirements specified below. The **Certificate of Proficiency is not indicated on the student's transcript.**

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**

Students who complete the certificate will be able to:

- Practice involving families in all aspects of the program, and demonstrate ability to communicate and work with families in respectful ways.
- Apply regulatory and legal compliance requirements of a successful Family Child Care Business.
- Implement a comprehensive approach to creating developmentally and culturally appropriate environments in the family child care setting.

**Certificate of Proficiency Requirements:**

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<tr>
<th>Dept/No.</th>
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<th>Units</th>
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<tbody>
<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development</td>
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<tr>
<td>CHDEV 53</td>
<td>The Child, the Family and the Community</td>
<td>3</td>
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<tr>
<td>CHDEV 54B</td>
<td>Introduction to Curriculum (3)</td>
<td>3</td>
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<tr>
<td>CHDEV 56B</td>
<td>Curriculum and Environments for Infants and Toddlers (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 62</td>
<td>Overview of Operations of Family Child Care</td>
<td>3</td>
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</tbody>
</table>

**Total Required Units for Certificate:** 12

*These courses match the course requirements on the Child Development Permit Matrix for Assistant Teacher.
INFANT/TODDLER SPECIALIST
CERTIFICATE OF PROFICIENCY

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 requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:

- Evaluate individual differences and the special needs of exceptional children under age three.
- Create a responsive environment and developmentally and culturally appropriate curriculum that supports infant-toddler learning in the four domains of development.
- Practice involving families in all aspects of the program, and demonstrate ability to communicate and work with families in respectful ways.
- Summarize the developmental sequence of infant and toddler growth and development and the methods of facilitating growth.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHDEV 56A</td>
<td>Infant/Toddler Development and Care</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 56B</td>
<td>Curriculum and Environments for Infants and Toddlers</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 6

CHDEV 48NA-TZ
Selected Topics in Child Development
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1305.00

CHDEV 49
Independent Study in Child Development
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1305.00

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 area 2
C-ID: ECE 120

CHDEV 51
Child Growth and Development
3 units, 3 hours lecture (GR or P/NP)
Formerly offered as Facs 51.
Acceptable for credit: CSU, UC
Prenatal through adolescence typical and atypical human growth and development: Interrelationship of physical, social, emotional, and intellectual growth and the adult role in fostering optimal development with emphasis on interactions between nature and nurture, developmental theory and investigative research, child observations and assessment, developmental milestones and individual differences. 1305.00
AA/AS area 2; CSU area D, E; IGETC area 4
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
Overview of current assessment developed to promote a better understanding of children, families, and ECE programs: Observation and documentation tools and support for students’ emergent understanding of their own ability to use classroom observations/assessments in order to improve their practices. 1305.40
C-ID: ECE 200

MERRITT COLLEGE 2015-2017
CHDEV 53  
The Child, the Family and the Community  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Examination of the typical and atypical developing child in a societal context: Interrelationships of family, school, and community focusing on historical and socio-cultural factors; socialization and identity development and the importance of respectful, reciprocal relationships that support and empower families. 1305.00  
AA/AS area 2; CSU 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. 1305.40

CHDEV 54B  
Introduction to Curriculum  
3 units, 3 hours lecture (GR or P/NP)  
Prerequisite: Chdev 51  
Chdev 54A is not a prerequisite to Chdev 54B  
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, 51, 53, 54A and 54B  
Acceptable for credit: CSU  
Integration of theory and practice in teaching and guidance of young children: Development of professional behaviors and understanding of children and families with a practicum under supervision in Merritt Laboratory School or with mentor teacher; application of techniques in meeting individual and group needs of young children. 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 preschool 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)  
Prerequisite: Chdev 51  
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 area 2

CHDEV 56B  
Curriculum and Environments for Infants and Toddlers  
3 units, 3 hours lecture (GR or P/NP)  
Prerequisite: Chdev 51  
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
CURRICULUM PATTERNS AND COURSES

**CHDEV 58**
**Preschool Administration**
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Chdev 54A and 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 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 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 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 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
Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition: Key components that ensure physical health, mental health, and safety for both children and staff and the importance of collaboration with families and health professionals with focus on integrating the concepts into everyday planning and program development for all children. 1305.40
CSU 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 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 critical, theoretical, and practical issues of growing up, living and working in a diverse society from an Early Childhood Education perspective: Group and personal identity development, family, cultural/linguistic considerations, age, gender, physical/mental/emotional capabilities, anti-bias strategies, self-reflections, social advocacy and pedagogical orientations. 1305.00
AA/AS area 2, 5; CSU 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 56A and 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 91B
The Infant/Toddler Lab Practicum
5 units, 2.5 hours lecture, 7.5 hours laboratory (GR or P/NP)
Prerequisite: Chdev 91A
Acceptable for credit: CSU
Integration of theory and practice in developing curriculum, evaluation of environments and assessment of infant and toddlers: Practicum under supervision and application of running an infant/toddler classroom and building a partnership with parents. 1305.90

CHDEV 220
Family Child Care for the Beginning Provider
1 unit, 1 hour lecture (GR or P/NP)
Setting up and operating a family child care business: Creation of an optimum child care environment, business practices, relationships with parents, impact of child care on the provider’s family, self-reflection of suitability to the field. 1305.80

CHDEV 222A
Key Issues in Child Development: Infant/Toddler I
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESL 290 or 294 (can be taken concurrently)
Taught in a language other than English: This is a bridge course that moves students toward basic mastery of the language of the program.
Key issues in caring for infants and toddlers: Child rearing practices in native country; comparative school, parental and societal expectations in native country and U.S.; child rearing issues specific to infants and toddlers in immigrant families. 1305.90
CHDEV 222B
Key Issues in Child Development: Infant/Toddler II
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESL 226A (can be taken concurrently)
Key issues in caring for infants and toddlers: Focus on growth and development of infants and toddlers, appropriate care for stages of development, health and safety issues, and parent-provider relationships. 1305.90

CHDEV 225A
Introduction to Infant/Toddler Curriculum I
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESL 290 or 294 (can be taken concurrently)
Taught in a language other than English: This is a bridge course that moves students toward basic mastery of the language of the program.
Key issues in appropriate curriculum for infants and toddlers: Curriculum in native country; comparison of child care, parental and societal expectations in native country and U.S. regarding learning experiences, activities, materials, and equipment specific to infants and toddlers in immigrant families. 1305.90

CHDEV 225B
Introduction to Infant/Toddler Curriculum II
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESL 226A (can be taken concurrently)
Introduction to curriculum appropriate to infants and toddlers based on child development principles: Appropriate play, and language and learning experiences including use of materials and equipment; hands-on demonstration of curriculum ideas and learning activities. 1305.90

CHDEV 246
Emergent Topics: Best Practices for Working with Children
.5-2 units, .5-2 hours lecture (GR or P/NP)
Course may be repeated three times for a maximum of two units.
Best practices for children from birth to school age: Topics may include social-emotional development, diversity, special needs, literacy, professional development, partnering with families, public policy and current research. 1305.00

CHDEV 248NA-TZ
Selected Topics in Child Development
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1305.00
CHRONIC CARE ASSISTANT
(CHCAS)

CHRONIC CARE ASSISTANT
CERTIFICATE OF PROFICIENCY

The Chronic Care Assistant (CCA) certificate program provides advanced training for medical assistants, allied health professionals, and other students interested in expanding their role in a healthcare setting. Coursework includes skills and strategies to work collaboratively with patients to promote healthy behavior change activities for self-management of chronic conditions such as diabetes, hypertension, heart disease, depression, and obesity. Students will gain knowledge to apply population health improvement strategies, and communication techniques to function within a multi-disciplinary team-based model of care. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Demonstrate appropriate active listening, therapeutic oral communication, and sound writing skills.
• Utilize appropriate technology effectively, responsibly, and ethically.
• Demonstrate knowledge of and sensitivity to different cultural beliefs and behaviors when assisting clients.
• Demonstrate personal integrity, professionalism, and accountability.
• Work effectively as part of the panel management team.
• Demonstrate a commitment to life-long learning required to keep abreast of methods to assist clients with common chronic conditions.

Certificate of Proficiency Requirements:

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<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CHCAS 202A</td>
<td>Foundations for the Chronic Care Assistant</td>
<td>4</td>
</tr>
<tr>
<td>CHCAS 202B</td>
<td>Chronic Care Assistant I</td>
<td>4</td>
</tr>
<tr>
<td>CHCAS 202C</td>
<td>Chronic Care Assistant II</td>
<td>2</td>
</tr>
<tr>
<td>COPED 470G</td>
<td>Occupational Work Experience in Chronic Care Assistant</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 12

CHCAS 202A
Foundations for the Chronic Care Assistant
4 units, 4 hours lecture (GR)
Corequisite: Chcas 202B
Recommended preparation: Medas 202
Introduction to the foundational skills needed for medical assistants to advance to chronic care assistant: Role of the chronic care assistant, review of drug-dose calculations, pathophysiology of common chronic care conditions, and medications used to treat common chronic care conditions. 1299.00

CHCAS 202B
Chronic Care Assistant I
4 units, 4 hours lecture (GR)
Corequisite: Chcas 202A
Preparation for the role of chronic care assistant: Assessment of health care, chronic care improvement solutions and population health improvement solutions, including self-care adherence support, health behavior change, whole person care, culturally competent care, motivational interviewing, and study of the roles of the chronic care assistant. 1299.00

CHCAS 202C
Chronic Care Assistant II
2 units, 2 hours lecture (GR)
Prerequisite: Chcas 202B
Corequisite: Coped 470G
Continuation of CHCAS 202B applying skills and knowledge learned in the field: Participate in panel management team discussions, perform role of messenger, client self-management plans; sessions where experiences, issues and problems can be explored and analyzed. 1299.00
COMMUNICATION STUDIES
ASSOCIATE IN ARTS FOR TRANSFER (AA-T) DEGREE

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 Associate in Arts in Communication Studies for Transfer (AA-T) degree is intended to meet the lower-division requirements for communication studies majors, or majors that have been deemed similar, in the California State University (CSU) system. 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 AA-T degree requirements 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.

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 communication studies 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 Communication Studies 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. 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).

Program Learning Outcomes:
Students who complete the degree will be able to:
- Speak, listen and critically think to resolve conflict and get your message across as intended.
- Deliver presentations that are clear in message and voice, using appropriate nonverbals.
- Strategize proactively and reflect on interactions that are empathic, nondefensive, therapeutic, appreciative, and critical, while listening to others.
- Use conflict to strengthen group cohesion; apply effective communication to resolve issues.
- Voice shared visions and goals in order to create, build and maintain relationships.
- Research and think critically about the influence and impact of mass media on society.

Degree Major Requirements:

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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>COMM 4</td>
<td>The Dynamics of Group Discussion</td>
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<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
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<td>COMM 45</td>
<td>Public Speaking</td>
<td>3</td>
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<td>Select two courses for 6 units from the following:</td>
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<tr>
<td>COMM 3</td>
<td>Introduction to Human Communication (3)</td>
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<tr>
<td>COMM 6</td>
<td>Intercultural Communication (3)</td>
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</tr>
<tr>
<td>COMM 19</td>
<td>Survey of Mass Media (3)</td>
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<tr>
<td>Select one course for 3-4 units from the following:</td>
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<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology (3)</td>
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<tr>
<td>COMM 10</td>
<td>Gender and Communication (3)</td>
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<tr>
<td>COMM 13</td>
<td>Ethnic Perceptions in the Mass Media (3)</td>
<td></td>
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<tr>
<td>COMM 18</td>
<td>Aging and Communication (3)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1B</td>
<td>Composition and Reading (4)</td>
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</tr>
<tr>
<td>ENGL 5</td>
<td>Critical Thinking in Reading and Writing (3)</td>
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</tr>
</tbody>
</table>

MERRITT COLLEGE 2015-2017

153
PSYCH 1A  Introduction to General Psychology  (3)
SOC 1  Introduction to Sociology  (3)
Total Required Units for AA-T Degree Major:  18-19

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 area 4d; CSU 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 area 4d; CSU 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 area 2, 4d; CSU area D; IGETC area 4  
C-ID: COMM 150

COMM 13  
Ethnic Perceptions in the Mass Media  
3 units, 3 hours lecture (GR or P/NP)  
Also offered as Afram 13. Not open for credit to students who have completed or are currently enrolled in Afram 13. Acceptable for credit: CSU, UC  
Role of mass media in perceptions of race and culture: Social and psychological development of ethnic perceptions.  1506.00  
AA/AS area 2, 4d, 5; CSU area D; IGETC area 4

COMM 18  
Aging and Communication  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Human development from conception through death: Exploration of biological, cognitive, personality, and social development; attention to developmental issues, with a focus on communication.  1506.00  
AA/AS area 2, 4d; CSU area D, E; IGETC area 4

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 area 2, 4d; CSU area D; IGETC area 4

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 area 4d; CSU 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 area 4d; CSU area A1; IGETC area 1C  
C-ID: COMM 110
COMMUNITY SOCIAL SERVICES
(COSER)

COMMUNITY SOCIAL SERVICES/ SUBSTANCE ABUSE
ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Community Social Services/Substance Abuse degree and certificate 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 of Arts degree and the Certificate of Achievement.

To qualify for the Associate of Arts in Community Social Services/Substance Abuse 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**COMM 48NA-TZ**
Selected Topics in Communication
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1506.00

**COMM 49**
Independent Study in Communication
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1506.00

**COMM 248NA-TZ**
Selected Topics in Communication
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1506.00

**COMMUNITY SOCIAL SERVICES**

**COMMUNITY SOCIAL SERVICES/ SUBSTANCE ABUSE**

**ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT**

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**Degree Major/Certificate of Achievement Requirements:**

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<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>COSER 10</td>
<td>Community Resources and Social Policy</td>
<td>3</td>
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<tr>
<td>COSER 16B</td>
<td>Communication: Families in Crisis</td>
<td>3</td>
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<tr>
<td>COSER 20</td>
<td>Group Dynamics: Working with Small Groups</td>
<td>2-3</td>
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<td>COSER 21</td>
<td>Psychology/Pharmacology of Drugs of Abuse</td>
<td>3-4</td>
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<td>COSER 22</td>
<td>Social Psychology of Substance/Drug Abuse</td>
<td>3</td>
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<td>COSER 25</td>
<td>Maintaining Sobriety and Relapse Prevention</td>
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<td>Case Management for Substance Abuse Paraprofessionals</td>
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<td>COSER 27</td>
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<td>COSER 28</td>
<td>Dual Diagnosis: Mental Illness and Drug Abuse</td>
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<td>COSER 29</td>
<td>Working with Diverse Populations</td>
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<td>Community Social Services Field Experience (3)</td>
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<td>COSER 42</td>
<td>Counseling Skills and Substance Abuse</td>
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<td>Exploring Health Issues</td>
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Total Required Units for Degree Major or Certificate: 49-51

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**
Students who complete the degree or certificate will be able to:

- Apply knowledge of mental health/human service trends, issues and regulations to inpatient, outpatient and other programs within the human services delivery system.
- Display appropriate communication and interpersonal skills through active listening, sensitivity and effective responses to both verbal and non-verbal behavior.
- Demonstrate appropriate professional behavior (e.g., timeliness) and interpersonal skills such as teamwork, leadership, and cultural diversity.
- Establish rapport with clients, gather information about the conditions that bring clients in for a service, and refer clients to appropriate resources.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>COSER 29</td>
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<td>COSER 42</td>
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<td>FOURTH SEMESTER</td>
<td>COSER 22</td>
<td>Social Psychology of Substance/Drug Abuse</td>
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<td>COSER 25</td>
<td>Maintaining Sobriety and Relapse Prevention</td>
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<td>Major or Certificate</td>
<td>49-51</td>
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**COSER 10**
Community Resources and Social Policy
3 units, 3 hours lecture, 1 hour laboratory (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 area 2; CSU area D; IGETC area 4

**COSER 16A**
Communication: Theory and Practice
2-3 units, 2-3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Communication in the helping professions: Observation and listening skills, conflict resolution, decision making, interviewing, and written communication. 2104.00
AA/AS area 4d (if course taken for 3 or more units); CSU area E

**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 area E

**COSER 21**
Psychology/Pharmacology of Drugs of Abuse
3-4 units, 3-4 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
CURRICULUM PATTERNS AND COURSES

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 24
Human Development
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Survey of human development from childhood through old age: Problems and challenges of individual development considered as a psychological, social, intellectual and physical process. 2104.00
AA/AS area 2; CSU area D, E; IGETC area 4

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

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 relating to the combination of both; types of mental health issues found with addiction, with specific focus on antisocial and borderline personality disorders as they relate to substance abuse; diagnostic criteria, assessment techniques, counseling techniques for paraprofessionals, risk factors, and relapse prevention. 2104.40

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 (African-Americans, Mexicans, Native Americans, the Irish, Chinese, and other diverse 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 area 2, 5; CSU area D, E
CURRICULUM PATTERNS AND COURSES

COSER 40
Community Social Services Field Experience
3 units, 2 hours lecture, 8 hours field experience weekly (GR)
Acceptable for credit: CSU
Course may be repeated two times for a maximum of 9 units.
Field work under supervision in community organizations and projects: Working with people in human services settings, combined with participation in weekly seminar to integrate academic learning with the field experience. 2104.00

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 48NA-TZ
Selected Topics in Community Social Services
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See Section on Selected Topics. 2104.00

COSER 49
Independent Study in Community Social Services
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See Section on Independent Study. 2104.00

COSER 248NA-TZ
Selected Topics in Community Social Services
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See Section on Selected Topics. 2104.00

COMPUTER INFORMATION SYSTEMS
(CIS)

Programs in Applications Security and Infrastructure Security are in development, pending California Community Colleges Chancellor’s Office approval. If approved, information and requirements will be posted at www.merritt.edu/wp/catalog.

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 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. 0706.00
AA/AS area 4c

CIS 40
Database Management
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 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 area 4c
CURRICULUM PATTERNS AND COURSES

CIS 42
Spreadsheet Applications
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 5 or 200
Course is equivalent to CIS 42A and 42B. Not open for credit to students who have completed or are currently enrolled in CIS 42A and/or 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 area 4c

CIS 48NA-TZ
Selected Topics in Computer Information Systems
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0702.00
AA/AS area 4c (if course taken for one or more units)

CIS 49
Independent Study in Computer Information Systems
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0702.00
AA/AS 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 for technology development and implementation: Step-by-step guide to planning and executing IT projects including hardware and software; case studies with real-world IT scenarios; and information systems methodologies and industry standard best practices of standardized project management. 0702.00
AA/AS area 4c

CIS 52
Cloud Security Fundamentals
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 5, and 55, 60, 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 area 4c

CIS 53
Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting
3 units, 1.5 hours lecture, 5 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 5, and 55, 60, 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 area 4c

CIS 54
IT Security Goals, Strategy, Policy, and Leadership
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: CIS 1 or 5, and 55, 60, 71, 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 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 5, and 71, 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 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 1 or 5, and 55, 60, 71  
Acceptable for credit: CSU  
Developing defensible applications: Java and .NET  
application developments using best practices to protect  
critical information. 0702.00  
AA/AS area 4c

CIS 57  
Web Application PEN Testing  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Recommended preparation: CIS 1 or 5, and 55, 60, 71  
Acceptable for credit: CSU  
Ethical hacking: Designing secure, functional, and  
compliant software. 0702.00  
AA/AS 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 1 or 5, and 55, 60, 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 area 4c

CIS 59  
Applications in Information Security  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: CIS 1 or 5, and 55, 60, 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 area 4c

CIS 60  
Computer Forensics Fundamentals  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Recommended preparation: CIS 1 or 5, and 71, 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 area 4c

CIS 71  
Introduction to Information Systems Security  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Corequisite: CIS 1 or 5  
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 area 4c

CIS 72  
Systems and Network Administration  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Corequisite: CIS 1 or 5  
Acceptable for credit: CSU  
Design, development and support of server hardware  
and software technologies: Disaster recovery and security  
administration. 0702.00  
AA/AS area 4c  
C-ID: ITIS 155

CIS 73  
Networking Concepts  
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)  
Prerequisite: CIS 1 or 5  
Acceptable for credit: CSU  
Networking concepts: Network architecture, hardware,  
software, concepts, protocols and standards. 0702.00  
AA/AS area 4c

CIS 205  
Computer Literacy  
1 unit, 14 term hours lecture, 14 term hours laboratory  
(GR or P/NP)  
Also offered as Bus 219. Not open for credit to students  
who have completed or are currently enrolled in Bus  
219.  
Eligible for credit by examination.  
Introduction to computers and information technology  
for people with no background in nor knowledge of  
computers. 0701.00  
AA/AS area 4c

CIS 234A  
World Wide Web Publishing I  
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or  
P/NP)  
Recommended preparation: CIS 233 and Grart 112  
Creating and publishing Web pages over the Internet using  
the Hypertext Markup Language (HTML). 0709.00  
AA/AS area 4c
CURRICULUM PATTERNS AND COURSES

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 234A
Recommended preparation: Grant 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 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 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 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. 0708.20
AA/AS area 4c

CIS 248NA-TZ
Selected Topics in Computer Information Systems
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0702.00
AA/AS area 4c (if course taken for one or more units)
COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)

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.

Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

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.

COPED 450
General Work Experience
1-3 units, hours to be arranged (GR or P/NP)
Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.
Acceptable for credit: CSU
Course may be repeated three times for a maximum of 16 units total for occupational or a combination of general and occupational work experience education.
Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

COPED 452A-484B
Occupational Work Experience
1-4 units each course, hours to be arranged (GR or P/NP)
Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.
Acceptable for credit: CSU
Course may be repeated three times for a maximum of 16 units total for occupational or a combination of general and occupational work experience education.
Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

COPED 452A
Occupational Work Experience in Landscape Horticulture
1-4 units, hours to be arranged (GR or P/NP). 0109.00

COPED 456A
Occupational Work Experience in Accounting
1-4 units, hours to be arranged (GR or P/NP). 0502.00 Also offered as Bus 456A.

COPED 456D
Occupational Work Experience in Business Administration
1-4 units, hours to be arranged (GR or P/NP). 0505.00 Also offered as Bus 456D.

COPED 456E
Occupational Work Experience in General Business
1-4 units, hours to be arranged (GR or P/NP). 0501.00

COPED 456K
Occupational Work Experience in Real Estate
1-4 units, hours to be arranged (GR or P/NP). 0511.00

COPED 456Q
Occupational Work Experience in Administrative Office Systems and Applications
1-4 units, hours to be arranged (GR or P/NP). 0514.00 Also offered as Bus 456Q
CURRICULUM PATTERNS AND COURSES

COPED 469
Occupational Work Experience in Security Administration
1-4 units, hours to be arranged (GR or P/NP). 0702.00
Recommended preparation: CIS 1 or 5, and 55, 71, 72

COPED 470A
Occupational Work Experience in Certified Nurse Assistant/Home Health Aide
1-4 units, hours to be arranged (GR or P/NP). 1230.30

COPED 470B
Occupational Work Experience in Nursing, A.D.
1-4 units, hours to be arranged (GR or P/NP). 1230.10

COPED 470C
Occupational Work Experience in Radiologic Science
1-4 units, hours to be arranged (GR or P/NP). 1225.00

COPED 470F
Occupational Work Experience in Medical Assisting
1-4 units, hours to be arranged (GR or P/NP). 1208.10
Prerequisite: Medas 201B, Coun 207C, and Hlted 11 or current CPR/BLS certification
Conditions of enrollment: Health clearances and safety requirements: Current medical exam including titers and immunizations, and background checks if required by the clinical agency
Course may be repeated three times for a maximum of 4 units total.

COPED 470G
Occupational Work Experience in Chronic Care Assistant
1-4 units, hours to be arranged (P/NP). 1299.00
Prerequisite: Chcas 202A and 202B
Corequisite: Chcas 202C

COPED 472A
Occupational Work Experience in Child Development
1-4 units, hours to be arranged (GR or P/NP). 1305.00

COPED 474A
Occupational Work Experience in Paralegal Studies
1-4 units, hours to be arranged (GR or P/NP). 1402.00

COPED 476A
Occupational Work Experience in Administration of Justice
1-4 units, hours to be arranged (GR or P/NP). 2105.00

COPED 476C
Occupational Work Experience in Community Social Services
1-4 units, hours to be arranged (GR or P/NP). 2104.00

COPED 476F
Occupational Work Experience in Environmental Management and Technology
1-4 units, hours to be arranged (GR or P/NP). 0303.02

COPED 476G
Occupational Work Experience in Histotechnology
1-4 units, hours to be arranged (P/NP). 0430.00
Prerequisite: Biosc 56

COPED 484B
Occupational Work Experience in Bioscience
1-4 units, hours to be arranged (GR or P/NP). 0430.00
COUNSELING (COUN)

COUN 24
College Success
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B or ESL 21B
Not open for credit to students who have completed 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. 4930.10
CSU area E

COUN 30
Personal Growth and Development
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B or ESL 21B
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 Area 2; CSU Area E

COUN 57
Career and Life Planning
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B or ESL 21B
Not open for credit to students who have completed 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 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. 4930.10

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. 4930.10

COUN 200C
Orientation to College: Students with Disabilities
1 unit, 1 hour lecture (P/NP)
Information and assistance for students with disabilities transitioning to college: Application completion, financial aid resources and application process, and Student Educational Plan (SEP) development; successful navigation through the Community College System and Disability Services. 4930.10

COUN 201
Orientation to College: Student Success and Support Program
1 unit, 1 hour lecture (P/NP)
Information for new students: College programs, policies and procedures, campus resources, assessment; and abbreviated Student Educational Plan (SEP). 4930.10

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. 4930.10

COUN 207
Career Exploration
3 units, 3 hours lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in Coun 207A, 207B, or 207C.
Career decision making, occupational assessment and job search: Exploration of values, skills, and goals leading to realistic career choices; practice in networking, employment research, resume preparation, and interviewing techniques. 4930.10
CURRICULUM PATTERNS AND COURSES

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 207B
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.
Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 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, and interviewing techniques. 4930.10

COUN 221
Preparing for College/University Transfer
.5-1 units, .5-1 hours 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. 4930.10

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

COUN 230
Strategies for Personal Development
3 units, 3 hours lecture (GR or P/NP)
Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self exploration and developing positive coping strategies. 4930.10
AA/AS Area 2

COUN 501
Counseling Learning Lab (Non-Credit)
0 units, 1-5 hours laboratory (Not graded)
Course may be repeated as necessary. Student may attend multiple sessions per semester.
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. 4930.14
**ECONOMICS**

(ECON)

An Associate in Arts in Economics for Transfer (AA-T) degree is in development, pending California Community Colleges Chancellor’s Office approval. If approved, information and requirements will be posted at www.merritt.edu/wp/catalog.

**ECONOMICS ASSOCIATE OF ARTS (AA) DEGREE**

The major in Economics 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 of 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 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:**

Students who complete the degree will be able to:

- Analyze the current economic conditions in the United States and identify appropriate policy options.
- Apply fundamental economic concepts, including the construction of the primary economic models.
- Evaluate complex social and economic problems using theoretical tools and quantitative methods of business and economics.
- Demonstrate an understanding of the major elements of business and its terminology.

**Degree Major Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics (Macro-Economics)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics (Micro-Economics)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 13</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units for Degree Major:</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**Recommended:**

Bus 2, Introduction to Business Law (3)
Bus 5, Human Relations in Business (3)

**ECON 1**

Principles of Economics (Macro-Economics)
3 units, 3 hours lecture (GR)
Prerequisite: Math 203 or 205B or 211D
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 area 2; CSU area D; IGETC area 4

**ECON 2**

Principles of Economics (Micro-Economics)
3 units, 3 hours lecture (GR)
Prerequisite: Math 203 or 205B or 211D
Econ 1 is not a prerequisite to Econ 2
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 area 2; CSU area D; IGETC area 4

**ECON 48NA-TZ**

Selected Topics in Economics
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2204.00

**ECON 49**

Independent Study in Economics
.5-5 units (GR)
Acceptable for credit: CSU
See section on Independent Study. 2204.00

**ECON 248NA-TZ**

Selected Topics in Economics
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2204.00
EDUCATION
(EDUC)

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 area 2

EDUC 48NA-TZ
Selected Topics in Education
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0801.00

EDUC 248NA-TZ
Selected Topics in Education
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0801.00

EDUCATIONAL TECHNOLOGY
(EDT)

ONLINE TEACHING
CERTIFICATE OF PROFICIENCY

The Online Teaching certificate program is designed to introduce students to the concepts and technology involved in the use of online tools, learning management systems, student feedback techniques and support, and student-centered learning.

A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Create interactive, online assignments that will promote critical thinking and active learning.
• Create a variety of online course modules appropriate for a given course.
• Demonstrate understanding of universal design and accessibility across the digital divide, as well as Section 508 accessibility.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 1</td>
<td>Introduction to Online Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EDT 2</td>
<td>Introduction to Using Online Courseware (Moodle)</td>
<td>3</td>
</tr>
<tr>
<td>EDT 3</td>
<td>Introduction to Hybrid Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EDT 4</td>
<td>Designing Curriculum for Online Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDT 5</td>
<td>Creating Multimedia for Online Classes</td>
<td>3</td>
</tr>
<tr>
<td>EDT 6</td>
<td>Providing Support for Online Learners</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 17

MERRITT COLLEGE 2015-2017
EDT 1
Introduction to Online Teaching
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 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, blogs and wikis; best practices for online student assessment and grading; retention and motivation of online students. 0860.00
AA/AS area 4c

EDT 2
Introduction to Using Online Courseware (Moodle)
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 200 or equivalent
Acceptable for credit: CSU
Introduction to online courseware using Moodle and/or other course management systems: Creating and uploading materials, creating and importing quizzes, setting testing parameters; adding resources, web and text pages; using blogs and wikis, online discussion tools including forums and email, online glossaries, and grading tools; adding multimedia, audio, and podcasts; and basic administrative functions, including setting preferences and access. 0860.00
AA/AS 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 the face-to-face meetings; organizing course materials; automating basic activities such as quizzes, grading, and surveys; assisting students to adapt to an online environment; managing discussion threads, course documents, announcements, and grades. 0860.00
AA/AS 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 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 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
Creating multimedia content and objects for use in online course management systems: Developing videos, podcasts, video casts and other types of multimedia using open source/free tools; creating accessible multimedia. 0860.00
AA/AS 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 48NA-TZ
Selected Topics in Educational Technology
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0860.00

EDT 248NA-TZ
Selected Topics in Educational Technology
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0860.00
EMERGENCY MEDICAL TECHNICIAN (EMT)

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE OF PROFICIENCY

Emergency Medical Technician-Basic (EMT 211) is a full-semester-long course designed to prepare students for national certification as an EMT-1. Students will learn a multitude of skills including patient assessment; spinal immobilization; bleeding control; use of oxygen and airway adjuncts; and splinting techniques. Didactic lectures will cover the following areas: 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; and introduction to the role of EMS personnel within the Incident Command System.

Upon successful completion of coursework, students 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. A Certificate of Proficiency will be awarded upon satisfactory completion of EMT 211. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:

Students who complete the certificate will be able to:

- Perform the 12 mandatory skills determined by the Health and Safety Code, Title 22.
- Describe the anatomy and physiology of each major body system.
- Perform lifesaving treatment interventions for the sick/injured based on their scope of practice.
- Identify signs and symptoms of injuries/illnesses to the cardiovascular, respiratory, neurological, endocrine and skeletal systems of the human body.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 211</td>
<td>Emergency Medical Technician-Basic</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>6</td>
</tr>
</tbody>
</table>

EMT 211
Emergency Medical Technician–Basic
6 units, 4 hours lecture, 6 hours laboratory (GR or P/NP)
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.

Prerequisites: Standard First Aid or equivalent; and 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).

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 221
Paramedic
22 units, 335 term hours lecture, 144 term hours laboratory (GR or P/NP)
Course meets California Code of Regulations (Title 22) criteria. Students who successfully complete the course and internship requirements are eligible to take the National Registry Paramedic exam required for licensure within the State of California.

Prerequisites: Biol 2 and 4, or 20A and 20B
Conditions of enrollment: EMT 211 or proof of current EMT-B, NREMT-B or EMT 2 certificate (must have successfully completed an approved EMT-B or EMT 2 program and have a current card); CPR for Professional Rescuer (Red Cross), or CPR per American Heart Association Guidelines 2000 for the Healthcare Provider, or ASHI CPR PRO; Health clearances: Current immunization records for: TB within 1 year; tetanus within 1 year; MMR – Measles, mumps, rubella (childhood record OK); and hepatitis B (at least shot #1 in series) by start of class; High school diploma or GED; and California driver’s license.

Recommended preparation: Hltoc 201 and/or 202
Advanced training in operational aspects and emergency medical care techniques considered within the responsibilities of the Paramedic: Skill development in the recognition and treatment of illness and injuries, and proper procedures of emergency care. 1251.00
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
Non-degree applicable
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)

ENGL 1A
Composition and Reading
4 units, 4 hours lecture (GR)
Prerequisite: Engl 201B or ESL 21B or appropriate placement through multiple-measures assessment
Acceptable for credit: CSU, UC
Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00
AA/AS area 4a, 4d; CSU area A2; IGETC area 1A
C-ID: ENGL 100

ENGL 1B
Composition and Reading
4 units, 4 hours lecture (GR)
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00
AA/AS area 3, 4a, 4d; CSU 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
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 area 4a, 4d; CSU area A3; IGETC area 1B
C-ID: ENGL 105

ENGL 48NA-TZ
Selected Topics in English
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1501.00

ENGL 49
Independent Study in English
.5-5 units (GR)
Acceptable for credit: CSU
See section on Independent Study. 1501.00
ENGL 100
College Composition and Reading
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Engl 201B or ESL 21B or appropriate placement through multiple-measures assessment
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 area 4a, 4d

ENGL 201A
Preparation for Composition and Reading
4 units, 4 hours lecture (GR)
Prerequisite: Engl 250D/267B or 252B or 259D/269B or 292B or (292EB) or satisfactory multiple-measures assessment of writing skills, and Engl 251D/268B or 252B or 259D/269B or 293B or satisfactory multiple-measures assessment of reading skills.
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 area 4d

ENGL 201B
Preparation for Composition and Reading
4 units, 4 hours lecture (GR)
Prerequisite: Engl 201A
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 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 248NA-TZ
Selected Topics in English
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1501.00

ENGL 252A
Integrated Reading and Writing
4 units, 4 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in English 250A-D/267A-B or 251A-D/268A-B.
Non-degree applicable
Preparation in combined reading and writing instruction to ensure success in college: Integrated reading, writing, and critical thinking, using materials representing points of view and perspectives across the curriculum. 4930.20

ENGL 252B
Integrated Reading and Writing
4 units, 4 hours lecture (GR)
Prerequisite: Engl 252A
Not open for credit to students who have completed or are currently enrolled in English 250A-D/267A-B or 251A-D/268A-B.
Non-degree applicable
Continuation of ENGL 252A with further preparation in combined reading and writing instruction to ensure success in college: Integrated reading, writing, and critical thinking, using materials representing points of view and perspectives across the curriculum. 4930.20

ENGL 280A
English Fundamentals Workshop
.5-3 units, 1.5-9 hours laboratory (P/NP)
Open-entry/open-exit course: Students may enroll up to the 12th week of the semester.
Non-degree applicable
Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and support from tutors. 4930.20
**ENGL 280B**  
**English Fundamentals Workshop**  
.5-3 units, 1.5-9 hours laboratory (P/NP)  
Open-entry/open-exit course: Students may enroll up to the 12th week of the semester.  
Non-degree applicable  
Assistance with English skills: Reading, grammar, spelling, vocabulary and writing. Students work at their own pace on a program designed to meet their needs under the direction of an instructor and support from tutors.  

**ENGL 348NA-TZ**  
**Selected Topics in English**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Non-degree applicable  
See section on Selected Topics.  

**ENGLISH AS A SECOND LANGUAGE**  
**(ESL)**  
The **English as a Second Language** program offers courses designed to develop reading, writing, listening, and speaking skills to students whose native language is not English.  

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>High Beg</th>
<th>Intermediate</th>
<th>High Intermed*</th>
<th>Adv*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening/Speaking</td>
<td>283A/B</td>
<td>232A/B</td>
<td>233A/B</td>
<td>50A/B</td>
</tr>
<tr>
<td>Reading/Writing</td>
<td>285A/B</td>
<td>222A/B</td>
<td>223A/B</td>
<td>52A/B</td>
</tr>
<tr>
<td>Grammar</td>
<td>284A/B</td>
<td>215A/B</td>
<td>216A/B</td>
<td>217A/B</td>
</tr>
</tbody>
</table>

*High Intermediate and Advanced ESL courses are not currently offered at Merritt College. Please check the catalogs of Berkeley City College, College of Alameda, or Laney College for course listings.  

**ESL 215A**  
**Intermediate Grammar**  
4 units, 4 hours lecture (GR or P/NP)  
Prerequisite: ESL 252B or 284B or appropriate placement through multiple-measures assessment  
Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns.  

**ESL 215B**  
**Intermediate Grammar**  
4 units, 4 hours lecture (GR or P/NP)  
Prerequisite: ESL 215A or appropriate placement through multiple-measures assessment  
Continuation of intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns.  

**ESL 222A**  
**Intermediate Reading and Writing**  
6 units, 6 hours lecture (GR or P/NP)  
Prerequisites: ESL 251B or 285B or appropriate placement through multiple-measures assessment  
Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays.  

**ESL 222B**  
**Intermediate Reading and Writing**  
6 units, 6 hours lecture (GR or P/NP)  
Prerequisites: ESL 222A or appropriate placement through multiple-measures assessment  
Continuation of intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays.  

**ESL 232A**  
**Intermediate Listening and Speaking**  
4 units, 4 hours lecture (GR or P/NP)  
Prerequisites: ESL 250B or 283B or appropriate placement through multiple-measures assessment  
Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills.  

**ESL 48NA-TZ**  
**Selected Topics in English as a Second Language**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics.  

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ESL 232B
Intermediate Listening and Speaking
4 units, 4 hours lecture (GR or P/NP)
Prerequisites: ESL 232A or appropriate placement through multiple-measures assessment
Continuation of intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 248NA-TZ
Selected Topics in English as a Second Language
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 4830.81

ESL 283A
High Beginning Listening and Speaking
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Appropriate placement through multiple-measures assessment
Non-degree applicable
High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 283B
High Beginning Listening and Speaking
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: ESL 283A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of high beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 284A
High Beginning Grammar
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Appropriate placement through multiple-measures assessment
Non-degree applicable
High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESL 284B
High Beginning Listening and Speaking
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: ESL 284A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of high beginning level of English grammar: Basic grammar structures, sentence patterns, and parts of speech. 4930.87

ESL 285A
High Beginning Reading and Writing
6 units, 6 hours lecture (GR or P/NP)
Prerequisite: Appropriate placement through multiple-measures assessment
Non-degree applicable
High beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESL 285B
High Beginning Reading and Writing
6 units, 6 hours lecture (GR or P/NP)
Prerequisite: ESL 285A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of high beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESL 348NA-TZ
Selected Topics in English as a Second Language
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 4930.82
ENVIRONMENTAL MANAGEMENT AND TECHNOLOGY (ENVMT)

ENVIRONMENTAL MANAGEMENT FUNDAMENTALS CERTIFICATE OF PROFICIENCY

Note: This certificate is undergoing revision. Please check our website at www.merritt.edu/wp/catalog or speak with a counselor for the most current information.

The Environmental Management Fundamentals certificate program offers students an introduction to the basic concepts of environmental stewardship, provides preparation for specialized coursework, and establishes minimum qualifications for entry-level employment in related public and private agencies. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Engage in real world problem solving using psycho-social interventions that contribute to healthy communities.
• Engage in real world problem solving using concepts of ecology related to current resources such as park-lands, energy, food, water, and air.
• Use cultural assets for developing community plans, services, and program evaluation, naturalist talks and outdoor education.
• Apply an ecological assessment of existing public landscape sites, management practices and develop solutions.
• Execute the duties of entry-level environmental jobs.
• Upgrade existing position to an environmental position.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVMT 1</td>
<td>Environmental Careers</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 2L</td>
<td>Principles of Ecology and Sustainable Systems Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 8</td>
<td>Introduction to Outdoor Education</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 11</td>
<td>Sustainable Urban and Regional Planning</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 33AA</td>
<td>Introduction to Creek and Watershed Restoration: General Aspects</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 33AB</td>
<td>Introduction to Creek and Watershed Restoration: General Aspects</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 33AC</td>
<td>Introduction to Creek and Watershed Restoration: General Aspects</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 40</td>
<td>From Tree to Sea: A Bay Area Environmental Cross Section</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Units for Certificate:</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

GREENING THE URBAN ENVIRONMENT CERTIFICATE OF PROFICIENCY

The Greening the Urban Environment certificate program offers students an introduction to the technical, ecological, social, and planning fundamentals of sustainable construction projects, provides preparation for specialized coursework, and establishes minimum qualifications for entry-level employment in public and private green enterprises. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Evaluate environmental impacts of new construction vs. retrofit/remodel options, location, and construction materials and techniques, placement on site to create a sustainable design.
• Evaluate the benefits and drawbacks of specific green-building strategies for particular landscapes and public sites on a policy level.
• Identify major energy-saving design options, available solar options and water conservation systems and recycling options for a real-world application.
• Design green building, energy, water and landscape integrated environmental technology systems.
CURRICULUM PATTERNS AND COURSES

- Promote community-based sustainable urban planning solutions, both as a citizen and from within an organization or agency.

### Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVMT 1</td>
<td>Environmental Careers</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems or BIOL 13 Principles of Ecology</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 11</td>
<td>Sustainable Urban and Regional Planning</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 16</td>
<td>Introduction to Healthy Community Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 20</td>
<td>Introduction to Green Building and Ecological Design</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 20L</td>
<td>Introduction to Green Building and Energy Options laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 21</td>
<td>Sustainable Energy Options</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Units for Certificate:</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

### URBAN AGROECOLOGY CERTIFICATE OF PROFICIENCY

The Urban Agroecology certificate program offers students an introduction to the fundamentals of urban food production on small (home garden) and large (school and community garden or farm) scales. Students enrolled in the program will be on the cutting edge of the food movement and engaged in activities around alternative food production, food access for low-income communities, health issues, and practical agricultural skills. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

**Program Learning Outcomes:**
Students who complete the certificate will be able to:
- Clearly communicate through writing, speaking, listening and reading.
- Acquire, evaluate and interpret information. As a result, students will be able to solve problems relevant to their field of study.
- Demonstrate appropriate professional behavior (e.g., timeliness) and interpersonal skills (e.g., teamwork, leadership, cultural diversity).
- Demonstrate technical skills appropriate to their field of study.
- Achieve their goals relative to CTE (e.g., employment, work advancement, skill attainment).

### Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 2L</td>
<td>Principles of Ecology and Sustainable Systems Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENVMT 3</td>
<td>Social Issues in Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 5</td>
<td>Oakland Food Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 35</td>
<td>Introduction to Urban Agroecology</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 35L</td>
<td>Urban Agroecology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>LANHT 28A</td>
<td>Permaculture Design I</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Units for Certificate:</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

### ENVM 1 Environmental Careers

1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Career development strategies and exploration of what is available in emerging environmental fields: Exploration of environmental fields that are some of the fastest-growing sectors of the economy such as sustainable building, environmental policy and education, food, recycling, pollution reduction, green business, energy, transit, watershed protection, and environmental technologies. 0303.00

### ENVM 2 Introduction to Sustainable Environmental Systems

3 units, 3 hours lecture (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. 0303.00
AA/AS area 2; CSU area D; IGETC area 4
### ENVMT 2L
**Principles of Ecology and Sustainable Systems Lab**
1 unit, 3 hours laboratory (GR)
Prerequisite or corequisite: Biol 13 or Envmt 2
Also offered as Biol 13L. Not open for credit to students who have completed or are currently enrolled in Biol 13L.
Acceptable for credit: CSU, UC
Field laboratory course which identifies, measures, and tests the sustainable environmental principles discussed in ENVMT 2 or BIOL 13: Qualitative and macro/micro quantitative methods, identifying and sustaining ecosystems, nutrient cycling, geographical and aquatic ecology, population dynamics, water and energy systems, air pollution and hazardous waste, and farming methods and use of pesticides. 0303.00
CSU area B3 (with Biol 13 satisfies lab requirement); IGETC area 5C (with Biol 13 satisfies lab requirement)

### 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, food and 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), agricultural production and labor issues; perspectives of field workers, farmers, academics and food-related pop-culture writers. 0399.00
AA/AS area 2; CSU area D; IGETC area 4

### ENVMT 4
**Agricultural Literature**
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Study of food and agriculture through literature and writing: Agricultural readings of historical fiction and contemporary food writing; food journaling, writing and class discussions of how texts around food and agriculture give us insight into political and social history; examination of how food writing relates to social and personal issues of today. 0399.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3B

### ENVMT 5
**Oakland Food Culture**
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Investigation of the symbolic, social, and cultural role of edible gardens in diverse cultures and the recognition of how one's own heritage can be an asset as a gardener and designer: Field trips to Oakland gardens designed by people of different cultures, documenting the cultural diversity of food and gardens through interviews and photography. 0399.00
AA/AS 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. 0303.00

### ENVMT 9
**Early Childhood Environmental Education**
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to early childhood environmental education: Development of safe, age/developmentally-appropriate activities that connect young children with the wonder of their natural surroundings; multidisciplinary focus on environmental education and its relationship to other aspects of early childhood education such as science, literacy, art, and music curriculum; curriculum development and strategies for preparation of successful lesson plans for classrooms, schoolyards and parks. 0303.00

### ENVMT 11
**Sustainable Urban and Regional Planning**
3 units, 3 hours lecture (GR or P/NP)
Formerly offered as Emart 41.
Acceptable for credit: CSU
Survey of sustainable urban and regional planning: Overview of the problems and solutions of environmentally and socially sustainable planning of cities, suburbs, and rural areas; history, philosophies and theories of urban planning; rural land use and planning strategies; and the regional approach to planning. 0303.00
AA/AS area 2, CSU area D
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 student
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. 0303.00
AA/AS area 2, 5; CSU area D; IGETC area 4; UCB
American Cultures

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: Explorations of how “health for all” can be built into
neighborhoods and urban plans and policies; includes
field projects. 0303.00

ENVMT 18
Environmental Writing
2.5 units, 2 hours lecture, 1.5 hours laboratory (GR or
P/NP)
Acceptable for credit: CSU
Introduction to environmental writing: Application and
practice, through the use of reading and writing exercises;
technical, creative, descriptive, report and publicity
writing types commonly used in the environmental field.
0303.00

ENVMT 19
Civilization’s Impact on the Environment:
Psychology of Trashing the Earth
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Also offered as Psych 19. Not open for credit to students
who have completed or are currently enrolled in Psych
19.
Introduction to civilization’s impact on the environment:
Connections between human psychosocial development
and the creation of both environmental problems and
their solutions, and human communities and their niche
within and relative balance with the environment in past
millennia; the human psyche, its origins in nature, and
its influence on the story of life on earth; exploration of
the opportunities and obstacles to planning a sustainable
future. 0303.00
AA/AS area 2; CSU area D; IGETC area 4

ENVMT 20
Introduction to Green Building and Ecological
Design
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to green, regenerative, and natural building
materials and renovation utilizing resource conservation:
Building site selection; energy-efficient design and
construction; solar, wind, and renewable energy systems;
solid waste management and recycling; landscape design,
and water catchment and conservation; and building
rating systems. 0303.00

ENVMT 20L
Introduction to Green Building and Energy
Options Lab
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite or corequisite: Envmt 20 or 21
Acceptable for credit: CSU
Hands-on use of skills learned in Green Building
and Sustainable Energy Options, ENVMT 20 and 21:
Community and campus lab/studio projects following
the basic CSI design and construction format and showing
green methods and resources; project topics cover design
and installation of sustainable energy system devices,
water conservation and reuse and site landscape systems,
and environmentally sound building materials and
practices. 0303.00
ENVMT 21
Sustainable Energy Options
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of the many alternatives to current energy uses: Nature of the energy crisis, local and national energy policies, new job opportunities, and personal options; exploration of ways to match needs for energy with abundant supplies of renewable energy, as well as methods of conserving energy. 0303.00

ENVMT 24
Energy Conservation and Auditing
2 units, 2 hours lecture (GR or P/NP)
Formerly offered as Etech 16.
Acceptable for credit: CSU
Examination of household and large building energy usage, conservation, and rehabilitation: Energy concepts, heat-loss calculations, basic solar concepts, site selection, design improvements, appliances, and utility systems. 0303.00

ENVMT 30
Ecological Restoration: Uplands
2 units, 2 hours lecture (GR or P/NP)
Formerly offered as Envst 22.
Acceptable for credit: CSU
Survey of principles, techniques, and their applications to the practice of ecological restoration above the waterline: Emphasis on the use of native trees, grasses, shrubs, and wildflowers in the urban/suburban environment, as well as in parks and other wildlands. 0303.00

ENVMT 31
Wetlands Restoration
3 units, 3 hours lecture (GR or P/NP)
Formerly offered as Envst 25.
Acceptable for credit: CSU
Principles and practices in the development and restoration of wetlands: Seasonal wetlands, fresh- and salt-water marshlands, and field lectures in a variety of wetland environments. 0303.00

ENVMT 32
Watershed Assessment
.5-3 units, .5-3 hours lecture (GR or P/NP)
Modular (modules A-F), open-entry/open-exit course
Acceptable for credit: CSU
Course may be repeated six times for a maximum of 3 units.
Introductory and more advanced technical workshops on watershed assessment and adaptive management techniques for whole watersheds: Multiple values of water quality, quantity, habitat, and beneficial uses studied at field sites. Specific requirements for actual watershed projects provide the workshop materials. 0303.00

ENVMT 34
From Dams to Greywater: California Water Systems and Alternatives
2 units, 2 hours lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU
Study of California’s water systems and its influence on regional agricultural, industrial, and urban development and transformation of the San Francisco watershed area: Integrated study of the geography, hydrology, ecology, history, water policy, ecological agriculture, permaculture, and resource management of the San Francisco watershed area; critical analysis of the social, political, and economic forces that influenced water development and current water management challenges; and exploration of sustainable water harvesting and wastewater treatment strategies. 0303.00

ENVMT 35
Introduction to Urban Agro Ecology
3 units, 3 hours lecture (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. 0303.00

ENVMT 35L
Urban Agroecology Lab
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Practical solutions for ecological farming methods and community food security: Practical skills for creating an ecologically-based bio-intensive garden; planning, developing, and sustaining small-scale urban food gardens for diverse housing types. 0399.00
CURRICULUM PATTERNS AND COURSES

ENVMT 38A
Natural Building
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Also offered as Lanht 36A. Not open for credit to students who have completed or are currently enrolled in Lanht 36A.
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). 0303.00

ENVMT 38B
Natural Building
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Also offered as Lanht 36B. Not open for credit to students who have completed or are currently enrolled in Lanht 36B.
Acceptable for credit: CSU
Continuation of ENVMT 38A: Site assessment, design sketches, and construction of natural building roof systems and small projects (natural plasters, rammed earth). 0303.00

ENVMT 38C
Natural Building
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Also offered as Lanht 36C. Not open for credit to students who have completed or are currently enrolled in Lanht 36C.
Acceptable for credit: CSU
Continuation of ENVMT 38B: Independent student projects and construction of poured adobe flooring and natural building walls with plastering. 0303.00

ENVMT 40
From Tree to Sea: A Bay Area Environmental Cross Section
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to the outdoor environment of the San Francisco Bay watershed environment and nearby sites: Field study of ecosystems of the bay, hills, forest lands, creeks and wetlands; sampling of water quality and marine life; and explorations of sustainable cultural, ecotourism, and economic uses of the Bay environment. 0303.00

ENVMT 41
Wildlife and Watershed Restoration Gardening
1-2 units, 1-2 hours lecture (GR or P/NP)
Open-entry/open-exit course
Acceptable for credit: CSU
Course may be repeated one time for a maximum of 2 units.
Planning and implementing a garden or restoration landscape with native plants to create a refuge habitat for wildlife, and protect water quality in creeks and the San Francisco Bay: Ecology of local plant and animal communities; hands-on activities in project planning and design, plant propagation, erosion control, and invasive weed removal. 0303.00

ENVMT 42
Ecology, Culture and Stewardship of California Landscapes
1-3 units, 1-3 hours lecture (GR or P/NP)
Modular (modules A-C), open-entry/open-exit course
Acceptable for credit: CSU
Course may be repeated two times for a maximum of 3 units.
Introduction to ecological restoration and the relationships of people to local ecology, including land use history, native biota, and native landscapes: Field-class exploration of ancient and emerging stewardship knowledge from ethnobotany and art to horticulture and restoration ecology. 0303.00

ENVMT 43
Introduction to Urban Forest Products and Policy
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Introduction to the history, policy and practice of planning, caring for and using the urban forest: Tree choices, aesthetics, risk and wildfire, ecosystem, social and economic benefits, basic planting, pruning, wood product milling and sales. 0303.00

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. 0303.00
CURRICULUM PATTERNS AND COURSES

ENVMT 48NA-TZ
Selected Topics in Environmental Management and Technology
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0303.00

ENVMT 49
Independent Study in Environmental Management and Technology
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0303.00

ENVMT 50
Special Projects in Ecological Planning, Implementation and Maintenance
.5-3 units, .5-2.5 hours lecture, 0-1.5 hours laboratory (GR or P/NP)
Open-entry/open-exit course (Levels 1-4)
Formerly offered as Emart 10A-D.
Acceptable for credit: CSU
Course may be repeated for a maximum of 12 units.
Ongoing real-world projects in environmental management, funding, policy, restoration and maintenance practices for buildings, watersheds, and landscapes at public sites: The collaborative planning process; ecological assessment and development of timelines, work plans and budgets for ecological restoration; green and regenerative building; project evaluation and monitoring. 0303.00

ENVMT 210A
Environmental Photography and Photo Monitoring I
1.5 units, 1.5 hours lecture (GR or P/NP)
Introduction to environmental photography: Historical, social, and technical uses of environmental photography and image making; hands-on introduction to beginning visual and technical methods using a camera to create and edit images on a basic level. 0303.00

ENVMT 210B
Environmental Photography and Photo Monitoring II
1.5 units, 1.5 hours lecture (GR or P/NP)
Introduction to environmental photography and photo monitoring in the field: Field demonstration and projects involving selection, shooting, and editing of images; producing photo documents and shows. 0303.00

ENVMT 248NA-TZ
Selected Topics in Environmental Management and Technology
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0303.00

ENVMT 501
Sustainable Environmental Systems Projects (Non-Credit)
0 units, 3 hours lecture, 3 hours laboratory (Not graded)
Course may be repeated as necessary.
Introduction to how modern systems of industry and policy impact the quality, health and safety of communities: Practical short- and long-term ways to improve air and water quality and reduce risks from disruptions like storms, fires, and earthquakes; sustainable environmental opportunities at home and in local business, product choices, and public resources in buildings and the landscape. 0303.00

ENVIRONMENTAL STUDIES (ENVST)

ENVST 48NA-TZ
Selected Topics in Environmental Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0302.00

ENVST 49
Independent Study in Environmental Studies
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0302.00

ENVST 60A-Z
Natural History of the Bay Area
The following courses are offered under this rubric.
ENVST 60A  
**Natural History of the Bay Area: The State Parks, Part I**  
.5-7 units, .5-7 hours lecture (GR or P/NP)  
Also offered as Biol 60A. Not open for credit to students who have completed or are currently enrolled in Biol 60A.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
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 State Parks including Eastshore, Butano, Sugarloaf Ridge, and Henry W. Coe State Parks. 0302.00

ENVST 60B  
**Natural History of the Bay Area: Mt. Diablo State Park**  
1-5 units, 1-5 hours lecture (GR or P/NP)  
Also offered as Biol 60B. Not open for credit to students who have completed or are currently enrolled in Biol 60B.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
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. 0302.00

ENVST 60C  
**Natural History of the Bay Area: Herpetology**  
1-4 units, 1-4 hours lecture, (GR or P/NP)  
Also offered as Biol 60C. Not open for credit to students who have completed or are currently enrolled in Biol 60C.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Survey of the natural history of reptiles and amphibians of the Bay Area: Evolution of reptiles, amphibians and archosaurs; survey techniques for field studies and conservation strategies for the endangered herpetiles of the Bay Area; cladistics and phylogenetic studies of reptiles and amphibians; includes on-site field studies in various Bay Area state and regional parks. 0302.00

ENVST 62A-Z  
**Natural History of California**  
The following courses are offered under this rubric.

ENVST 62D  
**Natural History of Devil’s Postpile and the Eastern Sierra**  
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)  
Also offered as Biol 62D. Not open for credit to students who have completed or are currently enrolled in Biol 62D.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Introduction to the natural history of Devil’s Postpile and the Eastern Sierra: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Devil’s Postpile and the Eastern Sierra Region of California; history, archeology, and current conservation issues; emphasis on the region’s multifaceted natural history and montane plant and animal species. 0302.00

ENVST 62E  
**Natural History of the Sutter Buttes**  
.5-1.5 units, .5-1.5 hours lecture (GR or P/NP)  
Also offered as Biol 62E. Not open for credit to students who have completed or are currently enrolled in Biol 62E.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Introduction to the natural history of the Sutter Buttes: Unique geography (the only mountains in the middle of California’s Central Valley), geology, geologic history, geomorphology, and ecology of its blue oak woodlands; specially-arranged guided field sessions to the Buttes which are not open to the general public. 0302.00

ENVST 62F  
**Natural History of the Klamath-Siskiyou Mountains**  
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)  
Also offered as Biol 62F. Not open for credit to students who have completed or are currently enrolled in Biol 62F.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Introduction to the natural history of the Klamath-Siskiyou Mountains: Climate, geology, geologic history, geomorphology, plants and animals and their interactions; history and conservation issues; emphasis on the biodiversity of the region, which has the highest diversity of coniferous tree species in North America due to its being a refugium during the Ice Ages. 0302.00
ENVST 62H  
Natural History of Lassen Volcanic National Park  
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)  
Also offered as Biol 62H. Not open for credit to students who have completed or are currently enrolled in Biol 62H.  
Formerly offered as Biol 107.  
Acceptable for credit: CSU  
Introduction to the natural history of Lassen Volcanic National Park: Climate, geology, geologic history, geomorphology, plant communities, and flora and fauna and their interactions in Lassen Volcanic National Park, the most recently-active volcano in California. 0302.00

ENVST 63A-H  
Wildlife of North America  
There are currently no courses offered under this rubric.

ENVST 64A-H  
Natural History of Western North America  
There are currently no courses offered under this rubric.

ENVST 70A-H  
Natural History of Rivers  
The following courses are offered under this rubric.

ENVST 70D  
Natural History of the Owyhee River and the High Desert of Eastern Oregon  
1 unit, 1 hour lecture (GR or P/NP)  
Also offered as BIOL 70D. Not open for credit to students who have completed or are currently enrolled in BIOL 70D.  
Acceptable for credit: CSU  
Desert and river ecology of East-Central Oregon: Geography, geology, geologic history, landscapes, flora and fauna and their interactions, and river dynamics. 0302.00

ENVST 76A  
Native Americans and the Bay Area Environment: Pre-European Period  
.5-5 units, .5-5 hours lecture (GR or P/NP)  
Also offered as Natam 76A. Not open for credit to students who have completed/are currently enrolled in Natam 76A.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the pre-European period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, and resource utilization. 0302.00  
AA/AS area 2, 5 (if course taken for 3 or more units)

ENVST 76B  
Native Americans and the Bay Area Environment: Mission Period  
.5-5 units, .5-5 hours lecture (GR or P/NP)  
Also offered as Natam 76B. Not open for credit to students who have completed/are currently enrolled in Natam 76B.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the Mission period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, and impact of Spanish settlers on the land and Native peoples. 0302.00  
AA/AS area 2, 5 (if course taken for 3 or more units)
ENVST 76C  
Native Americans and the Bay Area  
Environment: Rancho and Anglo Period  
.5-5 units, .5-5 hours lecture (GR or P/NP)  
Also offered as Natam 76C. Not open for credit to students who have completed/are currently enrolled in Natam 76C.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU  
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the Rancho and Anglo period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, and impact of Spanish and Anglo settlers on the land and Native peoples. 0302.00  
AA/AS area 2, 5 (if course taken for 3 or more units)

ENVST 76D  
Native Americans and the Bay Area  
Environment: Contemporary Period  
.5-5 units, .5-5 hours lecture (GR or P/NP)  
Also offered as Natam 76D. Not open for credit to students who have completed/are currently enrolled in Natam 76D.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU  
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the contemporary period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, and impact of Spanish and Anglo settlers on the land and Native peoples. 0302.00  
AA/AS area 2, 5 (if course taken for 3 or more units)

ENVST 78A  
American Indians and the Ecology of Hopi/Navajo Land  
.5-5 units, .5-5 hours lecture (GR or P/NP)  
Also offered as Natam 78A. Not open for credit to students who have completed/are currently enrolled in Natam 78A.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU  
Study of the Colorado Plateau in the Four Corners region and the Hopi and the Navajo: Basic ecological principles; unique geology, landforms, and plant and animal life, along with Hopi/Navajo adaptations to the dry semi-desert region; pre- and post-contact comparisons, ancient Hopi presence and arrival of the relative newcomer Navajos, effects of European contact on both cultures; and current land-use conflicts. 0302.00  
AA/AS area 2, 5 (if course taken for 3 or more units)

ENVST 78B  
Lewis and Clark Expedition: Ecology and Indians, Part I  
.5-5 units, .5-5 hours lecture (GR or P/NP)  
Also offered as Natam 78B. Not open for credit to students who have completed/are currently enrolled in Natam 78B.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU  
Course traces the first half of the route of Lewis and Clark’s Corps of Discovery in 1804-06: The journey from the Missouri/Mississippi River confluence to the Continental Divide, with an emphasis on the ecology and the Indians along the path of their journey. 0302.00  
AA/AS area 2, 5 (if course taken for 3 or more units)

ENVST 80A-H  
Birds of Central California and the Bay Area  
The following courses are offered under this rubric.
**ENVST 80A**
**Raptors of Central California and the Bay Area**
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)
Also offered as Biol 80A. Not open for credit to students who have completed or are currently enrolled in Biol 80A.

Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
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. 0302.00

**ENVST 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)
Also offered as Biol 80B. Not open for credit to students who have completed or are currently enrolled in Biol 80B.

Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
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. 0302.00

**ENVST 80C**
**Fundamentals of Ornithology and Birding in Central California and the Bay Area**
.5-7 units, .5-7 hours lecture (GR or P/NP)
Also offered as Biol 80C. Not open for credit to students who have completed or are currently enrolled in Biol 80C.

Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
Acceptable for credit: CSU

Fundamentals of ornithology: Emphasis on habitats from the pelagic to the High Sierra and the birds found there. 0302.00

**ENVST 248NA-TZ**
**Selected Topics in Environmental Studies**
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 0302.00

**ETHNIC STUDIES**
(ETHST)


**FIRE SCIENCE**
(FISCI)

**FISCI 48NA-TZ**
**Selected Topics in Fire Science**
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2133.50

**FISCI 201**
**Fire Service Organization**
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 safety education, basic fire chemistry and physics, introduction to fire strategy and tactics, and Incident Command System. 2133.50

**FISCI 202**
**Fundamentals of 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 organizations, use of fire codes, identification and correction of fire hazards, the relationship of fire prevention to built-in fire protection systems, fire investigation, and fire safety education. 2133.50
CURRICULUM PATTERNS AND COURSES

FISCI 203
Building Construction for Fire Protection
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, pre-planning 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. 2133.50

FISCI 204
Fire Behavior and Combustion
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Math 250 or 251D or 253
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. 2133.50

FISCI 205
Fire Protection Equipment and 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. 2133.50

FISCI 206
Fire Fighter Safety and Public Education
3 units, 3 hours lecture (GR or P/NP)
Fundamentals of assessing fire dangers and the handling of common fires in the home and in the workplace: Common fire and health hazards, risk abatement and preparation for unforeseen fire emergencies, and roles and responsibilities in educating the public on fire safety. 2133.50

FISCI 208
Fire Fighter I Certification—Preparation A
4 units, 3 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite: Fisci 201, 202, 203, 204, and 205
Introduction to the use of firefighting 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 209
Fire Fighter I Certification—Preparation B
4 units, 3 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite: Fisci 208
Advanced 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 211
Firefighter Academy
9 units, 6 hours lecture, 9 hours laboratory (GR or P/NP)
Prerequisite: EMT 211 or EMT certification
Recommended preparation: KIN 153A and 153B
Meets Firefighter I, Rescue Systems, Confined Space, and HAZ MAT PRO 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 220
Fire Investigation
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Fisci 204
Recommended preparation: Math 250 or 251D or 253
Theory and fundamentals of fire investigation and the processes and procedures involved: Legal search and seizure; burn-pattern analysis, collection of evidence, and ignition sources; fire investigations of structures, vehicles, and wildland; report writing; and testifying in court as a fire cause and fire origin expert. 2133.50

FISCI 248NA-TZ
Selected Topics in Fire Science
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 2133.50
GEOGRAPHY (GEOG)

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 area 1; CSU 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 area B3 (with Geog 1); IGETC area 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 area 2; CSU area D; IGETC area 4

GEOG 48NA-TZ
Selected Topics in Geography
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2206.00

GEOLOGY (GEOL)

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 area 1; CSU area B1; IGETC area 5A
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 area 1; CSU area B1; IGETC area 5A
C-ID: GEOL 130

GEOL 21
Bay Area Field Studies
1-2 units, 3 hours lecture weekly for one week, and either 24 term lecture hours in the field (3 day trips for 1 unit), or 48 term lecture hours in the field (6 day trips for 2 units) to selected sites in the greater Bay Area (GR or P/NP)
Attendance in on-campus classroom lecture required in order to participate in field lectures.
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
CURRICULUM PATTERNS AND COURSES

GEOL 48NA-TZ
Selected Topics in Geology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1914.00

GEOL 49
Independent Study in Geology
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1914.00

GEOL 248NA-TZ
Selected Topics in Geology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1914.00

HEALTH EDUCATION
(HLTED)

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 area 2; CSU area E

HLTED 11
Cardiopulmonary Resuscitation
.5 units, .5 hours lecture (GR or P/NP)
Meets American Red Cross Adult, Child and Infant CPR certification requirements.
Not open for credit to students who have completed or are currently enrolled in Hlted 10.
Acceptable for credit: CSU
Introduction to CPR: 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 Area E

HLTED 48NA-TZ
Selected Topics in Health Education
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0837.00

HLTED 49
Independent Study in Health Education
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0837.00

HLTED 248NA-TZ
Selected Topics in Health Education
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 0837.00
HEALTH PROFESSIONS AND OCCUPATIONS  
(HLTOC)

HEALTHCARE INTERPRETER  
CERTIFICATE OF PROFICIENCY

The Healthcare Interpreter certificate program provides training for bilingual individuals to provide effective healthcare interpreting services. Students completing this certificate will become integral members of the healthcare team in bridging the language and cultural gap between clients and providers. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:  
The Program Learning Outcomes for this certificate are currently undergoing revision.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER (Summer Session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTOC 210</td>
<td>Survey of Healthcare Interpreting</td>
<td>.5</td>
</tr>
<tr>
<td>SECOND SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTOC 211</td>
<td>Interpreting in Health Care I</td>
<td>3</td>
</tr>
<tr>
<td>THIRD SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTOC 212</td>
<td>Interpreting in Health Care II</td>
<td>6</td>
</tr>
<tr>
<td>HLTOC 213</td>
<td>Interpreting in Health Care III</td>
<td>.5</td>
</tr>
<tr>
<td>HLTOC 214</td>
<td>Occupational Work Experience in Healthcare Interpreting (1-4)</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 12

HLTOC 48NA-TZ  
Selected Topics in Health Professions and Occupations  
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics. 1299.00

HLTOC 201  
Medical Terminology I  
2 units, 2 hours lecture (GR or P/NP)  
Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms. 1299.00

HLTOC 202  
Medical Terminology II  
2 units, 2 hours lecture (GR or P/NP)  
Recommended preparation: Hltoc 201  
Continued study of medical terminology: Terminology related to body structure, pathological conditions and diseases, operative terms and techniques, including laboratory/radiological diagnostic procedures. 1299.00

HLTOC 210  
Survey of Healthcare Interpreting  
.5 units, .5 hours lecture (GR or P/NP)  
Survey of the requirements for the Healthcare Interpreter certificate: Focus on details regarding application, admission requirements, and language fluency. 2140.00

HLTOC 211  
Interpreting in Health Care I  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Biol 23 or 25 or 20A or 24, and Hltoc 201 and/or 202  
Introductory training for bilingual individuals to provide effective healthcare interpreting: Standard interpreting practices, range of roles and responsibilities of the healthcare interpreter, ethical principles related to healthcare interpreting, and the impact of culture in the healthcare setting; emphasis on developing consecutive interpreting skills such as managing the interpreted encounter and the pre-session introduction, first-person voice, accurate and complete interpreting, and intervening in a transparent manner. 2140.00

HLTOC 212  
Interpreting in Health Care II  
6 units, 6 hours lecture (GR or P/NP)  
Prerequisite: Hltoc 211  
Training for bilingual individuals to be an integral member of the healthcare team in bridging the language and cultural gap between clients and providers: Further enhancement of interpreting skills learned in Interpreting in Health Care I, covering specialized healthcare service areas such as genetics, mental health, and death and dying. Emphasis also on the development of cultural competency in the community and workplace, and careers in interpretation. 2140.00
CURRICULUM PATTERNS AND COURSES

HLTOC 213
Interpreting in Health Care III
.5 units, .5 hours lecture (GR or P/NP)
Prerequisite: Hltoc 211
Corequisite: Hltoc 214
Continuation of interpreting in health care: Professional behavior and situational management for the healthcare interpreter; accompanies the fieldwork class, HLTOC 214. 2140.00

HLTOC 214
Occupational Work Experience in Healthcare Interpreting
1-4 units, hours to be arranged (GR or P/NP)
Corequisite: Hltoc 213
Course may be repeated one time for a maximum of 4 units.
Training of interpreters to facilitate linguistic and cultural communication between clients and healthcare providers: Fieldwork experience in application of knowledge and technical interpreting skills learned in HLTOC 211, 212 and 213; 175 hours of verified, supervised field experience in healthcare settings is required. 2140.00

HLTOC 248NA-TZ
Selected Topics in Health Professions and Occupations
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1299.00

HLTOC 250
Fluid and Electrolyte Workshop
.5 units, .5 hours lecture (P/NP)
Non-degree applicable
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.
Non-degree applicable
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 348NA-TZ
Selected Topics in Health Professions and Occupations
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 1299.00
HEALTH SCIENCES

ASSOCIATE OF SCIENCE (AS) DEGREE

To qualify for the Associate of 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.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree will be able to:
• Demonstrate a comprehensive understanding of the human body.
• Successfully perform and/or describe experiments which test hypotheses, including the collection and analysis of data.
• Demonstrate an understanding of the scientific method and applications of scientific theories to personal health.

Degree Major Requirements:

Select at least one course from each of the following four groups, for a minimum of 18 units:

<table>
<thead>
<tr>
<th>Group</th>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>BIOL 1A</td>
<td>General Biology (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 3</td>
<td>Microbiology (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 10</td>
<td>Introduction to Biology (4)</td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td>BIOL 2</td>
<td>Human Anatomy (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 4</td>
<td>Human Physiology (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 20A</td>
<td>Human Anatomy and Physiology (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 20B</td>
<td>Human Anatomy and Physiology (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology (4)</td>
<td></td>
</tr>
<tr>
<td>Group 3</td>
<td>CHEM 1A</td>
<td>General Chemistry (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 12A</td>
<td>Organic Chemistry (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 30A</td>
<td>Introductory General Chemistry (4)</td>
<td></td>
</tr>
<tr>
<td>Group 4</td>
<td>HLTED 1</td>
<td>Exploring Health Issues (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUTR 10*</td>
<td>Nutrition (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUTR 12</td>
<td>Nutrition and Disease (3)</td>
<td></td>
</tr>
</tbody>
</table>

*Total Required Units for Degree Major: 18

*Nutr 10 is the same as Biol 31 at Alameda and Biol 28 at Laney; maximum credit: one course.

HISTORY

(HIST)

HIST 2A
History of European Civilization
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
History of Western civilization to 1660: Prehistoric, Ancient, Medieval and Renaissance periods to 1660. 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3B, 4
C-ID: HIST 170

HIST 2B
History of European Civilization
3 units, 3 hours lecture (GR or P/NP)
Hist 2A is not prerequisite to Hist 2B.
Acceptable for credit: CSU, UC
History of Western civilization since 1660: 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 area 2; CSU area C2, D; IGETC area 3B, 4

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 area 2; CSU area C2, D; IGETC area 3B, 4; CSU 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 area 2; CSU area C2, D; IGETC area 3B, 4; CSU American Institutions, Group 1
C-ID: HIST 140
HIST 19
History of California
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
California’s multi-ethnic history from the pre-Spanish period to the present: Emphasis on the social and ethnic diversity of past and present California. 2205.00
AA/AS area 2, 5; CSU area C2, D; IGETC area 3B, 4

HIST 48NA-TZ
Selected Topics in History
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2205.00

HIST 49
Independent Study in History
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 2205.00

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 area 3; CSU area C2; IGETC area 3B

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

HUMAN 48NA-TZ
Selected Topics in Humanities
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1599.00

HUMAN 49
Independent Study in Humanities
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1599.00

HUMAN 248NA-TZ
Selected Topics in Humanities
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1599.00
KINESIOLOGY  
(KIN)

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, which 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 which is most appropriate for their skill level. Students may then progress through the series of courses as personal skill develops.

For Intercollegiate Athletics Courses – See Athletics (ATHL)

PERSONAL TRAINER  
CERTIFICATE OF PROFICIENCY

The Personal Trainer certificate program prepares students for a career in personal fitness training. The program emphasizes the development of skills and acquisition of knowledge in the areas of cardiovascular health, strength, flexibility, nutrition programs, exercise science, and body composition assessment. Trainers will be ready to apply and interpret this experience and knowledge to provide fitness recommendations for their clients. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Perform a comprehensive health-related fitness assessment and design a fitness program for each phase of training.
• Provide basic nutritional recommendations.
• Evaluate and perform selected exercises and series of exercises.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>KIN 58A</td>
<td>Fitness Center Strength Training I - Fundamentals</td>
<td>.5</td>
</tr>
<tr>
<td>KIN 140</td>
<td>Fitness for Personal Trainers</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 10</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units for Certificate:</strong></td>
<td>14.5</td>
</tr>
</tbody>
</table>

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 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 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 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 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 area E
### CURRICULUM PATTERNS AND COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Type</th>
<th>Acceptable for Credit</th>
<th>Activity Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 54B</td>
<td>Cross Fitness II – Beginning</td>
<td>1</td>
<td>3</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00</td>
</tr>
<tr>
<td>KIN 54C</td>
<td>Cross Fitness III – Intermediate</td>
<td>1</td>
<td>3</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>This course employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00</td>
</tr>
<tr>
<td>KIN 54D</td>
<td>Cross Fitness IV – Experienced</td>
<td>1</td>
<td>3</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>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</td>
</tr>
<tr>
<td>KIN 58A</td>
<td>Fitness Center Strength Training I – Fundamentals</td>
<td>.5</td>
<td>2</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Instruction of fundamental techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00</td>
</tr>
<tr>
<td>KIN 58B</td>
<td>Fitness Center Strength Training II – Beginning</td>
<td>.5</td>
<td>2</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Instruction of beginning techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00</td>
</tr>
<tr>
<td>KIN 58C</td>
<td>Fitness Center Strength Training III – Intermediate</td>
<td>.5</td>
<td>2</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Instruction of intermediate techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00</td>
</tr>
<tr>
<td>KIN 58D</td>
<td>Fitness Center Strength Training IV – Experienced</td>
<td>.5</td>
<td>2</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Instruction of experienced techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00</td>
</tr>
<tr>
<td>KIN 60A</td>
<td>Circuit Training for Strength I – Fundamentals</td>
<td>1</td>
<td>3</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00</td>
</tr>
<tr>
<td>KIN 60B</td>
<td>Circuit Training for Strength II – Beginning</td>
<td>1</td>
<td>3</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00</td>
</tr>
<tr>
<td>KIN 60C</td>
<td>Circuit Training for Strength III – Intermediate</td>
<td>1</td>
<td>3</td>
<td>Labor</td>
<td>CSU, UC</td>
<td>Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00</td>
</tr>
</tbody>
</table>
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 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 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 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 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 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 area E

KIN 74B  
**Badminton II – Beginning**  
1 unit, 4 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC  
Activity class: Beginning principles and fundamentals in badminton. 0835.00  
CSU 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 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 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 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 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 area E
CURRICULUM PATTERNS AND COURSES

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 area E

KIN 86A
Flag Football I – Fundamentals
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic introduction to flag football skills. 0835.00
CSU area E

KIN 86B
Flag Football II – Beginning
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic introduction of flag football fundamentals. 0835.00
CSU area E

KIN 86C
Flag Football III – Intermediate
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic intermediate introduction of flag football techniques. 0835.00
CSU area E

KIN 86D
Flag Football IV – Competitive
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic advanced competition in flag football development. 0835.00
CSU area E

KIN 100A
Golf I – Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Fundamental golf strokes with irons and woods; rules, etiquette, and selection and care of equipment. 0835.00
CSU area E

KIN 100B
Golf II – Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Beginning golf strokes with irons and woods; rules, etiquette, and selection and care of equipment. 0835.00
CSU area E

KIN 100C
Golf III – Intermediate
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Intermediate golf strokes with irons and woods; rules, etiquette, and selection and care of equipment. 0835.00
CSU area E

KIN 100D
Golf IV – Advanced
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Advanced golf strokes with irons and woods; rules, etiquette, and selection and care of equipment. 0835.00
CSU 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 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 area E
KIN103C  
**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 area E  

KIN103D  
**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 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 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 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 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 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 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 area E  

KIN 140  
**Fitness for Personal Trainers**  
3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC  
Activity class: Conditioning through the use of exercises and apparatus: Emphasis on overall improvement of the cardiovascular system; focus on strength, flexibility, nutrition programs, knowledge of exercise science and body composition assessment; application of knowledge to provide fitness recommendations to clients. 0835.20  
CSU area E  

KIN 150  
**Introduction to Kinesiology**  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Activity class: Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychological foundations. 0835.00  
CSU area E
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 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 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. This two-year program is designed to prepare students for employment in the field of Landscape Horticulture.

One or more certificates in Landscape Horticulture will be awarded upon satisfactory completion of the requirements listed below. Certificates at the Basic, Intermediate, and Specialist/Professional levels are available. This program is designed to lead to a vocational competency-based Associate in Science degree or transfer to a four-year institution. Graduates can find employment in landscape design and construction, landscape maintenance, nurseries, and golf and sports turf-related fields. Courses are offered during both the day and evening.

Certificates of Achievement will be awarded upon satisfactory completion of any of the Level A, B, or C Certificate of Achievement requirements. An Associate of Science (AS) degree will be awarded upon satisfactory completion of the requirements of one of the Level C certificates and the local AA/AS General Education requirements.

The following Certificates of Achievement are available:

**Level A: Basic Landscape Horticulture**

**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.

**Landscape Design and Construction Track:**
Level B: Intermediate Landscape Design and Construction
Level C: Landscape Design and Construction Specialist*

**Landscape and Parks Maintenance Track:**
Level B: Intermediate Landscape and Parks Maintenance
Level C: Landscape and Parks Maintenance Specialist*

**Nursery Management Track:**
Level B: Intermediate Nursery Management
Level C: Nursery Management Specialist*

*Note: An Associate of Science (AS) degree is available for any of the Level C certificates with satisfactory completion of the local AA/AS General Education requirements.

The certificate in Basic Landscape Horticulture is intended for those students who are limited 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. An advanced certificate in the Landscape Design and Construction track enables students to find employment with landscape design and construction firms, as independent landscape designers, or, with state certification, as landscape contractors. Students with a certificate in the Nursery Management track can find employment in local retail and wholesale nurseries. 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.

In addition to the above programs, Merritt College also offers an AA degree in Landscape Architecture and a Certificate of Proficiency in Permaculture Design. The Certificate of Proficiency is not indicated on the student’s transcript.

**LEVEL A. BASIC LANDSCAPE HORTICULTURE CERTIFICATE OF ACHIEVEMENT**

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. 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 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.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).
Program Learning Outcomes:
Students who complete the certificate will be able to:
• Create and maintain landscapes that provide basic human comfort and livability.
• Create and maintain landscapes that respect and respond to regional ecology, including plant community dynamics, soil mediums, water and moisture requirements, and sustainable potential in Bay Area environments.
• Communicate basic horticulture concepts to clients, contractors, and public agencies.

Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day) or Introduction to Landscape Horticulture (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
<td>2.5</td>
</tr>
<tr>
<td>LANHT 26</td>
<td>Pruning</td>
<td>.5</td>
</tr>
</tbody>
</table>

Select one plant ID course from the following:
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 6A or 6B or 6EA or 6EB or 7 or 7E or 40 or 40E 3

Select one course 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) 3

Select one course from the following:
LANHT 10 Insects: Identification and Management (3)
LANHT 11 Plant Diseases and Their Control (3)
LANHT 12 Weeds in the Urban Landscape (3) 3

Select one course from the following:
LANHT 16 Soil Management (3)
LANHT 19 Plant Nutrition (3) 3

Level A Total Required Units: 18

LANDSCAPE DESIGN AND CONSTRUCTION TRACK:

LEVEL B. INTERMEDIATE LANDSCAPE DESIGN AND CONSTRUCTION CERTIFICATE OF ACHIEVEMENT

The Intermediate Landscape Design and Construction certificate program trains students to work in the field of landscape design/build. The curriculum provides studies in design, construction, plant ID, and basic horticulture, topics that help a student obtain employment in the field, and provide foundational training towards becoming licensed landscape contractors and related specialties. 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 Design and Construction certificate. The Level B certificate includes some Level A requirements to provide the appropriate foundations for this track.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Design and build landscapes that provide basic human comfort and livability, and meet client functional and financial needs.
• Design and build landscapes that respond to regional ecology.
• Communicate landscape design concepts to clients, contractors, and public agencies.
Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day)</td>
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<td></td>
<td>or</td>
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<tr>
<td>LANHT 1E</td>
<td>Introduction to Landscape Horticulture (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 14</td>
<td>Landscape Construction with Lab (Day)</td>
<td></td>
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<td></td>
<td>or</td>
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<tr>
<td>LANHT 14E</td>
<td>Landscape Construction (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 18A</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 18LA</td>
<td>Landscape Design Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>LANHT 18B</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 18LB</td>
<td>Landscape Design Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
<td>2.5</td>
</tr>
<tr>
<td>LANHT 29</td>
<td>Planting Design with Lab (Day)</td>
<td>(3)</td>
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<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>LANHT 29E</td>
<td>Planting Design (Evening) (4)</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Select two plant ID courses from the following:*  
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 6A or 6B or 6EA or 6EB or 7 or 7E or 40 or 40E  
6 units

Select a minimum of 3 units from the following:*  
LANHT 8  | Turf ID, Culture and Management with Lab (Day) (3)                  |       |
|          | or                                                                     |       |
| LANHT 8E | Turf ID, Culture and Management (Evening) (3)                        |       |
| LANHT 9A | SketchUp Pro I (3)                                                   |       |
| LANHT 13 | Arboriculture with Lab (Day)                                         | (3)   |
|          | or                                                                     |       |
| LANHT 13E| Arboriculture (Evening) (3)                                          |       |
| LANHT 31 | Site Operations for Landscape Designers and Builders (3)            |       |
| LANHT 33A| Design Evaluation of Bay Area Landscapes (3)                        |       |
| LANHT 34A| Computer-Assisted Landscape Design (3)                              |       |
| LANHT 35A-B| Advanced Landscape Design                                        | 3     |
|          | (3-3)                                                                  |       |

Level B Total Required Units: 28.5-29.5

*Select course(s) not previously taken.

LEVEL C. LANDSCAPE DESIGN AND CONSTRUCTION SPECIALIST
ASSOCIATE OF SCIENCE (AS) DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Landscape Design and Construction Specialist degree and certificate 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 of 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

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.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree or certificate will be able to:

• Design and build landscapes that provide basic human livability, meet client functional and financial needs, and support community health and well-being.
• Design and build landscapes that respond to regional ecology, and support principles of sustainability.
• Communicate landscape design and building concepts to clients, contractors, and public agencies through electronic media, reports, graphic representation, and spoken presentations.
Degree Major/Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>Level B Intermediate Landscape Design and</td>
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<tr>
<td></td>
<td>Construction Required Units:</td>
<td>28.5-29.5</td>
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<td></td>
<td>Plus Level C Requirements:</td>
<td></td>
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<tr>
<td></td>
<td>LANHT 17 Irrigation with Lab (Day)</td>
<td>28.5-29.5</td>
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<tr>
<td></td>
<td>or LANHT 17E Irrigation (Evening)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select one additional plant ID course from the following:*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 6A or 6B or 6EA or 6EB or 7 or 7E or 40 or 40E 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select a minimum of 6 units from the following:*</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>LANHT 8 Turf ID, Culture and Management with Lab (Day) (3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>or LANHT 8E Turf ID, Culture and Management (Evening) (3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>LANHT 13 Arboriculture with Lab (Day) (3)</td>
<td>6</td>
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<tr>
<td></td>
<td>or LANHT 13E Arboriculture (Evening) (3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>LANHT 31 Site Operations for Landscape Designers and Builders (3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>LANHT 33A Design Evaluation of Bay Area Landscapes (3)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>LANHT 34A-C Computer-Assisted Landscape Design (3-3-3)</td>
<td>6</td>
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<tr>
<td></td>
<td>LANHT 35A-B Advanced Landscape Design (3-3)</td>
<td>6</td>
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<tr>
<td></td>
<td>Level C Total Required Units:</td>
<td>40.5-41.5</td>
</tr>
</tbody>
</table>

*Select course(s) not previously taken.

Recommended:

- 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)

LANDSCAPE AND PARKS MAINTENANCE TRACK:

LEVEL B. INTERMEDIATE LANDSCAPE AND PARKS MAINTENANCE CERTIFICATE OF ACHIEVEMENT

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.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:

Students who complete the certificate will be able to:

- Maintain landscapes to maximize their basic human comfort and livability.
- Maintain landscapes that require low water use and support regional ecology.
- 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.
### Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Introduction to Landscape Horticulture (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 8</td>
<td>Turf ID, Culture and Management with Lab (Day)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Turf ID, Culture and Management (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 13</td>
<td>Arboriculture with Lab (Day)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Arboriculture (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
<td>2.5</td>
</tr>
<tr>
<td>LANHT 26</td>
<td>Pruning</td>
<td>0.5</td>
</tr>
<tr>
<td>LANHT 201</td>
<td>Landscape Maintenance Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two plant ID courses from the following:*  
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 6A or 6B or 6EA or 6EB or 7 or 7E or 40 or 40E  

Select two courses from the following:*  
LANHT 10  Insects: Identification and Management (3)  
LANHT 11  Plant Diseases and Their Control (3)  
LANHT 12  Weeds in the Urban Landscape (3)  

Select one course from the following:*  
LANHT 16  Soil Management (3)  
LANHT 19  Plant Nutrition (3)  

*Select course(s) not previously taken.

**Level B Total Required Units:** 30

### Recommended:

Lanht 206, Landscape Business Practices (3)

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### Level C. Landscape and Parks Maintenance Specialist

**Associate of Science (AS) Degree and Certificate of Achievement**

The Landscape and Parks Maintenance Specialist degree and certificate 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 of 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

**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 AS degree or Certificate of Achievement.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

### Program Learning Outcomes:

Students who complete the degree or certificate will be able to:

- Maintain landscapes to maximize their basic human comfort and livability.
- Maintain landscapes to support regional ecology, low water use, and sustainable potential in Bay Area environments.
- Employ maintenance practices that minimize the use of power tools, dumping of green waste, and vehicle use.
CURRICULUM PATTERNS AND COURSES

Degree Major/Certificate of Achievement Requirements:
Dept/No. Title Units
Level B Intermediate Landscape Parks and Maintenance Required Units: 30
Plus Level C Requirements:
LANHT 21 Horticultural Equipment Operation, Maintenance and Repair 2
Select one additional plant ID course from the following:*
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 6A or 6B or 6EA or 6EB or 7 or 7E or 40 or 40E 3
Select one additional course from the following:*
LANHT 10 Insects: Identification and Management (3)
LANHT 11 Plant Diseases and Their Control (3)
LANHT 12 Weeds in the Urban Landscape (3) 3
Select one additional course from the following:*
LANHT 16 Soil Management (3)
LANHT 19 Plant Nutrition (3) 3
Level C Total Required Units: 41

*Select course(s) not previously taken.

Recommended:
Lanht 54, Integrated Pest Management (1)
Lanht 206, Landscape Business Practices (3)

NURSERY MANAGEMENT TRACK

LEVEL B: INTERMEDIATE NURSERY MANAGEMENT CERTIFICATE OF ACHIEVEMENT

The Intermediate Nursery Management certificate 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.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Perform basic tasks and state-of-the-art operations of a professional nursery person.
• Identify plants by botanical name and evaluate their suitability for use in private and public landscapes.
• Evaluate plant stock in terms of its regional origins, water-use requirements, and sustainable potential in Bay Area environments.
• Identify individual organisms and apply biological systems including plants, fungi, microorganisms, animals, and people to local gardens.
Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day) or</td>
<td></td>
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<tr>
<td></td>
<td>or LANHT 1E Introduction to Landscape Horticulture (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 16</td>
<td>Soil Management</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 19</td>
<td>Plant Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
<td>2.5</td>
</tr>
<tr>
<td>LANHT 24</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 25</td>
<td>Nursery Management</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 26</td>
<td>Pruning</td>
<td>.5</td>
</tr>
</tbody>
</table>

Select two plant ID courses from the following:*
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 6A or 6B or 6EA or 6EB or 7 or 7E or 40 or 40E 6

Select two courses from the following:* 
LANHT 10 Insects: Identification and Management (3)
LANHT 11 Plant Diseases and Their Control (3)
LANHT 12 Weeds in the Urban Landscape (3) 6

Level B Total Required Units: 30

*Select course(s) not previously taken.

LEVEL C. NURSERY MANAGEMENT SPECIALIST

ASSOCIATE OF SCIENCE (AS) DEGREE AND CERTIFICATE OF ACHIEVEMENT

The Nursery Management Specialist degree and certificate 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 of 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 AA/AS overall requirements and the local AA/AS General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Note: Students must satisfactorily complete the Level B Intermediate Nursery Management requirements to qualify for the Level C Nursery Management Specialist AS degree or Certificate of Achievement.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree or certificate will be able to:

• Perform state-of-the-art sustainable operations of a professional nursery person in both wholesale and retail nursery operations.

• Demonstrate ability to grow and/or maintain nursery stock including basic nursery propagation, soils, watering systems, fertilizers, pest and disease control, and plant evaluation.

• Demonstrate knowledge of all aspects of nursery management including the basics of financial, site operations, personnel, and marketing aspects.
**CURRICULUM PATTERNS AND COURSES**

Degree Major/Certificate of Achievement

**Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td><strong>Level B Intermediate Nursery Management</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Required Units:</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Plus Level C Requirements:**

- **LANHT 52** Special Projects in Plant Propagation 3
- **Select one additional plant ID course from the following:**
  - **LANHT 2** or **2E** or **3** or **4** or **4E** or **5A** or **5B** or **5EA** or **5EB** or **6A** or **6B** or **6EA** or **6EB** or **7** or **7E** or **40** or **40E** 3
- **Select three additional courses from the following:**
  - **LANHT 10** Insects: Identification and Management (3)
  - **LANHT 11** Plant Diseases and Their Control (3)
  - **LANHT 12** Weeds in the Urban Landscape (3)
  - **LANHT 16** Soil Management (3)
  - **LANHT 19** Plant Nutrition (3)

**Level C Total Required Units:** **45**

*Select course(s) not previously taken.

**LANDSCAPE ARCHITECTURE ASSOCIATE OF ARTS (AA) DEGREE**

The Landscape Architecture 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, 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 of 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 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:**

Students who complete the degree will be able to:

- Design landscapes that provide basic human comfort and livability.
- Design landscapes that respond to and support regional ecology.
- Communicate landscape design and building concepts to clients, contractors, and public agencies through written reports, drawings, graphic images, and oral presentations.

**Degree Major Requirements:**

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<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td><strong>Core Courses:</strong></td>
<td><strong>3</strong></td>
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<tr>
<td></td>
<td><strong>LANHT 18A</strong> Landscape Design</td>
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<tr>
<td></td>
<td><strong>LANHT 18LA</strong> Landscape Design Laboratory</td>
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<td></td>
<td><strong>LANHT 18B</strong> Landscape Design</td>
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<td></td>
<td><strong>LANHT 18LB</strong> Landscape Design Laboratory</td>
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<td></td>
<td><strong>LANHT 29</strong> Planting Design with Lab (Day) (3)</td>
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<td><strong>Select one course for 3 units from the following:</strong></td>
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<td></td>
<td><strong>LANHT 10</strong> Insects: Identification and Management (3)</td>
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<td></td>
<td><strong>LANHT 11</strong> Plant Diseases and Their Control (3)</td>
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<td><strong>LANHT 12</strong> Weeds in the Urban Landscape (3)</td>
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<td><strong>LANHT 16</strong> Soil Management (3)</td>
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<td><strong>LANHT 19</strong> Plant Nutrition (3)</td>
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<td></td>
<td><strong>LANHT 210A</strong> Landscape Design Forum I</td>
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<td></td>
<td><strong>LANHT 2</strong> Plant Materials: Tree ID and Culture with Lab (Day) (3)</td>
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<td></td>
<td><strong>LANHT 2E</strong> Plant Materials: Tree ID and Culture (Evening) (3)</td>
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<td></td>
<td><strong>LANHT 60A</strong> Freehand Drawing for Landscape Designers I</td>
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<td></td>
<td><strong>LANHT 27A</strong> Landscape Construction with Lab (Day) (3)</td>
<td></td>
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<tr>
<td></td>
<td><strong>LANHT 27E</strong> Landscape Construction (Evening) (3)</td>
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<td></td>
<td><strong>LANHT 5A</strong> Plant Materials: Fall Native Plant ID and Culture with Lab (Day) (3)</td>
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<td></td>
<td><strong>LANHT 5B</strong> Plant Materials: Spring Native Plant ID and Culture with Lab (Day) (3)</td>
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<td></td>
<td><strong>LANHT 5EA</strong> Plant Materials: Fall Native Plant ID and Culture (Evening) (3)</td>
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<td></td>
<td><strong>LANHT 5EB</strong> Plant Materials: Spring Native Plant ID and Culture (Evening) (3)</td>
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<td></td>
<td><strong>LANHT 40</strong> Plant Materials: Mediterranean, South African and Australian Plant ID and Culture with Lab (Day) (3)</td>
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<tr>
<td></td>
<td><strong>LANHT 40E</strong> Plant Materials: Mediterranean, South African and Australian Plant ID and Culture (Evening) (3)</td>
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<td><strong>LANHT 14</strong> Landscape Construction with Lab (Day) (3)</td>
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<td></td>
<td><strong>LANHT 14E</strong> Landscape Construction (Evening) (3)</td>
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<td></td>
<td><strong>LANHT 17</strong> Irrigation with Lab (Day) (3)</td>
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<td></td>
<td><strong>LANHT 17E</strong> Irrigation (Evening) (3)</td>
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</tbody>
</table>

**Total Required Units for Degree Major:** **40-41**
PERMACULTURE DESIGN
CERTIFICATE OF PROFICIENCY

The Permaculture Design certificate program is designed to train students to work on the design, maintenance, and harvesting of a ten-year old, one-acre student farm/food forest. Students will also acquire a firm foundation in horticultural basics as well as have the opportunity to round out their ecological gardening skills by taking related classes in mushroom cultivation, beneficial beasts, and natural building.

A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Design gardens that merge landscape design, sustainable agriculture and applied ecology for people and organisms.
• Identify individual organisms and apply biological systems including plants, fungi, microorganisms, animals, and people to local gardens.
• Manage the infrastructure web of social/ecological gardens, including people and plant communities, animal systems, soil generation, solar, and water systems.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day) or Introduction to Landscape Horticulture (Evening)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
<td>2.5</td>
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<tr>
<td>LANHT 28A</td>
<td>Permaculture Design I</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 28B</td>
<td>Permaculture Design II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select a minimum of 6 units from the following:
- LANHT 18A Landscape Design (3) and LANHT 18LA Landscape Design Laboratory (1)
- LANHT 18B Landscape Design (3) and LANHT 18LB Landscape Design Laboratory (1)
- LANHT 36A-C Natural Building (3-3-3)
- LANHT 45A-C Mushroom Cultivation I, II, III (2-2-2)
- LANHT 46 Cycles of Land Use: East Bay Field Studies and Interpretation (3)
- LANHT 54 Integrated Pest Management (1)
- LANHT 76 Edible Landscaping (3)
- LANHT 208A-C Growing and Using Healthful Herbs (2-2-2)
- LANHT 211A-C Beneficial Beasts in the Garden and Landscape (2-2-2) 6

Total Required Units for Certificate: 17.5

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 area 1

AA/AS 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 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 1E, and 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. The lab includes planting, garden renovation, classroom demonstrations, and field trips to prominent Bay Area landscapes. 0109.00

LANHT 2E
Plant Materials: Tree ID and Culture (Evening)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 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 3
Plant Materials: Ground Covers and Vines ID and Culture with Lab (Day)
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 3E.
Acceptable for credit: CSU, UC
Identification and culture of groundcovers and vines 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

LANHT 3E
Plant Materials: Ground Covers and Vines ID and Culture (Evening)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 3.
Acceptable for credit: CSU, UC
Identification and culture of groundcovers and vines 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 1E, and 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
LANHT 4E  
Plant Materials: Shrubs ID and Culture  
(Evening)  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Lanht 1 or 1E, and 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 5EA  
Plant Materials: Fall Native Plant ID and Culture  
(Evening)  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Lanht 1 or 1E, and 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 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 1E, and 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 1E, and 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

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 1E, and 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

LANHT 6A  
Plant Materials: Fall Herbaceous Plant ID and Culture with Lab (Day)  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Recommended preparation: Lanht 1 or 1E, and 23  
Not open for credit to students who have completed or are currently enrolled in Lanht 6EA.  
Acceptable for credit: CSU  
Identification and culture of fall blooming herbaceous plants used in the landscape: 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
LANHT 6B
Plant Materials: Spring Herbaceous Plant ID and Culture with Lab (Day)
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 6EB.
Acceptable for credit: CSU
Identification and culture of spring blooming herbaceous plants used in the landscape: 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

LANHT 7
Plant Materials: Conifer ID and Culture with Lab (Day)
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 7E.
Acceptable for credit: CSU
Identification and culture of conifers used in the landscape: Climate, soil, and water preferences; garden culture, pest and disease problems; pruning and propagation. The lab includes planting, garden renovation, classroom demonstrations, and field trips to prominent Bay Area landscapes. 0109.00

LANHT 6EA
Plant Materials: Fall Herbaceous Plant ID and Culture (Evening)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 6A.
Acceptable for credit: CSU
Identification and culture of fall blooming herbaceous 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 7E
Plant Materials: Conifer ID and Culture (Evening)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 7.
Acceptable for credit: CSU
Identification and culture of conifers used in the landscape: Climate, soil, and water preferences; garden culture, pest and disease problems; pruning and propagation. Slide presentations substituted for lab. 0109.00

LANHT 6B
Plant Materials: Spring Herbaceous Plant ID and Culture (Evening)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 6B.
Acceptable for credit: CSU
Identification and culture of spring blooming herbaceous 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 8
Turf ID, Culture and Management with Lab (Day)
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Lanht 1 or 1E, and 23
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. The lab includes turf establishment, turf renovation, turf equipment, and field trips to locations using turf such as golf courses, athletic fields and sports complexes. 0109.40
LANHT 8E  
Turf ID, Culture and Management (Evening)  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Lanht 1 or 1E, and 23  
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 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 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 area 4c

LANHT 10  
Insects: Identification and Management  
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)  
Recommended preparation: Lanht 1 or 1E  
Acceptable for credit: CSU  
Study of local insects, especially those associated with ornamental/landscape plants: Emphasis on biology and identification of pests and beneficial insects; identification of associated plant damage; principles and methods of integrated pest management; methods of collecting and preserving insects. 0109.00

LANHT 11  
Plant Diseases and Their Control  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Lanht 1 or 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 1E, and 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 1E, and 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. The lab includes pruning, staking, fruit-tree twig identification, and field trips to perform tree-hazard evaluations, tree valuations, and to diagnose tree problems. 0109.00

LANHT 13E  
Arboriculture (Evening)  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Lanht 1 or 1E, and 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 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 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 15
Botany
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Also offered as Biol 5. Not open for credit to students who have completed or are currently enrolled in Biol 5.
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. 0109.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

LANHT 16
Soil Management
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: Lanht 1 or 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 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 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
Offered as Lanht 22A through Fall 2015. Course number changed to Lanht 18LA effective Spring 2016. Not open for credit to students who have completed or are currently enrolled in Lanht 22A.
Acceptable for credit: CSU
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 18LA
Corequisite: Lanht 18B
Offered as Lanht 22B through Fall 2015. Course number changed to Lanht 18LB effective Spring 2016. Not open for credit to students who have completed or are currently enrolled in Lanht 22B.
Acceptable for credit: CSU
Hands-on application of the concepts presented in LANHT 18B (Landscape Design): Principles of sustainable and low-impact design; advanced drawing techniques; horizontal and vertical measuring; cost estimating; 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 1E, and 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 21
Horticultural Equipment Operation, Maintenance and Repair
2 units, 2 hours lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU
Basic principles of small engine operation: Engine parts, scheduling maintenance, troubleshooting engine problems, performing repairs, and safety; use of tools powered by small gas engines (lawn mowers, edgers, blowers, tillers, brush cutters, lawn aerators, chainsaws, tractors, trenchers, weed eaters, and others). 0109.00

LANHT 22A
Landscape Design Laboratory
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite or corequisite: Lanht 18A
Course number changed to Lanht 18LA effective Spring 2016. See listing for Lanht 18LA if taking in Spring 2016 or later.
Acceptable for credit: CSU
Hands-on application of concepts presented in LANHT 18A: 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 22B
Landscape Design Laboratory
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite: Lanht 22A
Prerequisite or corequisite: Lanht 18B
Course number changed to Lanht 18LB effective Spring 2016. See listing for Lanht 18LB if taking in Spring 2016 or later.
Acceptable for credit: CSU
Hands-on application of the concepts presented in LANHT 18B (Landscape Design): Advanced drawing techniques (perspective and axonometric); topographic measuring in the field; and preparation of the following designs/plans: a landscape design in a selected historical or contemporary style, simple grading plans, preliminary landscape cost estimates, and installation-ready planting plans. 0109.10

LANHT 23
Plant Terminology
2.5 units, 2.5 hours lecture (GR or P/NP)
Acceptable for credit: CSU
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 1E, and 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 1E, and 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 18LA, and 2 or 2E, and 3 or 3E, and 4 or 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 22A, and 3 or 3E, and 2 or 2E or 4 or 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 31  
*Site Operations for Landscape Designers and Builders*  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
Site operations and procedures essential for landscape designers and builders to execute a design in the field: Slope analysis, cut and fill calculations, layout and staking, measuring, operating a transit level, and cost estimating. 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  
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  
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 area 2

LANHT 34A  
Computer-Assisted Landscape Design  
3 units, 3 hours lecture, 1 hour laboratory (GR or P/NP)  
Recommended preparation: Lanht 18A and 22A  
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 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: Constructing and editing 3D models and landforms, and perspective and axonometric plans. 0109.10  
AA/AS 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: 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 area 4c

LANHT 35A  
Advanced Landscape Design  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Prerequisite: Lanht 22B  
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 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)  
Also offered as Envmt 38A. Not open for credit to students who have completed or are currently enrolled in Envmt 38A.  
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)  
Also offered as Envmt 38B. Not open for credit to students who have completed or are currently enrolled in Envmt 38B.  
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)
Also offered as Envmt 38C. Not open for credit to students who have completed or are currently enrolled in Envmt 38C.
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 1E, and 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

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 1E, and 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 45B
Mushroom Cultivation II
2 units, 1 hours 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; laboratory covers capture and ramping-up methods, translation of lab methods to field use. 0109.00

LANHT 45C
Mushroom Cultivation III
2 units, 1 hours 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; laboratory covers capture and ramping-up methods, translation of lab methods to field use. 0109.00

LANHT 46
Cycles of Land Use: East Bay Field Studies and Interpretation
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Study of the plant systems and human communities of the East Bay: Integrated study of the geology, hydrology, topography, botany, ecology, cultural history, and resource management of the local landscape; application of principles and practices of landscape design and ecological restoration; and use of field studies, mapping, oral histories, and source materials to strengthen one’s connection to the area’s past, present, and future. 0109.00

LANHT 48NA-TZ
Selected Topics in Landscape Horticulture
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0109.00

LANHT 49
Independent Study in Landscape Horticulture
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 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 51A
Natural Landscape Interpretation
.5 units, 32 term hours laboratory (GR or P/NP)
Modular, open-entry/open-exit course: Four-day field studies trip to each different locale.
Acceptable for credit: CSU
Dominant and typical plant constituents of each vegetation unit in California focusing on those species currently used in the nursery industry: Emphasis on continental provinces (warm interior, lower latitude and altitude); merging of habitat, soil and climatic factors with plant species to establish appropriate natural and horticultural context. 0109.00

LANHT 51B
Natural Landscape Interpretation
.5 units, 32 term hours laboratory (GR or P/NP)
Modular, open-entry/open-exit course: Four-day field studies trip to each different locale.
Acceptable for credit: CSU
Dominant and typical plant constituents of each vegetation unit in California focusing on those species currently used in the nursery industry: Emphasis on continental provinces (cold interior, high latitude and altitude); merging of habitat, soil and climatic factors with plant species to establish appropriate natural and horticultural context. 0109.00

LANHT 51C
Natural Landscape Interpretation
.5 units, 32 term hours laboratory (GR or P/NP)
Modular, open-entry/open-exit course: Four-day field studies trip to each different locale.
Acceptable for credit: CSU
Dominant and typical plant constituents of each vegetation unit in California focusing on those species currently used in the nursery industry: Emphasis on continental provinces (warm interior, lower latitude and altitude); merging of habitat, soil and climatic factors with plant species to establish appropriate natural and horticultural context. 0109.00

LANHT 51D
Natural Landscape Interpretation
.5 units, 32 term hours laboratory (GR or P/NP)
Modular, open-entry/open-exit course: Four-day field studies trip to each different locale.
Acceptable for credit: CSU
Dominant and typical plant constituents of each vegetation unit in California focusing on those species currently used in the nursery industry: Emphasis on continental provinces (cold interior, high latitude and altitude); merging of habitat, soil and climatic factors with plant species to establish appropriate natural and horticultural context. 0109.00

LANHT 52
Special Projects in Plant Propagation
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite: 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 54
Integrated Pest Management
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to integrated pest management as a viable alternative to pesticide use: In-depth look at pesticide alternatives; discussion of several integrated pest management case studies and steps needed to begin an integrated pest management program. 0109.00
LANHT 55
History of Gardens and Gardening
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
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 artisanal, 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 area 3

LANHT 57
Form and Composition in Landscape Design
3 units, 3 hours lecture (GR or P/NP)
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 58
CAD Clinic for Landscape Horticulture
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite: Lanht 34A
Acceptable for credit: CSU
Practical training in the computer-assisted landscape design software VectorWorks: Continuation of materials presented in LANHT 34A for the preparation of landscape plans in both academic and professional work; designed to increase speed and proficiency in the use of the software, including use and application of all 2D drawing, drafting and editing tools and resource libraries; and creation and management of customized resources and symbols. 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 freehand gridded perspective drawings of existing landscapes, converting plan-view landscape design drawings into freehand perspective and axonometric views, depicting complex terrain and elevation changes. 0109.10

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
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. 0109.10

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
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 area 2, 3; CSU area C1, D

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 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 202
Soil Management Lab
.5 units, 1.5 hours laboratory (GR or P/NP)
Experimental and field exercises based on principles and techniques of soil management: Analyzing soils and plants, writing soil reports, performing field tests on the status of soil fertility, classifying important soils of the immediate area, and developing the necessary skills to determine soil fertilizer recommendations. 0109.00

LANHT 203
Greenhouse Operations and Management
3 units, 3 hours lecture (GR or P/NP)
In-depth study of greenhouse operations and management: Construction of greenhouse structures for specific crops such as mums, cyclamen, poinsettias, and azaleas; greenhouse growing media; irrigation systems; heating and cooling; and fertilization programs. 0109.20

LANHT 204
Floriculture, Greenhouse Production and Hydroponics
2 units, 2 hours lecture, 1 hour laboratory (GR or P/NP)
Principles and practical application of commercial plant and flower production techniques in the greenhouse environment: Flower and greenhouse industry with emphasis on crop selection and scheduling, market cycles, greenhouse controls and media, watering, hydroponics, pest control, post-harvest handling, and marketing. 0109.20

LANHT 206
Landscape Business Practices
3 units, 3 hours lecture (GR or P/NP)
Business practices for landscape professionals: Bookkeeping, tax records, licensing, insurance, contracts and agreements, employee management, marketing, and job tracking and costing. 0109.10

LANHT 207
Special Projects in Landscape Horticulture
1-4 units, .5-2 hours lecture, 1.5-6 hours laboratory (GR or P/NP)
Special projects in landscape horticulture: Provides hands-on experience with projects ranging from plant propagation and greenhouse operations to design, construction, irrigation, installation, and maintenance of community gardens as well as California native and non-native gardens. 0109.00

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 undesirables 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 220
The Edible Landscape
2 units, 2 hours lecture (GR or P/NP)
Study of fruits, nuts, citrus, vegetables and herbs in an edible landscape: Selecting, growing, harvesting and using these edible plants; garden design using ornamental edibles; includes field trips to organic and community gardens. 0109.00

LANHT 248NA-TZ
Selected Topics in Landscape Horticulture
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0109.00

LANHT 348NA-TZ
Selected Topics in Landscape Horticulture
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Non-degree applicable.
See section on Selected Topics. 0109.00

LANHT 501
Urban Community Garden (Non-Credit)
0 units, 1 hour lecture, 3 hours laboratory (Not graded)
Course may be repeated as necessary.
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)

LRNRE 30
Introduction to Tutoring
1 unit, 1 hour lecture (GR or P/NP)
Introduction to 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)
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 48NA-TZ
Selected Topics in Learning Resources
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 4930.00

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.
Formerly offered as Lnrre 271A-B.
Course may be repeated as necessary per Title 5, Section 56029.
Word processing for individuals with visual, physical, or learning disabilities: Creating business letters, resumes, reports, and flyers using adaptive programs as appropriate, and use of screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail, basic research, and locating resources on the web; and introduction to presentation software. 4930.30
AA/AS area 4c

LRNRE 213A
Improving Cognitive Skills
1-3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Open-entry/open-exit course
Recommended for students with acquired brain injuries and/or learning disabilities.
Formerly offered as Lnrre 270A.
Course may be repeated two times for a maximum of 3 units.
Computer-assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: Improving learning skills by analyzing how learning takes place and investigating individual learning styles; focus on cognitive skills such as attention, memory, sequencing, and pattern identification; investigation of brain-based learning theory. 4930.32

LRNRE 213B
Improving Cognitive Skills
1-3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Open-entry/open-exit course
Recommended for students with acquired brain injuries and/or learning disabilities.
Formerly offered as Lnrre 270B.
Course may be repeated two times for a maximum of 3 units.
Computer-assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: Improving learning skills by analyzing how learning takes place and investigating individual learning styles; focus on logical reasoning and strategies for critical thinking, problem solving, and information management with emphasis on application of new skills in school and job-based environments utilizing the Internet. 4930.32

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

AA/AS area 4c
**CURRICULUM PATTERNS AND COURSES**

**LRNRE 248NA-TZ**  
**Selected Topics in Learning Resources**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics.  4930.00

**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 DSP&S Counselor before enrolling.  
Non-degree applicable  
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 DSP&S Counselor before enrolling.  
Non-degree applicable  
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  
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.  
Non-degree applicable  
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, 0-3 hours lecture, 0-9 hours laboratory (P/NP)  
Open-entry/open-exit course  
Non-degree applicable  
Course may be repeated two times for a maximum of 9 units. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services 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 295A**  
**Diagnostic Learning**  
1 unit, 1 hour lecture (GR or P/NP)  
Modular course  
Recommended for students with learning disabilities. Referral by a DSP&S Counselor is recommended.  
Non-degree applicable  
Individual assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult and development of an Individualized Education Plan (IEP): Mandated tests (Woodcock-Johnson Psychoeducational Battery, Parts I and II, and/or Wechsler Adult Intelligence Scale, Revised, together with Wide Range Achievement Test); samples of reading, writing/spelling, and mathematics; and additional tests as required.  4930.32

**LRNRE 295B**  
**Diagnostic Learning**  
1 unit, 1 hour lecture (GR or P/NP)  
Modular course  
Recommended for students with learning disabilities. Referral by a DSP&S Counselor is recommended.  
Non-degree applicable  
Individual assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult and development of an Individualized Education Plan (IEP): Diagnostically-oriented work in targeted academic skills areas.  4930.32
CURRICULUM PATTERNS AND COURSES

LRNRE 295C
Diagnostic Learning
1 unit, 1 hour lecture (GR or P/NP)
Modular course
Recommended for students with learning disabilities. Referral by a DSP&S Counselor is recommended.
Non-degree applicable
Individual assessment of learning strengths and weaknesses to determine eligibility for services as a learning disabled adult and development of an Individualized Education Plan (IEP): Diagnostically-oriented work in use of adaptive strategies, appropriate support services, and classroom accommodations. 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 Disabled Students Programs and Services Counselor before enrolling.
Non-degree applicable
Overview of issues relating to learning disabilities: Learning styles, study strategies, adaptive technology, services and accommodations, and disability laws; the eligibility process, processing strengths and deficits, and aptitude-achievement discrepancies described in Title 5 of the California Education Code. 4930.32

LRNRE 348NA-TZ
Selected Topics in Learning Resources
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 4930.00

LRNRE 501
Supervised Tutoring (Non-Credit)
0 units, 1-15 hours laboratory (Not graded)
Open-entry/open-exit course
Course may be repeated as necessary.
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

LIBERAL ARTS

LIBERAL ARTS
ASSOCIATE OF ARTS (AA) DEGREE

The Liberal Arts degree program is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis”. This area of emphasis would be 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.

- Choose either option CSU GE-BREADTH or IGETC for the General Education pattern related to your educational goal.
- Complete the local AA/AS General Education requirements for Computer Literacy and Ethnic Studies. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS General Education requirements.
- Complete 18-21 units in one “Area of Emphasis” from those outlined below. (Note: Courses in the “area of emphasis” 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 below transfer to CSU. Many courses are also transferable to UC. Refer to www.ASSIST.org for transfer details or see a counselor for additional details.

Summary of Degree Requirements:

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education CSU GE-BREADTH/IGETC:</td>
<td>37-39</td>
</tr>
<tr>
<td>(Minimum units necessary to meet CSUGE/IGETC Certification requirements)</td>
<td></td>
</tr>
<tr>
<td>Areas of Emphasis:</td>
<td>18-21</td>
</tr>
<tr>
<td>- 18-21 units required from one Area of Emphasis listed below.</td>
<td></td>
</tr>
<tr>
<td>- Areas of emphasis include:</td>
<td></td>
</tr>
<tr>
<td>(1) Arts and Humanities*</td>
<td></td>
</tr>
<tr>
<td>(2) Cross-Cultural Studies.*</td>
<td></td>
</tr>
<tr>
<td>- Courses selected can be used to also fulfill GE areas.</td>
<td></td>
</tr>
<tr>
<td>- All courses below transfer to CSU. Many courses are also transferable to UC.</td>
<td></td>
</tr>
</tbody>
</table>

Electives and Other Requirements (Computer Literacy, Ethnic Studies): 0-5
(Note: Electives and other requirements may be necessary to total 60 overall units required for the Associate Degree.)

Total Required Units for Degree: 60
EMPHASIS IN ARTS AND HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. Courses from Anthropology, Art, Dance, Ethnic Studies, English and Foreign Languages, Humanities, Music, Philosophy, and Theatre Arts are acceptable. Major emphasis is put on the Arts and artistic expression of human beings in this pattern. The Liberal Arts with Emphasis in Arts and Humanities degree will prepare students for majors at four-year institutions in language arts, humanities, fine arts or music, among others.

The Associate of Arts in Liberal Arts with Emphasis in Arts and Humanities 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.

Program Learning Outcomes:
Students who complete the degree will be able to:

- 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.
- Critically analyze artistic styles and ideologies in essays, oral presentations and/or individual portfolio reviews.
- Demonstrate cultural awareness, personal responsibility, and ethical behavior within a diverse society in their communication via essays, performance and/or group critiques.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1: Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Select a minimum of 9 units from at least two disciplines from the following:</td>
<td></td>
</tr>
<tr>
<td>ART: 1, 4, 9, 12, 15</td>
<td>9</td>
</tr>
<tr>
<td>ASAME: 1*</td>
<td></td>
</tr>
<tr>
<td>MUSIC: 10, 11, 15A, 19</td>
<td></td>
</tr>
<tr>
<td><strong>Group 2: Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Select a minimum of 9 units from at least three disciplines from the following:</td>
<td></td>
</tr>
<tr>
<td>AFRAM: 25*, 27*, 39, 41, 42, 43, 45</td>
<td></td>
</tr>
<tr>
<td>ANTHR: 7*</td>
<td></td>
</tr>
<tr>
<td>ASAME: 30*</td>
<td></td>
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<tr>
<td>ENGL: 1B*</td>
<td></td>
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<tr>
<td>HUMAN: 2</td>
<td></td>
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<tr>
<td>LANHT: 55</td>
<td></td>
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<tr>
<td>MLAT: 28, 30A, 30B</td>
<td></td>
</tr>
<tr>
<td>PHIL: 1, 2, 10</td>
<td></td>
</tr>
<tr>
<td>SPAN: 1A, 1B</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Required Units for Degree Major:</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

Note: At least 12 units of the 60 units required for the Associate Degree must be completed at Merritt College.
EMPHASIS IN CROSS-CULTURAL STUDIES

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 Liberal Arts with Emphasis in Cross-Cultural Studies degree 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 Associate of Arts in Liberal Arts with Emphasis in Cross-Cultural Studies 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.

Program Learning Outcomes:
Students who complete the degree will be able to:
- Critically analyze social and political phenomena based on social constructs of race, ethnicity, gender, sexuality, and identity.
- Articulate the values, experiences and contributions of historically marginalized populations.
- Demonstrate cultural awareness, personal responsibility, and ethical behavior within a diverse society in their communication.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Core Requirements:</strong></td>
<td></td>
</tr>
<tr>
<td>AFRAM 19</td>
<td>Racism in the United States (3)</td>
<td></td>
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<tr>
<td>or</td>
<td>M/LAT 6  Racism in the United States (3)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ASAME 19 Racism in the United States (3)</td>
<td></td>
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<tr>
<td>or</td>
<td>NATAM 19 Racism in the United States (3)</td>
<td></td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Anthropology</td>
<td></td>
</tr>
<tr>
<td>COMM 6</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Core Requirements:</strong></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Select one course from each group listed below for a minimum of 12 units:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group 1: Women and Gender</strong></td>
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<tr>
<td></td>
<td>Select one course for a minimum of 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>ANTHR 16</td>
<td>Sex and Society (3)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 10</td>
<td>Gender and Communication (3)</td>
<td></td>
</tr>
<tr>
<td>PSYCH 12</td>
<td>Human Sexuality (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 3</td>
<td>Sociology of Woman (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Group 2: Race and Ethnicity</strong></td>
<td></td>
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<tr>
<td></td>
<td>Select one course for a minimum of 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>AFRAM 13</td>
<td>Ethnic Perceptions in the Mass Media (3)</td>
<td></td>
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<tr>
<td>AFRAM 16</td>
<td>Administration of Criminal Justice and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minority Communities (3)</td>
<td></td>
</tr>
<tr>
<td>AFRAM 38</td>
<td>Environmental Racism and Justice (3)</td>
<td></td>
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<tr>
<td>or</td>
<td>ENVMT 12 Environmental Racism and Justice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>ANTHR 5</td>
<td>American Indian History and Culture (3)</td>
<td></td>
</tr>
<tr>
<td>COMM 13</td>
<td>Ethnic Perceptions in the Mass Media (3)</td>
<td></td>
</tr>
<tr>
<td>COSER 29</td>
<td>Working with Diverse Populations (3)</td>
<td></td>
</tr>
<tr>
<td>POSCI 5</td>
<td>American Politics and Minority Groups (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 2</td>
<td>Social Problems (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 5</td>
<td>Minority Groups (3)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Group 3: Regional and National Identities</strong></td>
<td></td>
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<tr>
<td></td>
<td>Select one course for a minimum of 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>AFRAM 5</td>
<td>The African American Family in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>United States (3)</td>
<td></td>
</tr>
<tr>
<td>AFRAM 12</td>
<td>Psychology of African-Americans (3)</td>
<td></td>
</tr>
<tr>
<td>AFRAM 27</td>
<td>Afro-Caribbean History, Politics and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Culture (3)</td>
<td></td>
</tr>
</tbody>
</table>
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 (3-4)
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) 3

Group 4: Cultural Expressions
Select one course for a minimum of 3 units from the following:
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)
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 11 African American Music (3)
MUSIC 15A Jazz, Blues and Popular Music in the American Culture (3)

Total Required Units for Degree Major: 21

LIBERAL ARTS: CSU GE-BREADTH
LIBERAL ARTS: IGETC

See the Transfer to Four-Year Colleges and Universities section of this catalog for information on CSU GE-Breadth or IGETC requirements and certification.

LIBRARY INFORMATION STUDIES (LIS)

LIS 48NA-TZ Selected Topics in Library Information Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1699.00

LIS 85 Introduction to Information Resources
2 units, 2 hours lecture (GR or P/NP)
Recommended preparation: Engl 201A or appropriate placement through multiple-measures assessment, and CIS 1 or 200 or 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

LIS 248NA-TZ Selected Topics in Library Information Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1699.00

LIS 348NA-TZ Selected Topics in Library Information Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 1699.00
MATH 3A  Calculus I  5
MATH 3B  Calculus II  5
MATH 3C  Calculus III  5

Group A: Choose at least one course from this group (if you choose both Math 3E and Math 3F, then Group B is optional):
MATH 3E  Linear Algebra (3)  3-6
MATH 3F  Differential Equations (3)

Group B: Select one course from this group, if necessary, to complete 21-23 units for the major:
MATH 13  Introduction to Statistics (4)
PHYS 4A  General Physics with Calculus (5)

Total Required Units for AS-T Degree Major: 21-23
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Hours Lecture</th>
<th>Prerequisites</th>
<th>Acceptable for credit</th>
<th>Notes and Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 3A</td>
<td>Calculus I</td>
<td>5</td>
<td>Lecture (GR)</td>
<td>Math 2; or Math 1, and 50 or 52C</td>
<td>CSU, UC</td>
<td>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 area 4b; CSU area B4; IGETC area 2</td>
</tr>
<tr>
<td>MATH 3B</td>
<td>Calculus II</td>
<td>5</td>
<td>Lecture (GR)</td>
<td>Math 3A</td>
<td>CSU, UC</td>
<td>Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00. AA/AS area 4b; CSU area B4; IGETC area 2. C-ID: MATH 220</td>
</tr>
<tr>
<td>MATH 3C</td>
<td>Calculus III</td>
<td>5</td>
<td>Lecture (GR)</td>
<td>Math 3B</td>
<td>CSU, UC</td>
<td>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 area 4b; CSU area B4; IGETC area 2</td>
</tr>
<tr>
<td>MATH 3E</td>
<td>Linear Algebra</td>
<td>3</td>
<td>Lecture (GR)</td>
<td>Math 3A</td>
<td>CSU, UC</td>
<td>Linear Algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in R2 and R3, real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00. AA/AS area 4b; CSU area B4; IGETC area 2</td>
</tr>
<tr>
<td>MATH 3F</td>
<td>Differential Equations</td>
<td>3</td>
<td>Lecture (GR)</td>
<td>Math 3B and 3E</td>
<td>CSU, UC</td>
<td>Math 3E plus 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 area 4b; CSU area B4; IGETC area 2</td>
</tr>
<tr>
<td>MATH 13</td>
<td>Introduction to Statistics</td>
<td>4</td>
<td>Lecture (GR)</td>
<td>Math 203 or 211D</td>
<td>CSU, UC</td>
<td>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 area 4b; CSU area B4; IGETC area 2. C-ID: MATH 110</td>
</tr>
<tr>
<td>MATH 15</td>
<td>Mathematics for Liberal Arts Students</td>
<td>3</td>
<td>Lecture (GR)</td>
<td>Math 203 or 211D</td>
<td>CSU, UC</td>
<td>Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00. AA/AS area 4b; CSU area B4</td>
</tr>
<tr>
<td>MATH 16A</td>
<td>Calculus for Business and Life/Social Sciences</td>
<td>3</td>
<td>Lecture (GR)</td>
<td>Math 1 or 2</td>
<td>CSU, UC</td>
<td>Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications. 1701.00. AA/AS area 4b; CSU area B4; IGETC area 2</td>
</tr>
</tbody>
</table>
MATH 16B
Calculus for Business and Life/Social Sciences
3 units, 3 hours lecture (GR)
Prerequisite: Math 16A or 3A
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 area 4b; CSU area B4; IGETC area 2

MATH 48NA-TZ
Selected Topics in Mathematics
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1701.00

MATH 49
Independent Study in Mathematics
.5-5 units (GR)
Acceptable for credit: CSU
See section on Independent Study. 1701.00

MATH 50
Trigonometry
3 units, 3 hours lecture (GR)
Prerequisite: Math 201 or 210D or appropriate placement
Not open for credit to students who have completed or are currently enrolled in Math 52ABC.
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 area 4b; CSU area B4

MATH 113
Math Workshop for Statistics
1 unit, 1 hour lecture (P/NP)
Prerequisite: Math 203 or 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 or 250 or 251D or 253 or appropriate placement through multiple-measures assessment
Not open for credit to students who have completed or are currently enrolled in Math 210ABCD.
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 or 210D or appropriate placement through multiple-measures assessment
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 area 4b
MATH 203  
**Intermediate Algebra**  
4 units, 5 hours lecture (GR)  
Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment  
Recommended preparation: Math 202  
Not open for credit to students who have completed or are currently enrolled in Math 211ABCD.  
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 area 4b

MATH 248NA-TZ  
**Selected Topics in Mathematics**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics.  
1701.00

MATH 250  
**Arithmetic**  
3 units, 3 hours lecture (GR)  
Not open for credit to students who have completed or are concurrently enrolled in Math 251ABCD.  
Non-degree applicable  
Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material.  
4930.41

MATH 270  
**Math Workshop for Arithmetic**  
1 unit, 1 hour lecture (P/NP)  
Recommended preparation: Math 250 (recommended to be taken concurrently)  
Non-degree applicable  
Reinforcement of problem-solving skills in arithmetic: Workshop in solving routine problems dealing with whole numbers and arithmetic operations, fractions, decimals, ratios, proportions, percents, measurements and scales, interpretations of notation, and simple equations and formulas.  
4930.41

MATH 271  
**Math Workshop for Pre-Algebra**  
1 unit, 1 hour lecture (P/NP)  
Recommended preparation: Math 250 or 251D or appropriate placement through multiple-measures assessment; and Math 253 (recommended to be taken concurrently)  
Non-degree applicable  
Reinforcement of problem-solving skills in pre-algebra: Workshop in solving routine problems dealing with 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.  
4930.41

MATH 272  
**Math Workshop for Elementary Algebra**  
1 unit, 1 hour lecture (P/NP)  
Prerequisite: Math 250 or 251D or 225 or 253 or appropriate placement through multiple-measures assessment  
Recommended preparation: Math 201 (recommended to be taken concurrently)  
Non-degree applicable  
Reinforcement of problem-solving skills in elementary algebra: Workshop in solving routine problems dealing with basic algebraic operations, linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, and graphic and number systems.  
1701.00
MATH 273
Math Workshop for Intermediate Algebra
1 unit, 1 hour lecture (P/NP)
Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment
Recommended preparation: Math 202; and Math 203 (recommended to be taken concurrently)
Non-degree applicable
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

MATH 348NA-TZ
Selected Topics in Mathematics
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 4930.40

MEDICAL ASSISTING (MEDAS)
The Medical Assisting department offers two certificates. The Clinical Medical Assisting certificate focuses on “back office” medical assisting duties. This certificate is considered the first step of the two certificates. The Administrative Medical Assisting certificate focuses on “front office” medical assisting duties. This certificate is the second step.

Note: The following program admission requirements and selection procedures are currently undergoing revision. Please see our website at www.merritt.edu/wp/catalog or contact the Medical Assisting program for the most current information.

Program Admission Requirements:
1) Completed admission application.
2) After acceptance into the program, submit a completed health form evidencing physical health, including required immunizations and chest x-ray.
3) Criminal background check.
4) Current CPR/BLS (Basic Life Support) card, which must be maintained while in the program.

Refer to the Medical Assistant Program Syllabus and Program Student Handbook for more information. These are provided at orientation or are available by contacting the Medical Assisting program.

CLINICAL MEDICAL ASSISTING CERTIFICATE OF PROFICIENCY
The Clinical Medical Assisting certificate program prepares students to perform “back office” duties, including but not limited to, patient intake, vital signs and height/weight measurements, and medical records documentation. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Clearly communicate through writing, speaking, listening, and reading in the performance of Medical Assistant job duties.
• Acquire, evaluate and interpret information and be able to solve problems relevant to the performance of Medical Assistant job duties as outlined by community employers.
• Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity.
• Demonstrate technical skills appropriate to Medical Assistant job duties, such as electronic medical records documentation, patient intake, and taking vital signs and height/weight measurements.
• Achieve the goals of employment, work advancement, and skill attainment as a competent Medical Assistant.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDAS 201A</td>
<td>Introduction to Medical Assisting</td>
<td>5</td>
</tr>
<tr>
<td>MEDAS 201B</td>
<td>Medical Assisting: Clinical Application</td>
<td>7</td>
</tr>
<tr>
<td>COUN 207C</td>
<td>Career Exploration</td>
<td>1</td>
</tr>
<tr>
<td>COPED 470F</td>
<td>Occupational Work Experience in Medical Assisting (1-4)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Required Units for Certificate:</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>
ADMINISTRATIVE MEDICAL ASSISTING

CERTIFICATE OF PROFICIENCY

The Administrative Medical Assisting certificate program prepares students to perform “front office” duties including medical records documentation, patient intake, electronic medical records management, patient reception, scheduling appointments, medical insurance, billing and coding, and collections. A Certificate of Proficiency will be awarded upon satisfactory completion of the requirements specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the certificate will be able to:
• Demonstrate technical skills appropriate to Medical Assistant job duties, such as such as electronic medical records documentation and management, patient intake, scheduling patient appointments, and all aspects of medical insurance, billing and coding, and collections.
• Clearly communicate through writing, speaking, listening, and reading in the performance of Medical Assistant job duties.
• Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDAS 201D</td>
<td>Medical Assisting: Office Administration</td>
<td>4</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>HLTOC 201</td>
<td>Medical Terminology I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Required Units for Certificate:</td>
<td>16</td>
</tr>
</tbody>
</table>

MEDAS 201A
Introduction to Medical Assisting
5 units, 5 hours lecture (GR)
Prerequisite: High School graduate or GRE
Recommended preparation: HLtoc 201, Engl 201B or 1A, and Math 250
Introduction to theory and foundational skills in medical assisting: Role of the medical assistant, medical terminology, safety, anatomy and physiology, screening, medical office emergencies, and patient education and communication. 1208.10

MEDAS 201B
Medical Assisting: Clinical Application
7 units, 4 hours lecture, 9 hours laboratory (GR)
Prerequisite: Health clearances: Physical examination, negative TB test results, and recent immunizations for diphtheria, tetanus, rubella, rubella, mumps, and chicken pox; and pass a criminal background check and drug testing for clinical placement if required by clinical agencies; and CPR/BLS or HLted 11
Prerequisite or corequisite: Medas 201A
Recommended preparation: HLtoc 201, Engl 201B or 1A, and Math 250
Continuation of MEDAS 201A designed to provide preparation for entry-level positions in medical assisting: Theory and laboratory instruction in assisting the physician/practitioner in exam-room procedures, laboratory procedures, pharmacology, providing medications, minor office surgery, and nutrition. 1208.10

MEDAS 201D
Medical Assisting: Office Administration
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite: Medas 201A or proof of satisfactory completion of a medical assisting training program, or current or past employment as a medical assistant
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. 1208.10

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
MEDAS 248NA-TZ
Selected Topics in Medical Assisting
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1208.10

MEXICAN AND LATIN-AMERICAN STUDIES (M/LAT)

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 area 2, 5; CSU area D; IGETC area 4

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 area 2, 5; CSU area D; IGETC area 4

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 area 2, 5; CSU area D; IGETC area 4

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 area 2, 5; CSU area D; IGETC area 4

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 area 3, 5; CSU 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 area 3, 5; CSU 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 area 3; CSU 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 area 2, 3; CSU area C2, D; IGETC area 3B, 4

M/LAT 48NA-TZ
Selected Topics in Mexican/Latin-American Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2203.04

M/LAT 49
Independent Study in Mexican/Latin-American Studies
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 2203.04

M/LAT 248NA-TZ
Selected Topics in Mexican/Latin-American Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2203.04

MUSIC
(MUSIC)

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 area 3; CSU 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 times to the present: Types, forms, and styles of African-American music are studied in relation to the African-American experience. 1004.00
AA/AS area 3, 5; CSU 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 area 3, 5; CSU area C1; IGETC area 3A

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 area 3; CSU 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 48NA-TZ
Selected Topics in Music
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1004.00
MUSIC 49
Independent Study in Music
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study.  1004.00

MUSIC 130
Elementary Piano Method I
1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Individualized study of level I 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. Performance evaluation by music faculty.  1004.00

MUSIC 131
Elementary Piano Method II
1 unit, 1 hour lecture, 2 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. Performance evaluation by
music faculty.  1004.00

MUSIC 132
Elementary Piano Method III
1 unit, 1 hour lecture, 2 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. Performance evaluation by
music faculty.  1004.00

MUSIC 133
Elementary Piano Method IV
1 unit, 1 hour lecture, 2 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. Performance
evaluation by music faculty.  1004.00

MUSIC 134
Intermediate Piano Literature I
1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)
Recommended preparation: Music 133
Acceptable for credit: CSU, UC
Individualized study of level I 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. Performance evaluation by music faculty.
1004.00

MUSIC 135
Intermediate Piano Literature II
1 unit, 1 hour lecture, 2 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. Performance evaluation by
music faculty.  1004.00

MUSIC 136
Intermediate Piano Literature III
1 unit, 1 hour lecture, 2 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. Performance evaluation by music faculty.
1004.00
MUSIC 137
Intermediate Piano Literature IV
1 unit, 1 hour lecture, 2 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 of odd and changing meter, duets; progressive development of skills needed for solo performance. Performance evaluation by music faculty. 1004.00

MUSIC 248NA-TZ
Selected Topics in Music
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1004.00

NATIVE AMERICAN STUDIES
(NATAM)

NATAM 19
Racism in the United States
3 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 area 2, 5; CSU area D; IGETC area 4

NATAM 48NA-TZ
Selected Topics in Native American Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2203.03

NATAM 76A
Native Americans and the Bay Area Environment: Pre-European Period
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 76A. Not open for credit to students who have completed or are currently enrolled in Envst 76A.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the pre-European period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, and resource utilization. 2203.03
AA/AS area 2, 5 (if course taken for 3 or more units)

NATAM 76B
Native Americans and the Bay Area Environment: Mission Period
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 76B. Not open for credit to students who have completed or are currently enrolled in Envst 76B.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the Mission period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, and impact of Spanish settlers on the land and Native peoples. 2203.03
AA/AS area 2, 5 (if course taken for 3 or more units)
NATAM 76C
Native Americans and the Bay Area Environment: Rancho and Anglo Period
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 76C. Not open for credit to students who have completed/are currently enrolled in Envst 76C.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the Rancho and Anglo period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, and impact of Spanish and Anglo settlers on the land and Native peoples. 2203.03
AA/AS area 2, 5 (if course taken for 3 or more units)

NATAM 76D
Native Americans and the Bay Area Environment: Contemporary Period
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 76D. Not open for credit to students who have completed/are currently enrolled in Envst 76D.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships with emphasis on the contemporary period: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, and impact of Spanish and Anglo settlers on the land and Native peoples. 2203.03
AA/AS area 2, 5 (if course taken for 3 or more units)

NATAM 78A
American Indians and the Ecology of Hopi/Navajo Land
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 78A. Not open for credit to students who have completed or are currently enrolled in Envst 78A.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Study of the Colorado Plateau in the Four Corners region and the Hopi and the Navajo: Basic ecological principles; unique geology, landforms, and plant and animal life, along with Hopi/Navajo adaptations to the dry semi-desert region; pre- and post-contact comparisons, ancient Hopi presence and arrival of the relative newcomer Navajos, effects of European contact on both cultures; and current land-use conflicts. 2203.03
AA/AS area 2, 5 (if course taken for 3 or more units)

NATAM 78B
Lewis and Clark Expedition: Ecology and Indians, Part I
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 78B. Not open for credit to students who have completed or are currently enrolled in Envst 78B.
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units. Acceptable for credit: CSU
Course traces the first half of the route of Lewis and Clark’s Corps of Discovery in 1804-06: The journey from the Missouri/Mississippi River confluence to the Continental Divide, with an emphasis on the ecology and the Indians along the path of their journey. 2203.03
AA/AS area 2, 5 (if course taken for 3 or more units)

NATAM 248NA-TZ
Selected Topics in Native American Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2203.03

NATAM 78A-H
American Indians and the Ecology of North America
The following courses are offered under this rubric.
# NATURAL SCIENCES

## ASSOCIATE OF SCIENCE (AS) DEGREE

To qualify for the **Associate of Science in Natural 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.

**Note:** Students should see a counselor at least once each semester to plan for their educational goal(s).

### Program Learning Outcomes:

Students who complete the degree will be able to:
- Demonstrate the knowledge and application of scientific principles.
- Use and interpret formulas, graphs, and tables.
- Demonstrate an understanding of the role of science in shaping technology and society.

### Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1A</td>
<td>General Biology (5)</td>
<td></td>
</tr>
<tr>
<td>CHEM 1A</td>
<td>General Chemistry (5)</td>
<td></td>
</tr>
<tr>
<td>GEOG 1</td>
<td>Physical Geography (3)</td>
<td></td>
</tr>
<tr>
<td>PHYS 4A</td>
<td>General Physics with Calculus (5)</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Select at least one course from the following:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2</td>
<td>Human Anatomy (5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 3</td>
<td>Microbiology (5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 4</td>
<td>Human Physiology (5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 5(^1)</td>
<td>Botany (4)</td>
<td></td>
</tr>
<tr>
<td>BIOL 9</td>
<td>Marine Biology (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 10</td>
<td>Introduction to Biology (4)</td>
<td></td>
</tr>
<tr>
<td>BIOL 13</td>
<td>Principles of Ecology (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 15</td>
<td>Environmental Biology (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 20A</td>
<td>Human Anatomy and Physiology (5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 20B</td>
<td>Human Anatomy and Physiology (5)</td>
<td></td>
</tr>
<tr>
<td>BIOL 23</td>
<td>Introduction to the Human Body (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology (4)</td>
<td></td>
</tr>
</tbody>
</table>

Select the following courses from GE Area 1, Natural Science, for a minimum of 18 units:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1B</td>
<td>General Biology (5)</td>
<td></td>
</tr>
<tr>
<td>CHEM 1B</td>
<td>General Chemistry (5)</td>
<td></td>
</tr>
<tr>
<td>CHEM 30A</td>
<td>Introductory General Chemistry (4)</td>
<td></td>
</tr>
<tr>
<td>CHEM 30B</td>
<td>Introductory Organic and Biochemistry (4)</td>
<td></td>
</tr>
<tr>
<td>GEOG 1</td>
<td>Physical Geography (3)</td>
<td></td>
</tr>
<tr>
<td>GEOL 1</td>
<td>Introduction to Physical Geology (4)</td>
<td></td>
</tr>
<tr>
<td>GEOL 12</td>
<td>Environmental Geology (3)</td>
<td></td>
</tr>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture (Day) (3)</td>
<td>13-15</td>
</tr>
<tr>
<td>LANHT 1E</td>
<td>Introduction to Landscape Horticulture (Evening) (3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 2A</td>
<td>General Physics (5)</td>
<td></td>
</tr>
<tr>
<td>PHYS 2B</td>
<td>General Physics (5)</td>
<td></td>
</tr>
<tr>
<td>PHYS 4A</td>
<td>General Physics with Calculus (5)</td>
<td></td>
</tr>
<tr>
<td>PHYS 4B</td>
<td>General Physics with Calculus (5)</td>
<td></td>
</tr>
<tr>
<td>PHYS 4C</td>
<td>General Physics with Calculus (5)</td>
<td></td>
</tr>
<tr>
<td>PHYS 10</td>
<td>Introduction to Physics (4)</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\)Biol 5 is the same as Lanht 15; maximum credit: one course.

**Total Required Units for Degree Major:** 18
NURSING
(NURS)

ASSOCIATE DEGREE NURSING
(ADN)
ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate Degree Nursing (ADN) 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 of Science in Nursing degree will be awarded upon satisfactory completion of the Group A Prerequisite requirements, the Group B General Education/Graduation requirements, and the Group C Degree Major 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 Associate Degree 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).
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 remain 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 Program uses 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 ADN Program for admission. While it is highly recommended that students complete both Group A and Group B courses prior to entry into the ADN Program, admission into the ADN Program will be based upon the Chancellor’s Advisory Model Prerequisites for Enrollment in the Associate Degree Nursing Program (Group A courses).

Admission will be determined by the following:

1. Overall college GPA: 2.5 or above.
2. Biology Core (anatomy, physiology, and microbiology): 2.5 GPA or above is required; English 1A (Composition and Reading) GPA: 2.0. Additionally, biology core repetitions will be evaluated. Course repetitions will adversely affect your overall score. A withdrawal (W), D, or F 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.

Applications will be accepted from December 1 through March 1 for Fall admission of the following academic school year. Students may apply for admission only once per year.
In order to apply for admission into the ADN 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 required 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 ADN program for more details.

Program Learning Outcomes:
Students who complete the degree will be able to:

• Apply principles of teaching, learning, and homeostasis when in a caregiving relationship with patient, family, and staff members.

• With appropriate supervision, develop and implement safe and skillful nursing care for a group of patients.

• Participate effectively as a member of a health care team by applying their knowledge of the nursing process.

• Develop an awareness of him/herself as a person and as a practitioner with respect to his/her abilities, needs, motives culture, values and attitudes.

Course Requirements:

Group A – Prerequisite Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 20A</td>
<td>Human Anatomy and Physiology (5) and</td>
<td></td>
</tr>
<tr>
<td>BIOL 20B</td>
<td>Human Anatomy and Physiology (5) or</td>
<td></td>
</tr>
<tr>
<td>BIOL 2</td>
<td>Human Anatomy (5) and</td>
<td></td>
</tr>
<tr>
<td>BIOL 4</td>
<td>Human Physiology (5)</td>
<td>10</td>
</tr>
<tr>
<td>BIOL 3</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Prerequisite Units: 19**

Group B – General Education/Graduation Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1B</td>
<td>Composition and Reading</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 5*</td>
<td>Critical Thinking in Reading and Writing</td>
<td>3-4</td>
</tr>
<tr>
<td>PSYCH 1A</td>
<td>Introduction to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Plus:</td>
<td>Computer Literacy requirement</td>
<td>1</td>
</tr>
<tr>
<td>And:</td>
<td>Ethnic Studies requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required GE/Graduation Units: 20-21**

*If Engl 5 is selected instead of Engl 1B, an additional Humanities Area 3 course is required to satisfy local AA/AS General Education 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.

Group C – Degree Major Requirements:

The following courses are to be completed after admission into the ADN 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):

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1</td>
<td>Fundamentals in Nursing: Beginning Principles of Health Care</td>
<td>9</td>
</tr>
<tr>
<td>NURS 3A</td>
<td>Perinatal Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3B</td>
<td>Pediatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4A</td>
<td>Intermediate Medical-Surgical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4B</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 5</td>
<td>Advanced Medical-Surgical Nursing: Disruption in Homeostasis</td>
<td>9</td>
</tr>
<tr>
<td>NURS 10</td>
<td>Leadership and Management</td>
<td>1</td>
</tr>
<tr>
<td>NURS 11</td>
<td>Ethics and Law</td>
<td>1</td>
</tr>
<tr>
<td>NURS 12</td>
<td>Calculation of Drug Dosages for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>NURS 13</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 14</td>
<td>Nutrition and Diet Therapy in Nursing</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Degree Major Units: 42**

**Total Required Program Units: 81-82**

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 located in Building D, Room 102.

Note: Transfer-in or advanced-placement students will be admitted only on a space-available basis.

**NURS 1**  
**Fundamentals in Nursing: Beginning Principles of Health Care**  
9 units, 4 hours lecture, 12 hours hospital/laboratory, 3 hours skills laboratory (GR)  
Prerequisite: Biol 2 or 20A, and Biol 3, and Biol 4 or 20B, and Math 201 or 210D or (204B), and CPR (BLS) certification or Hlted 11, and health clearances: physical examination and negative TB test results  
Corequisite: Nurs 11 and 12  
Acceptable for credit: CSU  
Introduction to nursing in historical, contemporary, and factual perspectives: Nursing fundamentals, changing philosophy of health care, current concepts of health and illness, emerging trends with emphasis on homeostasis relating to promotion and conservation of individual, family, and community health; nursing process and diagnoses. Clinical experience focuses on beginning nursing skills in caring for selected medical-surgical patients experiencing disruption in homeostasis. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

**NURS 3A**  
**Perinatal Nursing**  
4 units, 2 hours lecture, 6 hours laboratory (GR)  
Prerequisite: Nurs 1 and 11 and 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 the child-bearing family in perinatal 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 3B**  
**Pediatric Nursing**  
4 units, 2 hours lecture, 6 hours laboratory (GR)  
Prerequisite: Nurs 1 and 11 and 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 and 11 and 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 and 11 and 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 psychiatric 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 5
Advanced Medical-Surgical Nursing: Disruption in Homeostasis
9 units, 4 hours lecture, 15 hours laboratory (GR)
Prerequisite: Nurs 3A, 3B, 4A, 4B, and 14
Corequisite: Nurs 10
Acceptable for credit: CSU
In-depth approach to the study of illness: Introduction to beginning practice in advanced medical-surgical nursing and leadership and management with combined lecture, demonstration and clinical experience. Clinical experience focuses on caring for critically ill patients with disruption in homeostasis, and beginning activities in leadership and management. Course includes in-class lecture and discussion and online and distance learning components. 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, healthcare 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 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 210D (or 204B)
Corequisite: Nurs 1 and 11
Recommended preparation: Review and remastery of mathematical computations involving fractions, decimals, ratios, percents, simple equations, proportions, and systems of measurement before entrance into the program
Eligible for credit by examination.
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
CURRICULUM PATTERNS AND COURSES

NURS 15A
LVN-ADN Exam
.5 units, 8 term hours lecture (P/NP)
Passage of the LVN-ADN Exam is required for admission to the Associate Degree Nursing (ADN) program with advanced placement.
Orientation to the Associate Degree Nursing (ADN) program and examination of LVN (Licensed Vocational Nurse) applicants to the program: Discussion of the Associate degree Nursing curriculum, and administration of the Merritt College Nursing program’s Exam for LVNs. 1230.10

NURS 15B
Pre-Nursing Articulation for LVNs
4.5 units, 4.5 hours lecture (GR)
Acceptable for credit: CSU
Bridge course for LVNs (Licensed Vocational Nurse) receiving advanced placement in the Associate Degree Nursing program: Provides the course content necessary for the transition of the LVN into the role of the Nursing student. 1230.10

NURS 48NA-TZ
Selected Topics in Nursing
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP) Acceptable for credit: CSU
See section on Selected Topics. 1230.10

NURS 49
Independent Study in Nursing
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1230.10

NURS 248NA-TZ
Selected Topics in Nursing
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1230.10

NURS 250
Associate Degree Nursing Success
4 units, 4 hours lecture (GR)
It is recommended that students complete all A.D. Nursing admission requirements before enrolling in course.
Non-degree applicable
Tools for better understanding textbooks and lectures: Test-taking strategies and introduction to nursing fundamentals. 1230.10

NURS 260A
Nursing Skills Lab
Module A: .5 units, 1.5 hours laboratory (P/NP)
Modular, open-entry/open-exit course
Corequisite: Nurs 1
Non-degree applicable
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
Module B: 1 unit, 3 hours laboratory (P/NP)
Modular, open-entry/open-exit course
Corequisite: Nurs 3A or 3B
Non-degree applicable
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

NURS 260C
Nursing Skills Lab
Module C: 1.5 units, 4.5 hours laboratory (P/NP)
Modular, open-entry/open-exit course
Corequisite: Nurs 4A or 4B
Non-degree applicable
Nursing skills lab for AD Nursing students to practice and improve skills in a self-paced, controlled environment: Focus on oxygenation and ventilation, IV insertion techniques, diagnostic tests and procedures, infection control/asepsis (complex dressings), case studies. 1230.10

NURS 260D
Nursing Skills Lab
Module D: 2 units, 6 hours laboratory (P/NP)
Modular, open-entry/open-exit course
Corequisite: Nurs 5
Non-degree applicable
Nursing skills lab for AD Nursing students to practice and improve skills in a self-paced, controlled environment: Focus on medications, blood transfusions, case studies. 1230.10
CURRICULUM PATTERNS AND COURSES

NURS 270
Survey of Nursing Programs and Professions
.5 units, .5 hours lecture (or 9 term hours lecture) (P/NP)
Non-degree applicable
Introduction to nursing roles and professions in the healthcare fields: Discussion of levels of healthcare delivery responsibilities, issues and compensation. 1230.10

NURS 275
Associate Degree Nursing Orientation
.5 units, .5 hours lecture (P/NP)
Non-degree applicable
Overview of the nursing program: Requirements of the program, time commitment, scheduling of pre-clinical hours and clinical hours. 1230.10

NURS 348NA-TZ
Selected Topics in Nursing
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Non-degree applicable
See section on Selected Topics. 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 and who seek training for career advancement or certification as Dietetic Technicians.

There are two majors in the Nutrition and Dietetics Department: Dietary Manager (DM), and Dietetic Technology (DT). 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. To qualify for the Associate of 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.

An Associate in Science in Nutrition and Dietetics for Transfer (AS-T) degree is in development, pending California Community Colleges Chancellor’s Office approval. If approved, information and requirements will be posted at www.merritt.edu/wp/catalog.

The Nutrition and Dietetics program is dedicated to fostering a learning environment that:
- Provides the healthcare community with culturally-diverse dietetic practitioners who have excellent training, ethics and professionalism.
- Supports the lifelong academic and professional success of every student, regardless of race, national origin or economic status.
- Contributes to institutional success by preparing students to successfully complete their training and find employment, and to be responsive to community needs and become active leaders and mentors in the field of dietetics.

Eligibility/Admission Requirements for Dietary Manager and Dietetic Technician 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.
4. 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, for a
list of agencies that are accepted to evaluate foreign transcripts for Nutrition and Dietetics.

5. 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.

6. Develop a Student Educational Plan (SEP).

Highly Recommended Preparation:

CIS 1, Introduction to Computer Information Systems: Students entering the DM/DSS and DT programs are expected to demonstrate intermediate skills using Microsoft Word, email, and navigating the Internet. Students who are not proficient are advised to complete CIS 1 at Merritt (or an equivalent course at another college).

DIETARY MANAGER
CERTIFICATE OF ACHIEVEMENT

The Dietary Manager (Dietetic Service Supervisor) program is designed for those interested in food service management and for individuals 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 Association of Nutrition as a Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP).

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:

Students who complete the certificate will be able to:

- Communicate with staff and clients in a professional and culturally sensitive manner.
- Be readily employed.
- Display effective dietary manager skills.
- Synthesize the knowledge and skills to pass the national Certified Dietary Manager (CDM) exam.
- Provide and maintain the highest level of personal ethical behavior.
- Utilize up-to-date, evidence-based practices in the field of dietary management.

Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 10</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 12</td>
<td>Nutrition and Disease</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 30</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 31</td>
<td>Food-Production Systems</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 32</td>
<td>Supervision and Training</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 70A</td>
<td>Seminar in Supervised Practice, Level A</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 71A</td>
<td>Rotations in Supervised Practice, Level A</td>
<td>(1-4)</td>
</tr>
</tbody>
</table>

Total Required Units for Certificate: 19

DIETETIC TECHNOLOGY
ASSOCIATE OF SCIENCE (AS) DEGREE

The Dietetic Technology program provides training for Dietetic Technicians, who work cooperatively with Registered Dietitians. The Dietetic Technician is certified by the Academy of Nutrition and Dietetics (AND) and the Commission on Dietetic Registration (CDR) 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 of 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 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:

Students who complete the degree will be able to:

- Synthesize the knowledge and skills to pass the national Dietetic Technician, Registered (DTR) exam.
- Display effective clinical nutrition skills.
- Provide and maintain the highest level of personal ethical behavior.
- Be readily employed.
- Utilize up-to-date, evidence-based practices in the field of dietetic technology.
CURRICULUM PATTERNS AND COURSES

Degree Major Requirements:\(^1\)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 10</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 12</td>
<td>Nutrition and Disease</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 30</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 31</td>
<td>Food-Production Systems</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 32</td>
<td>Supervision and Training</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 70A</td>
<td>Seminar in Supervised Practice, Level A</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 70B</td>
<td>Seminar in Supervised Practice, Level B</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 70C</td>
<td>Seminar in Supervised Practice, Level C</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 71A</td>
<td>Rotations in Supervised Practice, Level A (1-4)</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 71B</td>
<td>Rotations in Supervised Practice, Level B (1-4)</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 71C</td>
<td>Rotations in Supervised Practice, Level C (1-4)</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HLTOC 201</td>
<td>Medical Terminology I</td>
<td>2</td>
</tr>
</tbody>
</table>

And:

One Psychology or Sociology course from Area 2 (Social and Behavioral Sciences) of the local AA/AS General Education requirements\(^2\) 3

Total Required Units for Degree Major: 38

Highly Recommended:

Nutr 1, Survey of Nutrition and Dietetics: 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).

\(^1\)The courses listed meet course-content graduation requirements specified by the Academy of Nutrition and Dietetics to meet their minimum standards. Some of these courses also meet local AA/AS General Education requirements. Note: Students who plan to sit for the Commission on Dietetic Registration (CDR) exam for Dietetic Technician Registered (DTR) certification must possess an Associate or higher degree before applying to take the exam.

\(^2\)See the Associate Degrees and Certificates section of this catalog and/or a counselor for information on which Psychology or Sociology courses satisfy Area Two of the local AA/AS General Education requirements.

Recommended Sequence of Courses for Five Semesters:\(^1\)

FALL (FIRST SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Computer Literacy (1)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Other course from Area 4c (Computer Literacy) of the local AA/AS General Education requirements (1-5)</td>
<td>1-5</td>
</tr>
<tr>
<td>HLTOC 201</td>
<td>Medical Terminology I</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 10</td>
<td>Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 32</td>
<td>Supervision and Training</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Total: 14-18

SPRING (SECOND SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 31</td>
<td>Food-Production Systems</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 30</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 12</td>
<td>Nutrition and Disease</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Total: 16

FALL (THIRD SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 70A</td>
<td>Seminar in Supervised Practice, Level A</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 71A</td>
<td>Rotations in Supervised Practice, Level A (1-4)</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus:

One Psychology or Sociology course from Area 2 (Social and Behavioral Sciences) of the local AA/AS General Education requirements\(^5\) 3

And:

One course from Area 3 (Humanities) of the local AA/AS General Education requirements\(^5\) 3-5

And:

One course from Area 4d (Oral or Written Communication, or Literature) of the local AA/AS General Education requirements\(^5\) 3-4

Semester Total: 3-4

SPRING (FOURTH SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 70B</td>
<td>Seminar in Supervised Practice, Level B</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 71B</td>
<td>Rotations in Supervised Practice, Level B (1-4)</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus:

One course from Area 5 (Ethnic Studies) of the local AA/AS General Education requirements (if necessary)\(^5\) 0-3

And:

Additional degree-applicable courses as needed to complete 60 units\(^5\) 0-7

Semester Total: 5-15

FALL (FIFTH SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 70C</td>
<td>Seminar in Supervised Practice, Level C</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 71C</td>
<td>Rotations in Supervised Practice, Level C (1-4)</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus:

Additional degree-applicable courses as needed to complete 60 units\(^5\) 0-7

Semester Total: 5-12
1. Out-of-district and/or out-of-state courses will be individually evaluated through the Counseling Office to determine if they fulfill the Merritt College General Education requirements. See a counselor regarding General Education requirements, or contact the Nutrition and Dietetics Department for evaluation of previously-completed coursework in nutrition and dietetics and possible course waiver. A written exam may be required to demonstrate currency. At least 12 units of Associate degree-level coursework must be completed at Merritt College.

2. Math 203 or a more advanced Mathematics course is required for Associate degrees; Math 50 or higher is required for transfer.

3. Nutr 32 is offered only in Fall semester; Nutr 31 is offered only in Spring semester.

4. Engl 1A is required for transfer and fulfills Associate degree requirements.

5. Consult a counselor for appropriate course selection for your educational goals.

**PATHWAY II CERTIFICATE**

**CERTIFICATE OF PROFICIENCY**

The Merritt College Nutrition and Dietetics program is accredited by the Academy of Nutrition and Dietetics/Accreditation Council for Education programs in Nutrition and Dietetics (AND/ACEND). Program graduates are qualified to sit for the national Commission on Dietetic Registration (CDR) exam, and upon successful completion of the exam, they are qualified to use the designation of "Dietetic Technician Registered (DTR)."

Dietetic Technicians who possess an Associate or higher degree, but who are not registered, must successfully complete both the Pathway II Certificate courses specified below and the national CDR exam to become registered. A Certificate of Proficiency will be awarded upon satisfactory completion of the certificate requirements specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Students qualifying to apply for the Pathway II Certificate of Proficiency fall into one of the following three categories:

1. Graduates of an AND/ACEND-accredited, Associate-degree (or higher) program in nutrition and dietetics: Students who have satisfactorily completed all didactic components of their education (as verified by statement from the Nutrition and Dietetics Program Director) need only successfully complete the Seminars and Rotations in Supervised Practice requiring 450 hours of supervised practice to sit for the national CDR exam.

2. Graduates of a non-AND/ACEND-accredited, Associate-degree (or higher) program in nutrition and dietetics, or an unrelated field, from an accredited U.S. college or university: These students must provide evidence that they have completed the equivalent courses needed to satisfy the AND/ACEND Foundation Knowledge and Skills requirement. Additional coursework (as determined by the Nutrition and Dietetics Program Director) beyond the seminar lectures and 450 hours of supervised practice may be required.

3. Graduates who have earned degrees outside the United States: These students are required to provide evidence of equivalency through an evaluation service recommended by AND/ACEND. For specific information, see website information at: www.eatright.org/students/getstarted/international/agencies.aspx. The student then proceeds as specified in #2 above.

**Program Learning Outcomes:**

Students who complete the certificate will be able to:

- Synthesize the knowledge and skills to pass the national Dietetic Technician, Registered (DTR) exam.
- Display effective clinical nutrition skills.
- Provide and maintain the highest level of personal ethical behavior.
- Be readily employed.
- Utilize up-to-date, evidence-based practices in the field of dietetic technology.

**Certificate of Proficiency Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 70A</td>
<td>Seminar in Supervised Practice, Level A</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 70B</td>
<td>Seminar in Supervised Practice, Level B</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 70C</td>
<td>Seminar in Supervised Practice, Level C</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 71A</td>
<td>Rotations in Supervised Practice, Level A (1-4)</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 71B</td>
<td>Rotations in Supervised Practice, Level B (1-4)</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 71C</td>
<td>Rotations in Supervised Practice, Level C (1-4)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units for Certificate:** 14

**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. 1306.20
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 at Laney College or Biol 31 at College of Alameda.
Formerly offered as Facs 10.
Acceptable for credit: CSU, UC
Basic principles of human nutrition: Nutrients, their function and food sources, and problems of excess and deficiency; dietary guidelines for health promotion and disease prevention. 1306.60
CSU area E

NUTR 12
Nutrition and Disease
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Nutr 10 (or Facs 10) or Biol 28 or Biol 31
Formerly offered as Facs 12.
Acceptable for credit: CSU
Fundamentals of nutrition needs for common and uncommon health conditions/diseases including lifecycle variations: 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 area E

NUTR 25
Weight Management Principles and Practice
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Principles of nutrition and behavioral self-management techniques as related to weight loss, fitness, weight maintenance, and health status: Nutrient utilization, assessment of nutritional status, energy balance, weight standards, weight management, obesity as a public health issue, analysis of weight-loss diets and supplements/programs, eating disorders, diet planning and analysis, and strategies used to positively impact fitness. 1306.20

NUTR 30
Sanitation and Safety
2 units, 2 hours lecture (GR or P/NP)
Formerly offered as Facs 81.
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)
Formerly offered as Facs 84.
Acceptable for credit: CSU
The functions of institutional food-service production: Menu development and standardization; forecasting, purchasing, storage, preparation and service; staffing, equipment selection and maintenance; evaluation of the food-service system; medical diets including texture and nutrient modifications; information technology in food-service settings including budgeting, cost/inventory control, nutritional analysis, recipe development, production forecasting, menu production; selecting or upgrading systems software. 1306.60

NUTR 32
Supervision and Training
3 units, 3 hours lecture (GR or P/NP)
Formerly offered as Facs 82.
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 48NA-TZ
Selected Topics in Nutrition and Dietetics
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1306.00

NUTR 49
Independent Study in Nutrition and Dietetics
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1306.00
**CURRICULUM PATTERNS AND COURSES**

**NUTR 70A**  
Seminar in Supervised Practice, Level A  
2 units, 2 hours lecture (GR or P/NP)  
Prerequisite: Nutr 10 or Biol 28 or Biol 31, and Nutr 12 and 30  
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 70A  
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)  
Prerequisite or corequisite: Nutr 70B  
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  
1-4 units, hours to be arranged (GR or P/NP)  
Prerequisite or corequisite: Nutr 31 and 32  
Corequisite: Nutr 70A  
Acceptable for credit: CSU  
Course may be repeated one time for a maximum of 4 units.  
Designed to relate classroom learning to the actual job environment: 150 hours of verified, supervised field experience in healthcare settings is required.  1306.20

**NUTR 71B**  
Rotations in Supervised Practice, Level B  
1-4 units, hours to be arranged (GR or P/NP)  
Corequisite: Nutr 70B  
Acceptable for credit: CSU  
Course may be repeated one time for a maximum of 4 units.  
Supervised application of dietetic principles in a healthcare facility to practice clinical competencies and in a community site to practice public health competencies: A total of 150 supervised hours is required.  1306.60

**NUTR 71C**  
Rotations in Supervised Practice, Level C  
1-4 units, hours to be arranged (GR or P/NP)  
Corequisite: Nutr 70C  
Acceptable for credit: CSU  
Course may be repeated one time for a maximum of 4 units.  
Supervised application of dietetic principles in a healthcare facility to practice advanced clinical and management skills: A total of 150 supervised hours is required.  1306.60

**NUTR 246**  
Occupational Work Experience in Nutrition and Dietetics  
1-4 units, hours to be arranged (GR or P/NP)  
Course may be repeated three times for a maximum of 4 units.  
Supervised application of desirable work habits and skills needed in institutional food service: Sanitation, safety, food preparation, modified diets, quality service, observation of meal service from an institutional kitchen (centralized and/or decentralized), menus, purchasing and inventory control, and the basic measurements used in food service.  1306.20

**NUTR 248NA-TZ**  
Selected Topics in Nutrition and Dietetics  
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)  
See section on Selected Topics.  1306.00
PARALEGAL STUDIES (PARLG)

PARALEGAL STUDIES
ASSOCIATE OF ARTS (AA) DEGREE AND CERTIFICATE OF ACHIEVEMENT

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.

To qualify for the Associate of Arts in Paralegal Studies 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree or certificate will be able to:

- Draft various legal documents including motions, complaints, answers, discovery requests, declarations, legal forms, and other legal documents.
- Conduct legal research using online research methods, such as Lexis and the Internet, as well as legal books.
- Perform effective legal analysis and communicate effectively through oral communication and written documents.
- Communicate effectively with attorneys, clients, and other persons, including but not limited to effectively interviewing clients and witnesses.
- 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.

Degree Major/Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARLG 1</td>
<td>Law and the Legal Profession</td>
<td>3</td>
</tr>
<tr>
<td>PARLG 6</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PARLG 8</td>
<td>Introduction to Civil Procedure and Litigation Practice</td>
<td>3</td>
</tr>
<tr>
<td>PARLG 11</td>
<td>Advanced Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading (4)</td>
<td></td>
</tr>
<tr>
<td>ENGL 100*</td>
<td>College Composition and Reading (4)</td>
<td>4</td>
</tr>
</tbody>
</table>

Select a minimum of 11-12 units from the following:

| PARLG 4 | Law Office Management                     |       |
| PARLG 9 | Introduction to Tort Law                  |       |
| PARLG 10| Family Law                                 |       |
| PARLG 12| Estate Planning and Probate Procedures    |       |
| PARLG 15| Criminal Law                               |       |
| PARLG 16| Seminar in Paralegal Studies Internship   |       |
| COPED 474A| Occupational Work Experience in Paralegal Studies | 1-4** |
| BUS 2  | Introduction to Business Law              | 11-12 |

Total Required Units for Degree Major or Certificate: 27-28

*Engl 100 does not meet English composition transfer requirements; Engl 1A is required for transfer.
**A maximum of 3 units can be applied to the Certificate or AA degree.

Recommended:
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)

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 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 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)
Prerequisite: Parlg 1 and 6
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 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 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 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 1 and 6
Corequisite: Coped 474A
Recommended preparation: Parlg 8 and 11
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
CURRICULUM PATTERNS AND COURSES

PARLG 48NA-TZ
Selected Topics in Paralegal Studies
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1402.00

PARLG 49
Independent Study in Paralegal Studies
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1402.00

PARLG 248NA-TZ
Selected Topics in Paralegal Studies
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1402.00

PHILOSOPHY
(PHIL)

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 area 3; CSU 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 area 3; CSU 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 area 3; CSU area A3

PHIL 48NA-TZ
Selected Topics in Philosophy
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1509.00

PHIL 49
Independent Study in Philosophy
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1509.00

PHIL 248NA-TZ
Selected Topics in Philosophy
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1509.00

PHYSICAL EDUCATION
(PE)

For activity courses, pre-professional courses, and Personal Trainer certificate, see listings under Kinesiology (KIN).

For intercollegiate athletics courses, see listings under Athletics (ATHL).
PHYSICAL SCIENCE

(PHYSC)

PHYSC 48NA-TZ
Selected Topics in Physical Science
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1901.00

PHYSC 49
Independent Study in Physical Science
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1901.00

PHYSC 248NA-TZ
Selected Topics in Physical Science
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1901.00

PHYSICS

(PHYS)

PHYS 2A
General Physics
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite: Math 50 or 52C
Acceptable for credit: CSU, UC
Comprehensive study of general physics: Mechanics, properties of matter, thermodynamics, heat, wave motion, and sound. 1902.00
AA/AS area 1; CSU 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 area 1; CSU area B1, B3; IGETC area 5A, 5C

PHYS 4A
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite or corequisite: Math 3A
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 area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: PHYS 205

PHYS 4B
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite: Phys 4A and Math 3B
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 area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: PHYS 210

PHYS 4C
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite: Phys 4B and Math 3C
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 area 1; CSU area B1, B3; IGETC area 5A, 5C
C-ID: PHYS 215

PHYS 10
Introduction to Physics
4 units, 4 hours lecture (GR)
Recommended preparation: Math 201 or 210D, and 202
Not open for credit to students who have completed or are currently enrolled in Phys 2A-2B or 4A-4B-4C.
Acceptable for credit: CSU, UC
Elementary study of major topics of physics: Motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity. 1902.00
AA/AS area 1; CSU area B1; IGETC area 5A
PHYS 20A  
**Calculus Supplement for Physics**  
1 unit, 1 hour lecture (GR or P/NP)  
Prerequisite: Math 50 or 52C  
Corequisite: Phys 2A or 4A  
Acceptable for credit: CSU, UC  
Calculus supplement to the mathematical tools of physics employed in PHYS 2A or PHYS 4A: Introduction to limits, derivatives, and anti-derivatives applied to one-, two-, and three-dimensional kinematics; maxima and minima; force formulated as the time derivative of momentum; integrals applied to finding centers of mass; rotational kinematics using derivatives and integrals; calculating moment of inertia; solving oscillatory systems with differential equations; integrations in hydrostatic systems, center of pressure, thermodynamic integrals and useful work. 1902.00

PHYS 20B  
**Calculus Supplement for Physics**  
1 unit, 1 hour lecture (GR or P/NP)  
Prerequisite: Phys 20A  
Corequisite: Phys 2B  
Acceptable for credit: CSU, UC  
Calculus supplement to the mathematical tools of physics employed in PHYS 2B: Fundamentals of integration, Riemann sums, and fundamental theorem; using integration and Gauss’s Law to determine electric fields, electric potential, and capacitance and Ampere’s Law to determine magnetic fields; and using differential equations to solve for RC, LR, LC, and LRC circuits, and for radioactive decay. 1902.00

PHYS 48NA-TZ  
**Selected Topics in Physics**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
See section on Selected Topics. 1902.00

PHYS 49  
**Independent Study in Physics**  
.5-5 units (GR)  
Acceptable for credit: CSU  
See section on Independent Study. 1902.00

PHYS 248NA-TZ  
**Selected Topics in Physics**  
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)  
See section on Selected Topics. 1902.00

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**POLITICAL SCIENCE**  
(POSCI)

**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 area 2; CSU area D; IGETC area 4; CSU 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 area 2; CSU area D; IGETC area 4

**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 area 2; CSU area D; IGETC area 4

**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 area 2, 5; CSU area D; IGETC area 4; CSU American Institutions, Group 2
POS CI 48NA-TZ
Selected Topics in Political Science
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2207.00

POS CI 49
Independent Study in Political Science
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 2207.00

POS CI 248NA-TZ
Selected Topics in Political Science
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2207.00

PSYCHOLOGY
(PSYCH)

PSYCHOLOGY
ASSOCIATE IN ARTS FOR TRANSFER (AA-T) DEGREE

The Associate in Arts in Psychology for Transfer (AA-T) degree program is intended to meet the lower-division requirements for psychology majors or majors that have been deemed similar in the California State University (CSU) system. A study of psychology is built upon the scientific study of the biological, mental processes, and environmental factors that influence human behavior. Students pursuing the AA-T degree will study the development of the person, basic processes of human perception, learning, cognition and motivation; biological processes, personality and the nature of psychological disorders and how psychologists use their knowledge to help improve the quality of people’s lives.

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 psychology 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 Psychology 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) 19-20 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).

Program Learning Outcomes:
Students who complete the degree will be able to:
• 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.
• Show understanding of how the brain and body are related to the psychological functioning of the individual.
• Apply their knowledge of psychology to understanding and supporting the psychological development of multicultural populations.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 1A</td>
<td>Introduction to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 28</td>
<td>Introduction to Research Methods in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 13</td>
<td>Introduction to Statistics</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Choose one course from the following:</strong></td>
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<tr>
<td>BIOL 10</td>
<td>Introduction to Biology (4)</td>
<td></td>
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<tr>
<td>BIOL 25</td>
<td>Human Biology (3)</td>
<td>3-4</td>
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<td><strong>Choose one course from the following:</strong></td>
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<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development (3)</td>
<td></td>
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<tr>
<td>PSYCH 6</td>
<td>Social Psychology (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology (3)</td>
<td>3</td>
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<tr>
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<td><strong>Choose one course from the following:</strong></td>
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<tr>
<td>PSYCH 10</td>
<td>Psychology and Life: Basic Principles (3)</td>
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<tr>
<td>PSYCH 12</td>
<td>Human Sexuality (3)</td>
<td></td>
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<tr>
<td>PSYCH 24</td>
<td>Abnormal Psychology (3)</td>
<td></td>
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<tr>
<td>PSYCH 31</td>
<td>Latino Psychology (3)</td>
<td></td>
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<tr>
<td>PSYCH 33</td>
<td>Personal and Social Adjustment (3)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units for AA-T Degree Major:</strong></td>
<td>19-20</td>
</tr>
</tbody>
</table>
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 area 2; CSU area D; IGETC area 4
C-ID: PSY 110

PSYCH 3
Introduction to Personality Theory
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Classical and contemporary personality theories: Theorists from each of the major forces in psychology: Psychoanalytical (Freud, Jung, Adler), behavioral (Skinner, Bandura), and humanistic (Maslow, Rogers). 2001.00
AA/AS area 2; CSU area D; IGETC area 4

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 area 2; CSU area D; IGETC area 4
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 area 2; CSU area D; IGETC area 4

PSYCH 12
Human Sexuality
3 units, 3 hours lecture (GR or P/NP)
Also offered as Biol 27 and Hlted 27. Not open for credit to students who have completed or are currently enrolled in Biol 27 or Hlted 27.
Acceptable for credit: CSU, UC
Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 2001.00
AA/AS area 2; CSU area D, E; IGETC area 4
C-ID: PSY 130

PSYCH 19
Civilization’s Impact on the Environment: Psychology of Trashing the Earth
3 units, 3 hours lecture (GR or P/NP)
Also offered as Envmt 19. Not open for credit to students who have completed or are currently enrolled in Envmt 19.
Acceptable for credit: CSU, UC
Introduction to civilization’s impact on the environment: Connections between human psychosocial development and the creation of both environmental problems and their solutions, and human communities and their niche within and relative balance with the environment in past millennia; the human psyche, its origins in nature, and its influence on the story of life on earth; exploration of the opportunities and obstacles to planning a sustainable future. 2001.00
AA/AS area 2; CSU area D; IGETC area 4

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 area 2; CSU area D; IGETC area 4
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 area 2; CSU area D; IGETC area 4
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/a groups living in the U.S.
2001.00
AA/AS area 2; CSU area D; IGETC area 4

PSYCH 33
Personal and Social Adjustment
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Dynamics of personal and social developments and related determinants.
2001.00
AA/AS area 2; CSU area D; IGETC area 4

PSYCH 48NA-TZ
Selected Topics in Psychology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics.
2001.00

PSYCH 49
Independent Study in Psychology
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study.
2001.00

PSYCH 248NA-TZ
Selected Topics in Psychology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics.
2001.00

RADIOLOGIC SCIENCE
(RADSC)

RADIOLOGIC SCIENCE
ASSOCIATE OF SCIENCE (AS) DEGREE AND CERTIFICATE OF ACHIEVEMENT

General Information:
The purpose of the Merritt College Radiologic Science program is to prepare qualified practitioners in the art and science of 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. Radiologic Technologists work in hospitals, clinics, imaging centers, and physicians’ offices. A successful and competent Radiologic Technologist is one who works well as a team member, thinks critically, solves problems creatively, possesses strong technical skills, and cares for patients with sensitivity and compassion. The technologist must be flexible and able to work with patients from diverse cultural backgrounds with various needs, abilities, injuries, and disease processes. The program’s student learning outcomes focus on developing these important characteristics in program graduates.

The Associate of Science in Radiologic Science degree will be awarded upon satisfactory completion of the Prerequisite requirements, the Degree Major requirements, 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. A Certificate of Achievement will be awarded upon satisfactory completion of the Prerequisite requirements and the Certificate requirements. The certificate-only option is available only to those who have already earned an Associate degree or higher.

The curriculum includes a clinical practicum at various East Bay hospitals. This is a continuous program of 24 months’ duration. 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 Radiologic Science and the Merritt College Associate 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 the California certificate, 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), and the California Department of Public Health, Radiologic Health Branch, MS 7610, PO Box 997414, Sacramento, CA 95899-7414 (http://www.cdph.ca.gov/programs/Pages/RadiologicHealthBranch.aspx).

Program Learning Outcomes:
Students who complete the degree or certificate will be able to:

• Produce diagnostic-quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital work environment.
• Communicate effectively with patients and family members by taking appropriate histories, giving clear instructions, and providing information as needed.
• Communicate in a professional manner with hospital staff, instructors, and peers.
• Exercise critical thinking and problem-solving skills by adapting radiologic procedures examinations to individual patient needs and conditions.
• Establish and maintain satisfactory professional relationships with other members of the healthcare team.
• Function as an effective healthcare team member by providing services in a manner that complements those performed by other team members.
• Demonstrate a commitment to professional development.

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. Currency for old Math courses may be established by taking the Math Assessment Test (available through the Merritt College Counseling department). A copy of the assessment test scores must be submitted with the application packet, if pertinent.
5. 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.
6. Students must obtain medical clearance (at their own expense) and show proof of immunity to hepatitis, diphtheria, tetanus, polio, rubella, rubella, mumps, and chicken pox before enrolling in the program. A negative Tuberculosis screen (PPD skin test or chest X-ray) is also required.
7. 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, 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.

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 three official sets and one unofficial set of transcripts from all colleges attended outside of the Peralta Community College District. Two sets of unofficial transcripts from colleges within the Peralta Community College District are sufficient. One official set 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 are made.

3. Schedule an appointment during the application period (between January 15th and April 15th, 2012) with the Radiologic Science enrollment evaluator (see the Allied Health secretary in D102, or call 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.
CURRICULUM PATTERNS AND COURSES

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.

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, Pre-Calculus, or Calculus).
3. Physics such as Introduction to Physics, General Physics, or Physics of Radiation and/or Electromagnetism.
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 obtained from the Radiologic Science program 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.

Degree Major/Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADSC 1B</td>
<td>Introduction to Medical Imaging</td>
<td>2</td>
</tr>
<tr>
<td>RADSC 1C</td>
<td>Introduction to Medical Imaging Clinic</td>
<td>2.5</td>
</tr>
<tr>
<td>RADSC 2A</td>
<td>Radiographic Physics I</td>
<td>2</td>
</tr>
<tr>
<td>RADSC 2B</td>
<td>Radiographic Physics II</td>
<td>4</td>
</tr>
<tr>
<td>RADSC 2C</td>
<td>Digital Applications in Medical Imaging</td>
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<tr>
<td>RADSC 3A</td>
<td>Positioning I</td>
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</tr>
<tr>
<td>RADSC 3B</td>
<td>Positioning II</td>
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</tr>
<tr>
<td>RADSC 4A</td>
<td>Radiation Protection</td>
<td>2</td>
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<tr>
<td>RADSC 4B</td>
<td>Radiobiology</td>
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<tr>
<td>RADSC 5A</td>
<td>Patient Care I</td>
<td>3</td>
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<tr>
<td>RADSC 5B</td>
<td>Patient Care II</td>
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<tr>
<td>RADSC 6</td>
<td>Quality Management/Fluoroscopy</td>
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<tr>
<td>RADSC 7</td>
<td>Advanced Imaging Procedures</td>
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<tr>
<td>RADSC 8</td>
<td>Sectional Anatomy and Radiographic Pathology</td>
<td>4</td>
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<tr>
<td>RADSC 9A</td>
<td>Clinical Experience I</td>
<td>4</td>
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<tr>
<td>RADSC 9B</td>
<td>Clinical Experience II</td>
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<tr>
<td>RADSC 9C</td>
<td>Clinical Experience III</td>
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<tr>
<td>RADSC 9D</td>
<td>Clinical Experience IV</td>
<td>6</td>
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<tr>
<td>RADSC 9E</td>
<td>Clinical Experience V</td>
<td>6</td>
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<tr>
<td>RADSC 10A</td>
<td>Seminar</td>
<td>1.5</td>
</tr>
<tr>
<td>RADSC 10B</td>
<td>Seminar</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Required Units for Degree Major or Certificate: 71

Recommended Sequence of Courses for Six Semesters:

FIRST YEAR

FIRST SEMESTER (FALL)
- 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
  **Semester Total:** 13.5

SECOND SEMESTER (SPRING)
- RADSC 2B  Radiographic Physics II  4
- RADSC 3B  Positioning II  4
- RADSC 9A  Clinical Experience I (16 hours per week)  4
  **Semester Total:** 12

THIRD SEMESTER (SUMMER)
- RADSC 4A  Radiation Protection  2
- RADSC 4B  Radiobiology  2
- RADSC 10A  Seminar  1.5
- RADSC 9B  Clinical Experience II (24 hours per week)  4
  **Semester Total:** 9.5
## CURRICULUM PATTERNS AND COURSES

### SECOND YEAR

#### FOURTH SEMESTER (FALL)
- **RADSC 2C** Digital Applications in Medical Imaging  4
- **RADSC 5B** Patient Care II  3
- **RADSC 9C** Clinical Experience III (24 hours per week)  6

**Semester Total:**  13

#### FIFTH SEMESTER (SPRING)
- **RADSC 6** Quality Management/Fluoroscopy  2.5
- **RADSC 7** Advanced Imaging Procedures  3
- **RADSC 8** Sectional Anatomy and Radiographic Pathology  4
- **RADSC 9D** Clinical Experience IV (24 hours per week)  6

**Semester Total:**  15.5

#### SIXTH SEMESTER (SUMMER)
- **RADSC 10B** Seminar  1.5
- **RADSC 9E** Clinical Experience V (36 hours per week)  6

**Semester Total:**  7.5

### 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, 6 hours lecture per week for 6 weeks (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 per week for 11 weeks (GR)  
Prerequisite: Radsc 1B (taken first during same term as Radsc 1C); 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, rubella, 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 radiology department, radiography processing area, 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: Math 201 or 210D  
Recommended preparation: CIS 1 and Engl 1A  
Acceptable for credit: CSU  
Introduction to principles of radiographic physics and radiographic quality factors: X-ray beam production and tube characteristics, basic control-panel elements, image processing, radiographic intensifying screens, film, and grids; emphasis on compensating for modifications in basic imaging factors such as patient physical characteristics and position, tube position, distance, intensifying screen and film speed, 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 20B, or Biol 2 and 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 and 2A and 3A and 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 and 3B and 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 and 3B and 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 20B, or Biol 2 and 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 5A
Acceptable for credit: CSU
Advanced patient-care skills: Complex clinical problem-solving skills; cultural competency; 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 and 4A and 9C
Corequisite: Radsc 9D
Acceptable for credit: CSU
Quality management/fluoroscopy concepts: Equipment monitoring and maintenance programs for radiography, fluoroscopy and film processing; artifact causes and retake/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 and 5B and 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 and 5B and 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 and 3B and 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 and 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 and 5B and 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 and 3B and 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
CURRICULUM PATTERNS AND COURSES

RADSC 10B
Seminar
1.5 units, 1.5 hours lecture (GR)
Prerequisite: Radsc 7 and 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 48NA-TZ
Selected Topics in Radiologic Science
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1225.00

RADSC 49
Independent Study in Radiologic Science
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1225.00

RADSC 248NA-TZ
Selected Topics in Radiologic Science
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1225.00

RADSC 251
Clinical Experience for the Returning Student (First Year)
3 units, 12 hours laboratory (GR)
Prerequisite: Radsc 1B; 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)
Non-degree applicable
Clinical practicum in a medical-imaging department of an affiliated clinical training center for the returning student. Recommended before entry into the second semester courses of the program. 1225.00

RADSC 252
Clinical Experience for the Returning Student (Second Year)
4-6 units, 16-24 hours laboratory (GR)
Prerequisite: Radsc 1B and 2A and 3A and 5A; 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)
Non-degree applicable
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

RADSC 348NA-TZ
Selected Topics in Radiologic Science
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Non-degree applicable.
See section on Selected Topics. 1225.00
REAL ESTATE
(RLEST)

REAL ESTATE
ASSOCIATE OF ARTS (AA) DEGREE AND
CERTIFICATE OF ACHIEVEMENT

The Real Estate 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 of 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. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Note: Students should see a counselor at least once each semester to plan for their educational goal(s).

Program Learning Outcomes:
Students who complete the degree or certificate will be able to:
- Demonstrate and apply an in-depth knowledge of California real estate principles and laws to successfully complete licensure requirements for sales licensee and broker.
- Apply a basic knowledge of the fundamental concepts of real estate.
- Define the technical terminology involved in the real estate field.
- Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
- Interpret and apply California real estate laws to a variety of real property transactions.

Degree Major/Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>RLEST 2A</td>
<td>Principles of Real Estate</td>
<td>3</td>
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<tr>
<td>RLEST 4A</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
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<td>RLEST 5</td>
<td>Real Estate Practice</td>
<td>3</td>
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<tr>
<td>RLEST 6A</td>
<td>Real Estate Finance - Residential</td>
<td>3</td>
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<tr>
<td>RLEST 7A</td>
<td>Real Estate Appraisal</td>
<td>3</td>
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<tr>
<td>RLEST 9</td>
<td>Real Estate Economics</td>
<td>3</td>
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</table>

Select two courses (6 units) from the following:

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)

Total Required Units for Degree Major or Certificate: 24

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)
Recommended preparation: Rlest 2A
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 multi-family 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 multi-family 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 multi-family 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
Introduction to real estate economics: Introductory study of 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
Real estate escrow procedures: 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 area 4c

RLEST 48NA-TZ
Selected Topics in Real Estate
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 0511.00

RLEST 49
Independent Study in Real Estate
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0511.00

RLEST 248NA-TZ
Selected Topics in Real Estate
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0511.00

RLEST 250
BRE Salesperson/Broker Exam Preparation
1 unit, 1 hour lecture (P/NP)
Recommended preparation: Rlest 2A
Non-degree applicable
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
(SOCSC)

SOCIAL AND BEHAVIORAL SCIENCES
ASSOCIATE OF ARTS (AA) DEGREE

The Associate of Arts in Social and Behavioral Sciences degree 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 in a variety of disciplines. 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.

To qualify for the Associate of Arts in Social and Behavioral Sciences degree, students must satisfactorily complete the Degree Major requirements 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:
Students who complete the degree will be able to:
• Integrate foundational thinking from various disciplines within Social and Behavioral Sciences.
• Apply knowledge about people and human behavior.
• Analyze society and community issues from multiple and integrated perspectives.
### CURRICULUM PATTERNS AND COURSES

#### Degree Major Requirements:

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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADJUS 21</td>
<td>Introduction to Administration of Justice</td>
<td>(3)</td>
</tr>
<tr>
<td>AFRAM 16</td>
<td>The Prison Industrial Complex: African American Incarceration</td>
<td>(3)</td>
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<tr>
<td>AFRAM 19</td>
<td>Racism in the United States</td>
<td>(3)</td>
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<tr>
<td>AFRAM 30</td>
<td>African-American History: Africa to 1865</td>
<td>(3)</td>
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<tr>
<td>AFRAM 31</td>
<td>African-American History: 1865-1945</td>
<td>(3)</td>
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<tr>
<td>AFRAM 38</td>
<td>Environmental Racism and Justice</td>
<td>(3)</td>
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<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td>(3)</td>
</tr>
<tr>
<td>ANTHR 5</td>
<td>American Indian History and Culture</td>
<td>(3)</td>
</tr>
<tr>
<td>ASAME 30</td>
<td>Asians and Asian-Americans through Films</td>
<td>(3)</td>
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<tr>
<td>ASAME 32</td>
<td>Asian-American Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>ASAME 45A</td>
<td>Asian-American History to 1945</td>
<td>(3)</td>
</tr>
<tr>
<td>ASAME 45B</td>
<td>Asian-American History from 1945 to the Present</td>
<td>(3)</td>
</tr>
<tr>
<td>COMM 6</td>
<td>Intercultural Communication</td>
<td>(3)</td>
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<tr>
<td>COMM 10</td>
<td>Gender and Communication</td>
<td>(3)</td>
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<tr>
<td>COMM 13</td>
<td>Ethnic Perceptions in the Mass Media</td>
<td>(3)</td>
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<tr>
<td>ECON 1</td>
<td>Principles of Economics</td>
<td>(Macro-Economics)</td>
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<tr>
<td>ECON 2</td>
<td>Principles of Economics</td>
<td>(Micro-Economics)</td>
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<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
<td>(3)</td>
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<td>GEOG 2</td>
<td>Cultural Geography</td>
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<tr>
<td>HIST 7A</td>
<td>History of the United States to 1877</td>
<td>(3)</td>
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<td>HIST 7B</td>
<td>History of the United States Since 1865</td>
<td>(3)</td>
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<td>HLTED 1</td>
<td>Exploring Health Issues</td>
<td>(3)</td>
</tr>
<tr>
<td>M/LAT 12</td>
<td>United States Relations with Mexico and Latin America</td>
<td>(3)</td>
</tr>
<tr>
<td>POSCI 1</td>
<td>Government and Politics in the United States</td>
<td>(3)</td>
</tr>
<tr>
<td>POSCI 2</td>
<td>Comparative Government</td>
<td>(3)</td>
</tr>
<tr>
<td>POSCI 5</td>
<td>American Politics and Minority Groups</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYCH 1A</td>
<td>Introduction to General Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYCH 10</td>
<td>Psychology and Life: Basic Principles</td>
<td>(3)</td>
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<tr>
<td>PSYCH 12</td>
<td>Human Sexuality</td>
<td>(3)</td>
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<tr>
<td>SOC 1</td>
<td>Introduction to Sociology</td>
<td>(3)</td>
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<tr>
<td>SOC 2</td>
<td>Social Problems</td>
<td>(3)</td>
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**Total Required Units for Degree Major:** 18

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### SOCIOMETRY

**(SOC)**

An Associate in Arts in Sociology for Transfer (AA-T) degree is in development, pending California Community Colleges Chancellor’s Office approval. If approved, information and requirements will be posted at [www.merritt.edu/wp/catalog](http://www.merritt.edu/wp/catalog).

#### 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 area 2; CSU area D; IGETC area 4

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 area 2; CSU area D; IGETC area 4

C-ID: SOCI 115

#### SOC 3

**Sociology of Women**

3 units, 3 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Also offered as Hist 56. Not open for credit to students who have completed or are currently enrolled in Hist 56.

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 area 2; CSU area D; IGETC area 4
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 area 2, 5; CSU area D; IGETC area 4

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 area 2; CSU area D
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 area 2; CSU area D

SOC 48NA-TZ
Selected Topics in Sociology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR
or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 2208.00

SOC 49
Independent Study in Sociology
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 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 area 2; C-ID: SOCI 120

SOC 248NA-TZ
Selected Topics in Sociology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR
or P/NP)
See section on Selected Topics. 2208.00

SPANISH
(SPAN)

SPAN 1A
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite: Span 1A
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Course is conducted in Spanish.
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 area 3; CSU area C2; IGETC Language

SPAN 1B
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite: Span 1A
Acceptable for credit: CSU, UC
Course is conducted in Spanish.
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 area 3; CSU area C2; IGETC Language

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 area C2

SPAN 48NA-TZ
Selected Topics in Spanish
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR
or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1105.00

SPAN 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 area 2; C-ID: SOCI 120
SPAN 49
Independent Study in Spanish
.5-5 units (GR or P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1105.00

SPAN 248NA-TZ
Selected Topics in Spanish
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1105.00
PROHIBITION OF HARASSMENT AND DISCRIMINATION AND SEXUAL ASSAULT PROCEDURES

I. STATEMENT REGARDING DISCRIMINATION

In keeping with Board Policy 3410: Nondiscrimination, the Peralta Community College District as a public institution, prohibits discrimination in any and all of its activities, including: employment; procuring of goods and services; availability of its educational offerings; and other programs and activities such as financial aid and special services. In order to accomplish these tasks, the Office of Equal Opportunity is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions. The Office of Equal Opportunity will handle both student and employee complaints by working with the Vice Presidents of Student Services for student complaints and with the Vice President of Instruction for employee complaints.

The Peralta Community College District, in accordance with applicable Federal and State laws and Board Policy, prohibits unlawful discrimination towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical condition (cancer related), disability, political views and affiliations, sexual orientation/preference, and transgender status at any stage in any and all of its programs and activities, including availability of its educational offerings; and other programs and activities such as financial aid and special services. To that end, the District will take immediate, appropriate steps to investigate complaints of discrimination to eliminate current discrimination and prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.


The Title IX, Section 504 and ADA Coordinator for the Peralta District is the District Equal Opportunity Officer (who is the Vice Chancellor of Human Resources and Employee Relations) whose office is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7252.

Each college has an ADA Coordinator who can be reached by calling the main number of the college.

Students, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the President of the college, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the District Equal Opportunity Officer. Complaint forms and procedures are available in the offices of the President, Vice Presidents, and Equal Opportunity Officer.

The Peralta Colleges encourage "mainstreaming" students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has an Enabler/Coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include classroom interpreters, notetakers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.

The lack of English language skills will not be a barrier to admission and participation in the colleges’ vocational education programs.

POLÍTICA QUE PROHÍBE LA DISCRIMINACIÓN HACIA LOS ESTUDIANTES (INCLUYENDO LA DISCRIMINACIÓN Y EL ACOSO SEXUAL Y RACIAL)

El Distrito de los Colegios Universitarios Comunitarios de Peralta, de conformidad con las leyes federales y estatales pertinentes y con la Política de la Junta, prohíbe que los estudiantes sean sometidos a discriminación y acoso discriminatorio ilícitos basados en la raza, las creencias,
DISTRICT AND COLLEGE POLICIES

el color, la ascendencia, la religión, el sexo, el origen nacional, la edad (40 años de edad o más), el estado civil, los problemas médicos (relacionados con el cáncer), las incapacidades, las afiliaciones y opiniones políticas, la orientación/preferencia sexual o la transmutación de sexo en cualquier etapa, en cualquiera de los programas y actividades del Distrito, incluyendo la disponibilidad de los ofrecimientos educacionales; y en otros programas y actividades como la ayuda financiera y los servicios especiales. Por ello, el Distrito investigará las quejas de discriminación inmediatamente, siguiendo los pasos pertinentes, a fin de eliminar la discriminación actual y evitar discriminación futura. El Distrito prohíbe las represalias contra cualquier individuo que presente una queja o participe en una investigación con relación a discriminación o acoso discriminatorio.


El Coordinador del Título IX y Sección 504 para el Distrito de Peralta es el Funcionario de Oportunidad Igual del Distrito, cuya oficina se encuentra situada en el 333 E. 8th Street, Oakland, CA 94606; teléfono (510) 466-7252.

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que han sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el Presidente del colegio correspondiente, el Vice Presidente de Servicios Estudiantiles (en el caso de los alumnos), el Vice Presidente de Educación (en el caso de la facultad o empleados) o el Funcionario de Oportunidad Igual del Distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del Presidente, de los Vice Presidentes y de Oportunidad Igual.

Todos los colegios del Distrito de Peralta fomentan la incorporación de alumnos con incapacidades físicas y mentales a las clases regulares. Los colegios ofrecen servicios de apoyo a fin de brindar una educación accesible. Cada colegio tiene un Coordinador cuya función es administrar el programa para estudiantes incapacitados. Los estudiantes que encuentren que una clase no es accesible deben comunicarse con el Centro de Recursos para Estudiantes Incapacitados a fin de recibir asistencia. Los servicios del Centro incluyen asistencia por medio de intérpretes en el aula, personas que puedan tomar los apuntes, lectores, un servicio de asesoramiento especial para el manejo de las incapacidades y un grupo de asesoramiento constituído por personas con problemas similares. También hay libros de texto en sistema Braille, libros de texto grabados y otros equipos especiales.

La falta de fluidez en el idioma inglés no es un obstáculo para el ingreso y la participación en los programas de educación vocacional de los colegios.

II. DISCRIMINATION COMPLAINT PROCEDURES

To insure that students and employees of the District are aware of the provisions of this procedure, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.

The following procedures are in compliance with the guidelines of state law:

1. Student discrimination complaints may be filed with the Office of Student Services at each college.
2. Employee complaints may be filed with the Office of Instruction at each college.
3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
   a. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor’s Office on the appropriate form.
   b. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
4. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.
5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.
6. After a proposed resolution is developed and
approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor’s Office within thirty (30) days. The District Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.

7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District’s proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor’s Office.

III. PROCEDURES PROHIBITING SEXUAL, RACIAL, AND DISABILITY HARASSMENT AND DISCRIMINATION TOWARD STUDENTS

A. Dissemination
   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 will also 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 will also be disseminated to each faculty member, all members of the administrative staff, and all members of the support staff both at time of hire and at the beginning of each school year.
   4. The procedures shall also be displayed in a prominent location at each college along with the other notices regarding the college’s procedures and standards of conduct. A copy of the Policy and Procedures shall be made available to any person expressing a verbal complaint about such matters.

B. Sexual, Racial, and Disability Harassment and Discrimination Defined
   1. The Peralta Community College District expressly forbids sexual, racial, and disability harassment of its students by faculty, administrators, supervisors, District employees, other students, vendors or members of the general public. The District also prohibits discrimination of its students by subjecting any student to adverse or differential treatment, or depriving that student of any benefits of the District because of that student’s sex, race, or disability. Furthermore, the District prohibits retaliation against any individual who files a complaint or participates in a discrimination inquiry.

2. Sexual harassment includes, but is not limited to, 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 educational setting, under any of the following conditions:
   a. Submission to the conduct is explicitly or implicitly made a term or a condition of a student’s academic status, or progress.
   b. Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.
   c. The conduct has the purpose or effect of having a negative impact upon a student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
   d. Submission to, or rejection of, the conduct by a student is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
   e. Any other such conduct that may have an effect on a student’s learning environment or his or her ability to enjoy any privileges or benefits provided by the District.

3. The prohibition of racial harassment similarly enjoins conduct or incidents based on race that may interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District.

4. The prohibition of disability harassment
similarly enjoins conduct or incidents based on disability that may exclude an individual from participation in or be denied the benefit of the services, programs, or activities provided by the District to other non-disabled students.

5. A harassing environment is created if conduct of a sexual or racial nature or conduct based on student’s disability is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program by the District or to create a hostile or abusive educational environment.

C. Examples of Prohibited Harassment

Sexual, racial, disability harassment includes, but is not limited to, the following examples of conduct that is undertaken because of the sex, race, or disability of the student victim:

1. Unwanted physical touching (beyond normal greetings).
2. Displays of offensive materials, objects, photos, etc., with a sexual, racial, or disabled theme.
3. Situations affecting a student’s studying and learning conditions and making the learning environment unpleasant and uncomfortable, whether the actions are purposeful or not.
4. Verbal insults (in reference to gender, race, sexual orientation, or disability).
5. Rumors designed to cause the individual emotional distress or place him or her in a bad light.
6. Physical assault.
7. Unwelcome direct propositions of a sexual nature.
8. Subtle pressures for unwelcome sexual activity, an element of which may be conduct such as repeated and unwanted staring.
9. A pattern of conduct not legitimately related to the subject matter of a course, which is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program or to create a hostile or abusive educational environment that includes one or more of the following:
   (a) Comments of a sexual/racial nature or which are demeaning or derogatory based on a disability, or
   (b) Sexually explicit statements, questions, jokes, or anecdotes.
10. Unwanted attempts to establish a personal relationship.
11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:
   (a) Unnecessary touching, patting, hugging, or brushing against a person’s body,
   (b) Remarks of a sexual nature about a person’s anatomy or clothing, or
   (c) Remarks about sexual activity or speculations about a previous sexual experience.

All persons should be aware that conduct towards a student that is not specifically identified in this policy may nonetheless constitute impermissible sexual, racial or disability harassment.

D. Academic Freedom and Freedom of Speech

1. As participants in a public institution, the faculty and staff of the Peralta Community College District enjoy significant free speech protections found in the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. The right of academic freedom includes a special area of protected speech. Consistent with the principles of academic freedom, course content and teaching methods remain the province of individual faculty members. Academic freedom, however, is not limitless. Academic freedom does not protect classroom speech that is unrelated to the subject matter of the course or in violation of federal or state anti-discrimination laws. Some speech may constitute environmental sexual harassment, harassment based on another impermissible characteristic or discrimination. If a faculty member engages in unwelcome sexual behavior or other improper behavior based on a characteristic protected by this policy that has the purpose or effect of unreasonably interfering with an employee’s work environment or a student’s academic performance or creates a hostile and intimidating work or academic environment, then it may constitute environmental harassment or discrimination, as outlined in Board Policy and
2. The District must balance these two significant interests: the right of academic freedom and the right to be free from discrimination and harassment. The First Amendment protections, including those of academic freedom, are not absolute. When a faculty member raises academic freedom as a defense against charges of discrimination or discriminatory harassment, the District must examine the nature and context of the faculty member’s behavior. A key to this examination is determining whether the behavior of the faculty member is related to his or her legitimate academic judgments within the context of furthering the institution’s legitimate mission.

3. Nothing in the District’s Discrimination and Discriminatory Harassment Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. These challenges should be done in a manner that, in the professional judgment of the faculty member, is most pedagogically advisable. Indeed, this is at the core of academic freedom; however, faculty members may not interject into the academic setting an element of discrimination or discriminatory harassment that is unrelated to any legitimate educational objective. Nor, may a faculty member create, or allow, the educational setting to be so charged with discrimination or discriminatory harassment that our students are prevented from effectively participating in the academic environment. As such, faculty members must be aware that the District will investigate and respond to employee or student complaints that involve course content in accordance with its general discrimination and discriminatory harassment policy and faculty members may be subject to discipline for egregious conduct, in the same manner as provided in Board Policy and any implementing procedures for all other District employees.

4. The Peralta Community College District is committed to insuring that the academic freedom rights of our faculty are secure, and to insuring our students an academic environment free of discrimination and harassment. Nothing in this section is intended to abrogate rights of Academic Freedom stated in the collective bargaining agreement with the Peralta Federation of Teachers.

E. Consensual Relationships

1. Definitions:
   (a) The terms “instructors” and “faculty member” are defined as any person who teaches in the District, is in an academic position, or by virtue of their position has control or influence on student performance, behavior, or academic career.
   (b) A “District employee” is defined as any person who is employed by the Peralta Community College District, or acts as its agent and operates within the District’s control.

2. Rationale:
   The District’s educational mission is promoted by professionalism in faculty/student, as well as supervisor/subordinate, relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and supervisors that harm this atmosphere undermine professionalism and hinder fulfillment of the educational mission. Trust and respect are diminished when those in positions of authority abuse their power in such a context as to violate their duty to the educational community and undermine the trust placed in the District as a public employer and an educational institution.

3. Ethical Violation:
   Recognizing that the unequal power of adult consenting parties is inherent in consensual relationships between supervisor and employee or student and teacher, the District will view it as unethical behavior if faculty members or supervisors engage in romantic relations with students enrolled in their classes or employees under their supervision even though both parties appear to have consented to the relationship.
4. **Presumption of a Policy Violation:**
The faculty member or supervisor who contemplates a romantic relationship with a student or employee must realize the complexity of the situation and its potential negative consequences. Regardless of consent or mutual attraction, the faculty member or supervisor generally will be judged guilty of sexual harassment if any complaint eventually emerges, either from the partner in the relationship or from his or her fellow students or co-workers. A romantic relationship between any minor employee or student and an adult employee is presumptively deemed not to be a consensual relationship and constitutes sexual harassment.

5. **Voluntary Consent Not a Defense:**
Faculty members and supervisors exercise power over students and their subordinates, whether in giving or failing to give praise, criticism, performance evaluations, promotions or other similar actions. Romantic relationships between faculty members and students, or between supervisors and subordinates, can destroy necessary professional relationships. Voluntary consent by the student or subordinate is always suspect, given the asymmetric nature of the relationship. Moreover, such unprofessional behavior, or even the appearance of such may affect other students, faculty, and staff, because it gives one student or subordinate the appearance, correctly or incorrectly, of power or favor at the expense of others.

F. **Harassment and Discrimination Complaint Procedures**
1. In order to accomplish the task of prohibiting discrimination and harassment, the District’s Equal Opportunity Officer is assigned the responsibilities of overseeing and investigating any charges or complaints of discrimination or harassment. The District’s Equal Opportunity Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.
2. The District’s Equal Opportunity Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.

3. In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:
   a. Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.
   b. Student discrimination or harassment complaints may be filed with the District’s Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252).
   c. Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:
      - **Berkeley City College**, 2nd Floor, Room 242, (510) 981-2820
      - **College of Alameda**, Building A, Room 111, (510) 748-2204
      - **Laney College**, Tower Building, Room 412, (510) 464-3162
      - **Merritt College**, Building R, Room 112, (510) 436-2478
   d. All complaints not filed directly with the District’s Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
   e. Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer’s attention, that Officer shall:
      (i) Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
      (ii) Notify the complainant of the
procedures for filing a complaint;

(iii) Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and

(iv) Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.

(v) Immediately upon receipt of a complaint, the District’s Equal Opportunity Officer will forward a copy to the State Chancellor’s Office on the appropriate form.

(vi) The District’s Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.

(vii) Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.

f. Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District’s unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.

g. Complaints will be handled promptly in an appropriately confidential manner—that is, the District’s Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.

The results of the investigation shall be set forth in a written report which shall include at least all of the following:

(i) Description of the circumstances giving rise to the complaint;

(ii) A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;

(iii) An analysis of any relevant data or other evidence collected during the course of the investigation; and

(iv) A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.

h. Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:

A written notice setting forth:

(i) A copy or summary of the District’s investigative report;

(ii) The District’s determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person’s privacy rights; and

(iii) The complainant’s right to appeal to the District governing board and the Chancellor.

Likewise, the accused individual shall be notified of the outcome of the investigation.

i. If the allegation of sexual, racial, or
disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment. The District’s policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student’s First Amendment rights to free speech and the accused individual’s right to due process.

Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor’s decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor’s decision. All appeals shall be filed with the Chancellor’s Office at 333 East 8th Street, Oakland, CA 94606. Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final if the Board does not act within forty-five (45) days. The student may then appeal the final District decision to the State Chancellor’s Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor’s Office.

Within 150 days of receiving the complaint, and after the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint, findings of the investigation, the District’s proposed resolution, the letter to the complainant informing him or her of the proposal, and any relevant material to the State Chancellor’s Office.

IV. SEXUAL ASSAULT PROCEDURES (ALSO SEE SEXUAL AND OTHER ASSAULTS ON CAMPUS)

A. Statement Regarding Sexual Assault
1. Unlawful sexual assault is a criminal activity prohibited in all employee and student areas, buildings, properties, facilities, service areas, satellite centers of the PCCD and all non-District areas where Peralta classes/instruction are conducted. It is the policy of the PCCD to ensure, to the extent possible, that students, faculty and staff who are victims of a sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District or its colleges, shall receive information, follow-up services, and referrals to local community treatment centers. It is the policy of the PCCD to ensure, to the extent possible, that students, faculty and staff who are victims of a sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District or its colleges, shall receive information, follow-up services, and referrals to local community treatment centers.
2. Each college, through the Office of the Vice President of Student Services, shall make available sexual assault awareness information to students and employees.

B. Definition of Sexual Assault (Education Code 67365)
“Sexual Assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by
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a foreign object, sexual battery, or threat of sexual assault.

C. Procedure
   1. The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program required. This includes:
      a. Making available to students and staff the District policy on sexual assault.
      b. Meeting legal reporting requirements.
      c. Identifying available services for the victim.
      d. Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
      e. Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
      f. Providing confidentiality.
   2. It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of, or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.
   3. Any student, faculty, or staff member who is a victim of sexual assault at a District facility referred to in Section IV.A.1. of this policy is encouraged to notify the Vice President of Student Services. The Vice President of Student Services, with the consent of the victim, shall notify the Campus/District Police Services.
   4. Pursuant to legal requirements, the Campus/District Police will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.
   5. In accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.
   6. In cases of violent crimes considered to be a threat to other students and employees, each college’s President or the Chancellor of the District shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.
   7. Upon notification of a sexual assault, the Campus/District Police Services will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee should have a copy of this policy.
   8. The listing of resources and services shall be available through the Campus/District Police Services, each college’s Counseling Department, and Health Services Unit.
   9. A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:
      a. Employees: Criminal Prosecution/Civil Prosecution. District disciplinary process: Violation of this policy will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.
      b. Students: Criminal Prosecution/Civil Prosecution. District disciplinary process: Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at any of the District’s colleges. Violation of this policy will cause disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program.
      Student discipline shall be accomplished in accordance with provisions of Article 3 of the Title 3, Division 7, Part 47, of the California Education Code.
c. Non-Student/Employer: Criminal Prosecution/Civil Prosecution.
   (i) A victim of sexual assault shall be kept informed by the college President/designee or the Chancellor of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.
   (ii) The Counseling Department and Health Services shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.
   (iii) The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, parents, and Peralta employees not involved in the assault or its investigation, will be handled by the college’s Public Information Office or the District’s Office of Marketing in accordance with these regulations: the Family Educational Right and Privacy Act, applicable California Education and Administrative Code sections, and Peralta Community College District Policy.

D. Dissemination
   1. These 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. These procedures will also be disseminated at each college’s orientation and at periodic workshops to be scheduled by each college’s Vice President of Student Services.

Note: Volunteers and student workers are included in relevant board policies and their related administrative procedures, including but not limited to BP 3410 (Nondiscrimination), BP 3420 (Equal Employment Opportunity), BP 3430 (Prohibition of Harassment), and BP 7280 (Volunteers).

References:
Education Code Sections 212.5; 44100; 66281.5; Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e; Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.; Penal Code Sections 422.55 et seq.; Title 5 Sections 59300 et seq.; Accreditation Standard II.B.2.c

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 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, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that 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. 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 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, or progress;
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 is sufficiently severe or pervasive so as to alter 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.

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 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 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.

SEXUAL AND OTHER ASSAULTS ON CAMPUS

A. Peralta Police 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.

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 Police 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.

GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURES

I. REGULATIONS

A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade and clerical errors. “Fraud” may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.

B. 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.

C. Grades are not subject to change by reason of a revision of judgment on the instructor’s part.

D. No grade except “Incomplete” may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.

E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.

F. Only the instructor is required to sign grade changes from “I” to a grade.

II. PROCEDURAL STEPS

A. Instructor completes the “Request for Record Correction Form” and submits it to the Divisional
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Dean of Instruction with a copy of the Class Rollbook. The “Request for Record Correction Form” is available online at: http://web.peralta.edu/admissions/forms.

B. Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation to the Associate Vice Chancellor of Student Services.

C. The request is then reviewed and approved or denied by the Associate Vice Chancellor of Student Services and processed by the Admissions and Records Office.

III. STUDENT GRIEVANCE

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student’s performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for “Academic (Grade) Grievance” is contained in the “Student Grievance Procedure” (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

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. That procedure (in full) is as follows:

A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

1. Academic (Grade) Grievance: A complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.

2. Violation of Law, Policy, and Procedures:
   a. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.

b. Act or threat of physical aggression.

c. Act or threat of intimidation or harassment.

B. The Student Grievance Procedure does not apply to:

1. Police 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: Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District’s Equal Opportunity Officer at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

C. Definitions

1. 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.

2. 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).

3. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

4. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.

5. 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.

6. 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.

D. 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 law, policy, and procedures, 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.
   a. Complaint: The complaint must include the following:
      • The exact nature of the complaint (grounds).
      • The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation).
      • A description of the informal meeting and attempted resolution, if any.
      • The specific resolution/remedy sought.
   b. Submission: The complaint should be submitted to the Vice President of Student Services.
   c. Meeting with Vice President of Student Services (or designee): 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.
   d. 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.
   (i) For academic (grade) grievance,
the Chair shall request records and documents from the faculty member against whom the complaint has been filed.

(ii) For grievance based on an alleged violation of law, policy, and procedures, 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.

e. **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:

- The Vice President of Instruction, who shall Chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students.

Additional committee member:
- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 1021 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.

f. **Hearing Procedure:**

1. 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.

2. 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.

3. 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
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whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.

4. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.

5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

6. 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.

7. 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.

8. The committee may call in “expert witnesses” if the subject of the grievance is beyond their expertise.

9. 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.

10. Any member of the committee may ask questions of any witness.

11. 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.

12. 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.

13. 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.

14. The committee shall make all evidence, written or oral, part of the record.

15. 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 matters outside of that record.

16. 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.

17. 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.

18. 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.

19. The Chair of the committee shall notify the Vice President of Student Services of the committee’s recommendation within 10 days.

20. 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.

3. 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 written notice 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 written notice 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.)

4. Time Limits:
Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

SECURITY OF GRADE RECORDS

The District has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice Chancellor of Educational Services. No more than six (6) [one at each college in A&R and two at district office A&R] District employees may be authorized to change student grades. Only full-time employees of the District may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice Chancellor of Educational Services immediately. The Vice Chancellor of Educational Services shall take steps to lock the grade storage system entirely while an investigation is conducted.

If any student’s grade record is found to have been changed without proper authorization, the District will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the District’s policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.
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: A complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.

B. Violation of Law, Policy, and Procedures:
1. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
2. Act or threat of physical aggression.
3. Act or threat of intimidation or harassment.

C. This Student Grievance Procedure does not apply to:
1. Police 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: Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District’s Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

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

A. 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:
1. 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
2. For a grievance based on an alleged violation of law, policy, and procedures, 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).

B. 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.

1. Filing Complaint: The complaint must include the following:
   a. The exact nature of the complaint (grounds);
   b. The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation);
   c. A description of the informal meeting and attempted resolution, if any;
   d. The specific resolution/remedy sought.
Complaint should be filed with the Vice President of Student Services.

2. Meeting with Vice President of Student Services (or designee): 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 an alleged violation of law, policy, and procedures, 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 by the PFT and the Faculty Senate; or
f. For other grievances, one classified employee (and one alternate) jointly appointed by Local 1021 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.
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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
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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 1021 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.

STUDENT STANDARDS OF 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, and by 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. 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. Unauthorized entry to or use of college facilities.

6. Committing or attempting to commit robbery or extortion.

7. 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.

8. 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.

9. 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.

10. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

11. 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.

12. 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.

13. Obstruction or disruption of teaching, research, administrative procedures or other college activities.

14. 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.

15. 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. 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 has 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 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 Board of Trustees.

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.

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 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’s) 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 of written notice 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.
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 substantial 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, and 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 matters 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 recom-
mandation 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 at least
three days prior to the meeting of the date, time,
and place of the Board’s meeting.

4. The student may, within 72 hours of written
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.

## DISABLED STUDENTS PROGRAMS AND SERVICES

Under federal and State laws, the District and Colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and College services and activities are accessible to individuals with disabilities. The College will make modifications as necessary in order to provide equal access.

### I. Role of Disabled Student Programs and Services

The role of the Disabled Student Programs and Services (DSP&S) program is to assist the colleges in meeting federal and state obligations to students with disabilities. DSP & S is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.

A. No student with disabilities is required to participate in the DSP&S program. If a student requests accommodations and does not want to register with DSP&S, he/she will need to submit documentation to the College 504/ADA Coordinator. DSP&S will evaluate the disability documentation and discuss the request for accommodations with the student.

B. Each College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to College classes and programs. The yearly DPS&P Plan, as required by the State Chancellor’s Office, describes the processes, procedures, and requirements, as well as a full description of the program. Other information regarding the goals and objectives of DSP&S can be found in the DSP&S Program Review document.

### II. Academic Accommodations Policy for Students with Disabilities

A. Pursuant to Section 504 of the Rehabilitation Act of 1973, Title 5, Section 56027, and Board Policy 5140, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic accommodations. Pursuant to Title 5, Sections 56000-56088, the District has developed Disabled Student Programs and Services (DSP&S) at each college to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids.

B. The goal of all academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

1. When a student requests disability-related services, the student’s disability is verified by the DSP&S professional according to state-mandated criteria. If the student is deemed ineligible for services and wishes to appeal this decision, he/she will follow the District Student Grievance Procedure. Concurrently, the college ADA Coordinator will review the case and make an interim decision pending resolution through the student grievance procedure. The finding of the grievance committee may be appealed directly to the District Equal Opportunity Officer.

2. The DSP&S professional, in consultation with the student, determines educational limitations based on the disability and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:
   a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing
class assignments.
b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of guide dogs, mobility assistants, or attendants in the classroom.
c. Testing accommodations such as extended time for test taking and distraction-free test setting.
d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is obtained.
e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements.
f. Access to Alternate Media such as Braille, large print, video captioning.

3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommodations. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with the DSP&S professional for the delivery of academic accommodations. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic accommodations with the disabled student in coordination with faculty, as appropriate. The DSP&S professional will assist with providing the appropriate accommodations and appropriate follow-up for DSP&S students. An example of appropriate follow-up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an accommodation.

4. Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provisions of adjustments or aids that have been approved by the DSP&S. If an instructor receives an accommodation form and does not understand it or disagrees with the accommodation, it is the instructor’s responsibility to contact DSP&S to discuss the issue.

III. Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional to schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District’s Harassment and Discrimination Complain Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.

IV. Meeting General Education Degree Requirements

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite—if appropriate for the disability as determined by a qualified DSP&S Specialist—and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements.

A. The Evaluation Team will consist of the DSP&S Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction.

B. The team may consult, as appropriate, with DSP&S professionals, Associate Vice Chancellor for Admissions and Records and Student Services, and the college Vice President of Instruction in order to make a decision.
C. In assessing requests, the Evaluation Team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

V. Meeting Major or Certificate Requirements

The process for evaluating requests for major or certificate requirements is the same as stated in the section above except that the student may request a substitution or a waiver of the course as an alternative method of meeting major or certificate requirements.

A. A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills. Therefore, requesting a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.

B. Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

VI. Evaluation of Substitution/Waiver Request

A. Documentation

The student will complete the Request for Change of Graduation Requirements Form (available in the DSP&S Office) and submit it to the DSP&S professional with the following attachments:

1. Petition for Substitution/Waiver (obtained from the Admissions and Records Office).
2. Letter (written by the student) addressing the criteria listed in Part B.
3. Evidence from the DSP&S Professional (DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist, etc.) verifying the disability and how it relates to the student’s request.
4. Documentation of the student’s academic record, the degree requirements for graduation and information about the course in question regarding whether or not it is essential to the student’s course of study, major, transfer goals and/or employment goals as appropriate.
5. Additional supporting documentation can be provided by students.

B. Evaluation of Request

1. The DSP&S professional will review all documents, outline evidence of the use of all appropriate and available services and academic adjustments and indicate that, according to CRITERIA listed below, that the request is appropriate. The DSP&S professional then signs the Request for Change of Graduation Requirements Form and forwards the packet to the DSP&S Coordinator, who will convene an Evaluation Team.

2. The Evaluation Team consists of the DSP&S Coordinator, the Department Chair (or an Instructor) from the discipline of the course or major for which a substitution is being requested and the Dean of Instruction with responsibility for the Division, which includes the discipline of the course substitution. The Evaluation Team meeting is to be chaired by the Dean of Instruction and should consult with the Associate Vice Chancellor for Admissions and Records and Student Services, DSP&S professionals, and the College Vice President of Instruction as appropriate.

3. The Evaluation Team will assess student requests based on the following criteria:

a. Documentation of the student’s disability with specific test scores, when appropriate, and a description of educationally-related functional limitations in the academic area under discussion.

b. Evidence of the student’s earnest efforts to meet the graduation requirement, which may include:

(i) Consistent and persistent efforts in attempting to meet all graduation requirements.

(ii) Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.
(iii) Regular attendance (i.e., meeting the attendance requirements of the course).
(iv) Completion of all course assignments.
(v) Use of all appropriate and available services such as tutorial assistance or instructional support classes.
(vi) Use of all appropriate and available academic accommodations such as test accommodations.
(vii) Agreement among the student, DSP&S Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.

c. Evidence that the student is otherwise qualified such as:
   (i) The student’s success in completing other course work requirements for the degree/certificate as indicated by a grade point average of 2.0 or greater in degree applicable classes.

d. Information about the course in question regarding whether or not it is essential to the student’s Course of Study, Major, Transfer Goals or Employment Goals.

e. Information about alternatives to the course in question based on the learning/academic goals of that course.

VII. Decision Process

A. Meeting General Education Degree Requirements
The Evaluation Team’s decision will be made by majority vote. If the Team recommends a course substitution, the Team will request the department to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the Verification of Disability and Educational Limitations Form, then the College Vice President of Instruction and the Associate Vice Chancellor for Admissions and Records and Student Services shall be included in the evaluation process to assist with the identification of an appropriate course substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Associate Vice Chancellor for Admissions and Records and Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

B. Meeting Major/Certificate Requirements
The process for evaluating requests for major/certificate requirements is the same as those stated above except that the student may request a substitution or a waiver of a course as an alternative method of meeting major or certificate requirements.

VIII. Complaint Procedure

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the District’s Harassment and Discrimination Complaint Procedures. The finding may be appealed directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

IX. Equal Access to Electronic and Information Technology

Federal and State laws require that all electronic and information technology purchased or used by federal agencies must be accessible for use by persons with disabilities. This regulation applies to the development, procurement, maintenance and/or use of all electronic and information technologies.

A. The Information Technology Department will ensure that College employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.
B. Grant recipients will be informed of their obligations under Section 508 requirements.
C. The Purchasing Department will ensure that vendors and other contract recipients are informed of their obligations under section 508 requirements.
D. The Colleges and District will ensure that web pages and related links are accessible to individuals with disabilities as defined by World Wide Web Consortium (W3C).

E. The Colleges will ensure that video and multimedia products developed by the College and/or housed at the College are equally accessible to individuals with disabilities and comply with Section 508.

F. The Colleges will ensure that faculty who develop web pages, online learning, and other distance learning options for students are informed of their obligations under section 508.

G. The College will ensure that faculty and staff are informed of their obligations under Section 508 requirements as they pertain to enrolled and prospective students.

H. The Colleges will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors and events on campus.

I. The Office of Instruction will ensure that all library staff members are informed of their obligations under Section 508 as they pertain to library patrons.

1DSP&S professional, as defined pursuant to Title 5 Sections 56006, 56048, 56060, 56064 and 56066, is the professional authorized to make these determinations.

2When a student completes a comparable course as established by an Evaluation Team.

3That is, the department in which the student is asking for the course substitution. The departments of the Colleges must go through the normal curriculum process in determining these appropriate course substitutions.

OTHER DISTRICT/COLLEGE POLICIES

CLERY ACT (CAMPUS SECURITY POLICY AND CRIME STATISTICS)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at 20 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 at www.peralta.edu and on the Alameda County Sheriff’s Office website at www.alamedacountysheriff.org.

OPEN ENROLLMENT

I. Open Enrollment: All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and corequisites.

II. Permission to Enroll: No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. allied health programs.)

III. Prerequisites, Corequisites and Recommended Preparation (Advisories): Students are required to meet prerequisites, corequisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, corequisites, and advisories on recommended preparation. Challenge forms are available upon request. Prerequisites, corequisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.
DISTRICT AND COLLEGE POLICIES

IV. Challenges to Prerequisites and Corequisites:
Students can challenge prerequisites and corequisites for one of the following six (6) reasons:
1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
3. The student can demonstrate that he/she does not pose a threat to others or the student’s self in a course with a prerequisite established to protect health and safety.
4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
5. The student believes that 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 the student’s educational plan because the prerequisite or corequisite course has not been made reasonably available.

V. Pre-Registration Activities: Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment (e.g. allied health programs.)

IV. Enrollment Limitation Challenges: A student may challenge an enrollment limitation on any of the following grounds:
1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
2. The District is not following its enrollment procedures; or
3. The basis for the limitation does not in fact exist.

PRESERVING A DRUG-FREE ENVIRONMENT FOR STUDENTS

Board Policy 3550 requires the Peralta Community College District to maintain campuses where students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and from the use of alcohol.
A. For purposes of this policy, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the District; property used by the District for student participation in field trips, field study, athletic competition or study travel programs; District or private vehicles while being used for official District business.
B. All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of the District’s colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of AP 5520, Student Discipline Procedures.
C. Any student who needs information about substance abuse treatment may consult a counselor, who can provide the student with information about available treatment resources. The District does not provide substance abuse treatment.
D. The District shall provide annual notice to its students in the “Standards of Student Conduct” document of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the District and community resources available for counseling and rehabilitation of those with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge the students to begin the personal process of rehabilitation.
DISTRICT AND COLLEGE POLICIES

SERVICE ANIMALS

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District’s facilities where members of the public, or participants in services, programs or activities, are allowed to go.

These procedures shall also be applicable to any individual who is training a service animal.

I. Service Animal Defined

A. A “service animal” for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

B. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

C. The work or tasks performed by a service animal must be directly related to the handler’s disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

II. Exceptions

A. The District may ask an individual with a disability to remove a service animal from the premises if:
   1. It is not controlled
   2. It is not housebroken; and/or
   3. It is a threat to the health and safety of others

B. If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

III. Assessment Factors for Miniature Horses

The District shall consider the following factors:

A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

B. Whether the handler has sufficient control of the miniature horse;

C. Whether the miniature horse is housebroken; and

D. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

IV. Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

V. Care or Supervision

The District is not responsible for the care or supervision of the animal.

VI. Inquiries by the District

A. The District may make two inquiries to determine whether an animal qualifies as a service animal:
   1. Whether the animal is required because of a disability; and
   2. What work or task the animal has been trained to perform.

B. The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

C. An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or
certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

VII. No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by his or her service animal.

VIII. Employees

Notwithstanding the above, for employees of the District, service animals shall be treated as a reasonable accommodation of a physical or mental disability in accordance with Administrative Procedure AP 3410.

SMOKING POLICY

I. Applicability

Smoking is prohibited in all indoor and outdoor Peralta Community College District’s (“PCCD”) campus locations and District Administrative Centers, except for the following areas:

A. Berkeley City College: No exceptions designated.
B. College of Alameda:
   1. The area immediately outside the southwest corner of parking lot B.
   2. The grass area immediately to the east of the southernmost parking lot which is near buildings A and L.
C. Laney College: No exceptions designated.
D. Merritt College: All parking lots, except parking lots adjacent to the child care center, between buildings A & D, and the faculty and staff parking lot behind the A Building.
E. District Administrative Center Offices: 50 feet away from all buildings in the parking lot behind the main Administrative Office building.

II. Penalties

A. Violations of the smoking procedures of PCCD are subject to a fine equal to the current fee for parking violations. However, smoking fines shall be limited to a maximum fine of $100. Persistent offenders, 3 offenses or more, shall be fined $100.
B. If payment is not received within 21 calendar days the offenders will be notified of the consequences of failure to pay.
C. Payment must be sent to: Parking Enforcement Center, PO Box 6010, Inglewood, CA 90312. Check or money order shall be made payable to the “Peralta Community College District”.

III. Enforcement Procedure

A. Citation Enforcement
   1. Peralta Police Services and other security entities (collectively, “Security Personnel”) shall have authority to issue citations for violations of PCCD’s smoking policy using the procedures established herein.
   2. Citations shall be issued using the Peralta Police Services Notice of Parking Violations.
   3. All Security Personnel who issue smoking citations shall complete all sections of the citation and shall include personally identifiable information, based on information required and available.
   4. Security Personnel will leave a copy of the citation with the individual being cited.

B. Voiding Citations
   1. A citation shall only be voided if it is determined that the citation was written in error, prior to the citation being issued. Once the citation has been issued, the citation may only be dismissed through the administrative review process.
   2. Security Personnel voiding smoking citations shall:
      a. Write void on all copies of the citation; and
      b. Submit all voided copies to the Peralta Police Services office.
   3. All copies of each voided citation will be filed and maintained for one year.

C. Citation Correction Notice
   1. If an error was written on a smoking citation,
but the citation is valid on its face, the Security Personnel who issued the citation shall complete a Citation Correction Notice.

2. If the error is discovered by a person other than the issuing Security Personnel, the citation will be returned to the issuing Security Personnel.

3. Once the error is confirmed, the issuing Security Personnel will complete a Notice of Correction and forward it to Peralta Police Services Administrative Sergeant for review.

4. Once the Notice of Correction has been reviewed, it will be mailed to the individual cited on the citation.

5. A copy of the Notice of Correction will be attached to the original citation and filed.

IV. Appeals (3 Levels)

A. Request for Citation Cancellation (Level 1)

1. An individual may request a Citation Cancellation within 21 calendar days of the citation issuance date.

2. Requests for cancellation must be done in writing, on the Citation Cancellation form. Forms are located at the Peralta Police Services Office, 333 E. 8th Street, Oakland, CA 94606.

3. Upon submittal of the Citation Cancellation form, the validity of the appeal shall be evaluated. Any decision made shall be based on the facts as represented on the face of the citation, the review request, and applicable laws and regulations.
   a. For citations issued by Peralta Police Services, their Administrative Sergeant shall evaluate the validity of the appeal.
   b. For citations issued by Security Personnel other than Peralta Police Services, the Vice Chancellor of General Services shall evaluate the validity of the appeal.

4. The evaluating officer can:
   a. Dismiss the violation and request PCCD to remit any payment made;
   b. Find no grounds for dismissal;
   c. Determine that an individual is not a persistent offender; or
   d. Reduce any late fees.

5. Decisions will be mailed to the individual who requested the Citation Cancellation. A copy of the decision will be kept on file until one year after the appeals process has been finalized.

B. Administrative Hearing (Level 2)

1. Individuals dissatisfied with the findings of the Level 1 hearing may request an “Administrative Hearing” (Level 2 hearing).

2. A request for an Administrative Hearing must be made to Peralta Police Services in writing within 21 calendar days from the date that the Level 1 hearing results were mailed.

3. The individual requesting a hearing may provide the information for his/her Administrative Hearing in writing. Forms are located at Peralta Police Services office, 333 E. 8th Street, Oakland, CA 94606.

At the time of his/her request, the individual must provide a check or money order made payable to the “Peralta Community College District” for the full amount of the smoking fine. At that time, a formal hearing will be scheduled.

4. The Vice President, Student Services at the appropriate campus and a Peralta Police Services hearing officer will conduct an Administrative Hearing with the contesting party. Once a decision has been reached, the decision will be mailed to the individual.

C. Superior Court (Level 3)

Within 20 days after service of the Level 2, Administrative Hearing decision, an individual may request review by filing an appeal to be heard by the superior court of competent jurisdiction.

V. Allocation of Proceeds from Fines

Funds shall be allocated to the PCCD and its colleges. Allocation shall include, but not be limited to, enforcement, education and promotion of this policy, and tobacco cessation treatment options.

VI. Initial Implementation

Upon the initial implementation of this policy, PCCD shall observe a six-month grace period before any fine is distributed. Warnings shall be issued at the discretion of Security Personnel. During this grace period, PCCD shall inform employees and students of the tobacco use policy and of enforcement measures.
STUDENT LEARNING OUTCOMES

Each College President is delegated responsibility from the Chancellor to have a college-wide process for developing Student Learning Outcomes and Service Area Outcomes, and in an ongoing manner to have outcomes assessment in every course, program, student services program, and administrative unit for his or her college.

The process should include the following components:

1. Evidence from the outcomes assessment is included in program review and annual unit plan updates in order to drive institutional planning, resource allocation, and budgeting decisions, address student needs, improve student services, and help students, administration, faculty, and staff to seek sustainable continuous quality improvement.

2. The application or implementation of Student Learning Outcomes should not abrogate academic freedom.

3. Outcomes and assessment, that benefit student learning, shall focus on the dynamic roles of faculty and on the teaching-learning interface, emphasizing pedagogical techniques and observable student learning using assessment as a tool to improve teaching and learning.

4. Faculty, as discipline experts, shall be the primary participants in the assessment process.

5. Student Learning Outcomes and assessment design and development are a responsibility for the college faculty and academic senates.

6. Each college shall appoint a Student Learning Outcomes and Assessment Coordinator using a standard job description.

7. Each college shall prepare documentation and evidence of progress in the establishment and assessment of Student Learning Outcomes at the course, program, and institutional level in both the accreditation institutional self-evaluation and annual reports.

8. Each college shall meet the requirement to be at “Proficiency Level” as of March 15, 2013 and to work toward a “Sustainable Continuous Quality Improvement Level” as defined below:

“Proficiency Level,” per the Accrediting Commission for Community and Junior Colleges rubric, means:

a. Student learning outcomes and authentic assessment are in place for courses, programs, support services, certificates, and degrees.

b. There is widespread institutional dialogue about the results of assessment and identification of gaps.

c. Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.

d. Appropriate resources continue to be allocated and fine-tuned.

e. Comprehensive assessment reports exist and are completed and updated on a regular basis.

f. Course Student Learning Outcomes are aligned with degree Student Learning Outcomes.

g. Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.

“Sustainable Continuous Quality Improvement Level,” per the Accrediting Commission for Community and Junior Colleges rubric, means:

a. Student Learning Outcomes and assessment are ongoing, systematic, and used for continuous quality improvement.

b. Dialogue about student learning is ongoing, pervasive, and robust.

c. Evaluation of student learning outcomes processes.

d. Evaluation and fine-tuning of organizational structures to support student learning is ongoing.

e. Student learning improvement is a visible priority in all practices and structures across the college.

f. Learning outcomes are specifically linked to program reviews.
**DISTRICT AND COLLEGE POLICIES**

**WEAPONS ON CAMPUS**

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or in any facility of the District except as detailed below.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or other facility of the District must promptly notify the Peralta Police Services. Kitchen knives are restricted to food services use under the direct supervision of employees and shall remain in food services facilities or with a food service event.

Bringing or possessing any firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, billy clubs, dirks, daggers, ice picks, or knife having blade longer than 5 inches upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

Weapons are prohibited on any District campus or in any facility of the District, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by District Personnel, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

I. **Applicability**

A. These procedures apply to all employees and students of the Peralta Community College District, associates of the District, respective contractors, and guests

B. They also apply to any and all District property, including all campuses, administrative facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on District property. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while he/she is physically present on a District campus or at a District-located event or, (2) in violation of federal, state or local law.

II. **Definitions**

A. “District” may include all colleges within the District, and all administrative, maintenance and other District-owned and/or controlled facilities, lots or open spaces.

B. “Weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or firecrackers, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.)

2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.

C. “Possession” means that the person has actual physical control of the weapon because it is on or in the person’s body, or in an item of personal property belonging to the person (including, but not limited to, a book bag, backpack, briefcase, or purse), or in a space individually assigned to the person. “Possession” also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.
III. Personnel

A. The Vice Chancellor of General Services is responsible for implementing and overseeing these procedures. Peralta Police Services, under contract to the Peralta Community College District, is responsible for the management and enforcement of these procedures.

B. Authorized Personnel for all approvals noted herein are:
   1. Chancellor.
   2. Vice Chancellor of General Services.
   3. The Captain of Peralta Police Services
   4. The Lieutenant of Peralta Police Services

C. College President of an impacted campus will participate in decision-making as appropriate.

IV. Operating Procedures

A. District Authorized Personnel designated in section III.B above shall work together to develop and implement operating procedures for the safe use, storage and control of firearms and other weapons that may be necessary and appropriate for instructional aids in relevant educational programs and to further the implementation of this policy through more specific procedures.

V. Incident Response

A. Any person who observes a student, faculty, staff, or visitor violating this Policy shall immediately inform any or all of the College President’s office, if on a campus, Peralta Police, Chancellor’s office and Vice Chancellor for General Services.

B. Alleged violations of this policy will be promptly investigated.

C. Policy violations will result in appropriate disciplinary action and may result in referral to law enforcement.

VI. Violations

A. Any person who violates this Administrative Procedure may be subject to:
   1. An order to leave the immediate premises or property owned or controlled by the District;
   2. Arrest for criminal trespass if a previous order to leave the immediate premises or property owned or controlled by the District is refused or disobeyed;
   3. Disciplinary proceedings, up to and including expulsion or termination, if the person is a student, employee, faculty member, or administrator;
   4. Prosecution by local, state, or federal authorities if the person is suspected of and/or in violation of local, state or federal law.

B. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.

C. If an individual believes he/she is not responsible for an alleged violation of the Weapons on Campus policy, appeal may be made to the chancellor or designee within ten (10) business days of receipt of the violation notification from the District.

D. Failure to appeal in writing within the scheduled time period will result in ratification of the violation.

VII. Notification

A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other District-owned and controlled property or site.

B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:
   1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on District property or at District sanctioned functions.
   2. Possible penalties associated with violations of this policy.
   3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

VIII. Exceptions

A. All requests for exception to this Policy must be made in writing to chancellor or designee prior to the requesting individual entering a District property
in possession of a weapon.

B. Statements must substantiate that requesting individual:
   1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person;
   2. Agrees to abide by all policies, procedures and instructions of the District with respect to the possession or use of weapons.

C. The statement shall also identify the specific weapon(s) to be carried.

D. Authorizing Official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.

E. Determination shall be communicated in writing and considered final.

F. Permission granted under this Policy shall be confirmed through a written and signed Agreement stating that grantees have read and understands this Policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon, avoid injury or disruption to members of the District community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the District, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person’s possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.

G. A person receiving such authorization, which shall only apply to the specific weapon(s) identified in the granted request, shall promptly notify chancellor or designee in writing of (a) any loss or theft of the weapon or (b) any material change in the facts or circumstances upon which permission was granted.

H. Upon granting or revoking permission under this Policy, grantees shall immediately furnish written notice to the appropriate District Personnel for the campus or site at which the person to whom permission has been granted will be located.

I. Except as otherwise set forth in writing by this procedure, permission granted under this Policy:
   1. Shall be effective only for the specific time period for which it is granted unless renewed in writing,
   2. May be revoked at any time, in writing,
   3. Shall terminate automatically when the person to whom permission has been granted leaves the District, College or is suspended for any reason.

J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

IX. Violations

A. Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes.

B. Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.
NON-DISCRIMINATION POLICY

Peralta Community College District  

BOARD POLICY 3410 NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or 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.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference:
Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.
ACCJC Accreditation Eligibility Requirement 20 and
ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
California Fair Employment and Housing Act
Administrative Procedure 3410

Approved by the Board of Trustees: June 26, 2012
Updated and approved by the Board of Trustees: January 21, 2014
Updated and approved by the Board of Trustees: June 24, 2014
Updated and approved by the Board of Trustees: April 14, 2015
PRESIDENT AND STAFF/STUDENT AT FLEX-DAY EVENT

VICE PRESIDENT AND STAFF/VISITOR AT FLEX-DAY EVENT
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