Enroll online at www.merritt.edu
or call (510) 531-4911 for more information.
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 and 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 community college experience at the Peralta Colleges. Visit our Web site www.Peralta.edu to view college schedules, select classes, pay fees or simply find out more about the Peralta Colleges.

José M. Ortiz, Ed.D Chancellor

Enroll On-line Now
www.merritt.edu or Call for info
(510) 531-4911
It is a great honor to welcome you to Merritt College.

After spending more than three decades in the California community college system as a student, counselor, instructor, and administrator, I am eager to work with Merritt’s outstanding staff and faculty to assist our students in reaching their educational goals.

The college’s mission is fulfilled by distinguished and dedicated employees who work together in a culturally rich, caring and supportive learning environment to ensure student success. With doors opened wide, Merritt College welcomes students of all backgrounds and experiences. Whether they are a first generation college student, returning learner, those who want to upgrade their skills, or reinvent themselves this is the place - At Merritt College We Change Lives!

In a student-centered learning environment such as ours, we ask our students to look at where they are and to determine where they want to be. Then we do our very best to help them realize their potential and dreams. We have exemplary programs in place to provide support for students, and we are developing new programs every year. For example, we plan to expand our successful on-line services and the First-Year Experience Program. Students will be able to choose from several learning communities where they will be aligned with other students who have similar interests. We also provide accelerated certified training programs for quick entry into the job market. The most recent successes are the numerous students transferring to University of California and California State Universities to complete their bachelor’s degrees.

We are located in the hills of East Oakland on 125 acres with beautiful, modern and spacious facilities and a spectacular view of the Bay Area. You will find staff that is here to serve you, to teach you, to mentor you and to assist you in achieving your dreams. Your success is our success.

To find out more detailed information about Merritt’s programs and services, please check out our website and/or college catalog online at www.merritt.edu.

I hope to see you on campus!

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

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Dr. Elmer Bugg, Vice President of Instruction
Vice President of Student Services (Vacant)
Dr. Dativa Del Rosario, Business and Administrative Services Manager
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# Campus Information Directory

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<td>Vice President of Instruction</td>
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<td>436-2477/2478</td>
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**Merritt College 2013-2015**
**2013 FALL SEMESTER**

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5</td>
<td>M</td>
<td>Drop for Nonpayment of Tuition and Enrollment Fees</td>
</tr>
<tr>
<td>August 19</td>
<td>M</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>August 24</td>
<td>S</td>
<td>Saturday Instruction Begins</td>
</tr>
<tr>
<td>September 1</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 3 days of the first class meeting to receive a refund.</td>
</tr>
<tr>
<td>September 1</td>
<td>Su</td>
<td>Last day to drop Session Classes Without a “W” Appearing on Transcripts</td>
</tr>
<tr>
<td>September 2</td>
<td>M</td>
<td>Labor Day – Holiday Observance</td>
</tr>
<tr>
<td>September 3</td>
<td>T</td>
<td>Census Day – Instructors Verify Enrollment in Classes</td>
</tr>
<tr>
<td>September 8</td>
<td>M</td>
<td>Last day to file for PASS/NO PASS Grading Option for Regular Session Classes</td>
</tr>
<tr>
<td>October 18</td>
<td>F</td>
<td>Last day to file Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>November 11</td>
<td>M</td>
<td>Veteran’s Day – Holiday Observance</td>
</tr>
<tr>
<td>November 16</td>
<td>S</td>
<td>Last day to withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>November 16</td>
<td>S</td>
<td>Attendance Verification Day – Instructors Verify Enrollment</td>
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<tr>
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<td>S</td>
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<td>December 9-13</td>
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<tr>
<td>December 13</td>
<td>F</td>
<td>Fall Semester Ends</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.

**2014 SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20</td>
<td>M</td>
<td>Martin Luther King Jr’s Birthday – Holiday Observance</td>
</tr>
<tr>
<td>January 21</td>
<td>T</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>January 25</td>
<td>S</td>
<td>Saturday Instruction Begins</td>
</tr>
<tr>
<td>February 3</td>
<td>M</td>
<td>Last day to drop Regular Session Classes and Receive A Refund Note: Short-term and open-entry classes must be dropped within 3 days of the first class meeting to receive a refund.</td>
</tr>
<tr>
<td>February 3</td>
<td>M</td>
<td>Last day to drop Regular Session Classes Without a “W” Appearing on Transcripts</td>
</tr>
<tr>
<td>February 3</td>
<td>M</td>
<td>Last day to add Regular Session Classes</td>
</tr>
<tr>
<td>February 3</td>
<td>M</td>
<td>Census Day – Instructors Verify Enrollment in Classes</td>
</tr>
<tr>
<td>February 6</td>
<td>F</td>
<td>Last day to file for PASS/NO PASS Grading Option for Regular Session Classes</td>
</tr>
<tr>
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<td>April 4</td>
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<td>Cesar Chavez – Holiday Observance</td>
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<tr>
<td>April 26</td>
<td>S</td>
<td>Last day to withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>April 26</td>
<td>S</td>
<td>Attendance Verification Day – Instructors Verify Enrollment</td>
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<td>Saturday Instruction Ends</td>
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<td>May 23</td>
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<td>May 26</td>
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<tr>
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<td>M</td>
<td>Grade Rosters/ Rollbooks are due</td>
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</tbody>
</table>

Saturday classes begin August 23 and meet every Saturday except November 29th. Saturday classes end on December 6th. Dates are subject to change, see the online Academic Calendar www.Peralta.edu for the latest information.
## 2014 SUMMER SEMESTER

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<td>June 16</td>
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<tr>
<td>June 18*</td>
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<td>Last Day to Drop Regular Session Classes Without a “W” Appearing on Transcripts</td>
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<tr>
<td>June 18</td>
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<tr>
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<td>June 25</td>
<td>W</td>
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<tr>
<td>June 26</td>
<td>Th</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
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<tr>
<td>July 4</td>
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<td>Independence Day – Holiday Observance</td>
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<td>July 15</td>
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<td>Last Day to Withdraw from Regular Session Classes and Receive a “W”, All outstanding fees are due even if classes are dropped on this day.</td>
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<td>July 15</td>
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<td>Attendance Verification Day – Instructors Verify Enrollment</td>
</tr>
<tr>
<td>July 24</td>
<td>Th</td>
<td>Summer Session Ends</td>
</tr>
<tr>
<td>July 31</td>
<td>Th</td>
<td>Grade Rosters/ Rollbooks are Due</td>
</tr>
</tbody>
</table>

## 2014 FALL SEMESTER

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<th>Date</th>
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<th>Event</th>
</tr>
</thead>
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<td>M</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>August 23</td>
<td>S</td>
<td>Saturday Instruction Begins</td>
</tr>
<tr>
<td>August 31</td>
<td>Su</td>
<td>Last Day to Drop Regular Session Classes And Receive A Refund</td>
</tr>
<tr>
<td>August 31</td>
<td>Su</td>
<td>Last Day to Add Regular Session Classes</td>
</tr>
<tr>
<td>September 1</td>
<td>M</td>
<td>Labor Day – Holiday Observance</td>
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</tr>
<tr>
<td>September 8</td>
<td>M</td>
<td>Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes</td>
</tr>
<tr>
<td>October 17</td>
<td>F</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>November 11</td>
<td>T</td>
<td>Veteran’s Day – Holiday Observance</td>
</tr>
<tr>
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<td>S</td>
<td>Last Day to Withdraw from Regular Session Classes and Receive a “W”, All outstanding fees are due even if classes are dropped on this day.</td>
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<tr>
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<td>December 8-12</td>
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<td>December 12</td>
<td>F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall Semester Ends</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.

Saturday classes begin August 23 and meet every Saturday except November 29th. Saturday classes end on December 6th.

**Dates are subject to change, see the online Academic Calendar www.Peralta.edu for the latest information**
## 2015 SPRING SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
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<tr>
<td>January 19</td>
<td>M</td>
<td>Martin Luther King Jr’s Birthday – Holiday Observance</td>
</tr>
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</tr>
<tr>
<td>January 24</td>
<td>S</td>
<td>Saturday Instruction Begins</td>
</tr>
<tr>
<td>February 2</td>
<td>M</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 3 days of the first class meeting to receive a refund.</td>
</tr>
<tr>
<td>February 2</td>
<td>M</td>
<td>Last Day to Add Regular Session Classes</td>
</tr>
<tr>
<td>February 2</td>
<td>M</td>
<td>Census Day – Instructors Verify Enrollment in Classes</td>
</tr>
<tr>
<td>February 6</td>
<td>F</td>
<td>Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes</td>
</tr>
<tr>
<td>February 13-16</td>
<td>F-M</td>
<td>President’s Birthday – Holiday Observance</td>
</tr>
<tr>
<td>March 20</td>
<td>F</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>Mar 30-Apr 5</td>
<td>M-Su</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>April 3</td>
<td>F</td>
<td>Cesar Chavez – Holiday Observance</td>
</tr>
<tr>
<td>April 25</td>
<td>S</td>
<td>Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>April 25</td>
<td>S</td>
<td>Attendance Verification Day – Instructors Verify Enrollment</td>
</tr>
<tr>
<td>May 15</td>
<td>F</td>
<td>Malcolm X’s Birthday – Holiday Observance</td>
</tr>
<tr>
<td>May 16</td>
<td>S</td>
<td>Saturday Instruction Ends</td>
</tr>
<tr>
<td>May 18-22</td>
<td>M-F</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 22</td>
<td>F</td>
<td>Spring Semester Ends</td>
</tr>
<tr>
<td>May 25</td>
<td>M</td>
<td>Memorial Day – Holiday Observance</td>
</tr>
<tr>
<td>June 1</td>
<td>M</td>
<td>Grade Rosters/Rollbooks are Due</td>
</tr>
</tbody>
</table>

## 2015 SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 9</td>
<td>Th</td>
<td>Continuing Student Enrollment Begins</td>
</tr>
<tr>
<td>May 4</td>
<td>M</td>
<td>Open Enrollment begins for All Students</td>
</tr>
<tr>
<td>June 1</td>
<td>M</td>
<td>Drop for Nonpayment of Tuition and Enrollment Fees</td>
</tr>
<tr>
<td>June 15</td>
<td>M</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>June 17</td>
<td>W</td>
<td>Last Day to Drop Regular Session Classes and Receive A Refund</td>
</tr>
<tr>
<td>June 17*</td>
<td>W</td>
<td>Last Day to Drop Regular Session Classes Without a “W” Appearing on Transcripts</td>
</tr>
<tr>
<td>June 17</td>
<td>W</td>
<td>Last Day to Add Summer Session Classes</td>
</tr>
<tr>
<td>June 22</td>
<td>M</td>
<td>Census Day – Instructors Verify Enrollment in Classes</td>
</tr>
<tr>
<td>June 24</td>
<td>W</td>
<td>Last Day to File for PASS/NO PASS Grading Option</td>
</tr>
<tr>
<td>June 25</td>
<td>Th</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>July 3</td>
<td>F</td>
<td>Independence Day – Holiday Observance</td>
</tr>
<tr>
<td>July 14</td>
<td>T</td>
<td>Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>July 14</td>
<td>T</td>
<td>Attendance Verification Day – Instructors Verify Enrollment</td>
</tr>
<tr>
<td>July 24</td>
<td>F</td>
<td>Summer Session Ends</td>
</tr>
<tr>
<td>July 31</td>
<td>F</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 www.Peralta.edu for the latest information.
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 at the Fruitvale Education Center, 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 1954, 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.
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.

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, and think creatively and critically to embrace their potential.
• Prepare students to become the future leaders of our inter-connected global society.
• Engage the community as an active participant and resource to learning 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.
GENERAL INFORMATION

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.

COLLEGE RESOURCES AND ACTIVITIES

ATHLETICS
Merritt participates in intercollegiate competition through membership in the Bay Valley Conference, an eleven-team league in the Bay Area. The college has teams in basketball, track and field, soccer, and cross country for both men and women. Students participating in intercollegiate athletics must meet the eligibility requirements of the CCLC Commission on Athletics Code. 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.

COMMUNITY RELATIONS AND SERVICES
The college serves the community through a varied program of community events, such as lecture series, neighborhood outreach centers, and the rental of its facilities to qualified community groups and associations:

BARBARA LEE AND ELIHU HARRIS
LECTURE SERIES
The Barbara Lee & Elihu Harris Lecture Series promotes an ample exchange of ideas to help inspire and move forward new leadership and servantship. All lectures present civil rights leaders who worked closely with Dr. Martin Luther King, Jr. and who continue to work tirelessly for social justice.

The series recognizes the social justice vision, leadership, and accomplishments of Congresswomen Barbara Lee and Elihu Harris.

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. Fee courses currently being offered through Merritt are listed at the end of the regular-numbered course listings, by discipline, in the Schedule of Classes published each semester. The course numbers for fee-based classes are in the 800 and 900 number series.

FRUITVALE CENTER
A Merritt College outreach center located at 1900 Fruitvale Avenue #C in Oakland. The center provides assistance to community members with registration and enrollment processes for classes taught on location or on the main campus. For additional information contact us at (510) 536-1830.
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 our Business Office at (510) 434-3967.

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, contact us at (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.

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.

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.

**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 from a pay phone. 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 from a pay phone. 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 from a pay phone. Campus police will respond and notify the campus nurse and/or call 911, if necessary.

**SAFETY CADETS**

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.
ADMISSIONS, REGISTRATION AND ENROLLMENT INFORMATION

See Merritt College- www.merritt.edu

ADMISSIONS REQUIREMENTS

ELIGIBILITY FOR ADMISSION
If you are 18 years of age or older and can profit from the instruction, you are eligible for admission as a California resident or nonresident. If you are under 18 years of age, you may also enroll if you are a high school graduate or have earned a General Education Diploma (GED) or California High School Proficiency Certificate.

RESIDENCE REQUIREMENTS
To be qualified as an in-state resident for tuition purposes, you must have lived continuously in California for at least one year immediately preceding the residence determination date. The residence determination date is the day before a term for which the person is applying for admission begins. You must also provide evidence to indicate that you intend to make California your permanent home. If you are an unmarried minor, your residence is that of your parents or legal guardian.

You are responsible to demonstrate clearly 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. You 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.

Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the “Fees” section of the catalog.

NOTE: Nonresident students pay all fees unless specifically exempted from paying a particular fee.

ADMISSION OF INTERNATIONAL STUDENTS
[insert your college here] will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Affairs for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or EMAIL globaled@peralta.edu. The International Student Application Form along with a $50 application fee is required. Upon acceptance, the student must complete the online CCCApply application at www.cccapply.org/. The International Affairs Office is located next to the Peralta Community College District main office at 333 E 8th Street, Oakland, CA 94606.

ADMISSION OF HIGH SCHOOL STUDENTS - HIGH SCHOOL CONCURRENT ENROLLMENT PROGRAM
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.

As a high school student, you may enroll in the Peralta colleges as a special part-time student. Your principal must recommend you for enrollment, you must have parental or guardian consent, and a counselor signature on the high school concurrent enrollment form.

By participating in the concurrent enrollment program, you will receive college credit. You may also receive high school credit with approval of your high school. Upon student request the Office of Admissions and Records will send the college transcript to your high school.

You must complete assessment if enrolling in a college-level course such as English, ESL, or a mathematics course. You must follow all the regulations and
policies of the college, including adhering to any pre-
requisite requirements. The college recommends,
but does not require, that you bring your high
school transcript to assist your college counselor in
determining the correct level of course placement.

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.

If you are a nonresident U.S. military personnel on
active duty in California (except if you are assigned
for educational purposes to state-supported
institutions of higher education), you receive a waiver
of nonresident tuition until you are discharged from
your military service. If you are on active military
duty and are stationed in California for more than
one year immediately prior to being separated from
the military, you are entitled to resident classification
for up to one year after the time you complete active
duty within California. This one-year waiver after
your military discharge allows the time necessary
to establish permanent California residency. If you
are a non-California resident serving in the military
who is discharged in California, you must eventually
show evidence that you have surrendered out-of-
state residency. If you are a dependent of someone
on active military duty in California, the waivers and
procedures also apply to you.

ADMISSIONS PROCEDURES
You must apply for admission online through
www.cccapply.org/. Please follow the CCCApply
instructions to complete and submit an online
admission application. Once an application is
submitted, a message is sent to the your Peralta email
or an email assigned by CCCApply with instructions
on how to log onto the Passport Student Center
where you can enroll in classes.

Unless exempted from Matriculation procedures,
you must also complete assessment, orientation, and
counseling requirements. Detailed instructions may
be found online as well as in the printed Schedules of
Classes. On campus assistance for online registration
is available in the Welcome Center at your college.

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

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 your success. Assessment is
required for all students planning to enroll in certain
courses (e.g., English, math, ESL, etc.). If you have
achieved satisfactory ACT (American College Test)
or SAT (Scholastic Aptitude Test) scores or have
assessed at another community college, you should see a counselor for a recommendation for class placement. If you have earned an AA degree (or higher) you should also consult with a counselor.

New students are encouraged to take the assessment before enrolling in classes. New and continuing students should refer to the current Schedule of Classes for assessment dates or contact the Counseling Office or Assessment Office. Students with special assessment needs must sign up in advance for testing through Programs and Services for Students with Disabilities.

ORIENTATION AND ADVISING
All first-time and other interested students are strongly encouraged 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 you with course selections. Also refer to the section on Matriculation Procedures.

FOLLOW-UP COUNSELING
All new students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major, career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester.

SUBMISSION OF TRANSCRIPTS
Submit official transcripts of records covering all previous high school and college coursework. Request separate transcripts from each school you have attended. The schools issuing them must mail them directly to the college Admissions and Records Office, or you may bring official transcripts (in a sealed envelope) in person to the Admissions and Records Office at the college or to your Counselor.

TRANSCRIPT OF RECORD
The Peralta Community College District has retained Credentials, Inc. to accept transcript orders online through their secured site. You must pay transcript fees at the time you submit your request. The first two transcripts ever requested are free; thereafter, $6.00 per copy for regular service, mailed within 7 to 10 business days and $12.00 for rush service mailed within 3 to 5 business days. See the website for other expedited delivery options: http://web.peralta.edu/admissions/official-transcript-request/

Your official transcripts will include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College. (NOTE: The $2.00 handling charge applies to all free transcripts.)

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE
You 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.

ENROLLMENT FEE ASSISTANCE – BOARD OF GOVERNORS ENROLLMENT FEE WAIVER
The Board of Governors Enrollment Fee Waiver (BOGW) is available to assist you if you 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 BOGW.

NONRESIDENT TUITION
If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition at the rate of $213 (subject to change) per semester unit unless you qualify for the nonresident exemption 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: You pay all other fees unless specifically exempted from paying a particular fee.

NONRESIDENT FEE EXEMPTION/AB 540
If you are a Nonresident student and meet the following criteria, you are exempt from nonresident and capital outlay fees:
1. You must have attended a (public or private) California high school for three years or more.
2. You must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If you are an alien student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

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

Complete and submit an AB 540 CA Nonresident Tuition Exemption Request to the college Admissions and Records office.

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 $177 per year. NOTE: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

AB540 CALIFORNIA NONRESIDENT TUITION EXEMPTION REQUEST FOR ELIGIBLE CALIFORNIA HIGH SCHOOL GRADUATES

General Information
Any students, who meet all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:
The student must have attended a high school (public or private) in California for three or more years. The student must have graduated from a California high school or attained the equivalency prior to the start of the term (for example, passing the GED or California High School Proficiency Exam.) The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

An undocumented student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are non-immigrants (for example, 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. The Nonresident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at: www.merritt.edu
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 federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship), the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application https://dream.csac.ca.gov/

For more information on AB 540 and the California Dream Act, please visit: www.merritt.edu/student-services/financial-aid/the-california-dream-actassembly-bill-540

**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 $31 per semester (increasing to $36 per semester effective for the Fall 2012 semester), collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass.

**STUDENT HEALTH FEE**
You 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 can 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.

**RETURNED-CHECK FEE**
There will be a $25.00 charge on checks returned to the college.

**OTHER EXPENSES**
You should have adequate funds at the beginning of the semester to pay for books and enrollment fees.

You 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 you 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.

**FEE PAYMENT POLICY**
You must pay all applicable fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. If you add classes after this deadline, you are required to pay your fees immediately or a hold WILL be placed on your account and the debt will be sent to collections.
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 www.peralta.edu. Admissions and Records, and follow appropriate links to Payment Policy.

PAYMENT OF FEES AND FINANCIAL AID CHECKS
All fees will be collected before financial aid checks are released to students. You may authorize the Peralta Community College District to use Financial Aid for these charges. For more information on Financial Aid payments, 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 you from attending class. You may request a refund up to the end of the following term in which the refund was due. After that time, you will not be eligible for the refund.

Regular Session (Full-Term) Classes
If you cancel your registration prior to the first day of instruction, or if you officially withdraw from classes during the first two weeks of instruction, you shall be entitled to a full refund, less a $10 processing fee (charged whether or not the class was attended).

If you officially complete a change of program during the first two weeks of instruction, and as a result reduce the number of units in which you are enrolled, you are entitled to a refund if the change places you in a different enrollment fee category. You shall not be subject to the processing fee.

If you pay an enrollment fee of less than $10, and cancel your registration or withdraw 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 the summer session.

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
If you enrolled in a short-term or open-entry/open-exit class, you will receive a 100 percent refund if you officially withdraw within three days of the first class meeting. No refunds will be issued after the third day of the first class meeting. This refers to fall and spring semesters only. Please refer to the deadline dates in the Schedule of Classes for the summer session.

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 you withdraw through the last day to drop regular session credit classes and receive a refund.

A 50 percent of refund tuition will be made upon your official withdrawal from all classes after the last day to drop regular session credit classes and receive a refund through the last day to drop regular session credit classes without a “W” appearing on your transcript (no grade record date) as indicated in the college calendar.
No refund will be made to you after the “no grade record date” for regular session classes. You may appeal to the Vice President of Academic and Student Affairs to waive restrictions of this refund policy for cases of extreme hardship.

**NONPAYMENT OF FEES AND OTHER OBLIGATIONS**

The college, under appropriate rules and regulations, will withhold grades, 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.

**DROPPING A STUDENT FOR NONPAYMENT OF ENROLLMENT FEES**

Students who enroll before the beginning of the term must pay tuition and enrollment fees no later than two (2) weeks before the beginning of the term. Failure to do so may result in classes being dropped. Students who add after this deadline are required to pay tuition and enrollment fees immediately or a hold WILL be placed on the your account and the debt will be sent to collections.

**CAMPUS PARKING AND TRAFFIC REGULATIONS**

Students must park their vehicles only in authorized lots on the south side of the campus and must pay a Parking Fee of $2.00 a day.

Semester parking permits can be purchased for $40.00, ($20.00 for students with BOGW fee waiver). Motorcycle permit is $20.00. Summer session parking permit is $20.00. (Motorcycle permit is $10.00).

**YOU MUST OBTAIN A STUDENT DECAL TO BE DISPLAYED ON YOUR AUTOMOBILE WINDOW WITH THE DAILY PAID PARKING RECEIPT.**

Both the decal and the parking permits are issued from the college Cashier’s Office.

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking. Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors park in a fee lot and pay $1.00 a day.

The campus speed limit is 5 MPH. All provisions of the California Vehicle Code apply to individuals driving (and to vehicles being driven) on the campus. These regulations are strictly enforced. Violators will be cited and vehicles parked illegally may be towed at owner’s expense. College officials do not have authority to rescind or to arbitrate citation matters.

**MERRITT COLLEGE MATRICULATION/STUDENT SUCCESS PROGRAM**

Matriculation is a state-mandated program/process which brings the College’s staff and resources into a PARTNERSHIP with you to ensure your educational success.

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

You 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 your educational goal.

All students, except those exempted on the basis of locally-established criteria (see Exemption from Matriculation) are expected to complete the State’s matriculation requirements.

**MATRICULATION COMPONENTS FOR EDUCATIONAL SUCCESS**

The following five components of matriculation will help ensure educational success:
1. **Admission** The admissions application provides the college with information about educational plans and career goals. It also helps the college determine your matriculation status.

2. **Orientation** An orientation session introduces you 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 you with a measurement of your current skills in reading, writing, and mathematics. The results from the assessment are advisory only. In addition to measuring current skills, the assessment gathers “multiple measures” information about your previous academic experiences, study skills and habits, motivation and support system, and outside commitments.

4. **Counseling and Advisement** A counselor helps you to develop a Student Educational Plan (SEP) and select appropriate courses based on your educational objectives, assessment results, and “multiple measures” information.

5. **Follow up** Your counselor, on a regular basis, monitors your progress toward the attainment of your educational goal. The counselor also assists in reviewing, updating, or revising your educational plans. Your counselor may refer you to support services as necessary.

**SPECIAL FOLLOW-UP EFFORTS TO SUPPORT MATRICULATING STUDENTS**

The college makes special efforts to support your successful matriculation if you are "undecided" about your educational goal, are enrolled in basic skills courses, or are on progress and/or academic probation/dismissal.

If you are an "undecided" student (in other words, you have not chosen a major or specific goals for your education), the counselors at the college can help you with the decision-making process. As a student enrolled in basic skills courses, the college offers you extra support opportunities, such as tutoring, to help you successfully complete your basic skills courses.

Finally, if you have difficulty with your studies and your performance results in probation or dismissal status, you will receive a letter asking you to see a counselor or the Vice President of Academic and Student Affairs, who will offer you support and assistance to improve your academic performance.

Selection of any of the following educational objectives will provide you the opportunity to participate in the Student Success Program (Matriculation):

- 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

(If you do not have an associate degree or higher degree and if you enroll in 12 or more semester units, the college will also consider you a matriculating student, regardless of your educational objective.)

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

**EXEMPTION FROM MATRICULATION**

You may be exempt from the matriculation process at the Peralta Colleges under the following conditions:

1. You have earned an associate degree or higher from an accredited institution, or
2. You are enrolling in fewer than 12 units, and you have 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: You may participate in any of the matriculation
components even though you qualify for exemption.

EXEMPTION FROM ASSESSMENT COMPONENT
ONLY
If you meet at least one of the following conditions,
you shall be exempt from the assessment component:

1. You have successfully completed (grade of “C”
or higher) college level English and mathematics
courses (transcript or grade report required); or
2. You have, within the last three (3) years, taken
an assessment that the Peralta counseling faculty
can use to determine suitable placement in
English and mathematics.

If you have received services for a learning disability
in the last three years at any California community
college, you may be exempt from the assessment
component. You should call the Programs and
Services for Students with Disabilities (PSSD)
Office at (510) 464-3428 as soon as possible to make
an appointment to see a counselor or a learning
disabilities specialist.

EXEMPTION FROM ORIENTATION COMPONENT
Contact a counselor concerning possible exemption
from the orientation component.

A NOTE for Students with Disabilities
If you are a student with a physical, psychological,
acquired brain injury, visual, communication, or
learning disability who may require special assistance
to participate in our registration, assessment, or other
parts of our Orientation/Assessment/Counseling
process, please contact the Programs and Services for
Students with Disabilities at the college.

STUDENTS' RIGHTS AND RESPONSIBILITIES
If you are a matriculating student wishing to claim
exemption from any matriculation component
or choosing not to participate, you must file the
appropriate waiver form, available from a counselor.

If you wish to file a complaint alleging unlawful
discrimination in the implementation of matriculation
practices, please refer to the Peralta Community
College District Policy on Nondiscrimination. (see
page 59).

To challenge matriculation regulatory provisions or
file a complaint, you should contact the Vice President
of Academic and Student Affairs for information
regarding applicable college policies and procedures.

Failure to comply with matriculation 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 matriculation services.

NOTE: Chinese and Spanish translations may be
found online at: www.peralta.edu

ENROLLMENT POLICIES AND
PROCEDURES

ADDING CLASSES/CHANGE OF CLASSES
The last day to add regular session (full-term) classes
is published in the calendar of the current Schedule
of Classes. After the specified date, only short-term
or open-enrollment classes may be added. Refer to
the current Schedule of Classes for procedures to
follow to add and drop classes.

ATTENDANCE POLICIES
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, with two exceptions: (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. Leaves of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by email.

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. Counselor approval is required for enrollment in a combined total of 18.5-21.5 units per semester at all Peralta Colleges. Enrollment in 22-25 units per semester requires the approval of the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum load for summer session is 10 units.

**NO SHOWS**

Students who are not present at the first class meeting may be dropped by the instructor, and their 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 pre-requisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

**STUDENT STUDY LOAD**

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. For college purposes, a full-time student is one who is carrying 12 or more units.

**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. Student 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 you should know:
- Adding to a wait list does not guarantee enrollment in the class.
- All co-requisites or pre-requisites 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 through the Passport System via the Internet or at the college Office of Admissions and Records.

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a “W”. A withdrawal reported to the District Admissions and Records Office prior to the Census date shall not be NOTEd on the student’s academic record.

A “W” symbol will be recorded on the student’s transcript up on 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” symbol shall not be used to determine academic probation but only to determine progress probation.

The academic record of a student who has not withdrawn from class nor has been dropped by an instructor within the time allowed must reflect a grade other than “W” as awarded by the instructor.

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

Enrollment Fee Refund Information can be obtained at www.peralta.edu

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

STUDY LOAD
A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. (See section on Grades and Grade Points for explanation of grade-point average.)

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

For summer session, a maximum unit load is set for 10 units.

It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.
PROCEDURES AND POLICIES REGARDING STUDENT 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, Article 6, [insert your college here] 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 guidelines of the college should be addressed to the Vice President of Academic and Student Affairs. 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 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 “access” by students to certain materials including 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 or employee’s performance of his or her responsibility,
   b. which remains in the sole possession of the maker thereof;
   c. medical, psychiatric, or similar records 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. information that is maintained by a law enforcement unit:
      1. that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or assigned by the district,
      2. and that unit personnel do not have access to other student records,
      3. and such information is kept apart from other student records,
      4. and maintained solely for law enforcement purposes,
      5. and is available only to other law enforcement officials of the same jurisdiction.

As provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations in three areas: Admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

This legislation also makes it clear that the parent or legal guardian of a dependent student under the age of 18, as defined for Federal Income Tax purposes, has a right to information about his or her child without the college’s having to seek the student’s consent. Thus, upon the written request of a parent or legal guardian of a dependent student, the college will honor this to the extent that it is required by law.

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: The student’s name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent/previous educational agency or institution attended by the student.
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 his/her 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.

The legislation further identifies exceptions to the written consent of release of records.

“Access” shall be permitted to the following:
1. Officials and employees of the college or the District provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;
4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U. S. Internal Revenue Code of 1954;
5. Information concerning a student shall be furnished in compliance with a court order.

"Access” may be permitted to the following:
1. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student’s application, or receipt of, financial aid;
4. Accrediting associations carrying out accrediting functions;

5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, provided:
   a. Such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; and
   b. Such information will be destroyed when no longer needed for the purpose for which it is conducted.

Finally, it should be NOTEd that the scope of records maintained for students may vary greatly depending on individual circumstances.

FINANCIAL AID

Financial Aid is intended to help students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Peralta Colleges offers several types of financial aid which are funded through federal, state, local agencies, Peralta Colleges Foundation and the colleges themselves. The major categories include:

- Grants. These awards are based on financial need and do not require repayment.
- Loans. Such awards must be repaid after the student leaves school or drops below half-time enrollment. Most have a low rate of interest.
- Employment. This type of award is based on financial need and provides the student with an opportunity to earn money for school through employment with participating Federal Work Study Employers.
- Scholarships. These awards are based on scholastic achievement and/or financial need and/or student activity involvement. They do not require repayment.
• Special Programs. Some students qualify for benefits 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 must be determined for financial 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, please refer to: web.peralta.edu/financial-aid/

WHEN DO I APPLY?
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 for a complete listing of deadlines.

WHAT ARE THE ELIGIBILITY REQUIREMENTS?
In order to qualify for financial aid a student must be enrolled in an eligible program of study leading to completion of an AA/AS degree, transfer requirements or a certificate program: maintain satisfactory academic progress; for most programs, have demonstrated financial need; be a U.S. citizen or eligible non-citizen; certify compliance with selective service registration requirements; not be in default on any student loan or owe a refund on any grant made under any Title IV program; have a social security number, and have a high school diploma, or GED. Effective July 1, 2012 the Ability to Benefit test is no longer offered. Students without a H.S. diploma or GED who passed the Ability to Benefit test or completed 6 college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years.

For additional information, stop by the campus Financial Aid Office or refer to the campus financial aid webpage. You may also apply online at www.fafsa.gov.

WITHDRAWALS & REPAYMENT OF FINANCIAL AID FUNDS
Federal aid recipients who withdraw or are dropped from all classes by the instructor 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 is 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 1) avoid total withdrawal from all classes, 2) successfully complete at least 6 units during the semester, 3) if completely withdrawn, repay any “unearned” financial aid as soon as possible. Failure to do any of the above may result in the loss of financial aid eligibility.

BOARD OF GOVERNORS FEE WAIVER (BOGW)
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.

Students may be eligible for a Board of Governors Fee Waiver (BOGW) if (1) you or your family are receiving Temporary Assistance for Needy Families (TANF), General Assistance, or Supplemental Security Income (SSI) or State Supplemental Program (SSP) aid; (2) you are qualified for and receiving other financial aid; (3)
your family’s income meets the established guidelines; or 
(4) you qualify under Special Classifications Enrollment Fee Waivers, see questions on the BOGW.

Applications and BOGW-related information are available in the Financial Aid Office or you can download the BOGW application at the Financial Aid website.

**PELL GRANTS**
A Pell Grant is federal aid designed to provide financial assistance for 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 your grant is determined by your estimated family contribution, the total cost of attending college and your enrollment status.

After your FAFSA application is processed, you will receive a Student Aid Report (SAR) from the Department of Education, which constitutes official notification of your expected family contribution (EFC). The lower the EFC, the higher your 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.

**EXTENDED OPPORTUNITY PROGRAM 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.

**STUDENT LOANS**
These loans are available to students who are enrolled at least half-time. 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. 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, or by visiting the Financial Aid Office.

**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.

Students can also apply for scholarships through the Peralta Foundation at http://web.peralta.edu/foundation.

**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, in addition to verification of qualifying foster youth status, the following forms must be submitted: Chafee Grant Application, www.chafee.csac.ca.gov/default.aspx; the Free Application for Student Aid (FAFSA), www.fafsa.gov; and Chafee Need Analysis Report (NAR)*. In addition, you must have financial need. Your school must report
your financial need by submitting a Needs Analysis Report, [www.chafee.csac.ca.gov/SupportFiles/Chafee_NAR_Generic.pdf](http://www.chafee.csac.ca.gov/SupportFiles/Chafee_NAR_Generic.pdf). You must also enroll at least half time in an eligible school. Your program of study must be at least one academic year long, and you must attend class regularly and get good grades.

**BUREAU OF INDIAN AFFAIRS (BIA)/TRIBAL GRANTS**
The Bureau of Indian Affairs provides grants to assist eligible American Indian students in meeting educational costs. To be eligible, the applicant 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.

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

**CAL GRANT B AND C**
Cal Grant programs are available to California residents who qualify. A student must be a U.S. Citizen, a permanent resident or an eligible non-citizen, and a California resident attending an eligible college located in California and making Satisfactory Academic Progress. The college electronically transmits GPA verification for certain students.

Applying for a Cal Grant Takes two forms, (1) the FAFSA, [www.fafsa.gov](http://www.fafsa.gov) and (2) your verified GPA, [www.csac.ca.gov/doc.asp?id=1177](http://www.csac.ca.gov/doc.asp?id=1177). A Cal Grant Application- You must apply by March 2 to maximize your opportunity to receive an award.

If you miss the March 2, Cal Grant deadline AND you plan to attend a community college in the fall, you have until September 2 to apply. However, the number of Cal Grant awards is limited.

**STUDENT CONSUMER INFORMATION**
Please NOTE: Students are now limited to six full-time (600%) years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request at the campus Financial Aid Office.

**SATISFACTORY PROGRESS STANDARDS**
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 or in the campus Financial Aid Office.

**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.

**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 will be 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.

Students must activate their card in order to select their preference on how they would like to receive their financial aid disbursement. There are 3 free methods a student may choose:
1. PeraltaCard – One Account, this is an online financial account where the student uses their PeraltaCard (debit card)
2. Direct deposit to your existing bank account, or
3. By paper check, this would be mailed to your 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 http://web.peralta.edu/financial-aid/peraltacard-higherone/and www.PeraltaCard.com.

DREAM ACT SCHOLARS
What is the California Dream Act? 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

Check with the campus Financial Aid Office and EOPS/CARE offices for information on how to apply.

* To apply for any or all of the financial aid programs requiring the California Dream Application, you only need to complete and submit ONE application

The California Dream Application can be found at https://dream.csac.ca.gov/
The Chafee Grant Application can be found at https://www.chafee.csac.ca.gov/StudentApplication.aspx
The GPA Verification can be found at www.csac.ca.gov/doc.asp?id=1177

WHAT IS AN AB 540 STUDENT?
You are an AB 540 student, and exempt from paying non-resident enrollment fees, if you meet all of the following criteria:
• Attended a California high school for at least three years;
• Graduated from a California high school, got a GED or passed the California High School Proficiency Exam;
• Are registered or enrolled at a California community college;
AND
• If required, complete an affidavit (AB540) saying you have filed (or will file when you are eligible to do so) for legal immigration status.
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<tr>
<th>Grant/ Scholarship</th>
<th>Eligible to Apply</th>
<th>Who do I contact, or where do I apply?</th>
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<td>Helps pay for education-related expenses</td>
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<tr>
<td>Assistance from EOPS or CARE</td>
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</tr>
<tr>
<td>Cal Grant A or Cal Grant B</td>
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<td>Financial Aid Office or California Student Aid Commission</td>
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<td>California Dream Application* and GPA Verification Form</td>
</tr>
<tr>
<td>Cal Grant B-Entitlement</td>
<td>January 1 – March 2, 2013 for the Fall 2013 term</td>
<td>Financial Aid Office or California Student Aid Commission</td>
<td>Grant award covering education-related expenses for recent high school graduates</td>
<td>California Dream Application* and GPA Verification Form</td>
</tr>
<tr>
<td>Cal Grant C</td>
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<td>SBCC Financial Aid Office or California Student Aid Commission</td>
<td>Grant award covering education-related expenses for occupational or career technical programs.</td>
<td>California Dream Application*, Cal Grant C Supplemental Application and High School or Community College GPA Verification Form</td>
</tr>
<tr>
<td>Chafee Grant</td>
<td>Apply as soon as possible (awards are limited)</td>
<td>SBCC Financial Aid Office or the California Student Aid Commission</td>
<td>Grant award covering education-related expenses for foster youth</td>
<td>California Dream Application* and Chafee Grant Application</td>
</tr>
</tbody>
</table>
TEN PRINCIPLES OF ACADEMIC INTEGRITY

1. Affirm the importance of academic integrity.
   Institutions of higher education are dedicated to the pursuit of truth. Faculty members need to affirm that the pursuit of truth is grounded in certain core values, including honesty, civility, and diligence.

2. Foster a love of learning.
   A commitment to academic integrity is reinforced by high academic standards. Most students will thrive in an atmosphere where academic work is seen as challenging, relevant, useful, and fair. Faculty have a special responsibility to maintain currency in their field and in teaching methods that fully engage the diversity of students.

3. Treat students as unique individuals.
   Faculty and staff members are expected to provide individual attention and consideration. Students will generally reciprocate by respecting the values of their teachers, including a commitment to academic integrity.

4. Promote an environment of trust in the classroom.
   Many students are mature adults who value an environment free of arbitrary rules and trivial assignments, where trust is earned and given. Faculty are expected to keep scheduled office hours, make accommodations for students who cannot attend regular office hours, reply promptly to student inquiries, emails and phone calls, administer final examinations according to scheduled timelines, and begin and end classes on time. Additionally, faculty should foster a classroom environment where diverse, and sometimes divergent, ideas are welcomed and respected.

5. Encourage student responsibility for academic integrity.
   With proper guidance, students can be given significant responsibility to help protect and promote the highest standards of academic integrity. Students want to work in communities where competition is fair, integrity is respected, and cheating is punished. They understand that one of the greatest inducements to engaging in academic dishonesty is the perception that academic dishonesty is rampant and tolerated.

6. Clarify expectations for students.
   Faculty members have primary responsibility for designing and cultivating the educational environment and experience. They must clarify their expectations in advance regarding honesty in academic work, including the nature and scope of student collaboration. Most students want such guidance, and welcome it in course syllabi, carefully reviewed by their teachers in class. Instructors should inform students of the academic requirements of each course. Such information may appropriately include, but is not limited to (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

7. Develop fair and relevant forms of assessment.
   Students expect their academic work to be fairly and fully assessed. Faculty should comment on student work, praise that which is well done, and show students where their work does not meet academic standards. Also, faculty members are responsible for using – and continuously revising – forms of assessment, including rubrics, portfolios, examinations, and essays that require active and creative thought and promote learning opportunities for students.

8. Reduce opportunities to engage in academic dishonesty.
   Prevention is a critical line of defense against academic dishonesty. Faculty will not tempt or induce students to engage in acts of academic dishonesty by having ambiguous policies, undefined or unrealistic standards for collaboration, inadequate classroom management, overly consistent assignments and exams, whose answers do not change from year to year, or poor examination security.

9. Challenge academic dishonesty when it occurs.
   Faculty and staff are to teach and model academic integrity and to ensure student integrity in performance of their assignments. Students observe how faculty and staff members behave, with their colleagues and with other students, and what values they embrace. Faculty and staff members who ignore or trivialize academic
dishonesty send the message that the core values of academic life, and community life in general, are not worth any significant effort to enforce.

10. **Help define and support campus-wide academic integrity standards.**
Responsibility for defining, promoting, and protecting academic integrity is a community-wide concern, and must be applied consistently with due process procedures, in affirmation of the shared values that help make Merritt College a true learning community.

(Adapted from Ten Principles of Academic Integrity by Donald L. McCabe and Gary Pavela)

**FIVE PRINCIPLES OF STUDENT ACADEMIC INTEGRITY**

1. **Responsibility**
Each student is responsible for her/his own education. Each student is expected to strive for excellence, adhere to the principles of academic integrity and be proactive when her/his needs are not being met, through all channels (counselors, teaching faculty, staff, deans, and student government).

2. **Honesty**
Each student will present his/her own work at all times: quizzes, exams, assignments and research papers. Each student will present accurate information and data, and will not falsify or invent information.

3. **Recognition**
Students working in collaboration with others will make the appropriate attributions for the contributions from others to the work—whether the source of the contribution be student colleagues, teachers, or published resources.

4. **Support**
Each student will support the integrity of source materials – fellow students, faculty, library materials, primary sources and any other source material used. Students will preserve learning materials and resources, and ensure the availability of these resources for future use by the college community.

5. **Privacy**
Students will protect the security of confidential or private information. Students will not seek or take advantage of any knowledge of administrative records, computerized records, etc. that give access to confidential or private information.

**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 conditions of scholastic deficiency:

1. **Academic Probation:** A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 district-wide shall be placed on Academic Probation.

   A student on Academic Probation due to a cumulative grade-point average of less than 2.0 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.

2. **Progress Probation:** A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record district-wide shall be placed on Progress Probation when the percentage of W, I, and NP’s recorded reaches at least fifty percent (50%) of all grades recorded.

The probation status GPA is computed on the basis of units attempted and completed District-wide. The student’s probation status is assigned to the college where the majority of units were attempted.

The Office of Vice President of Academic and Student Affairs will notify the student by mail when he/she has been placed on Academic and/or Progress Probation.
ACADEMIC RENEWAL POLICY

A maximum of two semesters or a maximum of 24 semester units of coursework 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 (are) 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 work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

PLEASE NOTE: When coursework 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. Forms for filing under this policy may be obtained from the Merritt College Admissions and Records Office.

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/peralta-2009-fact-books/

Information can also be found at http://nces.ed.gov/collegenavigator/

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, Article 6, 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 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 is available only to other law enforcement officials of the same jurisdiction.

As provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas—admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

This legislation also makes it clear that the parent or legal guardian of a dependent student under the age of 18, as defined for Federal Income Tax purposes, has a right to information about his or her child without the college’s having to seek the student’s consent. Thus, the college will honor the written request of a parent or legal guardian of a dependent student, to the extent that it is required by law.

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: the student’s name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. 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.

The legislation further identifies exceptions to the written consent of release of records. “Access” shall be permitted to the following:

1. Officials and employees of the college or district, provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;
4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U.S. Internal Revenue Code of 1954;
5. Those persons with a court order requesting information concerning a student.

“Access” may be permitted to the following:
1. Appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student’s application for, or receipt of, financial aid;
4. Accrediting associations carrying out accrediting functions;
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, provided;
   a. Such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; and
b. Such information will be destroyed when no longer needed for the purpose for which it is conducted.

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.

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 permitted; thus can only take the course 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 pre-requisite 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 once.
2. A student may repeat Cooperative Work Experience for a 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.
CREDIT BY EXAMINATION
A registered student who is attending classes, is in good-standing (not on probation), and has completed at least 6 units at Merritt College may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses.) The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the Department Chairperson for the course involved.

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

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

The approved course list is updated annually, confer with a counselor regarding any changes. The following courses may be challenged as Credit By Examination:
- Computer Information Systems 205
- All Cosmetology theory courses
- Chinese 1
- French 1A, 1B and 2A
- Japanese 1A
- Mathematics 201, 203 (effective Fall 2009 unless student has prior catalog rights, see a counselor for more information), and 208
- Media Communications 104
- Spanish 1A, 1B
- Welding Technology 242

COURSES DESIGNATED FOR CREDIT BY EXAMINATION
(as of Spring 2011)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>CIS 200</td>
<td>Computer Concepts and Applications</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Computer Literacy</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS 209</td>
<td>Introduction to Windows</td>
<td>1.0</td>
</tr>
<tr>
<td>MATH 201</td>
<td>Elementary Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
<td>4.0</td>
</tr>
<tr>
<td>NURS 12</td>
<td>Calculation of Drug Dosages for Health Professionals</td>
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<td>Elementary Spanish</td>
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<tr>
<td>SPAN 1B</td>
<td>Elementary Spanish</td>
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</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 Major requirements.

Veterans requesting credit for military experience or courses taken during military service may receive six (6) elective units toward their 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.

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

1. Students must be enrolled in the Peralta Community College District to apply for such credit
2. Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit
3. Students may use units earned through any of these exams to meet Certificate 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
4. Students may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria
5. Students may not use units from these exams to satisfy the 12-unit residency requirement at any of the Peralta Community College District’s four colleges
6. If students have earned credit from an AP, IB, or CLEP exam, they should not enroll in a comparable college course because credit will not be granted for both the exam and the course.

ADVANCED PLACEMENT 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 you 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 students have 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 you transfer 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.

For CSU GE certification, if students pass more than one AP exam in Physics, only four units of credit may be applied to the certification.

The University of California Advanced Placement Policy can be found at their website: www.universityofcalifornia.edu/educators/counselors/admininfo/freshman/advising/credit/ aptest.html

The California State University Advanced Placement Policy can be found at their website: www.calstate.edu/app/general_education.shtml

ADVANCED PLACEMENT PROCEDURES

If students wish to apply for AP credit having received a **score of 3, 4, 5** on any of the exams listed below, they should:

1. Obtain a “Petition for Advanced Placement Examination Credit” from the Admissions and Records Office;
2. Attach official copies of AP score reports from the College Board or an official copy of their high school transcript (if it reports Advanced Placement Examinations); and
3. Take the completed petition and supporting documentation to a counselor for review.
4. If they wish to receive credit for an AP examination not on this list, they should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Academic and Student Affairs, who will evaluate requests on a case-by-case basis.
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<thead>
<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 Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
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<td>5B w/lab</td>
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<td>B1 and B3</td>
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<td>Chinese Language/Culture</td>
<td>CHIN 1 or 30A</td>
<td>3</td>
<td>5</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
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<td>N/A</td>
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<td>4B</td>
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<td>3B and 6A</td>
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<td>3</td>
<td>D8</td>
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<td>D8 + US 2</td>
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<td>4H + (US 2)</td>
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<td>C2 or D6</td>
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<td>3B or 4F</td>
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<td>History: U.S.</td>
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<td>C2 or D6 + US 1</td>
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<td>3B or 4F</td>
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<td>3</td>
<td>C2 or D6</td>
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<td>3B or 4F</td>
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<td>Human Geography</td>
<td>GEOG 2</td>
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<td>3</td>
<td>D5</td>
<td>3</td>
<td>4E</td>
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<td>3B and 6A</td>
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<td>3B and 6A</td>
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<td>Calculus BC</td>
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<td>B4</td>
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<td>B4</td>
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<td>2A</td>
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<td>Physics B</td>
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<td>B1 and B3</td>
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<td>B1 and B3</td>
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<tr>
<td>Physics C: Mechanics</td>
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<td>Spanish Language</td>
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<td>C2</td>
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<td>3B and 6A</td>
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<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 pre-requisites and/or course equivalencies. Please see a Counselor for specific information.
INTERNATIONAL BACCALAUREATE EXAMINATION PROGRAM

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

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE Breadth certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE Breath certification: Language A1 HL, Language A2 HL, Language B HL, 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 they have earned credit from an IB exam, they should not enroll in a comparable college course because credit will not be granted for both. (CSU may grant additional units for eligibility for admission.) If students wish to apply for IB credit, they should:
1. Obtain a “Petition for International Baccalaureate Examination Credit” from the Admissions and Records Office;
2. Attach an official IB transcript;
3. Take the completed petition and supporting documentation to a counselor for review.
<table>
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<tr>
<th>IB Exam</th>
<th>PCCD GE</th>
<th>PCCD GE</th>
<th>CSU GE Area</th>
<th>CSU GE Units</th>
<th>IGETC Area</th>
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<td>B2</td>
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<td>5B w/o lab</td>
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<tr>
<td>Chemistry HL</td>
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<td>B1</td>
<td>3</td>
<td>5A w/o lab</td>
<td>3</td>
</tr>
<tr>
<td>Economics HL</td>
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<td>3</td>
<td>D2</td>
<td>3</td>
<td>4B</td>
<td>3</td>
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<td>Geography HL</td>
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<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>
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<td>3</td>
<td>C2 or D6</td>
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<td>3B or 4F</td>
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<td>Language A1 HL (any language, except English)</td>
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<td>C2</td>
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<td>3B and 6A</td>
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<td>Language A2 HL (any language, except English)</td>
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<td>3</td>
<td>C2</td>
<td>3</td>
<td>3B and 6A</td>
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<tr>
<td>Language A1 HL (any language)</td>
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<td>3</td>
<td>C2</td>
<td>3</td>
<td>3B</td>
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<td>Language A2 HL (any language)</td>
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<td>C2</td>
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<td>Language B HL (any language)</td>
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<td>D9</td>
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<td>Theatre HL</td>
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</table>
COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)
The following CLEP examinations can be used for credit toward a Certificate, Associate Degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification. They 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 they have earned credit from a CLEP exam, they 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. Please check with the CSU to which they plan to transfer.

If they wish to apply for CLEP credit, they 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.

Associated Students of Merritt College- Spring 2013
<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>PCCD GE Area</th>
<th>PCCD GE</th>
<th>Units CSU GE</th>
<th>CSU GE and/or American Institutions</th>
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<td>C2</td>
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<td>B2</td>
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<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>
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.

GRADING POLICIES AND GRADE SYMBOL DEFINITIONS
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.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass (at least satisfactory; units awarded not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory, or failing; units not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (incomplete academic work for unforeseeable and justifiable reasons at the end of the term)</td>
<td></td>
</tr>
</tbody>
</table>

A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "T" symbol must be made up no later than one year following the end of the term in which it was assigned. The "T" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.

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" shall not be used in calculating grade point averages.

Report Delayed
The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.

Withdrawal
A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student’s academic record.
A "W" symbol can be awarded any student between the end of the fourth week or instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation.

A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because 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 symbol will be assigned.

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 Office of Admissions and Records.

MW Military Withdrawal
The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining “progress probation” and in calculating grade points for dismissal.

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.

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: Total grade points earned, divided by total semester units attempted = GPA.

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

<table>
<thead>
<tr>
<th>Attempted</th>
<th>Completed</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 units</td>
<td>5 units</td>
<td>A x 5 = 20</td>
</tr>
<tr>
<td>4 units</td>
<td>4 units</td>
<td>B x 4 = 12</td>
</tr>
<tr>
<td>3 units</td>
<td>3 units</td>
<td>C x 3 = 6</td>
</tr>
<tr>
<td>2 units</td>
<td>2 units</td>
<td>D x 2 = 2</td>
</tr>
<tr>
<td>0 units*</td>
<td>2 units</td>
<td>P x 2 = 0</td>
</tr>
<tr>
<td>14 units</td>
<td>16 units</td>
<td></td>
</tr>
</tbody>
</table>

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.

**DEFINITION OF A UNIT OF CREDIT**
One unit of credit is defined as one hour of recitation or lecture which requires two hours of outside preparation for each hour of recitation or lecture, or three hours of laboratory work each week for a semester of 18 weeks.

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

The student’s decision to take a course for Pass/No Pass must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). The student must go into the Passport Student Center to choose P/NP.

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.

Students planning to transfer to a four-year institution 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 regarding the use of courses in which a “P” grade was received.

**GRADE CORRECTIONS**
No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and in-competency. No grade will be changed later than four years after the calendar date ending the semester in which the grade was assigned. Grades are not subject to change by reason of a revision of judgment on the instructor’s part. No grade except Incomplete may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.

**ACADEMIC RECOGNITION – HONOR ROLL**
Students with a grade point average of 3.25 or better for a semester are honored by being placed on the Vice-President of Academic and Student Affairs’ list. In addition to the GPA, students must have completed 12 or more units.

The honor status GPA is completed 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.

**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 degree applicable 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.

**PRE-REQUISITES, CO-REQUISITES, AND RECOMMENDED PREPARATION**
The Peralta Community College District has established certain pre-requisites, co-requisites, 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 a student’s 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 pre-requisite, co-requisite, or equivalent preparation. Students may enroll in a course without the recommended preparation, but are advised you might not derive as much benefit from instruction as you would if you satisfy the recommended preparation.

**Pre-requisite** means a condition of enrollment that the college requires a student to meet to demonstrate current readiness for enrollment in a course or educational program. A pre-requisite 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 pre-requisite. You must complete a pre-requisite course with a satisfactory grade (“A”, “B”, “C”, “P”). The pre-requisites for each course are listed in the class schedule and in the “Course Announcements” section of this catalog.

When a student attempts to enroll in a course with a pre-requisite online through the PASSPORT Student Center, the system checks the student’s academic records for evidence that the student has taken or is taking the pre-requisites at one of the Peralta Colleges. If the student is currently taking the pre-requisite course, the student is allowed to enroll provisionally until the course grade is received. If the grade in the pre-requisite course is below a “C”, the student will be automatically dropped from the higher level course. The student will be informed of this by e-mail. In all other cases, the student will have to take some extra step before you can enroll.

**Co-requisite** means a condition of enrollment consisting of a course that a student must take concurrently to enroll in another course. A co-requisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which a student is highly unlikely to succeed. The co-requisites for each course are listed in the class schedule and in the “Course Announcements” section of this catalog.

If a student enrolls in a course with a co-requisite, the student must enroll in the co-requisite course as well. (If the student has previously taken the co-requisite course and obtained a grade of “C” or better, student does not need to enroll in it again).

**Recommended Preparation** (Advisory) means a condition of enrollment that the college advises, but does not require the student 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 that enables a student to achieve a greater depth or breadth of knowledge of course material but without which a student is still likely to succeed in a course or program.

**PRE-REQUISITE/CO-REQUISITE EQUIVALENCY OR SUBSTITUTION**

After a student has completed the English, Mathematics, or ESL assessment test, the student should meet with a Counselor regarding course placement and for removal of any pre-requisite holds.

If a student has completed a comparable or equivalent pre-requisite or co-requisite course outside the Peralta Community College District, the student should meet with a Counselor and provide a transcript showing the comparable or equivalent course. If upon review, the Counselor determines that the pre-requisite or co-requisite course has been taken at another college, the Counselor will remove the pre-requisite hold and the student will be able to enroll in the course.

**PRE-REQUISITE/CO-REQUISITE CHALLENGE**

If a student desires to challenge the pre-requisite or co-requisite, the student must file a “Petition for Pre-requisite/Co-requisite Challenge” with appropriate documentation in the Office of the Vice President of Instruction or Office of the Vice President of Student Services. The form can be obtained at the Office of Admissions and Records or online at [http://web.peralta.edu/admissions/2011/07/pre-requisites-co-requisites-and-recommended-preparation](http://web.peralta.edu/admissions/2011/07/pre-requisites-co-requisites-and-recommended-preparation)
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 yourself or others in a course which has a pre-requisite established to protect health and safety.
4. The pre-requisite is not necessary and appropriate for success in the course and has not been established in accordance with the District’s process for establishing pre-requisites and co-requisites.
5. The pre-requisite or co-requisite 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 pre-requisite or co-requisite course has not been made reasonably available.

Upon submission of the “Petition for Pre-requisite/Co-requisite Challenge” the student will be able to enroll in the class. The challenge will be resolved by the appropriate faculty member within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified in writing that they have been dropped from the course. If the challenge has not been resolved within five (5) working days, the student will remain enrolled in the class. The student shall bear the initial burden of showing that grounds exist for the challenge.

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, with two exceptions: (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. Leaves of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by letter.
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.

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, regardless of the number of repeats.

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.

These courses may count as electives and generally do not fulfill specific Associate degree requirements.

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

AUDITING
Auditing of classes is not permitted. No person is allowed to attend a class unless enrolled in that class.

CLASSROOM RECORDING (AUDIO/VIDEO TAPE)
Students must have permission from the instructor(s) to record (audio/video tape) in the classroom.

DISCIPLINARY ACTION AND PROCEDURES

Violations of the Merritt College Academic Integrity policy will be handled according to Title V regulations and the Merritt College and Peralta Community College District policies and procedures.

ADMINISTRATIVE PROCEDURE 4250 PROBATION

I. Standards for Probation

A. Academic Probation: A Peralta student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded (in accordance with provisions of Title 5).

B. Progress Probation: A Peralta student who has enrolled in a total of at least 12 semester or 18 quarter units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50% of the grades.

II. Removal from Probation

A. A Peralta 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.

B. A Peralta student on progress probation shall be removed from probation when the percentage of units in this category drops below 50% (C.2. above).

III. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "E," or "FW" from any college
IV. Notification of Probation and Dismissal

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the “Academic Success Contract.” Students on dismissal shall complete the “Student Petition for Reinstatement from Dismissal” and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:
Title 5 Section 55030, 55031, 55032, 55033, and 55034
Approved by the Chancellor: April 12, 2012

Administrative Procedure 4255 Disqualification and Dismissal

I. Standards for Dismissal

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student’s enrollment. Summer sessions (regular intersessions) shall be considered a semester.

A. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.

B. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.

C. Reinstatement from Dismissal: A Peralta 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. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

II. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of “W”, “I”, “P” and “NP” from any college or combination thereof.

III. Notification of Probation and Dismissal

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the “Academic Success Contract.” Students on dismissal shall complete the “Student Petition for Reinstatement from Dismissal” and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:
Title 5 Section 55033 and 55034
Approved by the Chancellor: April 12, 2012
PROHIBITION OF HARASSMENT AND DISCRIMINATION AND SEXUAL ASSAULT PROCEDURES

I. Statement Regarding Discrimination

A. 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 District 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.

B. 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.


D. 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).

E. Each college has an ADA Coordinator who can be reached by calling the main number of the college.

F. 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.

G. 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 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, note takers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.

H. The lack of English language skills will not be a barrier to admission and participation in the colleges’ vocational education programs.

II. Discrimination Complaint Procedures

A. 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.
B. 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.

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 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, of
   (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 procedure 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 procedure 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 these implementing procedures.

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 coworkers. 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, 2050 Center St., Berkeley, 2nd Floor, (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 P, Room 311, (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.

(j) 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.

(k) 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 Procedure (see also AP 3540: 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.

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 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 1.1 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.

6. The names of the victims will not be reported in the statistics.

7. 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 procedure.

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 procedure 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 be cause for 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 and Procedures.

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

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, 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 Enseñanza (en el caso de 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 constituido 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.

**AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE**

**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
Dean of Instruction with a copy of the Class Rollbook. The “Request for Record Correction Form” is available online at: http://eperalta.org/wp/admissions/?p=565

B. Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation to the Vice President of Instruction.

C. Upon approval, the request is then submitted to the Associate Vice Chancellor of Student Services.

D. Upon acceptance, the request will be processed by Admissions and Records.

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 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.

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.

The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

c. 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.

d. 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.

e. 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 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 matter 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.

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.)

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 immediately 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.

AP 5500 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, 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 attending all colleges in the District.

VI. Disciplinary action may be imposed on a
student by:

A. A college faculty member who may place a
student on probation or remove the student from
class and/or a college activity for the remainder
of that class/activity period.
B. The President (or designee) who may impose
any form of discipline, including summarily
suspending a student when deemed necessary for
the welfare and safety of the college community.
C. The President who may recommend “expulsion”
to the Chancellor.
D. The Board of Trustees whom may terminate a
student’s privilege to attend any college of the District.

VI. 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 after receipt of
the written notice, the Vice President may
proceed on the assumption that the charge(s)
is (are) valid.

The conference with the Vice President of
Student Services (or designee) will be for the
purpose of:
a. Reviewing the written statement of the charge(s) as presented to the student;
b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
c. Informing the student in writing of possible disciplinary action that might be taken;
d. Presenting to the student the College Due Process Procedures.

4. Meeting Results. One of the following scenarios will occur:

a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.

b. A disciplinary action is imposed, and the student accepts the disciplinary action.

c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.

d. A disciplinary action of a long-term suspension is imposed and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).

e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.

5. Short-term Suspension.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services’ (or designee’s) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services’ (or designee) decision on a short-term suspension shall be final.

6. Long-term Suspension.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services’ (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

7. Expulsion.

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President’s (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.
VIII. Hearing Procedures:

A. Request for Hearing. Within 5 days after receipt of the Vice President of Student Services’ (or designee’s) decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid.

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

B. Schedule of Hearing. The formal hearing shall be held within 10 days after a written request for hearing is received. Student’s failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student’s right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

C. Student Disciplinary Hearing Panel. The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).

The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.

D. Hearing Panel Chair. The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.

E. Conduct of the Hearing.

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.

3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.


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 matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

IX. President’s (or designee’s) Decision

A. Long-term suspension. Within 5 days following receipt of the hearing panel’s recommendation, the President (or designee) shall render a final written decision based on the recommendations of the hearing panel and the Vice President of Student Services (or designee). If the President (or designee) modifies or rejects the hearing panel’s recommendation, the President shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the President (or designee) shall be final.

B. Expulsion. Within 5 days following receipt of the hearing panel’s recommendation, the President (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the President (or designee) modifies or rejects the hearing panel’s decision, he or she shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. If the President (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the Chancellor and Board of Trustees.

X. Chancellor’s Decision

A student may, within 10 days of the President’s decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the Chancellor. For long-term suspensions, the Chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the President’s decision. For expulsions, the Chancellor shall forward the President’s recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.

XI. Board of Trustees’ Decision:

A. Long-Term Suspension Appeal:
The Chancellor’s (or designee’s) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor’s decision. The Board will consider the appeal request, along with the Chancellor’s decision, at the next regularly scheduled meeting. The Board may reject the appeal request and uphold the Chancellor’s decision, or accept the appeal and conduct a hearing. The Board’s
procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

B. Expulsion:

1. The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

2. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

3. The student shall receive written notice at least three days prior to the meeting of the date, time, and place of the Board’s meeting.

4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

5. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

6. The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.

7. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

VIII. 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:

C. 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.

VII. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

AP 5530 STUDENT RIGHTS AND GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student.

I. Grounds for Filing Student Grievances. The Student Grievance Procedure shall apply only to grievances involving:

A. Academic (Grade) Grievance: 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 member.
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
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 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.

k. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee.
in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.

l. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

m. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.

n. The committee shall make all evidence, written or oral, part of the record.

o. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.

p. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.

q. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.

r. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.

s. The Chair of the committee shall notify the Vice President of Student Services of the committee’s recommendation within 10 days.

t. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

6. Final Decision by Vice President of Student Services

Based on the grievance hearing committee’s recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee’s recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

a. The committee’s recommendation;

b. The final decision by Vice President of Student Services; and

c. Appeals procedure

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.
7. Appeals

a. President’s Decision
The Vice President of Student Services’ (or designee’s) decision may be appealed by either party in writing within 10 days of the Vice President of Student Services’ (or designee’s) decision.

The College President shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

b. Chancellor’s Decision
The College President’s decision may be appealed to the Chancellor in writing within 10 days of receipt of the decision.

The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

c. Board of Trustees’ Decision
The Chancellor’s (or designee’s), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor’s decision or hear the appeal. If the Board confirms the Chancellor’s decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 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.

AP 5140 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. 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 Procedures for Students with Disabilities

A. Pursuant to Section 504 of the Rehabilitation Act of 1973, Title 5, Section 56027, and Board Policy 5.24, 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 DSP&S at each college to assist students with disabilities in accessing appropriate instruction, programs, 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, DSP&S shall provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the District Discrimination and Complaint Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.

2. The DSP&S professional (as defined in Title 5 Section 56006, 56048, 56060, 56064 and 56066), in consultation with the student, determines educational limitations based on documentation of the disability and functional limitations 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 service animals, mobility assistants, or attendants in the classroom;

c. Testing accommodations such as extended time for test taking and distraction-reduced 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 accessed, based on individual disability;

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, and electronic text (e-text).
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 who will 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 Complaint 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 pre-requisite—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 (IV) 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 (when a student completes a comparable course as established by an Evaluation Team). 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 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 pre-requisite 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 in which the student is asking for course substitution 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 request for major/certificate requirement 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 requirement.

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.

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.

AP 3440 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.
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 damaged 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.

AP 3551 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 administrative procedure, 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; and District or private vehicles while being used for official District business.

B. All students are required to comply with this procedure to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this procedure 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 persons 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.

AP 3570 SMOKING

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.

ADMINISTRATIVE PROCEDURE
AP 3530 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. These procedures 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.
C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he 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 fireworks, 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.

VIII. 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.

IV. 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. Statement shall 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 grantee has 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, grantee 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.

X. 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.

AP 5052 OPEN ENROLLMENT

A. 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 pre-requisites and co-requisites.

B. 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.)

C. Students are required to meet pre-requisites, co-requisites, and advisories on recommended preparation. Students have the option of challenging such pre-requisites, co-requisites, and advisories on recommended preparation. Challenge forms are available upon request. Pre-requisites, co-requisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.

D. Students can challenge pre-requisites and co-requisites 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 pre-requisite.
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 of the student’s self in a course with a pre-requisite established to protect health and safety.

4. The student does not believe that the pre-requisite 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 pre-requisite or co-requisite 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 pre-requisite or co-requisite course has not been made reasonably available.

E. 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.

F. 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.

AP 4210 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:

A. 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.

B. The application or implementation of Student Learning Outcomes should not abrogate academic freedom.

C. 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.

D. Faculty, as discipline experts, shall be the primary participants in the assessment process.

E. Student Learning Outcomes (SLO’s) and assessment design and development are a responsibility for the college faculty and academic senates.

F. Each college shall appoint a Student Learning Outcomes and Assessment Coordinator using a standard job description.

G. 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.

H. 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:

1. “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.

2. “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.

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges and universities to keep and disclose information timely and annually about certain crime on and near their respective campuses.

These crime statistics can be found in the Peralta Community College Personal Safety Handbook, on the Peralta Community College District website: www.peralta.edu, and on the Alameda County Sheriff’s Office website: www.alamedacountysheriff.org.
ACADEMIC COUNSELING AND ADVISING
Counselors assist students with their educational planning and setting of academic goals. All students are encouraged 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 is required of all new matriculating students to establish appropriate placement in English and mathematics classes. 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 organization of the student body. Active participation in the student council provides students with the opportunity to assist in the development of co-curricular programs and to participate in problem solving, which impacts the formulation of general college policies.

ASMC is a self-governing student organization representing all Merritt College students. Every student enrolled in Merritt College is a member of ASMC. ASMC is composed of the Executive Council, the Senate and the Inter-Club Council. ASMC offers student leadership opportunities through participation at all levels within the student government and through campus committee representation. Merritt students who are enrolled in six or more units and in good academic standing are eligible to participate in the ASMC Council.

Responsibility for the direction and administration of the student body government rests with the Senate of the ASMC, which controls and distributes all student body funds. The officers of the ASMC are elected or appointed in accordance with the student body constitution. The offices include those of President, Vice President, Commissioner of Finance, Inter-Club Council Chairperson, Chief Justice, two Associate Justices, and 13 senators. Senate meetings are open and students are encouraged to attend. Information about meeting times can be obtained from the Student Activities Office in Building R, Room 124. ASMC is a member of the California Student Association of Community Colleges. For more information, contact the Student Activities Advisor in Building R, Room 124, or call (510) 436-2535. Also refer to Student Clubs and Organizations.

Student Activities: The college recognizes that student activities are an integral part of the educational program and provides time in the regular schedule for individuals and groups to participate in planning and organizing activities of mutual interest. The Student Activities Office provides a variety of services and activities that enhance student life on the Merritt College campus. The office plans and implements a calendar of campus activities, presents an annual student leadership seminar, and sponsors multicultural enrichment events in conjunction with the ASMC.

Services provided include activities and activities coordination, copy machine and fax services, lost and found, merchant discounts information, and student ID cards. For more information, visit the Student Activities Office located in Building R, Room 124, or call (510) 436-2535. For information about approval for posting event or other information, student clubs, student government/ASMC, and student organizations’ offices and mailboxes, contact the Advisor at (510) 436-2540.

Student Clubs and Organizations: Student clubs and organizations were established to provide opportunities for students to participate in scholastic, social, and recreational pursuits outside the regular classroom schedule.
In order for a club or organization to be sponsored by the ASMC, it must abide by the campus policy on club activities as set forth in the Procedures and Policies Handbook for Student Activities, available in Building R, Room 124. For information, call (510) 436-2535.

Associated Students of Merritt College Clubs:
Altazor
Anthropology Club of Merritt College
Black Student Union
Business Leaders of Merritt College
Campus Safety Cadets
Horticulture Club
Merritt College Athletics
Merritt College Chemistry Club
Phi Theta Kappa Honor Society
Puente

ATHLETICS
Merritt participates in intercollegiate competition through membership in the Bay Valley Conference, an eleven-team league in the Bay Area. The college has teams in basketball, track and field, soccer, and cross country for both men and women. Students participating in intercollegiate athletics must meet the eligibility requirements of the CCLC Commission on Athletics Code. 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.

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 Clipper cards. 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 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.

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 Tuesday 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, merritt.bkstr.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 13 and under and who have an active Cal Works case number. CARE students receive supplemental counseling and advising services, 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
Each Peralta College offers a wide range of professional counseling services for enrolled students. 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 problems.
- Personal counseling on concerns affecting academic progress.
- Referral to 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).

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.

DISABILITY SERVICES PROGRAM (DSP)
The Disability Services Program (DSP) 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 Disability Services Program 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. **Disability Services is located in the R Building, 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 Disability Services Program (DSP) Office in Building R, Room 109, or call for an appointment with a DSP counselor at (510) 436-2429.

**COMPUTER ACCESS LAB**
The Computer Access Lab for students with disabilities offers state-of-the-art adaptive computer hardware and software, including voice recognition (speech to text), screen readers (text to speech), and spelling and math programs. Students learn to use the computer and the specialized software to produce general classroom assignments. Students are advised to meet with a counselor in Disability Services before enrolling in the classes offered, Learning Resources 211 and 272. The Computer Access Lab is located in the P building, Room P306. Call (510) 436-2429 to meet with a DSP 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 the Disability Services Counseling Office for authorization, and upon approval, should work directly with the Alternate Media Specialist located in Room P304. For information, call (510) 434-3910.

**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 less 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,
STUDENT SERVICES

individualized academic planning, career guidance, academic progress monitoring, basicskills 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.

FINANCIAL OPPORTUNITY CENTER
The Financial Opportunity Center (FOC) provides one-on-one coaching for its members as well as open workshops for all Merritt College students. The workshops and personal meetings are led by specialists in the following areas of student financial life; employment, public benefits/income supports, and financial literacy.

We have found that a student’s ability to achieve academic success can often be negatively affected by financial issues outside of school. Our goal is to help students become more financially stable, so that they can finish their education and move on to a fulfilling career.

Below is a list of some of the basic services that our coaches provide for our members.

Financial Coaching Services:
• Teach about banking products, credit cards and loans to help make informed decisions
• Create a personal budget or written spending plan
• Retrieve and understand credit reports
• Develop and execute a strategy to improve credit scores

Employment Coaching Services:
• Provide more access to education and career counseling
• Assist with search for immediate job opportunities
• Interview preparation
• Help create quality resumes and cover letters
• Plan academic pathway toward your career goals

Income Support Coaching Services:
• Screen for available public benefits and government income support programs
• Provide assistance for completing and submitting benefits applications
• Provide referrals and information for emergency food, clothing, healthcare programs and other community recourses

Note: Services contingent upon continued funding

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 Merritt Health Center is staffed by a Licensed Clinical Social Worker (LCSW) and student interns in training. All services are confidential and free of charge. The Health Center offers the following assistance and supplies to Merritt College students:

• Personal Counseling for any life issues or stress, including problems with relationships, concentration, depression, parenting, trauma, and anxiety
• Support Groups for addiction recovery, anger and stress management
• Social Service referrals for housing, food, legal needs, financial assistance and safety
• 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
STUDENT SERVICES

- HIV testing twice per month
- Referrals for physical exams and more specialized medical care
- Conflict Resolution

Other services such as flu shots, massage and acupuncture, are offered periodically and are advertised in advance. The Health Center is located in Building R, Room 106. Clinic hours are posted on the Health Center door and on the Merritt College website. Drop-ins are welcome; students may also call (510) 436-2533 for additional information or to schedule an appointment.

To access expanded medical care, such as birth control, TB testing, and treatment for infection or illness, Merritt students may schedule an appointment at our sister clinic on the Laney College campus. The Laney clinic welcomes students enrolled at any of the four Peralta Colleges; services are free of charge. Call (510) 464-3134 for further information.

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, 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 D, Room 187. Day and evening hours of operation are scheduled. For additional information, call (510) 436-2442 or (510) 436-2443.

LIBRARY

The Merritt College Library enjoys one of the most picturesque settings on the campus. Facing out to a wooded rolling hillside, students can study in a quiet, relaxing atmosphere conducive to the enjoyment of individual and collaborative learning. The Library currently holds about 50,000 volumes that can be accessed from the Library’s online catalog. In addition, approximately one dozen online databases provide full-text access to scholarly and general-interest journals and magazines within the Library.
Some of these are available remotely to currently registered students. The Library provides a variety of collections, services, and instruction, including Merritt College history archives and the Black Panther archives, back issues of periodicals, reference and circulating collections, self-service photocopying, internet access and computer printing. The Library also has compiled a collection of 16,000 e-books that are accessible to students remotely once an in-house account is set up.

A current, valid, Merritt College student identification card serves as the student’s library card. Library users agree to return materials by their due dates. In the event that materials are not returned, holds will be placed on the student’s record, preventing registration and access to transcripts and financial aid. Replacement and handling charges will be billed for lost or damaged materials.

The Library promotes information literacy as a key component of general education and lifelong learning. Professional librarians are available to assist students with their research and reference needs and to provide help and instruction in library searching techniques, either to individual students, or to classes upon request of the instructor.

Library services are provided throughout the semester and summer sessions, and include day and evening hours during the regular academic terms. The Library is located in Building L, Room 200. For information, call (510) 436-2457. The Library website is http://www.merritt.edu/library.

Important notice: During the summer and fall semesters of 2013, the Library will be located in a temporary site (Room A129) while the reconstruction of the L Building is taking place. At the completion of the remodeling project, the Library and Learning Resources Center will be relocated together into the newly renovated L Building.

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

MAXIMUM ACHIEVEMENT PROJECT (MAP)
MAP is a federally funded program whose goal is to increase graduation rates of African-American males and other low-income students. To achieve this end, MAP offers a variety of services to MAP students.

MAP students will enroll in the Learning Community courses; have access to a mentor; obtain supplemental tutoring; receive paid internships and employment opportunities; and enroll in the Leadership Academy.

Merritt College students who are not on academic probation are eligible to participate in MAP. Students must complete and submit an application, meet with a MAP Counselor and enroll in MAP Learning Community Courses.

For more information contact the Counseling Department at 510-436-2475.

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; supervised study time; life skills and special interest workshops; and information and referral to other student services, support services and agencies. The Department of Social Services provides transportation vouchers and checks for student supplies and books on a limited basis. For information, contact the 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:

- All persons who drive motor-powered vehicles on the Merritt campus shall abide by the State of California Vehicle Code pertaining to motor vehicles and special regulations that have been or may be invoked at any time.
- 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 Services.

PUENTE PROGRAM
The goal of the Puente Community College Program is to increase the number of educationally underserved students who transfer to four-year colleges and universities. Puente students are provided with accelerated English writing instruction, sustained academic counseling, and mentoring from the professional community. Students must meet the following criteria to participate in the Puente Program:

- Be interested in transferring to a four-year college or university.
- Be eligible for English 201A or 201B (determined by assessment or completion of pre-requisites).
- 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.
SCHOLARSHIP INFORMATION
Scholarship information is made available each spring and fall through Student Services. For additional information please call 434-3896.

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 ID CARD
All Merritt students are required to have an up-to-date Merritt Identification (ID) Card. Students are entitled to one free ID/Library Card each semester issued up to and including the last day to add classes. The ID card can be obtained by bringing a current semester printout of your classes and a current California driver’s license or ID card to the Student Activities Office in Building R, Room 124, during the posted hours of operation. All ID/Library Cards and sticker updates issued after the last day to add classes cost $5.00.

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:

- Transfer counseling (selecting a major, completing lower-division requirement, 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 work-shops
- Transfer admission guarantee and 4-year concurrent enrollment program information

The Center is located in Building R, Room 105. For information, call (510) 436-2445 or visit www.transfermerritt.com

VETERANS' SERVICES
The Veterans’ Affairs Office offers information regarding applications and certification for benefits for those eligible for 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 Veteran’s 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 to 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. The Veterans’ Affairs Office is located in the R Building, Room 105-J or contact us at (510) 436-2669.
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. In addition to the Associate in Arts (AA) and the Associate in Science (AS) degrees, Merritt College as of Fall 2011 will offer Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees. For additional information on AA-T and AS-T degrees, refer to the Transfer to Four-Year Colleges and Universities section of the catalog.

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

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, but 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 transfer degrees (AA-T or AS-T) require the completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific Associate for Transfer (AA-T or AS-T) degree major requirements.

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 class schedule 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.

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 Major, General Education, and other degree requirements.
OVERALL REQUIREMENTS FOR AN ASSOCIATE IN ARTS (AA) DEGREE OR ASSOCIATE IN SCIENCE (AS) DEGREE

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

1. At least 60 degree-applicable semester units which includes courses in the Major or Area of Emphasis, General Education courses, and electives, as necessary. Note: When the units from General Education and the 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 Major or Area of Emphasis. The maximum number of units varies with the Major. Refer to the individual curriculum patterns for specific information regarding a particular Major or Area of Emphasis. A grade of “C” or better is required in each course in the 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.

6. A “C” or better is required in each course in the 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.

CATALOG RIGHTS

Students completing the requirements for the Associate degree, 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; OR

2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the Degree/Certificate are completed; OR

3. The regulations current at the time the student files and receives the Degree/Certificate.

GENERAL EDUCATION REQUIREMENTS FOR AA/AS DEGREES

(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 Merritt College 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 (AP 4100).

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, 51, 9, 10, 13, 15, 20A, 20B, 23, 24, 25, 29, 36
- CHEM: 1A, 1B, 12A, 12B, 30A, 30B
- GEOG: 1
- GEOL: 1, 12
- LANHT: 1, 1E, 151
- PHYS: 2A, 2B, 4A, 4B, 4C, 10

1 Biol 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 (AP 4100).

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*, 8*, 13, 16, 18, 304
- ASAME: 191*, 30*, 32*, 45A*, 45B*
- BUS: 5, 52
- CHDEV: 50, 51, 53, 56A, 57A
- COMM: 6*, 10*, 13*, 18*, 19*, 22*
- COSER: 10, 24, 29*
- COUN: 30, 230
- ECON: 1, 2
- EDUC: 1
- ENGL: 38*
- ENVMT: 2, 3, 5*, 11, 126*, 192
- ENVST: 76A-D, 4*, 78A3, 4*, 78B3, 4*
- GEOG: 2
- HLTED: 1
- HIST: 2A, 2B, 7A, 7B, 15, 19*
- HUSV: 53
- M/LAT: 61*, 12*, 195*, 23*
- NATAM: 191*, 76A-D, 4*, 78A3, 4*, 78B3, 4*
- POSCI: 1, 2, 3, 4, 5*, 16
- PSYCH: 1A, 1B, 3, 6, 10, 12, 192, 24, 33
- SOC: 1, 2, 3, 5*

1 AFRAM 19 is the same as Asame 19, M/LAT 6, and NATAM 19; maximum credit: one course.
2 ENVMT 19 is the same as Psych 19; maximum credit: one course.
3 ENVST 76A-D, 78A and 78B are the same as NATAM 76A-D, 78A and 78B, respectively; maximum credit: one course.
4 Each course must be taken for a minimum of 3 units to satisfy Area 2 requirements.
5 M/LAT 19 is the same as HIST 17 at BCC, COA, and Laney; maximum credit: one course.
6 AFRAM 38 is the same as ENVMT 12; 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 (AP 4100).

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

| AFRAM: | 25*, 27*, 39, 41*, 42*, 43*, 45* |
| ANTHR: | 7*, 8* |
| ART: | 1, 4, 9, 12, 15* |
| ASAME: | 1, 30* |
| CHIN: | 1, 2 |
| ENVMT: | 4*, 5* |
| HUMAN: | 2 |
| LANHT: | 55 |
| M/LAT: | 28*, 30A*, 30B* |
| MUSIC: | 9, 10, 11, 15A*, 19 |
| PHIL: | 1, 2, 10 |
| SPAN: | 1A, 1B, 2A, 2B, 22A, 22B, 31A, 31B, 38, 40 |

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 (AP 4100).

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 (BP 5.20).

b. **Mathematics:**
Requires a minimum level of intermediate algebra (BP 5.20).
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, 3D1, 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 at Admissions and Records) will be used to record exam grades on the student’s transcript. Contact the Math Department Chair and/or a counselor for more information.

1 Math 3D is equivalent to Math 3E plus 3F at BCC, COA, and Laney.

c. **Computer Literacy:**
Requires a broad understanding of computer concepts (BP 5.20).

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 |
| 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 (BP 5.20).
One course with a minimum of 3 semester units from the following:
AFRAM: 41*, 42*, 43*
BIOSC: 341
COMM: 3, 6*, 10*, 13*, 18*, 19*, 20, 22*, 45
COSER: 16A1
ENGL: All courses numbered 1 through 247*, except 48s, 49s, 202, 205, 206A, 206B, and 208.
ENVMT: 4*

1 Course 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 (AP 4100).

One course with a minimum of 3 semester units from the following is required:
ANTHR: 5*
ART: 15*
ASAME: 191*, 30*, 32*, 45A*, 45B*
COMM: 13*
COSER: 29*
ENGL: 38*
ENVMT: 125*
HIST: 19*
MUSIC: 15A*
NATAM: 191*, 76A-D, 78A2, 78B2, 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 Each course 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.
6 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).

MAJORS AND AREAS OF EMPHASIS

For specific courses required for each major or area of emphasis, see the listings under the individual department headings in this catalog. All majors or areas of emphasis require a minimum of 18 units in the degree field, plus units in General Education courses for the awarding of any Associate degree (see General Education Requirements listed on the preceding pages of the Catalog). The degrees and certificates awarded by Merritt College are listed below. An Associate in Arts degree is indicated by "AA," an Associate in Science degree is indicated by "AS," an Associate in 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.

MERRITT COLLEGE 2013-2015
ASSOCIATE DEGREES AND CERTIFICATES

Administration of Justice:  
  Corrections  
  Police Science  
African-American Studies  
Anthropology  
Art:  
  Art Foundation  
  Botanical Illustration  
  Ceramics  
Biology  
  Bay Area Master Naturalist  
  Natural History I  
Bioscience:  
  Fluorescence Bioscience Microscopy  
  Illumina HiSeq DNA Sequencing  
  Optical Microscopy  
  Medical Genomics  
Business:  
  Accounting  
  Administrative Assistant  
  Administrative Office Systems  
  Business Administration  
  Business Information Processing  
  Business Management  
  Entrepreneurship  
  General Business  
  Human Resource Management  
  Legal Office Assistant  
  Retail Management  
  Small Business Management  
Child Development:  
  Assistant Teacher  
  Associate Teacher  
  Teacher  
Communication  
Community Social Services:  
  Substance Abuse  
Computer Information Systems:  
  PC Applications Help Desk Specialist  
  Web Page Authoring  
  Web Publishing  
Economics  
Educational Technology:  
  Online Teaching  
Emergency Medical Technician I  
Environmental Management and Technology:  
  Environmental Management Fundamentals  
  Greening the Urban Environment  
  Urban Agroecology  
Health Professions and Occupations:  
  Healthcare Interpreter  
Health Sciences  
Humanities  
Human Services  
Landscape Horticulture:  
  Basic Landscape Horticulture  
  Intermediate Landscape Design and Construction  
  Intermediate Landscape and Parks Maintenance  
  Intermediate Nursery Management  
  Landscape Architecture*  
  Landscape Design and Construction Specialist  
  Landscape and Parks Maintenance Specialist  
  Nursery Management Specialist  
  Permaculture Design  
Liberal Arts: CSU GE Breadth  
Liberal Arts: IGETC  
Liberal Arts with Emphasis in Arts and Humanities  
Liberal Arts with Emphasis in Cross-Cultural Studies  
Mathematics  
Medical Assisting  
  Clinical Medical Assisting  
Natural Sciences  
Nursing (Associate Degree)  
Nutrition and Dietetics:  
  Dietary Manager (Dietetic Service Supervisor)  
  Dietetic Technology  
  Pathway II Certificate*  
Paralegal Studies  
Radiologic Science*  
Real Estate  
Social and Behavioral Sciences  
Spanish  
Vocational Nursing (program in abeyance)  
*The Certificate is available only to those already awarded the AS degree.
CERTIFICATE OF ACHIEVEMENT
Certificates of Achievement are available in all of the above programs where a “CA” is indicated. 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). A grade of “C” or better is required in each course in the major. 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. These programs do not qualify for the Certificate of Achievement. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificates of Proficiency are awarded for the following:
Art Foundation
Assistant Teacher
Associate Teacher
Bay Area Master Naturalist
Botanical Illustration
Ceramics
Clinical Medical Assisting
Emergency Medical Technician I
Entrepreneurship
Environmental Management Fundamentals
Fluorescence Bioscience Microscopy
Greening the Urban Environment
Healthcare Interpreter
Human Resource Management

Human Services
Illumina HiSeq DNA Sequencing
Legal Office Assistant
Natural History I
Online Teaching
Optical Microscopy
Pathway II Certificate (Nutrition & Dietetics)
PC Applications Help Desk Specialist
Permaculture Design
Retail Management
Small Business Management
Urban Agroecology
Web Page Authoring
Web Publishing

VOCATIONAL/TECHNICAL PROGRAMS OFFERED AT THE PERALTA COLLEGES

MERRITT COLLEGE
Administration of Justice:
Corrections
Police Science

Art:
Botanical Illustration

Bioscience:
Fluorescence Bioscience Microscopy
Illumina HiSeq DNA Sequencing
Optical Microscopy

Business:
Accounting
Administrative Assistant
Administrative Office Systems and Applications
Business Administration
Business Information Processing
Business Management
General Business
Human Resource Management
Legal Office Assistant
Retail Management
Small Business Management

Child Development:
Assistant Teacher
Associate Teacher
Teacher
Chronic Care Assistant
Community Social Services:
  Community Social Services
  Substance Abuse

Computer Information Systems:
  PC Applications Help Desk Specialist
  Web Page Authoring

Educational Technology:
  Online Teaching

Emergency Medical Technician I

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

Fire Science (no formal award)

Health Occupations:
  Healthcare Interpreter

Human Services

Landscape Horticulture:
  Basic Landscape Horticulture
  Intermediate Landscape Design and

Construction:
  Intermediate Landscape and Parks Maintenance
  Intermediate Nursery Management
  Landscape Architecture
  Landscape Design and Construction Specialist
  Landscape and Parks Maintenance Specialist
  Nursery Management Specialist
  Permaculture Design

Medical Assisting

Nursing (Associate Degree)

Nutrition and Dietetics:
  Dietary Manager (Dietetic Service Supervisor)
  Dietetic Technology
  Pathway II Certificate

Paralegal Studies

Radiologic Science

Real Estate

Recreation and Leisure Services (no formal award)

Vocational Nursing (program in abeyance)
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.

**TRANSFER INFORMATION**

**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](http://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 pre-requisites.
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 http://www.universityofcalifornia.edu/admissions for the University of California and at http://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 pre-requisites 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.

It is recommended that you attend four-year colleges and universities before transfer. 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 the R Building Student Center, Room R105) or see a counselor for more information about this program.

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/peralta-2009-fact-books/ Information can also be found at http://nces.ed.gov/collegenavigator/

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 the R Building Student Center, Room R-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 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 http://www.ASSIST.org.

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.

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 area) (see the CSU GE-Breadth course list). 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.

Official transcripts of any coursework completed outside the Peralta Community College District must be on file to accompany the request.
The “Request for Certification” form is available from and can be filed in the Admissions and Record Office. Once certification is completed, student records (transcript) will reflect the type of certification. If you transfer without certification, you will be subject to the campus-specific general education requirements of the university or college to which you transfer.

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.

GENERAL TRANSFER REQUIREMENTS

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

You should develop a 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.

There are three parts to preparing for transfer to the University of California (UC):

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

MINIMUM TRANSFER ADMISSIONS ELIGIBILITY

Students eligible to enter UC after high school graduation (Subject, Scholarship, and Examination requirements for freshman were met), or students who were identified by UC in the senior year as eligible under the Eligibility in the Local Context (ELC) Program are minimally eligible to transfer with a “C” (2.00) 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 (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an ADT (AA-T or AS-T) are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Merritt College’s ADTs and to find out which CSU campuses accept each degree, please go to www.adegreewithaguarantee.com. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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” major. All courses in the 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 SS 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the California State University Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Students are encouraged to complete the CSU graduation requirement in United States History, Constitution and American Ideals Requirement in their educational planning and prior to transfer. Students should meet early with a counselor to complete a Student Education Plan (SEP).

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 next to a course means that the course is comparable in content and scope to a similar course offered by participating California colleges and universities. Thus, if a catalog lists a C-ID Designator for a course, students can 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. Below is the list of Merritt College courses that have a C-ID Designator.

<table>
<thead>
<tr>
<th>Merritt College</th>
<th>C-ID Designator</th>
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</thead>
<tbody>
<tr>
<td>1. ADJUS 24</td>
<td>AJ 24</td>
</tr>
<tr>
<td>2. COMM 20</td>
<td>COMM 130</td>
</tr>
<tr>
<td>3. GEOL 1</td>
<td>GEOL 101</td>
</tr>
<tr>
<td>4. GEOL 12</td>
<td>GEOL 130</td>
</tr>
<tr>
<td>5. PSYCH 1A</td>
<td>PSY 110</td>
</tr>
<tr>
<td>6. SOC 1</td>
<td>SOCI 110</td>
</tr>
</tbody>
</table>

NOTE: This list changes periodically. Consult a counselor and/or visit http://www.c-id.net or http://www.assist.org for the most current list of courses.
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 2013-2014

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 pre-requisites (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
- GEOG: 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)

LANHT 15 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)

BIOL 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, 3D, 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, 9, 12, 15
- ASAME: 1
- MUSIC: 9, 10, 11, 15A, 19

C2. Humanities
At least one course from the following:

- ASAME: 30*, 45A1*, 45B1*
- CHIN: 1, 2
- ENGL: 1B
- ENVMT: 4
- HIST: 2A1*, 2B1*, 7A1*, 7B1*, 15*, 191*
- HUMAN: 2
- M/LAT: 28, 30A, 30B
- PHIL: 1, 2
- SPAN: 1A, 1B

1 MAY 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
- AFRAM: 2, 3, 4, 5, 8, 10, 12, 13, 14A, 14B, 16, 18*, 191*
  25*, 27*, 30*, 31*, 32*, 33, 38, 45
- ANTHR: 2, 3, 4, 5, 7, 8, 13, 16, 18, 30
- ASAME: 19*, 30*, 32*, 45A*, 45B*
- BUS: 52
- CHDEV: 51, (formerly FACS 51) 53, 57A
- COMM: 6, 10, 13, 18*, 19, 22
- COSER: 10, 24*, 29*
- ECON: 1, 2
- ENVMT: 2 (formerly ENVST 11) 3, 11, 12*, 193
- GEOG: 1*, 2
- HIST: 2A*, 2B*, 7A*, 7B*, 15*, 19*
- HUSV: 53* (formerly COSER 45)
- M/LAT: 6*, 12, 19, 23
- NATAM: 19*
- POSCI: 1, 2, 3, 5, 16
- PSYCH: 1A, 1B, 3, 6, 10, 12*, 19*, 24, 33
- SOC: 1, 2, 3, 5

1 AFRAM 19 same as ASAME 19, M/LAT 6, and NATAM 19; maximum credit: one course.
2 AFRAM 38 same as ENVMT 12; maximum credit: one course.
3 ENVMT 19 same as PSYCH 19; maximum credit: one course.
4 MAY NOT is 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 (COSER 16A and 20 [variable 2-3 units], HLTED 20 [1 unit], and LIS 85 [2 units]). Students taking any course less than 3 units will need additional units to earn the 3 units needed to clear this area. 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*
BUS: 52
CHDEV: 51
COMM: 18*
COSER: 16A, 20, 24*, 29*
COUN: 24, 30, 57
HLTED: 1, 20
HUSV: 53* (formerly COSER 45)
LIS: 85, (formerly LRNRE 85)
NUTR: 10, 12 (formerly FACS 10 & 12)
PSYCH: 12*
RECSE: 50, 52, 55, 57

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

One course from EACH group below.

Group 1
AFRAM: 30', 31'
HIST: 7A, 7B, 15

1 NOT acceptable if taken either Fall 2004 or Spring 2005

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

Group 3
POSCI: 1, 16 (POSCI 1 may be double-counted in Group 2 and Group 3; units counted only once)

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

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 2013-2014

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. 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

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, 3D, 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, 9, 12, 15
ASAME: 1
MUSIC: 9, 10, 11, 15A, 19

B. Humanities
ASAME: 30*, 45A*, 45B*
CHIN: 2
ENGL: 1B
ENMVT: 4
HIST: 2A*, 2B*, 7A*, 7B*, 15*, 19*
HUMAN: 2
M/LAT: 28, 30A, 30B
PHIL: 1, 2
SPAN: 1B

1 MAY 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
AFRAM: 2, 3, 5, 8, 10, 12, 13, 14A, 14B, 16, 18*, 19i, 25*, 27*, 30*, 31*, 32*, 33, 38, 45
ANTHR: 2, 3, 4, 5, 7, 8, 13, 16, 18
ASAME: 19i, 30i*, 32, 45A*, 45B*
CHDEV: 51 (formerly FACS 51)
COMM: 6, 10, 13, 18, 19, 22
COSER: 10, 24
ECON: 1, 2
ENMVT: 2 (formerly ENVST 11), 3, 12i, 19i
PSYCH: 1A, 1B, 3, 6, 10, 12, 19i, 24, 33
SOC: 1, 2, 3, 5

1 AFRAM 19 is the same as ASAME 19, M/LAT 6, & NATAM 19; maximum credit: one course.
2 AFRAM 38 is the same as ENVMT 12; maximum credit: one course.
3 ENVMT 19 is the same as PSYCH 19; maximum credit: one course.
4 MAY NOT be taken at any other PCCD college to satisfy this area. See a counselor for more information.

AREA 5: PHYSICAL SCIENCES AND BIOLOGICAL SCIENCES

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

A. Physical Sciences
One course from:
ASTR: 1 (add ASTR 20 to clear lab requirement)
10 (add ASTR 20 to clear lab requirement)
CHEM: 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)
GEOG: 1 (add GEOG 1L to clear lab requirement)
GEOG: 1(L), 12
PHYS: 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10

1 MAY NOT be taken at any other PCCD college to satisfy this area. See a counselor for more information.
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), 10(L), 13, 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)
1 BIOL 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.
ANTHR: 1L (clears lab requirement w/ ANTHR 1)
ENVMT: 2L (clears lab requirement w/ BIOL 13)
ASTR: 20 (clears lab requirement w/ ASTR 1) GEOG: 1L (clears lab requirement w/ GEOG 1)
BIOL: 13L (clears lab requirement w/ BIOL 13)

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 equivalent to 2 years of high school language. Approved Merritt College courses are: CHIN 1 or SPAN 1A.
   (NOTE: Courses above the proficiency level [1 or 1A] may meet this requirement and may also clear another IGETC area).
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” 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: 301, 311
HIST: 7A, 7B, 15
1 NOT acceptable if taken either Fall 2004 or Spring 2005

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

Group 3
POSCI: 1, 16 (POSCI 1 may be double-counted in Group 2 and Group 3; units 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.
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 the Schedule of Classes.

NOTE: Courses and programs are being approved by the State Chancellor’s Office daily. Please check the Merritt College website- www.merritt.edu for the most current information on new courses, degrees and certificates.

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.

DISTANCE LEARNING
Distance Education is a course delivery method in which students do not have to be physically present in the same location as the instructor or other students. Course content is delivered through technology, using the Internet and a course management system, such as Moodle.
Distance Education courses can be fully online, or hybrid (some face to face meetings). Some courses at the college are “web-enhanced” which means that the instructor provides some content for the student as an online resource.

All courses offered through distance education include regular effective contact between instructor and students, these include: discussion forums with instructor participation, Email, weekly announcements in the course management system, timely feedback for student work and timely responses to student emails or inquiries. Courses may also include: online or in-person group or individual meetings, orientation and review sessions, supplemental seminars or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

EVENING AND SATURDAY CLASSES
Afternoon, evening, and Saturday classes at Merritt cover a wide range of academic and vocational programs that are designed to furnish students with an opportunity to continue their education on a part-time basis. The same standards apply to all classes offered during the college day and evening hours. In some paraprofessional curricula and liberal arts fields, an Associate degree may be earned through attendance in college evening classes.

FACULTY
The Merritt faculty has been selected for demonstrated ability, mastery of subject fields, and advanced professional training. In addition, instructors in occupational areas have had many years of successful experience in their respective fields. Special efforts have been made to recruit faculty who are representative of the ethnic composition of the student body and overall community.
The college evening staff includes many instructors who teach during the day, supplemented by highly qualified professionals from specialized fields who are regularly employed elsewhere during the day.

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 pre-requisites 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.
Refer to the Independent Study Policy in the Academic and College Policies and Procedures section of the Catalog for more information.

**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.

The designation A-B-C-D following the course number indicates that the course is a four-semester sequence course.

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. See the current Schedule of Classes for a listing of the fee-based classes offered each semester.

**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 pre-requisites 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.

**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.

Safety Cadets
Administration of Justice
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 two majors in the Administration of Justice program, Police Science and Corrections, both of which are offered for the Associate degree and the certificate. To qualify for the AA degree in either major, students must satisfactorily complete the Major course requirements with grade “C” or better in each course and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the minimum 32 units specified for the certificate major (excluding the 9 additional units required for the degree major).
The Associate degree programs may be completed in four semesters, while the certificate programs may be completed in two semesters.

POLICE SCIENCE
The Police Science major 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.

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>4</td>
</tr>
<tr>
<td>or</td>
<td>ENGL 1A</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>ENGL 201B*</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>ENGL 1B</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>
<td></td>
</tr>
<tr>
<td>or</td>
<td>PSYCH 10</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SOC 1</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SOC 2</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Units for Certificate:</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

Degree Major Requirements:

Certificate Course Requirements: 32

Plus, select a minimum of 9 units from the following:

| ADJUS 51 | Juvenile Law and Procedure (3) |
| ADJUS 56 | Criminal Investigation (3)     |
| ADJUS 57 | Report Writing for Public Safety Personnel (2) |
| ADJUS 63 | Introduction to Corrections (3) |
| COSER 10 | Community Resources and Social Policy (3) |
| COSER 16A | Communication: Theory and Practice (2-3) |
| COSER 16B | Communication: Families in Crisis (3) |
| COSER 24 | Human Development (3)          |
| COSER 41 | Substance Abuse and the Law (3) |

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)

CORRECTIONS
The Corrections major 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 Associate degree or Certificate requirements.
### Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>ADJUS 21</td>
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<td>Concepts of Criminal Law</td>
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<td>ADJUS 23</td>
<td>Principles and Procedures of the Justice System</td>
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</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>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>PSYCH 1A</td>
<td>Introduction to General Psychology (3)</td>
<td></td>
</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>SOC 2</td>
<td>Social Problems (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units for Certificate:** 32

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

### Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Course Requirements: 32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plus, select a minimum of 9 units from the following:

<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 Procedure (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 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>9</td>
</tr>
</tbody>
</table>

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

### 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)

### Administration of Justice (AA-T Degree)

This curriculum is designed to prepare students for employment in entry-level and advanced positions in the public and private sectors. The program prepares students for positions such as police officer, deputy sheriff, state or federal patrol and investigative officer, correctional aide, security specialist, community service officer, police cadet, and reserve officer, as well as manager and supervisor in these individual fields. Placement may depend on job availability and the successful completion of an entrance examination.

The program prepares students for positions such as police officer, deputy sheriff, state or federal patrol and investigative officer, correctional aide, security specialist, community service officer, police cadet, and reserve officer, as well as manager and supervisor in these individual fields. Placement may depend on job availability and the successful completion of an entrance examination.
### Degree Major Requirements

<table>
<thead>
<tr>
<th>Core (6 units)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 021 Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 022 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>List A: Select a minimum of 6 units from the following courses:</td>
<td></td>
</tr>
<tr>
<td>ADJUS 024 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 056 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 026 Introduction to Forensic Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 025 Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 063 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 051 Juvenile Law and Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

#### List B: Two Courses (min. 6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 013 Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 001A Introduction to General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 18-19

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### ADJUS 23
**Principles and Procedures of the Justice System**

3 units, 3 hours lecture (GR)

- **Recommended preparation:** ADJUS 21
- **Acceptable for credit:** CSU

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

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### 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 the community: Causal and symptomatic aspects of community misunderstanding, misinformation, prejudice, one-sidedness and mistrust. Emphasis on possibilities for change. 2105.00

### ADJUS 26
**Introduction to Forensic Investigation**

3 Units, 3 Hours Lecture (GR)

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. 2203.00
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)
Course study under this section may be repeated three times for a maximum of 5 units.
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
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 110
Basic Course–Police Academy
40 units, 547 term hours lecture, 504 term hours laboratory (26 weeks) (GR)
Pre-requisite: Background check
Recommended preparation: PE 110
Acceptable for credit: CSU
Techniques of law enforcement: Fundamental principles and procedures of criminal law, patrol procedures, investigation procedures, defensive and offensive tactics, use of weapons, community relations, police vehicle operations, traffic enforcement, investigation of accidents, first aid and physical conditioning for police service. 2105.50

ADJUS 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)

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, e-portfolio lessons on iPods. The modules for the center are multilayered and highly visual and kinesthetic. They are also ADA compliant and Spanish bi-lingual 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.

Project Student Learning Outcomes:
- Analyze primary historical documents for preserving, cataloging, and organizing purposes
- Apply social science research methodology to lab environment
- Evaluate historical projects for potential display and/or implementation to computer format
- Analyze the multiple themes of the module subject matter

The AA degree in African-American Studies will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>The AA degree in African-American Studies will be awarded on satisfactory completion of the Major course requirements and the General Education requirements.</td>
<td></td>
</tr>
</tbody>
</table>

Degree Major Requirements:

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

<table>
<thead>
<tr>
<th>Units</th>
<th>AFRAM 005 The African American Family in the United States</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AFRAM 008 African-American Politics</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>AFRAM 010 Sociology of African-Americans</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AFRAM 012 Psychology of African-Americans</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AFRAM 014A Social Psychology of African American Male/Female Relationships</td>
<td>3</td>
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<tr>
<td></td>
<td>AFRAM 014B Social Psychology of African American Male/Female Relationships</td>
<td>3</td>
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<tr>
<td></td>
<td>AFRAM 016 The Prison Industrial Complex: African American Incarceration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AFRAM 019 Racism in the United States</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AFRAM 038 Environmental Racism and Justice</td>
<td></td>
</tr>
</tbody>
</table>
Group 2: History and Economics
Select two courses from the following for a minimum of 6 units:
AFRAM 002 Black Economics 3
AFRAM 004 The Black Panther Party: Strategies on Organizing the People 3
AFRAM 030 African-American History: Africa to 1865 3
AFRAM 031 African-American History: 1865-1945 3
AFRAM 032 African-American History: 1945 to Present 3-4

Group 3: Africa and the Diaspora
Select one course for a total of 3 units:
AFRAM 025 Classical African Civilizations 3
AFRAM 027 Afro-Caribbean History, Politics, and Culture 3
AFRAM 003 Ghana: Pan African Thought and the Struggle for Africa’s Liberation 3
AFRAM 018 African Heritage of Latin America 3

Group 4: Culture and Creativity
Select two courses from the following for a minimum of 6 units:
AFRAM 033 The Roots of African-American Culture 3
AFRAM 039 Black World Films 3
AFRAM 041 African-American Writers (Fiction) 3
AFRAM 042 African-American Writers (Non-Fiction) 3
AFRAM 043 African-American Writers (Poetry) 3
AFRAM 045 Religion and the African-American Church in America 2
Total Units 21-23

AFRAM 2
Black Economics
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
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. 2203.01
AA/AS area 2, 5; CSU GE area D, IGETC area 4

AFRAM 3
Ghana: Pan African Thought and the Africa’s Liberations Struggle for Africa’s Liberations
3 units, 3 hours lecture (GR)
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 2,5; CSU GE area D, IGETC Area 4

AFRAM 4
The Black Panther Party: Strategies on Organizing the People
3 units, 3 hours lecture (GR)
In-depth examination of the Black Panther Party: Origins, philosophy, leaders, organizing strategies, community programs, FBI surveillance, and long term impact. 2203.00
CSU; AAGE – areas 2 & 5; CSU GE – area D

AFRAM 5
The African American Family in the United States
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
History related to the formation of the black family: From slavery to current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African American families. 2203.01
AA/AS area 2, 5; CSU area D; IGETC area 4
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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01
AA / AS area 2, 5; CSU area D, IGETC area 4

AFRAM 14A
Social Psychology: 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. 2203.01
AA / AS area 2, 5; CSU area D; IGETC area 4

AFRAM 14B
Social Psychology: 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. 2203.01
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
Overview of 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. 2203.01
AA / AS area 2, 5; CSU area D; IGETC area 4

AFRAM 18
African Heritage of Latin America
3 units, 3 hours lecture (GR)
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
CSU & UC; AAGE- areas 2 & 3; CSU GE- areas C2 & D; IGETC- areas 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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01
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 students 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. 2203.01
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 (pending)
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. 2203.01
AA/AS area 3; CSU GE 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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01
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. 2203.01

AFRAM 49
Independent Study in African-American Studies
.5-5 units (GR)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 2203.01
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. 2203.01

ANTHROPOLOGY (ANTHR)

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.

PROGRAM OUTCOMES
1. Analyze human biological & cultural adaptations
Analyze human biological and cultural adaptations, including the different factors that have affected and continue to affect humans biologically and culturally.

2. Analyze modern human diversity
Analyze the factors that cause modern human biological and cultural diversity and demonstrate an appreciation for, and sensitivity to, human biological and cultural diversity.

The AA degree in Anthropology will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

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>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>ANTHR 30A-D</td>
<td>Anthropology Museum (1-5)</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 8 Anthropology through Film: Ethnographic Studies (3)
- ANTHR 13 Urban Anthropology (3)
- ANTHR 16 Sex and Society (3)

Total Required Units: 26

For students considering transfer, see a counselor for transfer requirements.

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 (with Anthr 1L satisfies lab requirement); IGETC area 5B (with Anthr 1L satisfies lab requirement)

ANTHR 1L
Physical Anthropology Laboratory
1 unit, 4 hours laboratory (GR or P/NP)
Pre-requisite or co-requisite: 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

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 8
Anthropology through Film: Ethnographic Studies
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Analysis of a wide range of cultures, including American, and filmed representations of them: Focuses strongly on issues of race, gender, age, and ethnicity. 2202.00
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 30  
Anthropology Museum  
1-5 units, 0-2 hours lecture, 3-9 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
Course study under this section may be repeated three times for a maximum of 20 units.  
Introduction to Museology including the history, function, and goals of museums: Practical application in collecting, cataloging, conserving, exhibiting, and reproducing the art, domestic implements, and tools of folk societies. 2202.00  
AA/AS area 2; CSU area D (if course taken for 3 or more units)

ANTHR 49  
Independent Study in Anthropology  
.5-5 units (GR or P/NP)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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

ART  
(Art)  
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. A Certificate of Proficiency in Botanical Illustration, Art Foundation, or Ceramics will be awarded upon satisfactory completion of the courses specified below for each area of specialization. The Certificate of Proficiency is not indicated on the student’s transcript.
ART FOUNDATION
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 20</td>
<td>Beginning Drawing and Composition</td>
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<tr>
<td>ART 21</td>
<td>Continuing Drawing and Composition</td>
<td>2</td>
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<tr>
<td>ART 25</td>
<td>Beginning Figure Drawing and Composition or</td>
<td></td>
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<tr>
<td>ART 30</td>
<td>Beginning Figure Drawing: Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>ART 26</td>
<td>Continuing Figure Drawing and Composition or</td>
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<tr>
<td>ART 31</td>
<td>Continuing Figure Drawing: Anatomy</td>
<td>2</td>
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<tr>
<td>ART 50</td>
<td>Beginning Painting</td>
<td>2-3</td>
</tr>
<tr>
<td>ART 51</td>
<td>Continuing Painting</td>
<td>2</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 27 | Intermediate Figure Drawing and Composition (3) |
| ART 28 | Advanced Figure Drawing and Composition (3) |
| ART 32 | Intermediate Figure Drawing: Anatomy (3) |
| ART 33 | Advanced Figure Drawing: Anatomy (3)    |
| ART 34A-D | Freehand Perspective Drawing (2)        |
| ART 35 | Beginning Portraiture (2)               |
| ART 36 | Continuing Portraiture (2)              |
| ART 41 | Basic Design (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 65A Botanical Drawing (1.5-2)
ART 66 Beginning Pastel Drawing (2)
ART 67 Continuing Pastel Drawing (2) 2

Total Required Units: 14-16

BOTANICAL ILLUSTRATION
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 60</td>
<td>Beginning Painting: Watercolor</td>
<td>2</td>
</tr>
<tr>
<td>ART 61</td>
<td>Continuing Painting: Watercolor</td>
<td>2</td>
</tr>
<tr>
<td>ART 65A</td>
<td>Botanical Drawing</td>
<td>2</td>
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<tr>
<td>ART 65B</td>
<td>Botanical Drawing</td>
<td>2</td>
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<tr>
<td>ART 65C</td>
<td>Botanical Drawing</td>
<td>2</td>
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<tr>
<td>ART 65D</td>
<td>Botanical Drawing</td>
<td>2</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Select a minimum of 3 units from the following:

| LANHT 2 | Plant Materials: Tree ID and Culture with Lab (Day) (3) |
| LANHT 2E| Plant Materials: Tree ID and Culture (Evening) (3)     |
| LANHT 3 | Plant Materials: Ground Covers and Vines ID and Culture with Lab (Day) (3) |
| LANHT 3E| Plant Materials: Ground Covers and Vines ID and Culture (Evening) (3) |
| LANHT 4 | Plant Materials: Shrubs ID and Culture with Lab (D) (3) |
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

**Certificate of Proficiency Requirements:**

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<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>2-3</td>
</tr>
<tr>
<td>ART 82</td>
<td>Intermediate Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 83</td>
<td>Advanced Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 87</td>
<td>Ceramic Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 88</td>
<td>Special Projects: Ceramic Sculpture</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units:** 17.5

**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 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
2-3 units, 1-2 hours lecture, 3-4 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 in drawing through a series of related works: Individual interests developed. 1002.10

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
Course study under this section may be repeated three times for a maximum of 8 units.
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  
Course study under this section may be repeated three times for a maximum of 8 units.  
Continued study and development of special projects in figure drawing from the live model. 1002.10

ART 30  
Beginning Figure Drawing: Anatomy  
2 units, 1 hour lecture, 3 hours laboratory  
(Gr or P/NP)  
Acceptable for credit: CSU, UC  
Study and drawing of the human form using live models: Emphasis on basic problems of line, gesture, volume, and anatomy. 1002.10

ART 31  
Continuing Figure Drawing: Anatomy  
2 units, 1 hour lecture, 3 hours laboratory  
(Gr or P/NP)  
Acceptable for credit: CSU, UC  
Continuation of ART 30 using live models: Emphasis on problems of proportion and perspective, stressing anatomy. 1002.10

ART 32  
Intermediate Figure Drawing: Anatomy  
3 units, 2 hours lecture, 4 hours laboratory  
(Gr or P/NP)  
Acceptable for credit: CSU, UC  
Continuation of ART 31 using live models: Emphasis on anatomy for achieving realistic drawing; review of drawing principles and techniques. 1002.10

ART 33  
Advanced Figure Drawing: Anatomy  
3 units, 2 hours lecture, 4 hours laboratory  
(Gr or P/NP)  
Acceptable for credit: CSU, UC  
Continuation of ART 32 using live models: Emphasis on the anatomically realistic likeness using longer poses. 1002.10

ART 34  
Freehand Perspective Drawing  
2 units, 1 hour lecture, 3 hours laboratory  
(Gr or P/NP)  
Acceptable for credit: CSU, UC  
Course study under this section may be repeated three times for a maximum of 8 units.  
Techniques and principles of freehand perspective drawing: Creating the illusion of three-dimensional objects and space on a two-dimensional surface, including one-, two- and three-point perspective. 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
Course study under this section may be repeated three times for a maximum of 8 units.
Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

ART 41
Basic Design
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Course study under this section may be repeated one time for a maximum of 4 units.
Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two-dimensional design. 1002.10

ART 48NA-TZ
Selected Topics in Art
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1002.00

ART 49
Independent Study in Art
.5-5 units (GR or P/NP)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 1002.00

ART 50
Beginning Painting
2-3 units, 1-2 hours lecture, 3-4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
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
Course study under this section may be repeated three times for a maximum of 8 units.
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 55
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  
Course study under this section may be repeated three times for a maximum of 8 units. Continued study and skill development in advanced watercolor projects. 1002.10

ART 65  
Botanical Drawing  
1.5-2 units, 1 hour lecture, 2-3 hours laboratory  
(GR or P/NP)  
Acceptable for credit: CSU, UC  
Course study under this section may be repeated three times for a maximum of 8 units. Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen, colored pencils, and watercolor. 1002.10

ART 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

ART 67  
Continuing Pastel Drawing  
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU, UC  
Continuation of ART 66: Exploration of more advanced chalk pastel techniques; includes considerations of composition and style. 1002.10

ART 68  
Special Projects: Pastel Drawing  
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)  
Acceptable for credit: CSU  
Course study under this section may be repeated three times for a maximum of 8 units. Continued study and skill development in advanced pastel projects: Development of a personal style in terms of technique, subject matter, and expressive content. 1002.10

ART 80  
Beginning Ceramics  
2-3 units, 1-2 hours lecture, 3-4 hours laboratory  
(GR or P/NP)  
Acceptable for credit: CSU, UC  
Introduction to ceramics: Forming techniques, design, glazing, and firing processes. 1002.30
ART 81
Continuing Ceramics
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes. 1002.30

ART 82
Intermediate Ceramics
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 81: Emphasis on glaze formulation, firing, and further skill development in forming processes. 1002.30

ART 83
Advanced Ceramics
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 82: Emphasis on individual expression; experimentation in glazes, clay bodies, and kiln firing. 1002.30

ART 84
Special Projects: Ceramics
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Course study under this section may be repeated three times for a maximum of 8 units.
Exploration and experimentation in special areas of ceramics. 1002.30

ART 85A
Raku and Alternative Firings
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to the current art of raku: Various forming techniques; appropriate clays, glazes and firing techniques; historical perspective; studio safety procedures; critiques; exploration of simple forms and glazing appropriate for raku firing process. 1002.30

ART 85B
Raku and Alternative Firings
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of the current art of raku: Various forming techniques; appropriate clays, glazes and firing techniques; historical perspective; studio safety procedures; critiques; advanced forming and design techniques appropriate for raku; analysis of firing results. 1002.30

ART 85C
Raku and Alternative Firings
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to the current art of alternative firings: Various forming techniques; appropriate clays, glazes and firing techniques; historical perspective; studio safety procedures; critiques; exploration of alternative firing techniques; analysis of firing results. 1002.30

ART 85D
Raku and Alternative Firings
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of the current art of alternative firings: Various forming techniques; appropriate clays, glazes and firing techniques; historical perspective; studio safety procedures; critiques; advanced forming and design techniques appropriate for alternative firing; analysis of firing results. 1002.30

ART 86A
Special Projects: Alternative Firing Techniques
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continued study and skill development in advanced alternative firing techniques: Using a variety of fuel sources and surface designs; multiple low-fire styles such as low-fire salt, pit firing, saggar firing and gas kilns; creating simple forms and surfaces that are appropriate to learning firing results. 1002.30
ART 86B
Special Projects: Alternative Firing Techniques
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 86A: Using a variety of fuel sources and surface designs; multiple low-fire styles such as low-fire salt, pit firing, sagger firing and gas kilns; exploring new forms and surfaces that are appropriate to firing results. 1002.30

ART 86C
Special Projects: Alternative Firing Techniques
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 86B: Using a variety of fuel sources and surface designs; multiple low-fire styles such as low-fire salt, pit firing, sagger firing and gas kilns; independent student projects that incorporate design in firing methods and results. 1002.30

ART 86D
Special Projects: Alternative Firing Techniques
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 86C: Using a variety of fuel sources and surface designs; multiple low-fire styles such as low-fire salt, pit firing, sagger firing and gas kilns; independent student projects that incorporate design in advanced firing methods. 1002.30

ART 87
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 primitive, sagger, and fume fire works. 1002.30

ART 88
Special Projects: Ceramic Sculpture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Art 87
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times for a maximum of 8 units.
Independent exploration and experimentation in the special area of ceramic sculpture. 1002.30

ART 93
Art Presentation: Portfolio Development and Gallery Installation
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Course study under this section may be repeated two times for a maximum of 6 units.
Preparation and display of student artwork or collections: Focus on skills to professionally examine, photograph, frame, store, and handle art objects; presentation of art exhibits and use of decorative frame techniques such as gilding and specialized matting; visits to galleries, museums, and art studios and discussions with art mentors. 1001.00

ART 142A
Beginning Digital Art
1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC (pending)
The computer as an artist’s tool: Basics of image-editing software; creating electronic drawings and paintings, collages and mixed-media; 2D compositional elements and principles. 1002.10

ART 142B
Beginning Digital Art
1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC (pending)
Continuation of the computer as an artist’s tool: Basics of image-editing software; creating electronic drawings and paintings, collages and mixed-media; 2D compositional elements and principles. 1002.10
ART 143
Continuing Digital Art
2 units, 1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP)
Acceptable for credit: CSU, UC (pending)
Continuation of digital art: Further study of the features of an image-editing software; electronic drawing and painting, focus on printing and mixed-media; principles and elements of 2-D composition. 1002.10

ART 208
Foundations of Ceramics
2 units, 1 hour lecture 3 hours lab (GR/PNP)
Introduction to Ceramics: Wheel throwing and hand-building instruction, glazing and firing techniques.

ART 248NA-TZ
Selected Topics in Art
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)
See section on Selected Topics. 1002.00

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 3; CSU area C1; IGETC area 3A

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 D; IGETC area 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 32
Asian-American Psychology
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Principles of psychology as they relate to the growth and development of Asian-Americans. 2203.02
AA/AS area 2, 5; CSU area D, E; IGETC area 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)
Course study under this section may be repeated three times for a maximum of 5 units.
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

ASTRONOMY (ASTR)

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

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 (with Astr 20 satisfies lab requirement); IGETC area 5A (with Astr 20 satisfies lab requirement)

ASTR 11A
Introduction to Observational Astronomy
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Math 201 or 210D
Acceptable for credit: CSU
Principles of astronomy used to identify, locate, and observe astronomical objects of the night sky using telescopes and binoculars: Familiarization with the night sky and its constellations, planets, double stars, star clusters, nebula, and galaxies; the movement of stars, planets, the sun, and the moon; use of star charts; set-up and use of a variety of different types of telescopes, and use of these instruments to observe astronomical objects. 1911.00
CSU area B1
ASTR 20
Observational Astronomy Laboratory
1 unit, 3 hours laboratory (GR or P/NP)
Pre-requisite or co-requisite: 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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 1911.00

ATHLETICS
(ATHL)
(FORMERLY PHYSICAL EDUCATION)
Merritt College offers five sports teams for student-athlete participation: men’s and women’s basketball, women’s track & field and cross country, men’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.

For Activity Courses- See Kinesiology

ATHL 1
Intercollegiate Women's Basketball
1.5 Units, 5.0 hours laboratory (GR/PNP)
Fundamentals of intercollegiate competition: Application of basketball theory, team organization, technique, strategy, and leadership in competition with other colleges.
0835.50

ATHL 6
Intercollegiate Men's Basketball
1.5-3 Units, 5 - 10 hours Laboratory
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

ATHL 30
Intercollegiate Men's Basketball
1.5-3 units, 5 - 10 hours Laboratory
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
BIOLOGY (BIOL)

BAY AREA MASTER NATURALIST
The Master Naturalist Certificate 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.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 061F</td>
<td>Natural History: Freshwater Fishes of the Greater Bay Area</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 061M</td>
<td>Natural History: Insects of the Greater Bay Area</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 061H</td>
<td>Natural History: Butterflies of the Greater Bay Area</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 061G</td>
<td>Natural History: Mammals of the Greater Bay Area</td>
<td>2</td>
</tr>
<tr>
<td>Choose 2 units from this group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 060A</td>
<td>Natural History of the Bay Area: The State Parks, Part I</td>
<td>1-2</td>
</tr>
<tr>
<td>BIOL 060B</td>
<td>Natural History of the Bay Area: Mt. Diablo State Park</td>
<td>1-2</td>
</tr>
<tr>
<td>BIOL 064N</td>
<td>Natural History of Morgan Territory</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064F</td>
<td>Natural History of Black Diamond Mines</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064G</td>
<td>Natural History: Parklands of the Solano Land Trust</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 064L</td>
<td>Natural History of Antioch Dunes</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064Q</td>
<td>Natural History of Coyote Hills Regional Park</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064C</td>
<td>Natural History of Lime Ridge Preserve</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064D</td>
<td>Natural History of Sunol Regional Park</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 064O</td>
<td>Natural History of Grizzly Island</td>
<td>.5</td>
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</tbody>
</table>

Choose 2 units from this group

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 062B</td>
<td>Natural History of The Redwood Forest</td>
<td>.5-2</td>
</tr>
<tr>
<td>BIOL 064P</td>
<td>Natural History of Salt Point State Park</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064H</td>
<td>Natural History of Don Edwards San Francisco Bay National Wildlife Refuge</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064E</td>
<td>Natural History of Ano Nuevo State Park</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064I</td>
<td>Natural History of Point Reyes National Seashore</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064T</td>
<td>Natural History of San Bruno Mountain State Park</td>
<td>.5</td>
</tr>
<tr>
<td>BIOL 064J</td>
<td>Natural History of the Jepson Prairie</td>
<td>.5</td>
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</tbody>
</table>

Choose 1 unit from the following

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 064K</td>
<td>Natural History of the McLaughlin Reserve</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 064M</td>
<td>Natural History of the Mt. Hamilton Reserve</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 064S</td>
<td>Natural History of Mt. St. Helena</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 064R</td>
<td>Natural History of Mt. Tamalpais State Park</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose 1 unit from the following

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 080C</td>
<td>Fundamentals of Ornithology and Birding in Central California/Bay Area</td>
<td>.5-7</td>
</tr>
<tr>
<td>BIOL 080B</td>
<td>Bird Songing: The Ecology of Bird Songs and Identification by Ear</td>
<td>.5-2.5</td>
</tr>
</tbody>
</table>

Or
Take 1 unit from the following
BIOL 060C  Natural History of the Bay Area: Herpetology 1-4
BIOL 060D  Natural History of the Bay Area: Fall Herpetology 1-2
Or
Take 1 unit from the following
BIOL 060C  Natural History of the Bay Area: Herpetology 1-4
BIOL 060D  Natural History of the Bay Area: Fall Herpetology 1-2
Or
Take 3 units from the following
LANHT 005A  Plant Materials: Fall Native Plant ID and Culture with Lab (Day) 3
LANHT 050L  Plant Taxonomy Lab 1
LANHT 005EB  Plant Materials: Spring Native Plant ID and Culture (Evening) 3
LANHT 050  Plant Taxonomy 3

Choose .5 units from the following
BIOL 061E  Natural History of the Tide Pools of the Greater Bay Area .5
BIOL 061R  Nudibranchs of the Greater Bay Area .5

Choose .5 from the following
BIOL 061L  Natural History: Bryophytes of the Greater Bay Area .5
BIOL 061K  Natural History: Lichens of the Greater Bay Area .5
BIOL 061J  Ferns of the Greater Bay Area .5

Total Units 17

NATURAL HISTORY I
This Certificate of Proficiency 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 courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 62E</td>
<td>Natural History of the Sutter Buttes</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 62K</td>
<td>Natural History of the Ancient Bristlecone Pine Forest</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOL 62L</td>
<td>Ecology of California Redwood National and State Parks</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOL 62M</td>
<td>Natural History of Warner Mountains</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOL 62N</td>
<td>Natural History of the Carrizo Plain</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOL 65A</td>
<td>Natural History of Taiwan</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 65B</td>
<td>Natural History of Iceland</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 70D</td>
<td>Natural History of the Owyhee River and High Desert of Eastern Oregon</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOL 70E</td>
<td>Natural History of the Ozark National Scenic Riverways and Ozarks of Missouri</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 80D</td>
<td>Ecology of the California Condror</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Units 12.5

BIOL 1A
General Biology
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Pre-requisite: Chem 1A
Acceptable for credit: CSU, UC
Introduction to general biology: Cell structure and function, metabolism, molecular and organism 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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

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
Fundaments 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, (with Biol 13L or Envmt 2L satisfies lab requirement; IGETC area 5B, (with Biol 13L or Envmt 2L satisfies lab requirement)

BIOL 13L
Principles of Ecology and Sustainable Systems Lab
1 unit, 3 hours laboratory (GR)
Pre-requisite or co-requisite: Biol 13 or Envmt 2 or (Envst 11)
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 20B
Human Anatomy and Physiology
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Pre-requisite: Biol 20A
Acceptable for credit: CSU, UC
Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00
AA/AS 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; IGETC area 5B
BIOL 24
Basic Human Anatomy and Physiology
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Fundamentals of the structure and function of the human body from an organ system perspective:
Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00
AA/AS 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; IGETC area 5B

BIOL 29
Biology of the Living World
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended for environmental sciences majors.
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 36
Human Genetics
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Biol 1A or 10
Acceptable for credit: CSU, UC
Survey of basic Mendelian genetics: Basic cytology, cytogenetics, pedigree, multi-factorial inheritance, development and sex determination, DNA composition and gene expression, transcription and translation, mutation, evolution, biotechnology, cancer, genes and the immune system, genetics and behavior, population genetics, and genetic counseling. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 42
Basic Pathophysiology
3 units, 3 hours lecture (GR)
Pre-requisites: BIOL 2 or 20A, and BIOL 4 or 20B, and BIOL 3
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. 0401.00

BIOL 46
Introduction to Wildlife Conservation
3 units, 3 hours lecture (GR or P/NP)
Also offered as Envmt 25. Not open for credit to students who have completed or are currently enrolled in Envmt 25.
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  
Pre-requisite or co-requisite: Biol 2 or 4 or 20A or 20B or 35 or 48OF  
Acceptable for credit: CSU  
Course study under this section may be repeated two times for a maximum of 4.5 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

BIOL 49  
Independent Study in Biological Sciences  
.5-5 units (GR or P/NP)  
Course study under this section may be repeated three times for a maximum of 5 units.  
Acceptable for credit: CSU  
See section on Independent Study. 0401.00

BIOL 60A-Z  
Natural History of the Bay Area  
The following courses are offered under this rubric.

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  
Course study under this section may be repeated three times for a maximum of 4 units.  
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 phylogenic studies of reptiles and amphibians; includes on-site field studies in various Bay Area state and regional parks. 0408.00
BIOL 61A-Z
Natural History of the Bay Area
The following courses are offered under this rubric.

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:
all 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/PNP)
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 62A-Z
Natural History of California
The following courses are offered under this rubric.

BIOL 62B
Natural History of the Redwood Forest
.5-2 units, .5-2 hours lecture (GR or P/NP)
Also offered as Envst 62B. Not open for credit to students who have completed or are currently enrolled in Envst 62B.
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 Redwood Forest: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Redwood Region of California; history, archeology, and current conservation issues. 0408.00

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 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

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
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
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
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
Introduction to the geography, climate, geology, flora, fauna, ecological interactions and conservation in the Warner Mountains of Northeastern California. 0408.00

BIOL 62N
Natural History of the Carrizo Plain
1.5 Units, 1.5 Hours Lecture
Introduction to the geography, geology, flora, fauna, ecological interactions and conservation of the Carrizo Plain National Monument 0408.00

BIOL 63A-H
Wildlife of North America
There are currently no courses offered under this rubric.

BIOL 64A-H
Natural History of Western North America
There are currently no courses offered under this rubric.

BIOL 064E
Natural History of Ano Nuevo State Park
0.5 units, .5 hours lecture (GR/PNP)
Ano Nuevo State Park: Geologic history, flora and fauna with special emphasis on elephant seals. 0408.00

BIOL 064F
Natural History of Black Diamond Mines
0.5 units, .5 hours lecture (GR/PNP)
Survey of the flora and common fauna of Black Diamond Mines: History of the mines, geology, and ecosystems. 0408.00
BIOL 064G
Natural History: Parklands of the Solano Land Trust
1 unit, 1 hour lecture (GR/PNP)
Flora, fauna and ecology of the parks of Sunol Land Trust: King Ranch, Swett Ranch and Lynch Canyon.
0408.00

BIOL 064H
Natural History of Don Edwards San Francisco Bay National Wildlife Refuge
0.5 units, .5 hours lecture (GR/PNP)
0408.00

BIOL 064I
Natural History of Point Reyes National Seashore
1 unit, 1 hour lecture (GR/PNP)
Survey of the flora, fauna, geology and ecosystems of Point Reyes National Seashore.
0408.00

BIOL 064J
Natural History of the Jepson Prairie
0.5 units, .5 hours lecture (GR/PNP)
Survey of the ecosystem of the Jepson Prairie: Emphasis on vernal pool flora and fauna.
0408.00

BIOL 064K
Natural History of the McLaughlin Reserve
1 unit, 1 hour Lecture (GR/PNP)
Study of the flora, fauna, and ecology of the McLaughlin Reserve.
0408.00

BIOL 064L
Natural History of Antioch Dunes
0.5 units, .5 hours lecture (GR/PNP)
0408.00

BIOL 064M
Natural History of the Mt. Hamilton Reserve
1 unit, 1 hour lecture (GR/PNP)
Survey of the flora, fauna, and ecology of the Mt. Hamilton Reserve.
0408.00

BIOL 064N
Natural History of Morgan Territory
0.5 units, .5 hours lecture (GR/PNP)
Ecosystems of the Morgan Territory Regional Park: Flora, fauna and ecology.
0408.00

BIOL 064O
Natural History of Grizzly Island
0.5 units, .5 hours lecture (GR/PNP)
Ecosystem of the Grizzly Island Regional Park: Flora, fauna and ecology.
0408.00

BIOL 064P
Natural History of Salt Point State Park
0.5 units, .5 hours lecture (GR/PNP)
Survey of the Natural History of Salt Point State Park: Flora, fauna, geology with special emphasis on the pygmy pine barrens.
0408.00

BIOL 064Q
Natural History of Coyote Hills Regional Park
0.5 units, .5 hours lecture (GR/PNP)
Survey of the flora, fauna, geology and ecosystems of Coyote Hills Regional Park.
0408.00

BIOL 064R
Natural History of Mt. Tamalpais State Park
1 unit, 1 hour lecture (GR/PNP)
Survey of Mt. Tamalpais State Park: Flora, fauna, geology and ecosystems.
0408.00
BIOL 064S
Natural History of Mt. St. Helena
1 units, 1 hour lecture (GR/PNP)
Survey of Mt. St. Helena: Geology, flora, fauna and ecosystems.
0408.00

BIOL 064T
Natural History of San Bruno Mountain State Park
0.5 units, .5 hours lecture (GR/PNP)
Survey of San Bruno Mountain State Park: Flora and fauna with emphasis on endemic flora.
0408.00

BIOL 65A
Natural History of Taiwan
1 unit, 1 hour Lecture
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
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 70A-H
Natural History of Rivers
The following courses are offered under this rubric.

BIOL 70B
Natural History of the Rogue River
.5-5 units, .5-5 hours lecture (GR or P/NP)
Also offered as Envst 70B. Not open for credit to students who have completed or are currently enrolled in Envst 70B. Attendence in on-campus classroom lectures required in order to participate in field lectures for additional units.

Acceptable for credit: CSU
Introduction to the dynamics of the Rogue River system in Oregon as well as to the natural history of the canyons and valleys through which it flows: Basic hydraulic phenomena as well as the finer craft and art of navigating the river in river rafts and kayaks; classroom sessions followed by a float trip on the river. 0408.00

BIOL 70C
Natural History of the Selway River and Selway-Bitterroot Wilderness
.5-4 units, .5-4 hours lecture (GR or P/NP)
Also offered as Envst 70C. Not open for credit to students who have completed or are currently enrolled in Envst 70C.
Acceptable for credit: CSU
Introduction to the natural history of the Selway River and the Selway-Bitterroot Wilderness in the Rocky Mountains in northern Idaho: Geology, geologic history (including alpine glaciation), geomorphology, forest types and vegetation communities, fire ecology, and fauna (including recently reestablished wolf populations); river dynamics, hydraulic phenomena and the craft and art of navigating a river in rafts and kayaks; classroom sessions followed by a float trip on the Selway River in northern Idaho. 0408.00

BIOL 70D
Natural History of the Owyhee River and the High Desert of Eastern Oregon
1 units, 1 hour lecture (GR/PNP)
Also offered as ENVST 70D. Not open for credit to students who have completed or are currently enrolled in ENVST 70D. 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
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-H
Birds of Central California and the Bay Area
The following courses are offered under this rubric.

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 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
Introduction to the California Condor, Gymnogyps californianus: its characteristics, life history, habitat and niche, past and present ranges and conservation challenges. 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 248NA-TZ
Selected Topics in Biological Sciences
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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
BIOSCIENCE (BIOSC)

FLUORESCENCE BIOSCIENCE MICROSCOPY
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Career Opportunities
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.

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>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>Total Required Units:</td>
<td></td>
<td><strong>10-12</strong></td>
</tr>
</tbody>
</table>

ILLUMINA HISEQ DNA SEQUENCING
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

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></td>
</tr>
<tr>
<td>BIOSC 90</td>
<td>Internship in Genomics</td>
<td>1</td>
</tr>
<tr>
<td>Total Required Units:</td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

MEDICAL GENOMICS
The Certificate in Medical Genomics offers an unique opportunity to study DNA, from a medical perspective. SNP detection and genetic disease detection will be emphasized, along with bacterial and viral disease identification. Mastery of sample preparation, operation, and analysis of DNA using the most modern sequencers and preparatory instruments will be emphasized.

Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 030A</td>
<td>Introductory General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 030B</td>
<td>Introductory Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 004</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 030</td>
<td>Genomics Theory</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 042</td>
<td>Mining GenBank</td>
<td>3</td>
</tr>
<tr>
<td>BIOSC 032</td>
<td>Good Laboratory Practices in Genomics</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 031</td>
<td>Practical Genomics</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 037</td>
<td>Principles of Long Polymerase Chain Reaction (PCR)</td>
<td>1</td>
</tr>
<tr>
<td>BIOSC 040</td>
<td>DNA Shearing Techniques for Shotgun Sequencing in Genomics</td>
<td>3</td>
</tr>
</tbody>
</table>
**OPTICAL MICROSCOPY**

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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

**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>
</tbody>
</table>

**Total Required Units:** 12.5-15.5

**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)

Pre-requisite: 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)

Pre-requisite: Biosc 2

Co-requisite: Biosc 3

Acceptable for credit: CSU

Course study under this section 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)  
Co-requisite: 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)  
Co-requisite: 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)  
Co-requisite: Biosc 2  
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)  
Co-requisite: 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)  
Pre-requisite: Biol 1A or 2 or 10 or 20A or 24  
Acceptable for credit: CSU, UC (pending)  
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)  
Co-requisite: 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)  
Co-requisite: 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)  
Co-requisite: 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

**BIOSC 13**  
**Research Design**  
1 unit, 1 hour lecture (GR or P/NP)  
Co-requisite: 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)  
Co-requisite: 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)  
Co-requisite: 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)  
Co-requisite: 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)  
Pre-requisite: Biol 10 or equivalent  
Acceptable for credit: CSU  
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; includes 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)  
Pre-requisite: 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)
Co-requisite: 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)
Co-requisite: 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

**BIOSC 34**
**Writing for the Scientific Journal**
1-3 units, 1-3 hours lecture (GR or P/NP)
Pre-requisite: 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)
Pre-requisite: 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 43
Flow Cytometry
1 unit, .5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Introduction to flow cytometry: Preparations for and applications of DNA-sequencing procedures. 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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 0430.00

BIOSC 50
Genetic Diseases
4 units, 4 hours lecture (GR or P/NP)
Acceptable for credit: CSU
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

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 60
Post-Light Sequencing on the Ion Torrent DNA Sequencer
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Pre-requisite: 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 High Seq: 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)
Pre-requisites: Biosc 30, Biosc 31, Biosc 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

### BUSINESS (BUS)

The AA degree majors listed below are designed to provide a foundation for students planning to transfer to a four-year institution in the particular area of specialization and/or for those students seeking skills for employment. Students planning to transfer to a four-year institution are advised to consult a counselor for selection of appropriate business and general education courses. The AA degree will be awarded in the specified programs upon satisfactory completion of the Major course requirements and the General Education requirements.

The programs are designed to qualify a student for immediate employment in an area of specialization upon successful completion of the particular curriculum. A Certificate will be awarded in specified programs upon satisfactory completion of the courses listed in the curriculum patterns.

### ACCOUNTING

#### 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>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>CIS 1</td>
<td>Introduction to Computer Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units:** 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</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>Plus:</td>
<td>Any additional Business courses</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units:</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE ASSISTANT**

The Administrative Assistant 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. The AA degree in Administrative Assistant will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the Major course requirements.

**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</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Information Systems (4)</td>
<td></td>
</tr>
<tr>
<td>CIS 5</td>
<td>Introduction to Computer</td>
<td>4-5</td>
</tr>
<tr>
<td></td>
<td>Science (5)</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>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Work Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>COPED 450</td>
<td>Typewriting proficiency required via credit by exam at 45 NWPM</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Required Units:</strong></td>
<td><strong>25-28</strong></td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE OFFICE SYSTEMS AND APPLICATIONS**

The Administrative Office Systems and Applications AA 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. The AA degree in Administrative Office Systems and Applications will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

**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 (4)</td>
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</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 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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Systems (4)</td>
<td></td>
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<td></td>
<td>or</td>
<td></td>
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</tbody>
</table>

Recommended:

ENGL 1A, Composition and Reading (4)

MATH 203, Intermediate Algebra (4) or

MATH 13, Introduction to Statistics (4)
BUSINESS ADMINISTRATION (AS-T DEGREE)
The Associate in Science Degree in Business Administration for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Business Administration or similar major for completion of a baccalaureate degree. Students are required to complete: (1) a minimum of 27 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (2) 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. (3) No more than 60 semester units are required. The Associate in Science Degree in Business Administration for Transfer will also assist Business Administration major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Degree Major Requirements:
Dept/No. Title Units
BUS 001A Financial Accounting 4
BUS 001B Managerial Accounting 4
BUS 002 Introduction to Business Law 3
ECON 001 Principles of Economics (Macro-Economics) 3
CIS 001 Introduction to Computer Information Systems 4
ECON 002 Principles of Economics (Micro-Economics) 3
MATH 013 Introduction to Statistics 4
MATH 016A Calculus for Business and Life/Social Sciences 3

Total Units 28
BUSINESS INFORMATION PROCESSING
The Business Information Processing 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. The AA degree in Business Information Processing will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the Major course requirements.

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</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information Systems (4) or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science (5)</td>
<td></td>
</tr>
<tr>
<td>CIS 5</td>
<td>Introduction to Computer</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>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</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Web Site</td>
<td></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>
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<tr>
<td>Plus:</td>
<td>Typewriting proficiency required via credit by exam at 45 NWPM</td>
<td></td>
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</tbody>
</table>

Total Required Units: 28-29

Recommended:
- BUS 54, Small Business Management (3)
- BUS 70, Introduction to Marketing (3)
- BUS 74, Introduction to Advertising (3)

NOTE:
ENGL 1A is required for transfer and for the Associate degree.
MATH 203 or higher is required for the Associate degree and MATH 13 or higher is required for transfer.

BUSINESS MANAGEMENT
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>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</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>3</td>
</tr>
</tbody>
</table>

Total Required Units: 23

ENTREPRENEURSHIP
The Entrepreneurship Certificate of Proficiency Program is designed to develop, prepare, and produce entrepreneurs to start and grow successful businesses and fuel economic growth by providing instruction in entrepreneurial culture, strategy, operations, financial management, social marketing and leadership. Coursework includes developing a student’s ability to make informed decisions as future business owners, entrepreneurial concepts learned in innovation and creativity, business funding, computers and marketing. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>CIS 1</td>
<td>Introduction to CIS</td>
<td>4</td>
</tr>
<tr>
<td>BUS 76</td>
<td>E-Commerce/Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1A</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>

OR
BUS 20  General Accounting  3  
OR  
BUS 80  Financial Literacy  2  
Total Units  15-17  

GENERAL 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</td>
<td>3</td>
</tr>
</tbody>
</table>

(Macro-Economics)

Total Required Units:  19

Recommended:

BUS 1B, Managerial Accounting (4)  
BUS 20, General Accounting (3)  
BUS 54, Small Business Management (3)  
BUS 74, Introduction to Advertising (3)

HUMAN RESOURCE MANAGEMENT

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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

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</td>
<td>3</td>
</tr>
</tbody>
</table>

Skills

Total Required Units:  15

Recommended:  
COPED 474A, Occupational Work Experience in Paralegal Studies (1-4)  
COPED 450, General Work Experience (1-3)

LEGAL OFFICE ASSISTANT

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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
</table>
| CIS 1    | Introduction to Computer Information Systems (4)  
or  
CIS 5    | Introduction to Computer Science (5)  
COMM 20  | Interpersonal Communication Skills | 3     |
| PARLG 1  | Law and the Legal Profession | 3     |
| PARLG 4  | Law Office Management        | 2     |
| PARLG 6  | Legal Research               | 3     |

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

Total Required Units:  15-16

Recommended:  
COPED 474A, Occupational Work Experience in Paralegal Studies (1-4)  
COPED 450, General Work Experience (1-3)

RETAIL MANAGEMENT

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

<table>
<thead>
<tr>
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<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</td>
<td>3</td>
</tr>
</tbody>
</table>

Skills

Total Required Units:  15
awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

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>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 in General Business (1-4)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Required Units:</strong></td>
<td><strong>16-17</strong></td>
<td></td>
</tr>
</tbody>
</table>
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

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)
Course study under this section may be repeated three times for a maximum of 5 units.
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
AA/AS area 2; CSU area D, E

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 stat

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

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 internationale-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/PNP)
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)

CHEM 1A
General Chemistry
5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR or P/NP)
Pre-requisite: 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

CHEM 1B
General Chemistry
5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR or P/NP)
Pre-requisite: 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

CHEM 12A
Organic Chemistry
5 units, 3 hours lecture, 6 hours laboratory (GR)
Pre-requisite: Chem 12A
Students who have previously completed Chem 8A 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, infra-red 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

CHEM 12B
Organic Chemistry
5 units, 3 hours lecture, 6 hours laboratory (GR)
Pre-requisite: 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, infra-red 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

CHEM 30A
Introductory General Chemistry
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Pre-requisite: 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)
Pre-requisite: 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
**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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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

**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 AA degree in Child Development will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. The Child Development AA degree includes the State Curriculum Alignment Project (CAP) courses. The program conforms to regulatory agency guidelines and offers several options as specified below.

**Career Opportunities:**  
Career opportunities are available in a variety of jobs in the field of Early Care and Education.

**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 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>
</tr>
</tbody>
</table>

Select courses for a total of 3-5 units from the following:

| CHDEV 55B | Practicum-Field Experience (5)                                       |
| CHDEV 56A | Infant/Toddler Development and Care (3)                              |
| CHDEV 56B | Curriculum and Environments for Infants and Toddlers (3)             |
| CHDEV 58  | Preschool Administration (3)                                         |
| CHDEV 59  | Preschool Supervision and Staff Relations (3)                        |
| CHDEV 60  | Emergent Literacy and Children's Literature (3)                      |
| CHDEV 66  | Music for Young Children (2)                                          |
| CHDEV 68  | Play-Based Curriculum (3)                                            |
| CHDEV 70  | Preschool Art Curriculum: Principles and Practices (2)               |
| CHDEV 71  | The Business of Early Childhood Education (3)                         |
| CHDEV 75  | Supervising Adults in Early Childhood Programs (3)                   |
| CHDEV 246 | Emergent Topics: Best Practices 3-5 for Working with Children (.5-2)* |

*Total Required Units: 32-34*  

*A maximum of one (1) unit combined from any Emergent Topics course can be applied toward the Child Development AA degree major.*
ASSISTANT TEACHER

Certificate of Proficiency Requirements1:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV*</td>
<td>Any Child Development course numbered 1 through 248</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Required Units: 6

* A maximum of 2 units combined from any Emergent Topics course (Chdev 246) can be applied toward the Child Development Assistant Teacher or Teacher certificates.

1 These courses match the course requirements on the Child Development Permit Matrix for Assistant Teacher.

ASSOCIATE TEACHER

The Associate Teacher program is designed to prepare students for entry-level work in public or private childcare facilities. The Child Development program includes diverse topics covering family diversity, multicultural education, special education, infants/toddlers, home-based care, and family child care. This option under the Child Development program focuses on introductory skills needed to work in early childhood education settings, including preschool education theory and application, child growth and development, and the child and his/her place in the family and community. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements2:

<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 (3) or</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 54A</td>
<td>Social and Emotional Foundations for Early Learning (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development</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>
</tbody>
</table>

Total Required Units: 12

2 These courses match the course requirements on the Child Development Permit Matrix for Associate Teacher.

TEACHER

Certificate of Achievement Requirements3:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDEV 51</td>
<td>Child Growth and Development</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 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:

<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 (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 52</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 55A</td>
<td>Practicum-Field Experience</td>
<td>5</td>
</tr>
<tr>
<td>CHDEV 55B</td>
<td>Practicum-Field Experience</td>
<td>5</td>
</tr>
<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 (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 57A</td>
<td>Child Growth and Development: Age Six through Adolescence (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 57B</td>
<td>Curriculum and Programs for School-Age Children (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 60</td>
<td>Emergent Literacy Children’s Literature (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 65</td>
<td>Preschool Science Curriculum: Principles and Practices (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 66</td>
<td>Music for Young Children (2)</td>
<td>2</td>
</tr>
<tr>
<td>CHDEV 67</td>
<td>Parenting/Grandparenting (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 68</td>
<td>Play-Based Curriculum (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 70</td>
<td>Preschool Art Curriculum: Principles and Practices (2)</td>
<td>2</td>
</tr>
<tr>
<td>CHDEV 74</td>
<td>Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 79</td>
<td>Anti-Bias Curriculum (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHDEV 246*</td>
<td>Emergent Topics: Best Practices for Working with Children (.5-2)</td>
<td>2</td>
</tr>
<tr>
<td>COSER 16A</td>
<td>Communication: Theory and Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 10</td>
<td>Nutrition (4)</td>
<td>12</td>
</tr>
</tbody>
</table>

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 (9)  16

Total Required Units: 40

*A maximum of 2 units combined from any Emergent Topics course can be applied toward the Child Development Assistant Teacher or Teacher certificates.

**Engl 1A is required for transfer and for the Associate degree.

3 These courses match the course requirements on the Child Development Permit Matrix for Teacher.

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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 1305.00

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

CHDEV 52
Observation and Assessment
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: 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

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

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
CHDEV 54A  
**Social and Emotional Foundations for Early Learning**  
3 units, 3 hours lecture (GR or P/NP)  
Pre-requisite: 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)  
Pre-requisite: Chdev 51  
Chdev 54A is not pre-requisite 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

**CHDEV 55A**  
**Practicum-Field Experience**  
5 units, 2.5 hours lecture, 7.5 hours laboratory (GR or P/NP)  
Pre-requisite: Chdev 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

**CHDEV 55B**  
**Practicum-Field Experience**  
5 units, 2.5 hours lecture, 7.5 hours laboratory (GR or P/NP)  
Pre-requisite: Chdev 55A  
Acceptable for credit: CSU  
Planning, providing and evaluating program areas: Overall supervision in day-to-day running of preschool with a practicum under supervision in Merritt Laboratory School or with mentor teacher.  
1305.40

**CHDEV 56A**  
**Infant/Toddler Development and Care**  
3 units, 3 hours lecture (GR or P/NP)  
Pre-requisite: 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)  
Pre-requisite: 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
CHDEV 57A
Child Growth and Development: Age Six through Adolescence
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Chdev 51
Acceptable for credit: CSU
Study of child growth and development from age six through adolescence: Focus on social-emotional, physical, and cognitive development within the family and cultural context; includes observational study of school-age children and adolescents. 1305.50
AA/AS area 2; CSU area D

CHDEV 57B
Curriculum and Programs for School-Age Children
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Chdev 51
Acceptable for credit: CSU
Fundamentals of planning and implementing curriculum for “before” and “after” school care of children in grades kindergarten through six: Emphasis on developmental levels and age-appropriate activities. 1305.50

CHDEV 58
Preschool Administration
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Chdev 54A and 54B
Required for Children’s Center Supervisor Permit.
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)
Pre-requisite: Chdev 54A or 54B
Required for Children’s Center Supervisor Permit.
Course does not fulfill Associate 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)
Pre-requisite: 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 65
Preschool Science Curriculum: Principles and Practices
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Chdev 50 or 51
Acceptable for credit: CSU
Study of science experiences suitable for young children: Appropriate materials and equipment, indoor and outdoor science settings, creating and presenting thematic science units based on the child’s sense of wonder and discovery and their relationship to themselves and the world around them. 1305.00

CHDEV 66
Music for Young Children
2 units, 2 hours lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU
Preparation and presentation of musical experiences for young children: Exploration and evaluation of musical games, dances, records, and instruments appropriate for young children. 1305.00

CHDEV 67
Parenting/Grandparenting
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Comprehensive study of parenting/grandparenting styles of yesterday and today: Special attention to parenting children who are at risk because of family and system breakdown. 1305.60
CHDEV 68
Play-Based Curriculum
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: 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 70
Preschool Art Curriculum: Principles and Practices
2 units, 2 hours lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU
Study of the elements of an early childhood art curriculum: Materials, lessons, pragmatic suggestions, environment; experiential hands-on activities and demonstrations; theoretical basis of relationship of art curriculum to the cognitive, emotional, and creative development of young children. 1305.40

CHDEV 71
The Business of Early Childhood Education
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Chdev 58
Acceptable for credit: CSU
Comprehensive study of current business, administrative, and management skills needed by professionals in the child development field: Business structures, fiscal operations, personnel and program management, and career options with practical applications; includes a self-assessment and personal business plan which allows students to set and meet realistic goals. 1305.80

CHDEV 72
Overview of Operations of Family Child Care Home
2 units, 2 hours lecture (GR or P/NP)
Course does not fulfill Associate degree requirements at Merritt College.
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. 1305.80

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

CHDEV 75
Supervising Adults in Early Childhood Programs
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Chdev 54A and 54B
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 79
Anti-Bias Curriculum
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Study of methods used to empower young children to think critically about issues of racism, sexism, handicap, and injustice: Focus on creating a culturally-relevant teaching environment that fosters cognitive, emotional, and behavioral skills needed to learn about similarities and differences in people. 1305.00
CHDEV 80
Teaching in a Diverse Society
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching: Various classroom strategies emphasizing culturally and linguistically appropriate anti-biased approaches to support all children in becoming competent members of a diverse society; self-examination and reflection on issues related to social identity, stereotypes, bias, social and educational access, media and schooling. 1305.00

CHDEV 91A
The Infant/Toddler Lab Practicum
5 units, 2.5 hours lecture, 7.5 hours laboratory (GR or P/NP)
Pre-requisite: 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)
Pre-requisite: 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 99
Early Childhood Environmental Education
3 units, 3 hours lecture (GR or P/NP)
Also offered as Envmt 9. Not open for credit to students who have completed or are currently enrolled in Envmt 9.
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. 1305.00

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 221
Family Child Care for the Experienced Provider
1 unit, 1 hour lecture (GR or P/NP)
Issues for the experienced family child care provider: Improving business skills, group care, emotional development of children, special needs, and improving communication skills. 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 223A  
**Key Issues in Child Development: Preschool Children 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 preschoolers, ages 2-5 years: Child rearing practices in native country; comparative school, parental and societal expectations in native country and U.S.; child rearing issues specific to preschoolers in immigrant families. 1305.40

CHDEV 223B  
**Key Issues in Child Development: Preschool Children II**  
1 unit, 1 hour lecture (GR or P/NP)  
Recommended preparation: ESL 226A  
(can be taken concurrently)  
Key issues in caring for preschoolers, ages 2-5 years: Focus on growth and development, quality indicators of care, understanding the role of culture in the lives of young children and their families, parent-provider relationships, and professional/ personal growth for caregivers. 1305.40

CHDEV 224A  
**Key Issues in Child Development: School-Age Children I**  
1 unit, 1 hour lecture (GR or P/NP)  
Recommended preparation: ESL 290 or 294  
(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 224B  
**Key Issues in Child Development: School-Age Children II**  
1 unit, 1 hour lecture (GR or P/NP)  
Recommended preparation: ESL 226A  
(can be taken concurrently)  
Key issues in caring for school-age children: Focus on growth and development of school-age children, appropriate care for stages of development, and parent-provider relationships. 1305.50

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 226A
Introduction to Preschool 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 developing curriculum for preschool children: Curriculum in native country; comparison of school, parental and societal expectations in native country and U.S. regarding learning experiences, activities, materials, and equipment specific to preschool-age children in immigrant families. 1305.40

CHDEV 226B
Introduction to Preschool Curriculum II
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESL 226A
(can be taken concurrently)
Introduction to curriculum appropriate to the preschool child based on child development principles: Appropriate play, aesthetic and learning experiences including developing a lesson plan, use of materials and equipment, and creative activities to nurture the whole child; includes hands-on demonstration of curriculum ideas and learning activities. 1305.40

CHDEV 230A
Introduction to School-Age 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 developing curriculum for school-age children: Curriculum in native country; comparison of school, parental and societal expectations in native country and U.S. regarding learning experiences, activities, materials, and equipment specific to school-age children in immigrant families. 1305.50

CHDEV 230B
Introduction to School-Age Curriculum II
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESL 226A
(can be taken concurrently)
Introduction to curriculum appropriate to the school-age child based on child development principles: Appropriate play, aesthetic and learning experiences including developing a lesson plan, use of materials and equipment, and creative activities to nurture the whole child; hands-on demonstration of curriculum ideas and learning activities. 1305.50

CHDEV 246
Emergent Topics:
Best Practices for Working with Children
.5-2 units, .5-2 hours lecture (GR or P/NP)
A maximum of two units combined from any Emergent Topics course can be applied toward the Child Development Assistant Teacher or Teacher certificates or the Child Development degree major. Course study under this section 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
CHINESE
(CHIN)

CHIN 1
Elementary Chinese (Mandarin)
5 units, 5 hours lecture (GR or P/NP)
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Introduction to elementary Chinese: Pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese of Pu Tong Hua. 1107.00
AA/AS area 3; CSU area C2; IGETC Language

CHIN 2
Elementary Chinese (Mandarin) (Continuation)
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: Chin 1.
Acceptable for credit: CSU, UC
Continuation of CHIN 1: Study and practice in speaking, understanding, reading, and writing Mandarin Chinese characters. 1107.00
AA/AS area 3; CSU area C2; IGETC Language

CHRONIC CARE ASSISTANT
(CHCAS)

CHRONIC CARE ASSISTANT
The chronic care assistant program consists of three courses and an internship. The program will provide medical assistants with the additional skills and training necessary to work as a chronic care assistant. Upon completion of the program, they will be prepared to work as members of the health care team to help clients with chronic conditions to live a healthier life. The first course provides an overview of the role of the chronic care assistant instruction in the foundational knowledge related to common chronic diseases and their management and care. The second course prepares the student to function as a member of the panel management team, acting as a messenger relaying information from the physician/provider to the client and translator/navigator meeting with the client before, during and after medical appointments and providing support in between visits. Students will learn to work as a health coach helping the patient self-manage their chronic conditions to live a healthy life with a chronic disease. The third course is designed to help the student transition from the role of medical assistant to the role of chronic care assistant. It will be taught concurrently with a work study internship.

Certificate of Proficiency Requirements:

<table>
<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>
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<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 Units 12

CHCAS 202A
Foundations for the Chronic Care Assistant
4 units, 4 hours lecture (GR)
Co-requisite: 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)
Co-requisite: 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)
Pre-requisite: Chcas 202B
Co-requisite: 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 (COMM)

Communication skills are essential to forming and maintaining personal relationships, acquiring and excelling in a job, and relating to the world around us. Through the study and practice of interpersonal, professional, and intercultural communication skills, students will learn how their perceptions and self-esteem affect their interactions with others. Beyond this, students will improve their abilities to speak, write, and present information effectively, whether in face-to-face interactions or in public or mass-media settings.

The Communication program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field. The courses in the program also improve job attainment and performance skills, providing students with the training necessary for public speaking, customer service, conflict resolution, and interviewing. Students who complete the AA degree requirements in Communication will learn and practice cultural awareness, situation analyses, and goal-oriented solutions to practical problems, giving them valuable assets in their future relationships and workplaces. Lastly, this course of study improves students’ logic and reasoning skills, thus providing the foundation for understanding math and science, the world around them, and the skills and insights necessary to think through ethical issues and achieve their goals. The AA-T degree in Communication will be awarded upon satisfactory completion of the Major course requirements, and certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth), OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. (Pending State Approval)

Program Outcomes

Outcome 1.1 Cultural Competency
Interact with people of different cultures in ways that result in shared understanding

Outcome 1.2 Critical Listening and Thinking
Speak, listen and think critically, to set goals for effective communication, resolve conflict and get your message across

Outcome 1.3 Public Speaking
Deliver presentations that are clear in message and voice using appropriate nonverbal communication

Outcome 1.4 Relationship between Mass Media and Face-to-Face
Analyze the impact and influence that mass media and mediated communications have on face-to-face interactions.

Outcome 1.5 Group Cohesion
Strengthen group cohesion through shared vision creation & development

Outcome 1.6 Self-Awareness and Ethics
Know how your own upbringing and cultural background affects your perceptions of yourself and others and integrate ethics in your every day communication interactions

Degree Major Requirements:
Dept/No. Title Units

CURRICULUM PATTERNS AND COURSES
Group A:
Required Courses:
COMM 4  The Dynamics of Group Discussion 3
COMM 20 Interpersonal Communication Skills 3
COMM 45 Public Speaking 3
Subtotal: 9

Group B:
Select two courses for 6 units from the following:
COMM 3 Introduction to Human Communication (3)
COMM 6 Intercultural Communication (3)
COMM 19 Survey of Mass Media (3)
6

Group C:
Select one course for 3-4 units from the following:
ANTHR 3 Introduction to Social and Cultural Anthropology (3)
COMM 10 Gender and Communication (3)
COMM 13 Ethnic Perceptions in the Mass Media (3)
COMM 18 Aging and Communication (3)
ENGL 1B Composition and Reading (4)
ENGL 5 Critical Thinking in Reading and Writing (3)
PSYCH 1A Introduction to General Psychology (3)
SOC 1 Introduction to Sociology (3) 3-4
Degree Major Total 18-19
Required Units:

Plus:
GE Courses
CSU or IGETC GE Requirements (refer to CSU/IGETC patterns) 37-39
Electives to total 60 units required for AA-T degree 2-5
AA-T Degree Total Required Units: 60

NOTE: See a counselor for more information about this major.

COMMUNICATION (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 Communication program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field. The courses in the program also improve job attainment and performance skills, providing students with the training necessary for public speaking, customer service, conflict resolution, and interviewing. Students who complete the AA degree requirements in Communication will learn and practice cultural awareness, situation analyses, and goal-oriented solutions to practical problems, giving them valuable assets in their future relationships and workplaces. Lastly, this course of study improves students’ logic and reasoning skills, thus providing the foundation for understanding math and science, the world around them, and the skills and insights necessary to think through ethical issues and achieve their goals. The AA degree in Communication will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

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>List A</td>
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<tr>
<td>Required 3 Courses (9 units)</td>
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<tr>
<td>COMM 045 Public Speaking</td>
<td>3</td>
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<td>and</td>
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<tr>
<td>COMM 004 The Dynamics of Group Discussion</td>
<td>3</td>
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<td>and</td>
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<tr>
<td>COMM 020 Interpersonal Communication Skills</td>
<td>3</td>
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</tbody>
</table>
List B
Any 2 Courses (6 units) Units
COMM 006  Intercultural Communication  3
COMM 019  Survey of Mass Media  3
COMM 3  Introduction to Human Communication  3

List C
Any 1 Course (3 units) Units
COMM 013  Ethnic Perceptions in the Mass Media  3
or
COMM 018  Aging and Communication  3
or
ANTHR 003  Introduction to Social and Cultural Anthropology  3
or
PSYCH 001A  Introduction to General Psychology  3
or
SOC 001  Introduction to Sociology  3
or
COMM 010  Gender and Communication  3
or
ENGL 001B  Composition and Reading  4
or
ENGL 005  Critical Thinking in Reading and Writing  3
Total Units  18–19

COMM 3
Introduction to Human Communication
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
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 GE area A1; IGETC area 1C

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

COMM 10
Gender and Communication
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Exploration of the relationship between gender and communication: Interpersonal, mediated, social, organizational, and cultural contexts; gender in public and private settings, media images, and personal identities. 1506.00
AA/AS area 2, 4d; CSU area D; IGETC area 4

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 and communication: Exploration of human physical, social, and psychological development across the life span. 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 (pending)
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 GE 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

COMM 22
History of Mass Communication
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
History of communication: Exploration of human efforts to communicate to the masses, from block printing in the eighth century A.D. to new technology of today. 1506.00
AA/AS area 2, 4d; CSU area D; IGETC area 4

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

COMM 49
Independent Study in Communication
.5-.5 units (GR or P/NP)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 1506.00

COMM 220A
Communication for Employment Preparation
.5 units, .5 hours lecture (P/NP)
Recommended for students with acquired brain injury or cognitive disabilities.
Hands-on basic social skills instruction and support useful for relationships and work: Practice of interpersonal skills through role play with support and feedback from instructor. Greetings, small talk, initial meetings and appropriate nonverbals; self-disclosure in a first meeting. 1506.00

COMM 220B
Communication for Employment Preparation
.5 units, .5 hours lecture (P/NP)
Recommended for students with acquired brain injury or cognitive disabilities.
Hands-on basic social skills instruction and support useful for relationships and work: Practice of interpersonal skills through role play with support and feedback from instructor. Building and maintaining relationships, how to increase depth of self-disclosures, listening training and paraphrasing. 1506.00

COMM 220C
Communication for Employment Preparation
.5 units, .5 hours lecture (P/NP)
Recommended for students with acquired brain injury or cognitive disabilities.
Hands-on basic social skills instruction and support useful for relationships and work: Practice of interpersonal skills through role play with support and feedback from instructor. Conflict management, “I” statements, diffusing conflict, listening for areas of agreement, clearly stating your needs and goals. 1506.00

COMM 48NA-TZ
Selected Topics in Communication
.5-.5 units, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1506.00
COMM 220D
Communication for Employment Preparation
.5 units, .5 hours lecture (P/NP)
Recommended for students with acquired brain injury or cognitive disabilities.
Hands-on basic social skills instruction and support useful for relationships and work: Practice of interpersonal skills through role play with support and feedback from instructor. Nonverbal communication; interpreting other people’s facial expressions, body movements, vocal cues; learning to give off the proper communication using nonverbal communication. 1506.00

COMM 220E
Communication for Employment Preparation
.5 units, .5 hours lecture (P/NP)
Recommended for students with acquired brain injury or cognitive disabilities.
Hands-on basic social skills instruction and support useful for relationships and work: Practice of interpersonal skills through role play with support and feedback from instructor. Phone skills at home and work; talking with customers, taking a message, high-level listening; when to get assistance. 1506.00

COMM 220F
Communication for Employment Preparation
.5 units, .5 hours lecture (P/NP)
Recommended for students with acquired brain injury or cognitive disabilities.
Hands-on basic social skills instruction and support useful for relationships and work: Practice of interpersonal skills through role play with support and feedback from instructor. Interviewing skills, presenting one’s self in an honest and positive way, controlling nonverbals during stress, asking appropriate questions, listening. 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
(COMSER)

The Community Social Services program is designed to prepare students for employment in entry-level professional positions in the social services, as well as some of the other human services. The Substance Abuse 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. Both programs also prepare students for transfer to four-year institutions, offer further training for persons already employed, or provide students the opportunity to explore for vocational choice. The Substance Abuse program requirements comply with CAADE (California Association on Alcohol and Drug Education) guidelines.

The two majors in this program, Community Social Services and Substance Abuse, are both offered for the Associate degree and the certificate. To qualify for the AA degree in either major, students must satisfactorily complete the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the Major course requirements.

COMMUNITY SOCIAL SERVICES

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>COSER 9</td>
<td>Staff Development for Human Services Workers</td>
<td>3</td>
</tr>
<tr>
<td>COSER 10</td>
<td>Community Resources and Social Policy</td>
<td>3</td>
</tr>
<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 40A</td>
<td>Community Social Services</td>
<td>3</td>
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<tr>
<td></td>
<td>Field Experience</td>
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</tr>
</tbody>
</table>

198
MERRITT COLLEGE 2013-2015
COSER 40B | Community Social Services | Field Experience | 3
PE 9 | Body Conditioning | 0.5
PE 39 | Weight Training | 0.5
Total Required Units: 18-19

SUBSTANCE ABUSE

Degree Major/Certificate of Achievement Requirements:
Dept/No. | Title | Units
--- | --- | ---
FIRST SEMESTER
COSER 21 | Psychology/Pharmacology of Drugs of Abuse | 3-4
COSER 29 | Working with Diverse Populations | 3
COSER 40A | Community Social Services Field Experience | 3
COSER 42 | Counseling Skills and Substance Abuse | 3
--- | --- | ---
Subtotal: | 12-13

SECOND SEMESTER
COSER 16B | Communication: Families in Crisis | 3
COSER 20 | Group Dynamics: Working with Small Groups | 2-3
COSER 27 | Crisis Management for Substance Abuse | 3
COSER 40B | Community Social Services Field Experience | 3
PE 9 | Body Conditioning | 0.5
--- | --- | ---
Subtotal: | 11.5-12.5

THIRD SEMESTER
COSER 10 | Community Resources and Social Policy | 3
COSER 26 | Case Management for Substance Abuse Paraprofessionals | 3
COSER 28 | Dual Diagnosis: Mental Illness and Drug Abuse | 3
COSER 40C | Community Social Services Field Experience | 3
--- | --- | ---
Subtotal: | 12

FOURTH SEMESTER
COSER 22 | Social Psychology of Substance/Drug Abuse | 3
COSER 25 | Maintaining Sobriety and Relapse Prevention | 3
ENGL 1A | Composition and Reading or | 4
ENGL 100* | College Composition and Reading | 3
HLTED 1 | Exploring Health Issues | 3
PE 9 | Body Conditioning | 0.5
--- | --- | ---
Subtotal: | 13.5
Total Required Units: 49-51

*Engl 100 does not meet English composition transfer requirements. Engl 1A is required for transfer and for the Associate degree.

COSER 9
Self Development for Human Services Workers
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Examination of attitudes and values basic to human services work: Exploration of personal characteristics which facilitate helping relationships. 2104.00

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
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
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
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
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. 2104.00

COSER 22
Social Psychology of Substance/Drug Abuse
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
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 adulthood: 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
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

**COSER 40**
**Community Social Services Field Experience**
3 units, 2 hours lecture, 8 hours field experience weekly (GR)
Acceptable for credit: CSU
Course study under this section 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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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

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**COMPUTER INFORMATION SYSTEMS (CIS)**

**PC APPLICATIONS HELP DESK SPECIALIST**  
The PC Applications Help Desk Specialist program prepares students for entry-level positions in computer help-desk positions. Students completing this certificate will be able to assist clients or other employees in solving user problems with computer hardware, operating system, and software applications. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

<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>CIS 1</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 35</td>
<td>Microcomputer Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Introduction to Computer Hardware</td>
<td>4</td>
</tr>
<tr>
<td>CIS 239</td>
<td>Help Desk Tools and Techniques</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units:** 17

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**WEB PAGE AUTHORIZING**  
The Web Page Authoring program prepares students for entry-level positions in web page designing. Students completing this certificate will be able to develop interactive web pages which utilize digital video, audio, and animation features with Internet functionality. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 233</td>
<td>Introduction to the Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234B</td>
<td>World Wide Web Publishing II</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234C</td>
<td>Web Creation with Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 242A</td>
<td>Digital Animation with Flash</td>
<td>2</td>
</tr>
<tr>
<td>CIS 242B</td>
<td>Digital Video</td>
<td>2</td>
</tr>
<tr>
<td>CIS 242C</td>
<td>Digital Audio Production I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units:** 14

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**WEB PUBLISHING**  
A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 233</td>
<td>Introduction to the Internet</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234A</td>
<td>World Wide Web Publishing I</td>
<td>2</td>
</tr>
<tr>
<td>CIS 234B</td>
<td>World Wide Web Publishing II</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>
</tbody>
</table>

**Total Required Units:** 10

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**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

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

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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 0702.00
AA/AS area 4c (if course taken for one or more units)

CIS 73
Networking Concepts
4 units, 3 hours lecture, 3 hours lab (GR/PNP)
Pre-requisite: CIS 001 or CIS 005
Networking concepts: Network architecture, hardware, software, concepts, protocols and standards. 0708.10

CIS 200
Computer Concepts and Applications
1.5 units, 1 hour lecture, 2 hours laboratory (GR or P/NP)
Eligible for credit by examination.
Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet. 0702.10
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 233
Introduction to the Internet
2 units, 1.5 hours lecture, 1.5 hours laboratory
(Gr or P/NP)
Recommended preparation: CIS 205
Also offered as Bus 223. Not open for credit to students who have completed or are currently enrolled in Bus 223.
Using the Internet for access to information resources: Access methods, resources, and how to use them. 0709.00
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 Gratt 112
Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML). 0709.00
AA/AS area 4c

CIS 234B
World Wide Web Publishing II
2 units, 1.5 hours lecture, 1.5 hours laboratory
(Gr or P/NP)
Pre-requisite: CIS 233 and 234A
Recommended preparation: Gratt 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 234C
Web Creation with Dreamweaver
2 units, 1.5 hours lecture, 1.5 hours laboratory
(Gr or P/NP)
Pre-requisite: CIS 234B
Recommended preparation: CIS 1
Creation and management of web sites and pages using Macromedia Dreamweaver: Authoring of web sites which incorporate DHTML, JavaScript through “behaviors,” rollovers, and techniques for managing large-scale web sites. 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 four units of Cooperative Work Experience Education 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)
Co-requisite: 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 study under this section may be repeated three times for a maximum of 16 units 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)
Co-requisite: 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 study under this section may be repeated three times for a maximum of 16 units 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

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 470D  
Occupational Work Experience in Vocational Nursing  
1-4 units, hours to be arranged (GR or P/NP). 1230.20

COPED 470F  
Occupational Work Experience in Medical Assisting  
1-4 units, hours to be arranged (GR or P/NP)  
Pre-requisite: Hlted 11 or current CPR/BLS certification; and health clearances and safety requirements: Current medical exam including titers and immunizations, and background checks if required by the clinical agency  
Pre-requisite or co-requisite: Medas 201  
Course study under this section may be repeated three times for a maximum of 4 units. 1208.10

COPED 470G  
Occupational Work Experience in Chronic Care Assistant  
1-4 units, hours to be arranged (P/NP)  
Pre-requisite: Chcas 202A and 202B  
Co-requisite: Chcas 202C  
1299.00

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 476E  
Occupational Work Experience in Recreation and Leisure Services  
1-4 units, hours to be arranged (GR or P/NP). 0836.00

COPED 476F  
Occupational Work Experience in Environmental Management and Technology  
1-4 units, hours to be arranged (GR or P/NP). 0303.02

COPED 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 Lrnr 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 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

MERRITT COLLEGE 2013-2015
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 study under this section 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)
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. The AA degree in Economics will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

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:</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)
Pre-requisite: 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)
Pre-requisite: Math 203 or 205B or 211D
Econ 1 is not a pre-requisite 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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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

EDUCATIONAL TECHNOLOGY  
(EDT)

ONLINE TEACHING  
A Certificate of Proficiency in Online Teaching will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

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: 17

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)

A Certificate of Proficiency in Emergency Medical Technician I will be awarded upon satisfactory completion of EMT 210. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 210</td>
<td>Emergency Medical Technician-Basic</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Required Units:</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

EMT 210
Emergency Medical Technician–Basic
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Pre-requisite: Hlted 9 or 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); and fee of $25 to the State Fire Marshall.
Course meets California Code of Regulations (Title 22) criteria. Students who successfully complete the course are eligible to take the National Registry EMT-Paramedic exam required for licensure within the State of California.
Pre-requisites: EMT 210 or proof of current EMT-B, NREMT-B or EMT2 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; Biol 2 and 4, or 20A and 20B; Hltoc 201 and / or 202; High school diploma or GED; and California driver’s license.
Advanced training course covering all techniques of emergency medical care considered within the responsibilities of the Emergency Medical Technician-Paramedic as well as all operational aspects of the job: Emphasis on the development of student skills in the recognition and treatment of illness and injuries, and proper procedures of emergency care. 1251.00

EMT 221
Emergency Medical Technician–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 course and internship requirements are eligible to take the National Registry EMT-Paramedic exam required for licensure within the State of California.
Pre-requisites: EMT 210 or proof of current EMT-B, NREMT-B or EMT2 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; Biol 2 and 4, or 20A and 20B; Hltoc 201 and / or 202; High school diploma or GED; and California driver’s license.
Advanced training course covering all techniques of emergency medical care considered within the responsibilities of the Emergency Medical Technician-Paramedic as well as all operational aspects of the job: Emphasis on the development of student skills in the recognition and treatment of illness and injuries, and proper procedures of emergency care. 1251.00

EMT 230
Introduction to First Responder Training
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Introduction to first responder training: Patient assessment, ventilation and airway obstruction, circulation and CPR; illness and injury emergencies such as poisoning and substance abuse, behavioral emergencies, bleeding and soft tissue and muscle and bone injuries; childbirth, children, and geriatric emergencies; lifting and moving individuals; EMS operations, extrication and rescue operations; legal and ethical issues confronting the first responder; communications and documentation; and stress response and well-being of the first responder. 1250.00
EMT 261  
Emergency Medical Technician  
Recertification  
2 units, 1.5 hours lecture, 1.5 hours laboratory  
(GR or P/NP)  
Pre-requisite: 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  
Course study under this section may be repeated three times for recertification for a maximum of 8 units.  
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Co-requisite</th>
<th>Acceptable for credit:</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 5</td>
<td>Critical Thinking in Reading and Writing</td>
<td>3</td>
<td>3</td>
<td>(GR)</td>
<td>CSU, UC</td>
<td>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.</td>
<td>1501.00</td>
</tr>
<tr>
<td>ENGL 30A</td>
<td>Introduction to American Literature</td>
<td>3</td>
<td>3</td>
<td>(GR or P/NP)</td>
<td>CSU, UC</td>
<td>Survey of American literature: From pre-colonial beginnings to Walt Whitman.</td>
<td>1503.00</td>
</tr>
<tr>
<td>ENGL 48NA-TZ</td>
<td>Selected Topics in English</td>
<td>.5-5</td>
<td>0-5</td>
<td>0-15 hours laboratory</td>
<td>CSU</td>
<td>Acceptable for credit: CSU</td>
<td>1501.00</td>
</tr>
<tr>
<td>ENGL 49</td>
<td>Independent Study in English</td>
<td>.5-5</td>
<td></td>
<td></td>
<td>CSU</td>
<td>Course study under this section may be repeated three times for a maximum of 5 units.</td>
<td>1501.00</td>
</tr>
</tbody>
</table>

**ENGLISH (ENGL)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Co-requisite</th>
<th>Acceptable for credit:</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading</td>
<td>4</td>
<td>4</td>
<td></td>
<td>CSU, UC</td>
<td>Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively.</td>
<td>1501.00</td>
</tr>
<tr>
<td>ENGL 1B</td>
<td>Composition and Reading</td>
<td>4</td>
<td>4</td>
<td></td>
<td>CSU, UC</td>
<td>Continued expository writing: Careful reading of selected plays, poems, and novels.</td>
<td>1501.00</td>
</tr>
</tbody>
</table>

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<th>Units</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>ENGL 30B</td>
<td>Introduction to American Literature</td>
<td>3</td>
<td>3</td>
<td>(GR or P/NP)</td>
<td>CSU, UC</td>
<td>Survey of American literature: From American romanticism to literature of the twentieth century.</td>
<td>1503.00</td>
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<td>ENGL 49</td>
<td>Independent Study in English</td>
<td>.5-5</td>
<td></td>
<td></td>
<td>CSU</td>
<td>Course study under this section may be repeated three times for a maximum of 5 units.</td>
<td>1501.00</td>
</tr>
</tbody>
</table>
ENGL 100
College Composition and Reading
4 units, 4 hours lecture (GR or P/NP)
Pre-requisite: Engl 201B or ESL 21B or appropriate placement through multiple-measures assessment
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)
Pre-requisite: 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 208
Writing Workshop
.5-1 unit, .25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP)
Course study under this section may be repeated one time for a maximum of 1 unit.
Individualized instruction in writing utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills. 1501.00

ENGL 217A
Shakespeare
3 units, 3 hours lecture (GR or P/NP)
Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

ENGL 230A
Introduction to American Literature
3 units, 3 hours lecture (GR or P/NP)
Survey of American literature: From pre-colonial beginnings to Walt Whitman. 1503.00
AA/AS area 3, 4d

ENGL 230B
Introduction to American Literature
3 units, 3 hours lecture (GR or P/NP)
Engl 230A is not pre-requisite to Engl 230B.
Survey of American literature: From American romanticism to literature of the twentieth century. 1503.00
AA/AS area 3, 4d

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)
Pre-requisite: 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 267A
Basic Writing
1-3 units, 1-3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B.
Non-degree applicable
Course study under this section may be repeated two times for a maximum of 3 units.
Review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

ENGL 267B
Basic Writing
1-3 units, 1-3 hours lecture (GR)
Pre-requisite: Engl 267A (or 250A-C)
Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B.
Non-degree applicable
Continuation of ENGL 267A with further practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

ENGL 268A
Basic Reading
1-3 units, 1-3 hours lecture (GR)
Pre-requisite: Engl 268A (or 251A-C)
Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B.
Non-degree applicable
Course study under this section may be repeated two times for a maximum of 3 units.
Practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

ENGL 268B
Basic Reading
1-3 units, 1-3 hours lecture (GR)
Pre-requisite: Engl 268A or 251A-C
Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B.
Non-degree applicable
Continuation of ENGL 268A with further review of techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

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. 4930.20
ENGL 280C
**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 280D
**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 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. 4930.20

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.

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. 4930.81

ESL 202B
**Grammar 4**
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: ESL 202A or appropriate placement through multiple-measures assessment
High intermediate level of English grammar: Continuation and expansion of ESL 202A. 4830.81

ESL 215A
**Intermediate Grammar**
4 units, 4 hours lecture (GR/PNP)
Pre-requisites: ESL 252B or 284B or placement through multiple-measures assessment process
Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 215B
**Intermediate Grammar**
4 units, 4 hours lecture (GR/PNP)
Pre-requisites: ESL 215A or placement through multiple-measures assessment process
Continuation of intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87
ESL 218A
ESL Writing Workshop
1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)
Individualized instruction in writing: Emphasis on pre-writing, thesis control, and essay organization. 4930.83

ESL 218B
ESL Writing Workshop
1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)
Recommended preparation: ESL 218A
Individualized instruction in writing: Emphasis on essay organization and idea development. 4930.83

ESL 218C
ESL Writing Workshop
1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)
Recommended preparation: ESL 218B
Individualized instruction in writing: Emphasis on sentence structure and mechanics. 4930.83

ESL 218D
ESL Writing Workshop
1.5 units, 1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)
Recommended preparation: ESL 218C
Individualized instruction in writing: Emphasis on editing and proofreading strategies. 4930.83

ESL 222A
Intermediate Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Pre-requisites: ESL 222A or placement through multiple-measures assessment process
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. 4930.87

ESL 222B
Intermediate Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Pre-requisites: ESL 222A or placement through multiple-measures assessment process
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. 4930.87

ESL 232A
Intermediate Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Pre-requisites: ESL 250B or 283B or placement through multiple-measures assessment process
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 232B
Intermediate Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Pre-requisites: ESL 232A or placement through multiple-measures assessment process
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 250B
Speaking 2
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: ESL 250A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of listening and speaking skills introduced in ESL 250A: Emphasis on basic grammar skills; practice in speaking and understanding American English. 4930.82
ESL 251A
Writing I
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: ESL 252A
Non-degree applicable
High beginning level of writing: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs. 4930.82

ESL 251B
Writing 2
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: ESL 251A or appropriate placement through multiple-measures assessment
Recommended preparation: ESL 252B (can be taken concurrently)
Non-degree applicable
Continuation of writing skills introduced in ESL 251A: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs. 4930.82

ESL 252A
Grammar 1
5 units, 5 hours lecture (GR or P/NP)
Recommended preparation: Appropriate placement through multiple-measures assessment
Non-degree applicable
High beginning level of English grammar: Review and practice of basic grammar structures, sentence patterns, and parts of speech. 4930.82

ESL 252B
Grammar 2
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: ESL 252A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of basic grammar skills and sentence patterns introduced in ESL 252A: Review and practice of basic grammar structures, sentence patterns, and parts of speech. 4930.82

ESL 253A
Reading I
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Appropriate placement through multiple-measures assessment
Non-degree applicable
High beginning level of reading: Focus on basic vocabulary development, and techniques for reading comprehension. 4930.82

ESL 258
Conversation 2
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Appropriate placement through multiple-measures assessment
Non-degree applicable
Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities. 4930.82

ESL 273
ESL through Computers 2/3
3 units, 3 hours lecture (P/NP)
Non-degree applicable
Low Intermediate ESL through computers: Designed for ESL students who have low intermediate and intermediate English ability and want to develop their English skills while learning computer functions. 4930.82

ESL 283A
High Beginning Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
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/PNP)
Pre-requisites: ESL 283A or placement through multiple-measures assessment process
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/PNP)
High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87
ESL 284B
High Beginning Grammar
4 units, 4 hours lecture (GR/PNP)
Pre-requisites: ESL 284A or placement through multiple-measures assessment process
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/PNP)
High beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.86

ESL 285B
High Beginning Reading and Writing
6 Units, 6 Hours Lecture (GR/PNP)
Pre-requisites: ESL 285A or placement through multiple-measures assessment process
Continuation of high beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.86

ESL 294
Basic ESL Skills
5 units, 5 hours lecture (P/NP)
Non-degree applicable
Basic level ESL course designed for those with little or no English skills: Focus on very basic grammar, writing, and reading lifeskills such as personal information, everyday activities, and feelings/emotions. 4930.82

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
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

CAREER OPPORTUNITIES
Students with sufficient specialized training find employment assessing and monitoring environmental quality, preparing environmental impact reports, assisting planners and managers, performing environmental restoration work in urban/suburban, rural, and wildland settings, and providing education and interpretation of native ecosystems and cultural history.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<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>
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</tbody>
</table>
ECOLOGICAL RESTORATION, RANGER, NATURALIST AND OUTDOOR EDUCATION

The Ecological Restoration, Ranger Naturalist and Outdoor Education certificate is designed to prepare students for specialized coursework and establish minimum qualifications for entry-level employment in related public and private agencies including the fields of environmental assessment, monitoring, natural resource management, restoration and environmental education, nature and cultural interpretation in nature centers, schools and camps, park management and ecotourism.

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<tr>
<th>Dept/No.</th>
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<tbody>
<tr>
<td>ENVMT 001</td>
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</tr>
<tr>
<td>ENVMT 002</td>
<td>Introduction to Sustainable Environmental Systems</td>
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<tr>
<td>ENVMT 002L</td>
<td>Principles of Ecology and Sustainable Systems Lab</td>
<td>1</td>
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<tr>
<td>ENVMT 011</td>
<td>Sustainable Urban and Regional Planning</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 008</td>
<td>Introduction to Outdoor Education</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 018</td>
<td>Environmental Writing</td>
<td>2.5</td>
</tr>
<tr>
<td>ENVMT 040</td>
<td>From Tree to Sea: A Bay Area Environmental Cross Section</td>
<td>3</td>
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<tr>
<td>ENVMT 043</td>
<td>Urban Forest Products and Policies</td>
<td>3</td>
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<tr>
<td>ENVMT 044</td>
<td>Introduction to Creek and Watershed Restoration: General Aspects</td>
<td>3</td>
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<tr>
<td>and</td>
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<tr>
<td>GEOG 001</td>
<td>Physical Geography</td>
<td>3</td>
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Select a minimum of 4.5 units

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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENVMT 009</td>
<td>Early Childhood Environmental Education</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 012</td>
<td>Civilization’s Impact on the Environment: Psychology of Trashing the Earth</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 030</td>
<td>Ecological Restoration: Uplands</td>
<td>2</td>
</tr>
<tr>
<td>ENVMT 031</td>
<td>Wetlands Restoration</td>
<td>3</td>
</tr>
<tr>
<td>ENVMT 032</td>
<td>Watershed Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

GREENING THE URBAN ENVIRONMENT

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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

CAREER OPPORTUNITIES

Career opportunities include employment in “green” building, design and construction, energy management, and sustainable public planning and policy development. Work is available in government agencies, consulting firms, construction, and non-profit organizations. Students will have the opportunity to link this major cooperatively with Laney College’s Architectural Technology and Energy Efficiency programs.

Certificate of Proficiency Requirements:

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<thead>
<tr>
<th>Dept/No.</th>
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<th>Units</th>
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<tbody>
<tr>
<td>ENVMT 1</td>
<td>Environmental Careers</td>
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<tr>
<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
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<td>or</td>
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</tbody>
</table>
GREENING THE URBAN ENVIRONMENT: DESIGN, PLANNING, ENVIRONMENTAL JUSTICE

The Greening the Urban Environment degree emphasizes energy efficiency and ecological sustainability in the built environment offers students an introduction to the technical, ecological, social, and planning fundamentals of sustainable construction projects, preparation for specialized coursework, and minimum qualifications for entry-level employment in public and private green enterprises. The degree prepares students for specialized training in this field and career opportunities in energy management, “green” building design and construction, and sustainable public planning and policy development. Students can transfer to a four-year institution, or look for work in government agencies, consulting firms, construction, public works. Students will have the opportunity to link this major cooperatively with Laney College’s Architectural Technology and Energy Efficiency programs.

Associates in Science Degree Requirements

<table>
<thead>
<tr>
<th>Dept/No.</th>
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<tbody>
<tr>
<td>ENVMT 001</td>
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<tr>
<td>ENVMT 002</td>
<td>Introduction to Sustainable Environmental Systems</td>
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<tr>
<td>ENVMT 011</td>
<td>Sustainable Urban and Regional Planning</td>
<td>3</td>
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<tr>
<td>ENVMT 016</td>
<td>Introduction to Healthy Community Systems</td>
<td>3</td>
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</tbody>
</table>

Select a minimum of 6.5 units

| ENVMT 018| Environmental Writing                      | 2.5   |
| ENVMT 020| Introduction to Green Building and Ecological Design | 3     |
| ENVMT 021| Sustainable Energy Options                 | 3     |
| ENVMT 040| From Tree to Sea: A Bay Area Environmental Cross Section | 3     |
| ENVMT 020L| Introduction to Green Building and Energy Options Lab | 1     |

| A/ET test1| Sample Training Course                    | 3     |
| LANHT 036A| Natural Building                          | 3     |
| LANHT 036B| Natural Building                          | 3     |
| LANHT 036C| Natural Building                          | 3     |
| ENVMT 012| Environmental Racism and Justice          | 3     |
| ENVMT 019| Civilization’s Impact on the Environment: Psychology of Trashing the Earth | 3     |
| ENVMT 210A/B| Environmental Photography and Photo Monitoring I, II | 1.5   |
| GEOG 001| Physical Geography                        | 3     |

Total Units: 29

URBAN AGROECOLOGY

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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

CAREER OPPORTUNITIES

Students with sufficient specialized training find employment in the areas of urban agriculture, green jobs, school and community gardens, large-scale urban farming, and food and agriculture studies.
<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
<td>3</td>
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<tr>
<td>ENVMT 2L</td>
<td>Principles of Ecology and Sustainable Systems Laboratory 1</td>
<td>1</td>
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<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>
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<tr>
<td>LANHT 28A</td>
<td>Permaculture Design I</td>
<td>3</td>
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<td><strong>Total Required Units:</strong></td>
<td><strong>17</strong></td>
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**ENVMT 2L**  
**Principles of Ecology and Sustainable Systems Lab**  
1 unit, 3 hours laboratory (GR)  
Pre-requisite or co-requisite: 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  
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 GE 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  
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 GE 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 pre-sentations 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)
Also offered as Chdev 99. Not open for credit to students who have completed or are currently enrolled in Chdev 99.
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 10
Urban Ecology
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Investigation of selected urban environmental issues: Relationship of environmental issues to social problems, urban and natural resource policy and planning issues, and critical natural processes supporting urban systems; research of urban environmental impacts, survey of ongoing urban ecological restoration projects, and grassroots movements. 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: Exploration 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
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)
Pre-requisite or co-requisite: Envmt 20 or 21
Acceptable for credit: CSU
Course study under this section may be repeated three times for a maximum of 4 units.
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 22
Energy-Efficient Design and Construction
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Course study under this section may be repeated three times for a maximum of 8 units.
Strategies for energy- and resource-efficient living in the Merritt College Self-Reliant House and Garden: Design and construction, testing of energy and resource-efficient model systems, measurements and evaluation of active and passive heating and cooling systems, alternative energy sources, and recycling systems. 0303.00

**ENVMT 23**
**Introduction to Solid Waste Management and Recycling**
3 units, 3 hours lecture (GR or P/NP)
Formerly offered as SWMT 10.
Acceptable for credit: CSU
Solid wasterecyclingandmanagement:Characteristics and amounts of solid wastes, collection systems, introduction to treatment processes, closing the loop and return of treated wastes to the environment. 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 25**
**Introduction to Wildlife Conservation**
3 units, 3 hours lecture (GR or P/NP)
Also offered as Biol 46. Not open for credit to students who have completed or are currently enrolled in Biol 46.
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. 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 study under this section 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 33AA**
**Introduction to Creek and Watershed Restoration: General Aspects**
1 unit, 1 hour lecture (GR or P/NP)
Modular course
Formerly offered as Emart 23A.
Acceptable for credit: CSU
Principles and practices in the restoration and monitoring of creeks and watersheds: Overview of global water cycle and atmospheric circulation; basic hydrologic principles and processes including erosion, flooding, and deposition of sediment. 0303.00
ENVMT 33AB
Introduction to Creek and Watershed Restoration: General Aspects
1 unit, 1 hour lecture (GR or P/NP)
Modular course
Formerly offered as Emart 23A.
Acceptable for credit: CSU
Principles and practices in the restoration and monitoring of creeks and watersheds: Introduction to physical, chemical and biological characteristics of streams, springs and groundwater; restoration techniques with native plants. 0303.00

ENVMT 33AC
Introduction to Creek and Watershed Restoration: General Aspects
1 unit, 1 hour lecture (GR or P/NP)
Modular course
Formerly offered as Emart 23A.
Acceptable for credit: CSU
Principles and practices in the restoration and monitoring of creeks and watersheds: Environmental laws and regulations covering watercourses, and land use alternatives; community involvement and history of restoration activities. 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)
Not open for credit to students who have completed or are currently enrolled in LANHT 48OP.
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

ENVMT 36
Introduction to Watershed Science
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to key components of watershed management protocols: Basic training for management of watershed and estuary projects, coastal and river processes, water monitoring techniques, habitat restoration techniques, geospatial technology, and community restoration participation. 0303.00

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 39A  
Introduction to Global Positioning Systems (GPS) I  
.5 units, .5 hours lecture (GR or P/ NP)  
Acceptable for credit: CSU  
Introduction to basic principles of Global Positioning Systems (GPS): Principles and terminology of GPS. 0303.00

ENVMT 39B  
Introduction to Global Positioning Systems (GPS) II  
.5 units, .5 hours lecture (GR or P/ NP)  
Acceptable for credit: CSU  
Introduction to Global Positioning Systems (GPS) operation: GPS systems application and computer terminal operation. 0303.00

ENVMT 39C  
Introduction to Geographic Information Systems (GIS)  
2 units, 2 hours lecture (GR or P/ NP)  
Acceptable for credit: CSU  
Introduction to basic principles and use of Geographic Information Systems (GIS): Overview of computerized mapmaking, database information management, and associated computer technology; survey of common GIS software. 0303.00

ENVMT 39D  
Geographic Information Systems Reader Software  
.5 units, .5 hours lecture (GR or P/ NP)  
Also offered as Geog 39D. Not open for credit to students who have completed or are currently enrolled in Geog 39D.  
Acceptable for credit: CSU  
Introduction to basic concepts of geographic information systems software as used in modern society and use of simple GIS reader software for application to academic study and career preparation: Focus on how to load GIS files, basic data manipulation, printing and exporting for preparation of reports and PowerPoint presentations. 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 study under this section 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 study under this section 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 lab (GR/PNP)
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. 0302.00

**ENVMT 44**
Introduction to Creek and Watershed Restoration: General Aspects
3 units, 3 hours lecture, (GR/PNP)
Principles and practices in the restoration and monitoring of creeks and watersheds: Overview of global water cycle and atmospheric circulation; basic hydrological principles and processes including erosion, flooding, and deposition of sediment. 0303.00

**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)
Course study under this section may be repeated three times for a maximum of 5 units.
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 study under this section may be repeated three times 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. 0302.00

**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 study under this section 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 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.

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
Course study under this section may be repeated three times for a maximum of 4 units.
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 62A
Natural History of Joshua Tree National Park
.5-4 units, .5-4 hours lecture (GR or P/NP)
Also offered as Biol 62A. Not open for credit to students who have completed or are currently enrolled in Biol 62A.
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 Joshua Tree National Park: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Mojave and Sonoran Deserts of Joshua Tree National Park, California; history, archeology, and current conservation issues. 0302.00

ENVST 62B
Natural History of the Redwood Forest
.5-2 units, .5-2 hours lecture (GR or P/NP)
Also offered as Biol 62B. Not open for credit to students who have completed or are currently enrolled in Biol 62B.
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 Redwood Forest: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Redwood Region of California; history, archeology, and current conservation issues. 0302.00

ENVST 62C
Natural History of Point Lobos and the Big Sur Coast
.5-1.5 units, .5-1.5 hours lecture (GR or P/NP)
Also offered as Biol 62C. Not open for credit to students who have completed or are currently enrolled in Biol 62C.
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 Point Lobos and the Big Sur Coast: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Point Lobos and Big Sur Region of California; history, archeology, and current conservation issues; emphasis on adaptations to the Central California coastal environment by organisms such as California gray whales, sea otters, coast redwoods and the endemic Santa Lucia fir. 0302.00

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 62G  
**Natural History of Monterey Bay**  
.5-2.5 units, .5-2.5 hours lecture (GR or P/NP)  
Also offered as Biol 62G. Not open for credit to students who have completed or are currently enrolled in Biol 62G.  
Acceptable for credit: CSU  
Introduction to the natural history of Monterey Bay: Climate, geology, geologic history, geomorphology, plants and animals and their interactions in the Monterey Bay Region of California; history, archeology, and current conservation issues; emphasis on adaptations to the Central California coastal environment by organisms such as California gray whales, sea otters, and the endemic Monterey Cypress. 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**  
The following courses are offered under this rubric.

ENVST 63A  
**Ecology, Evolution and Future of the Wolves of Yellowstone**  
.5-3.5 units, .5-3.5 hours lecture (GR or P/NP)  
Also offered as Biol 63A. Not open for credit to students who have completed or are currently enrolled in Biol 63A.  
Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.  
Acceptable for credit: CSU  
Introduction to the evolution of the carnivores and the dog family: Relationship of canids, particularly the wolf, to their prey and the role they have played in the evolution of large herbivores of the Northern Hemisphere; emphasis on the interrelationships between the wolf, elk, and other ungulates of the Yellowstone ecosystem, and reintroduction of the...
wolf to the park amid controversy; field studies and observations of wolves and their prey in their natural environment in Yellowstone. 0302.00

ENVST 63B
Natural History and Wildlife of the North Woods/Boundary Waters Canoe Area .5-7 units, .5-7 hours lecture (GR or P/NP)
Also offered as Biol 63B. Not open for credit to students who have completed or are currently enrolled in Biol 63B.
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 and wildlife of the North Woods/Boundary Waters Canoe Area: Climate, geography, geology, flora and fauna of the North Woods (boreal) forests of Northern Minnesota, with particular emphasis on the glacial landforms and wolf/prey interactions in the pristine wilderness known as the Boundary Waters Canoe Area. 0302.00

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 70C
Natural History of the Selway River and Selway-Bitterroot Wilderness .5-4 units, .5-4 hours lecture (GR or P/NP)
Also offered as Biol 70C. Not open for credit to students who have completed or are currently enrolled in Biol 70C.
Acceptable for credit: CSU
Introduction to the natural history of the Selway River and the Selway-Bitterroot Wilderness in the Rocky Mountains in northern Idaho: Geology, geologic history (including alpine glaciation), geomorphology, forest types and vegetation communities, fire ecology, and fauna (including recently reestablished wolf populations); river dynamics, hydraulic phenomena and the craft and art of navigating a river in rafts and kayaks; classroom sessions followed by a float trip on the Selway River in northern Idaho. 0302.00

Envst 70D
Natural History of the Owyhee River and the High Desert of Eastern Oregon
1 units, 17.5 hours lecture
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-H
American Indians and the Ecology of North America
The following courses are offered under this rubric.

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 or 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 ring 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 loss analysis, basic fire chemistry and physics, introduction to fire strategy and tactics, and Incident Command System. 2133.50

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 fire situations 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 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
FISCI 208
Fire Fighter I Certification–Preparation A
4 units, 3 hours lecture, 4 hours laboratory (GR or P/NP)
Pre-requisite: Fisci 201, 202, 203, 204, and 205
Introduction to the use of fire fighting equipment and rescue techniques: Personal protective equipment, lifting and hoisting equipment, ground ladders, hoses, nozzles, fittings, various rescue techniques; and manipulative training in ropes, ladders, hose and extrication equipment. 2133.50

FISCI 209
Fire Fighter I Certification–Preparation B
4 units, 3 hours lecture, 4 hours laboratory (GR or P/NP)
Pre-requisite: Fisci 208
Advanced manipulative and technical training in the use of fire fighting 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 210
Firefighter Academy
20 units, 17.14 hours lecture, 10.28 hours laboratory (300 term lecture and 180 term laboratory hours) (GR)
Pre-requisite: EMT 210 or EMT certification
Recommended preparation: PE 110
Meets Firefighter I, as well as Rescue Systems, Confined Space, and HAZ MAT FRO certification requirements.
Manipulative and technical training in the use of firefighting equipment, fire attack procedures, and rescue operations: Hose and ladder evolutions, fire protection systems, basic salvage and overhaul techniques; forcible entry; wildland, interior, house and flammable liquid fire-attack procedures; and fire-control, ventilation, and extinguishment techniques for various situations. 2133.50

FISCI 211
Firefighter Academy
9 units, 6 hours lecture, 9 hours Lab, (GR/PNP)
Pre-requisite: Fisci 201, 202, 203, 204, and 205
Meets Firefighter I, Rescue Systems, Confined Space, and HAZ MAT FRO certification requirements.
Manipulative and technical training in the use of firefighting equipment, fire attack procedures, and rescue operations: Hose and ladder evolutions, fire protection systems, basic salvage and overhaul techniques; forcible entry; wildland, interior, house and flammable liquid fire-attack procedures; and fire-control, ventilation, and extinguishment techniques for various situations. 2133.50

*This course was revised at the 5/913 CIC meeting. The changes are in the title to Firefighter Pre-Academy and course description. It will have to go in catalog with information that was approved by CIC and CIPD in 2012.

FISCI 220
Fire Investigation
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: 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)
Pre-requisite: Fisci 201, 202, 203, 204, and 205
See section on Selected Topics. 2133.50
FOREIGN LANGUAGES (FLANG)

See listings under Chinese and Spanish.

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, D; IGETC area 5A (with Geog 1L satisfies lab requirement), D; IGETC area 5A, 5C (with Geog 1L satisfies lab requirement)

GEOG 1L
Physical Geography Laboratory
1 unit, 3 hours laboratory (GR)
Pre-requisite or co-requisite: 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

GEOG 49
Independent Study in Geography
.5-5 units (GR or P/NP)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 2206.00

GEOG 248NA-TZ
Selected Topics in Geography
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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, B3; IGETC area 5A, (L4)

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
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

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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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)  
Acceptable for credit: CSU  
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 (pending)  
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)
Course study under this section may be repeated three times for a maximum of 5 units.
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
The Healthcare Interpreter 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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

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>
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</tr>
<tr>
<td>HLTOC 210</td>
<td>Survey of Healthcare Interpreting</td>
<td>.5</td>
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<tr>
<td>SECOND SEMESTER</td>
<td></td>
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<tr>
<td>HLTOC 211</td>
<td>Interpreting in Health Care I</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<tr>
<td>THIRD SEMESTER</td>
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<tr>
<td>HLTOC 212</td>
<td>Interpreting in Health Care II</td>
<td>6</td>
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<tr>
<td>HLTOC 213</td>
<td>Interpreting in Health Care III</td>
<td>.5</td>
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<tr>
<td>HLTOC 214</td>
<td>Occupational Work Experience in Healthcare Interpreting (1-4)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Required Units:</td>
<td>12</td>
</tr>
</tbody>
</table>

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)
Pre-requisite: 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

HLTOC 213
Interpreting in Health Care III
.5 units, .5 hours lecture (GR or P/NP)
Pre-requisite: HLtoc 211
Co-requisite: 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)
Co-requisite: Hltoc 213
Course study under this section 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.
Also offered as Lnrnre 348NO. Not open for credit to students who have completed or are currently enrolled in Lnrnre 348NO.
Non-degree applicable
Course study under this section may be repeated one time for a maximum of 8 units.
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

The AS degree in Health Sciences will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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</table>

Select at least one course from each of the following four groups, for a minimum of 18 units:

**Group 1**
- BIOL 1A General Biology (5)
- BIOL 3 Microbiology (5)
- BIOL 10 Introduction to Biology (4)

**Group 2**
- BIOL 2 Human Anatomy (5)
- BIOL 4 Human Physiology (5)
- BIOL 20A Human Anatomy and Physiology (5)
- BIOL 20B Human Anatomy and Physiology (5)
- BIOL 24 Basic Human Anatomy and Physiology (4)

**Group 3**
- CHEM 1A General Chemistry (5)
- CHEM 12A Organic Chemistry (5)
- CHEM 30A Introductory General Chemistry (4)

**Group 4**
- HLTED 1 Exploring Health Issues (3)
- NUTR 10* Nutrition (4)
- NUTR 12 Nutrition and Disease (3) 18

Total Required Units: 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

**HIST 2B**
History of European Civilization
3 units, 3 hours lecture (GR or P/NP)
Hist 2A is not pre-requisite 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 pre-requisite 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
HIST 15
**Twentieth Century America**
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Not open for credit to students who have completed or are enrolled in History 7B.
Twentieth century history of the United States, its people, and their society: Principle historical, literary, artistic, political, economic, and social developments since 1898. 2205.00
AA/AS area 2; CSU area C2, D, IGETC area 3B, 4; CSU American Institutions, Group 1

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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 2205.00

HIST 248NA-TZ
**Selected Topics in History**
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2205.00

**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. Courses from Anthropology, Art, Ethnic Studies, English and Foreign Languages, Humanities, Music, and Philosophy are acceptable. Major emphasis is put on an understanding of humanistic and cultural activities of human beings, including language facility, in this pattern. The AA degree in Humanities will prepare students for majors at four-year institutions in language arts, humanities, fine arts or music, among others.

The AA Degree in Humanities will be awarded upon satisfactory completion of the Degree course requirements and the General Education requirements. Since the following degree courses appear on the General Education Course List, they may be used to meet both the degree and the General Education requirements, provided that the total is 37 or more units. A course may be used one time for the degree and one time only for the General Education requirements, even though the course may be listed in several category areas.

The Humanities AA Degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis,” in this case, the Humanities. 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 coursework 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 CSUGE or IGETC for the General Education pattern related to your educational goal.
• Complete requirements in Computer Literacy and Ethnic Studies (see catalog for details).
• Complete 21-25 units in the “Area of Emphasis” 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.

HUMANITIES AA DEGREE

General Education CSUGE/IGETC: 37-39
(Minimum units necessary to meet CSUGE/IGETC Certification requirements)

Area of Emphasis: 21-25
• 21-25 units required from the Area of Emphasis: Humanities.*
• Courses selected can be used to also fulfill GE areas.
• All courses below transfer to CSU. Many courses are also transferable to UC.
*Also see the separate AA degrees offered in Natural Sciences, and Social and Behavioral Sciences at Merritt College.

Electives and Other Requirements 0-2
(Computer Literacy, Ethnic Studies):
(NOTE: Electives and other requirements may be necessary to total 60 overall units required for the Associate Degree.)

Total Required Units: 60

Degree Requirements:

Core Requirement:
HUMAN 2 3

Group 1: Languages, Literature, and Values
Select a minimum of 6-10 units from at least two disciplines from the following:
CHIN: 1, 2
ENGL: 1B*, 10A*, 10B*, 17A*, 30A*, 30B*, 32A*, 32B*, 38*, 43*
PHIL: 1, 2, 10
SPAN: 1A, 1B, 2A, 2B, 22A, 22B, 31A, 31B, 38, 40
6 6-10

Note: Any foreign language course offered by College of Alameda, Berkeley City and Laney Colleges, including ASL 50 and 51, may be substituted for a Merritt College foreign language course.

Group 2: Cultural Studies
Select a minimum of 6 units from at least two disciplines from the following:
AFRAM: 25*, 27*, 39, 41*, 42*, 43*, 45*
ANTHR: 7*, 8*
ASAME: 30*
LANHT: 55
M/LAT: 28*, 30A*, 30B* 6

Group 3: Arts
Select a minimum of 6 units from at least two disciplines from the following:
ART: 1, 4, 9, 12, 15*
ASAME: 1
MUSIC: 9, 10, 11, 15A*, 19 6

Total Required Units: 21-25

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
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)
Course study under this section may be repeated three times for a maximum of 5 units.
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

HUMAN SERVICES
(HUSV)

The Human Services program serves those who wish to train for a career in the Human Services field, those who are currently employed in the field, and those who seek training for career advancement. The program introduces the student to lifespan human care issues to include theory and practice for services from infant to elder care populations identified in need of specific, trained interventions. The historical, legal, and ethical issues of human services are covered, as well as characteristics of special conditions and disabilities that affect infants, children, adults and elders and the agencies and institutions that provide services to these groups. The program covers current practices in the human services field and trains the student in a wide range of competencies required to work in the field to include an introduction to counseling and intervention skills and case management, and how to serve a multi-ethnic, culturally-diverse client population. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below.

The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>HUSV 50</td>
<td>Introduction to Human Services</td>
<td>3</td>
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<tr>
<td>HUSV 51</td>
<td>Introduction to Counseling Skills for Paraprofessionals</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 52</td>
<td>Introduction to Case Management for Paraprofessionals</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 53</td>
<td>Diversity In Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 58</td>
<td>Seminar in Human Services</td>
<td>1</td>
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<tr>
<td>HUSV 59</td>
<td>Occupational Work Experience in Human Services (1-4)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Total Required Units: 14-17

HUSV 50
Introduction to Human Services
3 units, 3 hours lecture (GR or P/NP)
Also offered as HDS 50. Not open for credit to students who have completed or are currently enrolled in HDS 50.
Acceptable for credit: CSU
Introduction to lifespan human care issues: Theory and practice of services provided to populations, from infants to elders, identified as in need of specific, trained interventions. 2104.00

HUSV 51
Introduction to Counseling Skills for Paraprofessionals
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to counseling skills for paraprofessionals: Interpersonal communication and theoretical elements of the counseling process and behavior to include counselor-client relationship; criteria for counselor conduct; recognition of substance abuse, suicide and depression; vocabulary for feelings and values; collaborative problem-solving process; major theories of counseling; counseling and interview techniques; how to help clients clarify and achieve their goals; and ethnic and cultural influences affecting clients and their problems. 2104.00
HUSV 52
Introduction to Case Management for Paraprofessionals
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Basic concepts and skills of case management for paraprofessionals: Assessment, financial concerns, planning and linkage with community agencies, service monitoring, legal and ethical considerations, consultation and referral strategies, careers in case management, and personal characteristics of professional case managers. 2104.00

HUSV 53
Diversity in Human Services
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Study of the values, problems, issues and specific needs of diverse groups for the human services paraprofessional: Issues of aging, gender roles, ethnicity, socio-economic status, disability, and sexual orientation; and insight, knowledge and skills necessary to work within the human services field. 2104.00
AA/AS area 2; CSU area D, E

HUSV 58
Seminar in Human Services
1 unit, 1 hour lecture (GR or P/NP)
Pre-requisite: Husv 50, and Husv 51 or (Coser 43B)
Co-requisite: Husv 59
Acceptable for credit: CSU
Course study under this section may be repeated one time for a maximum of 2 units.
Study of the specific competencies required of the human services worker in an agency or community setting: Assessment, development, practicum, and evaluation of individual skills in counseling, case management, working with diverse populations, and providing services in a wide range of human services settings. 2104.00

KINESIOLOGY
(KIN)
The Kinesiology department offers a variety of courses in the following areas: fitness, individual sports, team sports, intercollegiate athletics and kinesiology.

CAREER OPPORTUNITIES:
Opportunities in the field of Kinesiology/Physical Education include the allied health professions: certified athletic trainer working in secondary schools, colleges, professional sports, physical therapy clinics/hospitals, and corporate fitness settings. Exercise and Science Fitness professions include: strength and conditioning coaching at colleges, secondary schools, performance centers, fitness centers, and rehabilitation centers. Students may also work in the Physical Education (P.E.) Teacher spectrum: P.E. teacher in elementary, middle, or high school, or work in athletic administration.

ACTIVITY COURSES:
Beginning Fall 2013 all activity courses will be 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 Sports Teams- see Athletics

KIN 54A
Cross Fitness I - Fundamentals
1 units, 3 hours Lab (GR/PNP)
Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance.
KIN 58A  
Fitness Center Strength Training I - Fundamentals  
0.5 units, 2 hours Lab (GR/PNP)  
Activity class: Instruction of fundamental techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835

KIN 74A  
Badminton I - Fundamentals  
0.5 units, 2 hours Lab (GR/PNP)  
Activity class: Basic fundamentals and skills in badminton. 0835.00

KIN 80A  
Basketball I - Fundamentals  
0.5 units, 2 hours Lab (GR/PNP)  
Activity class: Basic fundamentals and skills in basketball. 0835.00

KIN, 153A  
Fitness for Public Safety Personnel I - Fundamentals  
1.5 units, 1 hour lecture, 2 hours lab  
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

KIN 153B  
Fitness for Public Safety Personnel II - Beginning  
1.5 units, 1 hour lecture, 2 hours Lab  
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

LANDSCAPE HORTICULTURE (LANHT)

A. BASIC LANDSCAPE HORTICULTURE

Certificate of Achievement Requirements:  
Dept/No. Title Units  
LANHT 1 Introduction to Landscape Horticulture with Lab (Day) (F, S)  
or  
LANHT 1E Introduction to Landscape Horticulture (Evening) (F, S) 3  
LANHT 23 Plant Terminology (F, S) 2.5  
LANHT 26 Pruning (F, S) 0.5

Select one plant ID course from the following:  
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5A or B 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 Management with Lab (Day)  
LANHT 8E Turf Management (Evening)  
LANHT 13 Arboriculture with Lab (Day) (FO)  
LANHT 13E Arboriculture (Evening) (FE) 3

Select one course from the following:  
LANHT 10 Insects (S)  
LANHT 11 Plant Diseases and Their Control (F)  
LANHT 12 Weeds in the Urban Landscape (S) 3

Select one course from the following:  
LANHT 16 Soil Management (F)  
LANHT 19 Plant Nutrition (S) 3  
Level A Total Required Units: 18

B1. INTERMEDIATE LANDSCAPE DESIGN AND CONSTRUCTION

Certificate of Achievement Requirements:  
Dept/No. Title Units  
Level A Requirements:  
LANHT 1 Introduction to Landscape Horticulture with Lab (Day) (F, S)  
or  
LANHT 1E Introduction to Landscape Horticulture (Evening) (F, S) 3  
LANHT 23 Plant Terminology (F, S) 2.5
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  

Level A Required Units: 8.5

### Plus Level B1 Requirements:
- **LANHT 14**  Landscape Construction with Lab (Day) (FE)  
- **LANHT 14E**  Landscape Construction (Evening) (FO)  
- **LANHT 18A**  Landscape Design (F)  
- **LANHT 18B**  Landscape Design (S)  
- **LANHT 22A**  Landscape Design Laboratory (F)  
- **LANHT 22B**  Landscape Design Laboratory (S)  
- **LANHT 29**  Planting Design with Lab (Day) (3) (F)  
- **LANHT 29E**  Planting Design (Evening) 3-4 (F)

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

Select a minimum of 3 units from the following:*  
LANHT 8  Turf Management with Lab (Day) (3)  
- **LANHT 13**  Arboriculture with Lab (Day) (FO) (3)  
- **LANHT 13E**  Arboriculture (Evening) (FE) (3)  
- **LANHT 31**  Site Operations for Landscape Designers and Builders (3)  
- **LANHT 32**  Designing with Native Plants (3)  
- **LANHT 33**  Design Evaluation of Bay Area Landscapes (S) (3)  
- **LANHT 34A-C**  Computer-Assisted Landscape Design (F) (3 each)  
- **LANHT 35A-B**  Advanced Landscape Design (S) (3 each)

Level B1 Additional Required Units: 20-21

Level B1 Total Required Units: 28.5-29.5

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*Select course(s) not previously taken.

### C1. LANDSCAPE DESIGN AND CONSTRUCTION SPECIALIST

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

<table>
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<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>Level A Requirements:</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td>Plus Level B1 Additional Requirements:</td>
<td>20-21</td>
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<tr>
<td></td>
<td>Level B1 Total Required Units:</td>
<td>28.5-29.5</td>
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<td></td>
<td>Plus Level C1 Requirements:</td>
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<tr>
<td></td>
<td>LANHT 17  Irrigation with Lab (Day) (SO)</td>
<td>3</td>
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<tr>
<td></td>
<td>or LANHT 17E  Irrigation (Evening) (SE)</td>
<td></td>
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</tbody>
</table>
|          | 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

Select a minimum of 6 units from the following:*  
LANHT 8  Turf Management with Lab (Day) (3)  
- **LANHT 8E**  Turf Management (Evening) (3)  
- **LANHT 13**  Arboriculture with Lab (Day) (FO) (3)  
- **LANHT 13E**  Arboriculture (Evening) (FE) (3)  
- **LANHT 31**  Site Operations for Landscape Designers and Builders (3)  
- **LANHT 32**  Designing with Native Plants (3)  
- **LANHT 33**  Design Evaluation of Bay Area Landscapes (S) (3)  
- **LANHT 34A-C**  Computer-Assisted Landscape Design (F) (3 each)  
- **LANHT 35A-B**  Advanced Landscape Design (S) (3 each)

Level C1 Additional Required Units: 12

Level C1 Total Required Units: 40.5-41.5

*Select course(s) not previously taken.

**Recommended:**  
LANHT 60A-60B-60C, Freehand Drawing for Landscape
Designers I, II, III (3-3-3)
LANHT 58, CAD Clinic for Landscape Horticulture (1)
LANHT 9A-9B-9C, SketchUp Pro I, II, III (1.5-1.5-1.5)
LANHT 55, History of Gardens and Gardening (3)
LANHT 210A-210B-210C, Landscape Design Forum I, II, III
(2-2-2)

B2. INTERMEDIATE LANDSCAPE AND PARKS MAINTENANCE

Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Level A Requirements:</td>
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<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day) (F, S) or</td>
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<tr>
<td></td>
<td>Introduction to Landscape Horticulture (Evening) (F, S)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology (F, S)</td>
<td>2.5</td>
</tr>
<tr>
<td>LANHT 26</td>
<td>Pruning (F, S)</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Select one plant ID course from the following:* 3
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 one course from the following:*  
LANHT 8  Turf Management with Lab (Day) or
LANHT 8E Turf Management (Evening)
LANHT 13 Arboriculture with Lab (Day) (FO) or
LANHT 13E Arboriculture (Evening) (FE) 3

Select one additional course from the following:*  
LANHT 10 Insects (S)
LANHT 11 Plant Diseases and Their Control (F)
LANHT 12 Weeds in the Urban Landscape (S) 3

Select one additional course from the following:*  
LANHT 16 Soil Management (F)
LANHT 19 Plant Nutrition (S) 3

Level B2 Total Required Units: 30

*Select course(s) not previously taken.

Recommended:
LANHT 206, Landscape Maintenance Business Practices (3)

C2. LANDSCAPE AND PARKS MAINTENANCE SPECIALIST

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>Level A Requirements:</td>
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<td></td>
</tr>
<tr>
<td>LANHT 10</td>
<td>Insects (S)</td>
<td></td>
</tr>
<tr>
<td>LANHT 11</td>
<td>Plant Diseases and Their Control (F)</td>
<td></td>
</tr>
<tr>
<td>LANHT 12</td>
<td>Weeds in the Urban Landscape (S)</td>
<td></td>
</tr>
</tbody>
</table>

Level A Required Units: 15

Plus Level B2 Requirements:
LANHT 201 Landscape Maintenance Practices 3

Plus Level C2 Requirements:
LANHT 21 Horticultural Equipment操作，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

Select one additional course from the following:*
LANHT 10  Insects (S)
and
LANHT 11  Plant Diseases and Their Control (F)
and
LANHT 12  Weeds in the Urban Landscape (S)

Select one additional course from the following:*
LANHT 16  Soil Management (F)
and
LANHT 19  Plant Nutrition (S)

Level C2 Additional Required Units: 11
Level C2 Total Required Units: 41

*Select course(s) not previously taken.

Recommended:
LANHT 54, Integrated Pest Management (1)
LANHT 206, Landscape Maintenance Business Practices (3)

B3. INTERMEDIATE NURSERY MANAGEMENT

Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
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<tbody>
<tr>
<td>Level A Requirements:</td>
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</tr>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day) (F, S)</td>
<td>3</td>
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<td>or</td>
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<tr>
<td>LANHT 1E</td>
<td>Introduction to Landscape Horticulture (Evening) (F, S)</td>
<td>3</td>
</tr>
<tr>
<td>LANHT 23</td>
<td>Plant Terminology (F, S)</td>
<td>2.5</td>
</tr>
<tr>
<td>LANHT 26</td>
<td>Pruning (F, S)</td>
<td>0.5</td>
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</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

Select one course from the following:*
LANHT 10  Insects (S)
LANHT 11  Plant Diseases and Their Control (F)
LANHT 12  Weeds in the Urban Landscape (S)

Select one course from the following:*
LANHT 16  Soil Management (F)

LANHT 19  Plant Nutrition (S)  3

Level A Required Units: 15

Plus Level B3 Requirements:
LANHT 24  Plant Propagation (S)  3
LANHT 25  Nursery Management (F)  3

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

Select one additional course from the following:*
LANHT 10  Insects (S)
LANHT 11  Plant Diseases and Their Control (F)
LANHT 12  Weeds in the Urban Landscape (S)  3

Level B3 Additional Required Units: 15
Level B3 Total Required Units: 30

*Select course(s) not previously taken.

C3. NURSERY MANAGEMENT SPECIALIST

Degree Major/Certificate of Achievement Requirements:

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<tr>
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<tr>
<td>or</td>
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<tr>
<td>LANHT 26</td>
<td>Pruning (F, S)</td>
<td>0.5</td>
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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

Select one course from the following:*
LANHT 10  Insects (S)
LANHT 11  Plant Diseases and Their Control (F)
LANHT 12  Weeds in the Urban Landscape (S)

Select one course from the following:*
LANHT 16  Soil Management (F)

LANHT 19  Plant Nutrition (S)  3

Level A Required Units: 15

Plus Level B3 Additional Requirements: 15
Level B3 Total Required Units: 30

Plus Level C3 Requirements:
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

Select one additional course from the following:*
LANHT 10  Insects (S)
LANHT 11  Plant Diseases and Their Control (F)
LANHT 12  Weeds in the Urban Landscape (S)

*Select course(s) not previously taken.
LANHT 12 Weeds in the Urban Landscape (S) 3
Plus: Landscape Horticulture Electives 6
Level C3 Additional Required Units: 12
Level C3 Total Required Units: 42

*Select course(s) not previously taken.

Recommended:
LANHT 48OU, Horticultural Hydroponics (3)
LANHT 52, Special Projects in Propagation (3)
LANHT 202, Soil Management Lab (.5)
LANHT 203, Greenhouse Operations and Management (3)
LANHT 204, Floriculture, Greenhouse Production and Hydroponics (2)

LANDSCAPE ARCHITECTURE
The Associate in Arts degree in Landscape Architecture provides students with the basic foundation and skills to pursue a career or further education in Landscape Architecture. Course topics include design process and principles, site analysis, site planning, planting design, construction, topographic form, graphic representation, computer-assisted design, and professional practice. Students with this degree will fulfill three objectives: meet the minimum educational requirement to take the California Landscape Architects Registration Exam (LARE); obtain basic skills necessary to start work in a professional landscape design or design-build office; and get basic preparation towards transferring to a four-year or graduate program in landscape architecture. The AA degree in Landscape Architecture will be awarded upon satisfactory completion of the General Education requirements and the Major course requirements. (Pending State Approval)

CAREER OPPORTUNITIES
The major criteria for professional success is a state-issued license, and an AA degree in landscape architecture provides the minimum educational requirement (in addition to a five-year internship) to sit for the licensing exam, an exam that allows one to practice legally. The course work also prepares students for entry-level jobs in a landscape architecture office, enabling him or her to fulfill the internship requirement for licensing.
Select one course for 3 units from the following:
LANHT 17  Irrigation with Lab (Day) (3)
LANHT 17E Irrigation (Evening) (3)  3
Degree Major Total  40

Required Units:

Plus:
GE Areas 1-5  General Education  19-22
Requirements (refer to GE requirements in catalog)

Electives  To total 60 units required for  0-1
AA degree

AA Degree Total Required Units:  60-62

PERMACULTURE DESIGN
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 courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Certificate of Proficiency Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
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<th>Units</th>
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<tbody>
<tr>
<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day)</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>
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<tr>
<td>LANHT 28B</td>
<td>Permaculture Design II</td>
<td>3</td>
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<td><strong>Subtotal:</strong></td>
<td><strong>11.5</strong></td>
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</tbody>
</table>

Select a minimum of 6 units from the following:
LANHT 18A-B Landscape Design (3-3)
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

LANHT 47  Studies and Interpretation (3)
LANHT 54  Integrated Pest Management (1)
LANHT 56A Regenerative Design I (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)
LANHT 220  The Edible Landscape (2)

Subtotal:  6
Total Required Units:  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
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

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 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 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 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 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 6EB
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 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, UC (pending)
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 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, UC (pending)
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 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

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 rending, landform modeling, and virtual walkthroughs. 0109.10

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

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 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, (L4)

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 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; 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)
Pre-requisite: LANHT 1 or 1E, and 2 or 2E or 3 or 3E or 4 or 4E or 5A or 5B or 5EA or 5EB or 40 or 40E
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 18B
Landscape Design
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: LANHT 18A
Acceptable for credit: CSU, UC
Introduction to landscape design: Advanced drawing techniques (perspective and axonometric), analysis of historical and contemporary garden styles, topographic measuring and design, landscape design cost estimating, and principles of planting design. 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 20
Interior Horticulture
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: LANHT 1 or 1E, and 23
Acceptable for credit: CSU
Introduction to identification and culture of interior plants: Planting, soils, environmental control, pests and diseases, and propagation. 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)
Pre-requisite or co-requisite: LANHT 18A
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)
Pre-requisite: LANHT 22A
Pre-requisite or co-requisite: LANHT 18B
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)
Pre-requisite: 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 29E.
Acceptable for credit: CSU
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)
Pre-requisite: 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
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 32
Designing with Native Plants
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: LANHT 5A and 5B, or 5EA and 5EB; and 18A and 22A
Acceptable for credit: CSU
Comprehensive study of the use of native plants for landscape design: Residential and commercial design applications as well as plant communities and local native plant requirements. 0109.10

LANHT 33
Design Evaluation of Bay Area Landscapes
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Course study under this section may be repeated one time for a maximum of 6 units.
Investigation of selected landscapes around the San Francisco Bay area: Planting plans and visual principles; history and conditions under which they were designed; field experience, observation, and evaluation of their success. 0109.10

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
LANHT 34B  
Computer-Assisted Landscape Design  
3 units, 3 hours lecture, 1 hour laboratory (GR or P/NP)  
Acceptable for credit: CSU  
Continuation of LANHT 34A: Constructing and editing 3D models and landforms, and perspective and axonometric plans. 0109.10

LANHT 34C  
Computer-Assisted Landscape Design  
3 units, 3 hours lecture, 1 hour laboratory (GR or P/NP)  
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

LANHT 35A  
Advanced Landscape Design  
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)  
Pre-requisite: 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)  
Pre-requisite: 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 38  
Native Plant Habitats  
2 units, 2 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Principles and practices of native plant habitats: Exploration of the major plant habitats in California and examples of native plants found in those habitats; study of the major components that define a plant habitat, such as climate, soil, water, exposure, plant associations, etc.; native plants recommended for various garden situations. 0109.00
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 43
Introduction to Recreational and Sports Turf Management
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU
Turf design and management at golf courses, sports fields, and parks: History, evaluation and evolution of construction practices, environmental considerations in design and management, and industry trends and career opportunities. 0109.40

LANHT 45
Mushroom Cultivation
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Study of mushrooms in the landscape and garden for food, medicine, aesthetics, soil building, composting, and bioremediation: Relationships with plants, taxonomy, and lore; how these organisms function similarly and differently with plants; laboratory covers capture and ramping-up methods, translation of lab methods to field use. 0109.00

LANHT 45A
Mushroom Cultivation I
2 units, 1 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Study of mushrooms in the landscape and garden for food, medicine, aesthetics, soil building, composting, and bioremediation: Relationships with plants, taxonomy, and lore; how these organisms function similarly and differently with plants; laboratory covers capture and ramping-up methods, translation of lab methods to field use. 0109.00

LANHT 45B
Mushroom Cultivation II
2 units, 1 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
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
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 47
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. 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)
Course study under this section may be repeated three times for a maximum of 5 units.
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 50L
Plant Taxonomy Lab
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: LANHT 50
Acceptable for credit: CSU
Practical field experience in naming, describing and classifying plants: Plant classification system used as a tool in collecting, cataloging, identifying and classifying species used in horticulture, native and naturalized; vegetation patterns and component species. 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 maritime provinces (outer coastal ranges, low elevation); 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 steppe provinces (inner coastal ranges, low-intermediate elevations, foothills); 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)  
Pre-requisite: 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  
Course study under this section may be repeated three times for a maximum of 4 units.  
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 artistic, social, philosophical, and literary contexts of garden-making through the ages; examination of the lives of people who have contributed to the creation of gardens by designing them, creating and cultivating plants to grow in them, writing about them, and depicting them in art, literature and music. 0109.00  
AA/AS area 3
LANHT 56A
Regenerative Design I
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Introduction to biological systems that can heal cities and its inhabitants through bioremediation, living architecture, and innovative water management: Emphasis on an overview of urban toxicology and environmental issues; regenerative design and use of plant species and systems, environmental justice, and detoxification. 0109.00

LANHT 56B
Regenerative Design II
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Introduction to biological systems that can heal cities and its inhabitants through bioremediation, living architecture, and innovative water management: Emphasis on watershed, foodshed, and airshed systems; treatment of wetlands, living structures, rainwater treatment, phyto- and mycoremediation for contaminated soils, biofiltering and tree/grass/plant selection for pollution abatement. 0109.00

LANHT 56C
Regenerative Design III
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Introduction to biological systems that can heal cities and its inhabitants through bioremediation, living architecture, and innovative water management: Emphasis on environmental microbiology; bacterial and fungal agents, soil physics and management, and overview of resources and services in regenerative design. 0109.00

LANHT 57
Form and Composition in Landscape Design
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Principles of composition underlying landscape design: Dynamics of space and scale, visual order, form rela- tionship, 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)
Pre-requisite: 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 59
Joinery Structures for Landscape Horticulture Construction
1.5 units, .5 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Fundamentals of design and construction of small structures for the yard and garden: Focus on developing designs with structural joinery construction and joinery hand skill techniques using traditional Japanese hand tools on personal and community non-profit projects. 0109.10

LANHT 60A
Freehand Drawing for Landscape Designers I
3 units, 2.5 hours lecture, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Freehand drawing techniques to assist landscape de-signers in producing three-dimensional images of their designs: Basic line-drawing techniques depicting profiles and texture, light, shade, tone, value, and volume; drawing horizon-line perspective sketches; rendering plants and landscape materials. 0109.10
LANHT 60B
Freehand Drawing for Landscape Designers II
3 units, 2.5 hours lecture, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Freehand drawing techniques to assist landscape designers to produce three-dimensional images of their designs: Constructing 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 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 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)
Course study under this section may be repeated three times for a maximum of 2 units.
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 205
All About Roses
1 unit, 1 hour lecture (GR or P/NP)
In-depth study of the growing of roses, from planting bare-root roses to blooming: Old garden varieties to the latest modern hybrids; rose selection, planting, pruning, diseases and insect control. 0109.20
LANHT 206  
Landscape Maintenance Business Practices  
3 units, 3 hours lecture (GR or P/NP)  
Business aspects of maintenance gardening:  
Bookkeeping, tax records, licenses, and legal matters  
such as contract law in preparation for the landscape  
contractors examination; also covers small claims  
court procedures. 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)  
Course study under this section may be repeated  
thrice times for a maximum of 16 units.  
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 209  
Irrigation Troubleshooting and Repair  
1 unit, 3 hours laboratory (GR or P/NP)  
Co-requisite: LANHT 17 or 17E  
Troubleshooting strategies for irrigation systems  
including controller problems: Repair techniques for  
all irrigation systems including rotor, impact, spray  
and drip. 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 250
Basic Gardening for Fall
1 unit, 1 hour lecture (GR or P/NP)
Non-degree applicable
Basic gardening for fall: Plant identification, pruning, plant problems, fertilization, planting, transplanting, plant propagation, soils and plant nutrition, landscape construction, irrigation installation and maintenance, small engine maintenance and repair, tool handling, safety, and turfgrass maintenance with an emphasis on garden management practices. 0109.00

LANHT 251
Basic Gardening for Spring
1 unit, 1 hour lecture (GR or P/NP)
Non-degree applicable
Basic gardening for spring: Plant identification, pruning, plant problems, fertilization, planting, transplanting, plant propagation, soils and plant nutrition, landscape construction, irrigation installation and maintenance, small engine maintenance and repair, tool handling, safety, and turfgrass maintenance with an emphasis on garden management practices. 0109.00

LANHT 252
Basic Gardening for Summer
1 unit, 1 hour lecture (GR or P/NP)
Non-degree applicable
Basic gardening for summer: Plant identification, pruning, plant problems, fertilization, planting, transplanting, plant propagation, soils and plant nutrition, landscape construction, irrigation installation and maintenance, small engine maintenance and repair, tool handling, safety, and turfgrass maintenance with an emphasis on garden management practices. 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 501
Urban Community Garden: Construction/Maintenance (Non-Credit)
0 units, 2-4 hours lecture, 1-2 hours laboratory (Not graded)
Course study under this section 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/PNP)
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/PNP)
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 Lrnre 271A-B.
Course study under this section 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 Lrnre 270A.
Course study under this section 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 Lrnre 270B.
Course study under this section 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 develop-mental disabilities; adaptive equipment available.

Utilization of Microsoft FrontPage for the development of simple web and intermediate websites using adaptive technology: Obtaining free web space to upload the website, and marketing and listing it with search engines. 4930.30

**LRNRE 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 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 study under this section 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 study under this section 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 DSPS 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 DSPS 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
LRNRE 295C
Diagnostic Learning
1 unit, 1 hour lecture (GR or P/NP)
Modular course
Recommended for students with learning disabilities. Referral by a DSPS 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. Students are encouraged to seek guidance from a DSP&S Counselor or the Learning Disabilities Specialist to enroll in course.
Non-degree applicable
Overview of issues relating to learning disabilities: Learning styles/modalities, study strategies, services and accommodations, and laws pertaining to individuals with disabilities; the importance of interpersonal skills for successful self-advocacy for adults with learning disabilities; information on the eligibility process, ability and achievement, processing strengths and deficits, and aptitude-achievement discrepancies as 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

LIBERAL ARTS

The Liberal Arts AA Degree 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 CSUGE or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy and Ethnic Studies (see catalog for details).
- Complete 18-21 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.
LIBERAL ARTS AA DEGREE

General Education CSUGE/IGETC: 37-39
(Minimum units necessary to meet CSUGE/IGETC Certification requirements)

Areas of Emphasis: 18-21
• 18-21 units required from one Area of Emphasis listed below.
• Areas of emphasis include:
  • (1) Arts and Humanities*
  • (2) Cross-Cultural Studies.*
• Courses selected can be used to also fulfill GE areas.
• All courses below transfer to CSU. Many courses are also transferable to UC.

*Also see the separate AA degrees offered in Humanities, Natural Sciences, and Social and Behavioral Sciences at Merritt College.

Electives and Other Requirements 0-5
(Computer Literacy, Ethnic Studies):
(NOTE: Electives and other requirements may be necessary to total 60 overall units required for the Associate Degree.)

Total Required Units: 60

LIBERAL ARTS WITH 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 AA degree in Liberal Arts with Emphasis in Arts and Humanities will prepare students for majors at four-year institutions in language arts, humanities, fine arts or music, among others.

The AA Degree in Liberal Arts with Emphasis in Arts and Humanities will be awarded upon satisfactory completion of the Degree course requirements and the General Education requirements. Since the following degree courses appear on the General Education Course List, they may be used to meet both the degree and the General Education requirements, provided that the total is 37 or more units. A course may be used one time for the degree and one time only for the General Education requirements, even though the course may be listed in several category areas.

Degree Requirements:
Dept/No. Units

Group 1: Arts
Select a minimum of 9 units from at least two disciplines from the following:
ART: 1, 4, 9, 12, 15*
ASAME: 1
DANCE: 1
MUSIC: 9, 10, 11, 15A*, 19
THART: 10, 11, 30

NOTE: Courses appearing in bold print are offered by Laney College.

Total Required Units: 18

Group 2: Humanities
Select a minimum of 9 units from at least three disciplines from the following:
AFRAM: 25*, 27*, 39, 41*, 42*, 43*, 45*
ANTHR: 7*, 8*
ASAME: 30*
CHIN: 1, 2
ENGL: 1B*, 10A*, 10B*, 17A*, 30A*, 30B*, 32A*, 32B*, 38*, 43*
HUMAN: 2
LANHT: 55
M/LAT: 28*, 30A*, 30B*
PHIL: 1, 2, 10
SPAN: 1A, 1B, 2A, 2B, 22A, 22B, 31A, 31B, 38, 40

NOTE: Courses appearing in bold print are offered by Laney College.

Total Required Units: 18
NOTE: At least 12 units of the 60 units required for the Associate Degree must be completed at Merritt College.

LIBERAL ARTS WITH 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 AA degree in Liberal Arts with Emphasis in Cross-Cultural Studies will prepare students for majors at four-year institutions in the social sciences such as anthropology, sociology, or ethnic or cultural studies, among others.

The AA Degree in Liberal Arts with Emphasis in Cross-Cultural Studies 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.

Degree Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements:</td>
<td></td>
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</tr>
<tr>
<td>AFRAM 19</td>
<td>Racism in the United States (3) or</td>
<td></td>
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<tr>
<td>M/LAT 6</td>
<td>Racism in the United States (3) or</td>
<td></td>
</tr>
<tr>
<td>ASAME 19</td>
<td>Racism in the United States (3) or</td>
<td></td>
</tr>
<tr>
<td>NATAM 19</td>
<td>Racism in the United States (3)</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural</td>
<td>3</td>
</tr>
<tr>
<td>Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 6</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Core Requirements:</td>
<td>9</td>
</tr>
</tbody>
</table>

Select one course from each group listed below for a minimum of 12 units:

Group 1: Women and Gender

Select one course for a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>3</td>
</tr>
<tr>
<td>PSYCH 12</td>
<td>Human Sexuality (3)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 3</td>
<td>Sociology of Woman (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Group 2: Race and Ethnicity

Select one course for a minimum of 3 units from the following:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAM 13</td>
<td>Ethnic Perceptions in the Mass Media (3)</td>
<td>3</td>
</tr>
<tr>
<td>AFRAM 16</td>
<td>Administration of Criminal Justice and Minority Communities (3)</td>
<td></td>
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<tr>
<td>AFRAM 38</td>
<td>Environmental Racism and Justice (3) or</td>
<td></td>
</tr>
<tr>
<td>ENVMT 12</td>
<td>Environmental Racism and Justice (3)</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 12</td>
<td>American Indian History and Culture (3)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 13</td>
<td>Ethnic Perceptions in the Mass Media (3)</td>
<td>3</td>
</tr>
<tr>
<td>COSER 29</td>
<td>Working with Diverse Populations (3)</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 53</td>
<td>Diversity in Human Services (3)</td>
<td>3</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>3</td>
</tr>
<tr>
<td>SOC 5</td>
<td>Minority Groups (3)</td>
<td>3</td>
</tr>
</tbody>
</table>
Group 3: Regional and National Identities
Select one course for a minimum of 3 units from the following:
AFRAM 5 The African American Family in the United States (3)
AFRAM 12 Psychology of African-Americans (3)
AFRAM 27 Afro-Caribbean History, Politics and Culture (3)
AFRAM 30 African-American History: Africa to 1865 (3)
AFRAM 31 African-American History: 1865-1945 (3)
AFRAM 32 African-American History: 1945 to Present (3-4)
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)
SPAN 38 Hispanic Civilization and Culture (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)
ANTHR 8 Anthropology through Film: Ethno-graphic Studies (3)
ASAME 1 Art and Culture of Asia (3)
ASAME 30 Asians and Asian-Americans through Films (3)
ENGL 38 Lift Every Voice: Race, Class and Gender in the U.S. (3)
M/LAT 28 Survey of Third World through Films (3)
M/LAT 30A Survey of Latin-American Films (3)
M/LAT 30B Survey of Latin-American Films (3)
MUSIC 9 World Music (3)
MUSIC 11 American Vernacular Music (3)
MUSIC 15A Jazz, Blues and Popular Music in the American Culture (3)
SPAN 38 Latin American Literature (3) 3

Total Required Units: 21

LIBERAL ARTS: IGETC
If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a Certificate of Achievement in Liberal Arts. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer
You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of “C” or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a “Petition for a Certificate of Achievement” and a “Request for General Education or IGETC Certification” with the Admissions and Records Office.
Certificate of Achievement

Complete the following requirements:
You must complete the course requirements for all areas before IGETC can be certified. You must complete all courses with a grade of “C” or better.

Area 1: English Communication
UC: Two courses required, one from Group A and one from Group B.
CSU: Three courses required, one each from Groups A, B, and C.

Group A: English Composition:
One course, 3 semester (4-5 quarter) units.
English 1A

Group B: Critical Thinking-English Composition:
One course, 3 semester (4-5 quarter) units.
English 5

Group C: Oral Communication (CSU requirement only):
One course, 3 semester (4-5 quarter) units.
Communication 4, 20, 45

Area 2: Mathematical Concepts and Quantitative Reasoning
One course, 3 semester (4-5 quarter) units.
Mathematics 1, 2, 3A, 3B, 3C, 3D, 13, 16A, 16B

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

3A. Arts
Art 1, 4, 9, 12, 15
Asian and Asian-American Studies 1
Music 9, 10, 11, 15A, 19

3B. Humanities
Asian and Asian-American Studies 30*, 45A*, 45B*
Chinese 2

English 1B, 17A, 30A, 30B, 32A, 32B, 38*, 43
History 2A*, 2B*, 7A*, 7B*, 15*, 19*i*
Humanities 2
Mexican and Latin-American Studies 28, 30A, 30B
Philosophy 1, 2
Spanish 1B, 2A, 2B, 22B, 38, 40
*COURSE MAY NOT BE COUNTED IN MORE THAN ONE AREA.

Area 4: Social and Behavioral Sciences
At least three courses, 9 semester (12-15 quarter) units, from at least two disciplines.
Administration of Justice 21, 22, 63
Anthropology 2, 3, 4, 5, 7, 8, 13, 16, 18
Asian and Asian-American Studies 191, 304*, 32, 45A*, 45B*
Child Development 51 (formerly FACS 51)
Communication 6, 10, 13, 18, 19, 22
Community Social Services 10, 24
Economics 1, 2
English 38*
Environmental Management 2 (formerly ENVST 11), 122, 193
Geography 2
History 2A*, 2B*, 7A*, 7B*, 15*, 19*
Mexican and Latin-American Studies 61, 12, 19, 23
Native American Studies 191
Political Science 1, 2, 3, 4, 5
Psychology 1A, 1B, 3, 6, 10, 12, 193, 24, 33
Sociology 1, 2, 3, 5
*COURSE MAY NOT BE COUNTED IN MORE THAN ONE AREA.
1 AFRAM 19 same as ASAME 19, M/LAT 6, & NATAM 19; credit: 1 course
2 AFRAM 38 same as ENVMT 12; credit: 1 course
3 ENVMT 19 same as PSYCH 19; credit: 1 course
4 MAY NOT BE TAKEN AT ANY OTHER PCCD COLLEGE TO SATISFY THIS AREA. SEE A COUNSELOR FOR MORE INFORMATION.

Area 5: Physical Sciences and Biological Sciences
At least two courses, 7-9 semester (9-12 quarter) units, with one course from Physical Sciences (5A) and one course from Biological Sciences (5B); one course must include a laboratory; lab courses are shown with (L).
5A. Physical Sciences
Astronomy 1 (add ASTR 20 to clear lab requirement), 10 (add ASTR 20 to clear lab requirement)
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)
Geography 1 (add GEOG 1L to clear lab requirement)
Geology 1(L), 12
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10

5B. Biological Sciences
Anthropology 1 (add ANTHR 1L to clear lab requirement)
Biology 1A(L), 1B(L), 2(L), 3(L), 4(L), 5(L), 9(L), 10(L), 13 (add BIOL 13L/ENVMT 2L to clear lab requirement), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L)
Landscape Horticulture 15(L)¹
¹BIOL 5 same as LANHT 15; credit: 1 course

5C. Laboratory Activity
One course shown with (L) in Areas 5A or 5B above.

Languages Other Than English (UC Requirement Only)
You may demonstrate proficiency as follows:
1. Completion of one 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. See below for approved Merritt College courses; OR
2. Completion of two years of high school course work in one language other than English with a grade of “C” or better (verified by official high school transcript); OR
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for scores); OR
4. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR
5. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR
6. Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English; OR
7. Completion of two years of formal schooling at the sixth grade level or higher, with grades of “C” or better, in an institution where the language of instruction is not English (confirmed by appropriate documentation).

Merritt College courses that meet the proficiency level:
Chinese 1
Spanish 1A, 22A
NOTE: Courses above the proficiency level (1, 1A, or 22A) may also be used to meet this requirement and may also be used to clear, if listed, another IGETC area.

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

Group 1:
African-American Studies 30¹, 31¹
History 7A, 7B, 15

Group 2:
Political Science 1², 5

Group 3:
Political Science 1², 16

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 only counted once.

NOTE: Courses used for this requirement may also be counted in either Areas 3B or 4 (at the option of the receiving campus; check with Admissions at the receiving campus to confirm). However, the units are counted only once.

Total Minimum Required Units: 37
LIBERAL ARTS: CSU GE BREADTH
If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a Certificate of Achievement in Liberal Arts. You should consult with a counselor to develop your own program of study.

CSU Transfer
You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a “C” or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a “Petition for a Certificate of Achievement” form and a “Request for General Education or IGETC Certification” form with the Admissions and Records Office.

Certificate of Achievement
Complete the following requirements:

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
Communication 4, 20, 45

A2: Written Communication
English 1A

A3: Critical Thinking
English 5
Philosophy 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 laboratory; lab courses are shown with (L). Math/Quantitative Reasoning (B4) required with a grade of “C” or better.

B1: Physical Sciences
Astronomy 1, 10, 11A
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)
Geography 1*
Geology 1(L), 12
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10

B2: Life Sciences
Anthropology 1
Biology 1A(L), 1B(L), 2(L), 3(L), 4(L), 5(L)¹, 9(L), 10(L), 13, 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L)
Landscape Horticulture 15(L)¹
¹BIOL 5 same as LANHT 15; credit: 1 course

B3: Laboratory Activity
At least one course shown with (L) in Areas B1 or B2, OR one of the following:
Anthropology 1L (clears lab requirement w/ ANTHR 1)
Astronomy 20 (clears lab requirement w/ ASTR 1 or 10)
Biology 13L¹ (clears lab requirement w/ BIOL 13)
Environmental Management 2L¹ (clears lab requirement w/ BIOL 13)
Geography 1L (clears lab requirement w/ GEOG 1)
¹BIOL 13L same as ENVMT 2L (formerly ENVST 11L); credit: 1 course

B4: Mathematics/Quantitative Reasoning
(Must be completed with a grade of “C” or better.)
Mathematics 1, 2, 3A, 3B, 3C, 3D, 13, 15, 16A, 16B, 50

Area C: Arts and Humanities
Three courses, minimum of 9 semester (12-15 quarter) units, with at least one course from Arts (C1), one course from Humanities (C2), and one course from either Arts or Humanities.
C1: Arts
Art 1, 4, 9, 12, 15
Asian and Asian-American Studies 1
Music 9, 10, 11, 15A, 19

C2: Humanities
Asian and Asian-American Studies 30*, 45A1*, 45B1*
Chinese 1, 2
English 1B, 10A, 10B, 17A, 30A, 30B, 32A, 32B, 38*, 43
History 2A*, 2B*, 7A*, 7B*, 15*, 19*
Humanities 2
Mexican and Latin-American Studies 28, 30A, 30B
Philosophy 1, 2
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 40
*Course may not be counted in more than one area.
1 MAY 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.
Administration of Justice 21, 22, 25, 63
Anthropology 2, 3, 4, 5, 7, 8, 13, 16, 18, 30
Asian and Asian-American Studies 19*, 30i*, 32*, 45A*, 45B*
Business 52
Child Development 51 (formerly FACS 51), 53, 57A
Communication 6, 10, 13, 18*, 19, 22
Community Social Services 10, 24*, 29*
Economics 1, 2
English 38*
Environmental Management 2 (formerly ENVST 11), 11, 122, 193
Geography 1*, 2
History 2A*, 2B*, 7A*, 7B*, 15*, 19*
Human Services 53* (formerly COSER 45)
Mexican and Latin-American Studies 6*, 12, 19, 23
Native American Studies 191
Political Science 1, 2, 3, 4, 5, 16
Psychology 1A, 1B, 3, 6, 10, 12*, 19*, 24, 33
Sociology 1, 2, 3, 5
*Course may not be counted in more than one area.
1 AFRAM 19 same as ASAME 19, M/LAT 6, and NATAM 19; credit: 1 course
2 AFRAM 38 same as ENVMT 12; credit: 1 course
3 ENVMT 19 same as PSYCH 19; credit: 1 course
4 MAY NOT be taken at any other PCCD college to satisfy this area. See a counselor for more information.

Area E: Lifelong Learning and Self-Development
One course, minimum of 3 semester (4-5 quarter) units.
Asian and Asian-American Studies 32*
Business 52
Child Development 51
Communication 18*
Community Social Services 16A, 20, 24*, 29*
Counseling 24, 30, 57
Health Education 1, 20
Human Services 53* (formerly COSER 45)
Library Information Studies 85 (formerly LRNRE 85)
Nutrition 10, 12 (formerly FACS 10 & 12)
Psychology 12*
Recreation and Leisure Services 50, 52, 55, 57
*Course may not be counted in more than one area.
NOTE: Some courses in this area are less than 3 units (COSER 16A and 20 [variable 2-3 units each], HLTED 20 [1 unit], and LIS 85 [2 units]). Students taking any course less than 3 units will need additional units to earn the 3 units needed to clear this area. Military discharge documents (DD-214) may also be used to completely clear this area.

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

Group 1:
African-American Studies 30*, 31*
History 7A, 7B, 15

Group 2:
Political Science 12, 5

Group 3:
Political Science 12, 16

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 only counted 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.

Total Minimum Required Units: 39

NOTE: Students must request certification of CSU general education requirements from Admissions and Records prior to transfer. For full certification of GE requirements, students must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

**LIBRARY INFORMATION STUDIES (LIS)**

**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

**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
MATHEMATICS
(MATH)

The AS degree in Mathematics will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

PROGRAM OUTCOMES

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome 1</strong></td>
<td><strong>Institutional Learning Outcomes:</strong> COMMUNICATION, CRITICAL THINKING, QUANTITATIVE REASONING</td>
</tr>
<tr>
<td>Express mathematical concepts accurately and concisely in numerical and spoken language.</td>
<td></td>
</tr>
</tbody>
</table>

**Outcome 2**

Apply mathematical concepts to concrete and abstract problems, and draw logical conclusions using the logic, and inductive and deductive reasoning.

**Outcome 3**

Master the relevant mathematical concepts as listed in the course outline, which will enable them to take subsequent courses of increasing complexity

**Institutional Learning Outcomes:** CRITICAL THINKING, QUANTITATIVE REASONING

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select at least one course from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1</td>
<td>Pre-Calculus</td>
<td>(4)</td>
</tr>
<tr>
<td>MATH 3A</td>
<td>Calculus I</td>
<td>(5)</td>
</tr>
<tr>
<td>Select remaining units from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 2</td>
<td>Precalculus with Analytic Geometry</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 3B</td>
<td>Calculus II</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 3C</td>
<td>Calculus III</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 3D</td>
<td>Linear Algebra and Differential Equations</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 13</td>
<td>Introduction to Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>MATH 15</td>
<td>Mathematics for Liberal Arts Students</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 16A</td>
<td>Calculus for Business and Life/ Social Sciences</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 16B</td>
<td>Calculus for Business and Life/ Social Sciences</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 50</td>
<td>Trigonometry</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 202</td>
<td>Geometry</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
<td>(4)</td>
</tr>
</tbody>
</table>

**Total Required Units:** 18
MATH 1
Pre-Calculus
4 units, 4 hours lecture (GR)
Pre-requisite: Math 203 or 211D
Acceptable for credit: CSU, UC
Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, and logarithmic and exponential functions; function concept used as a unifying notion. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 2
Precalculus with Analytic Geometry
5 units, 5 hours lecture (GR)
Pre-requisite: Math 50 or 52C
Acceptable for credit: CSU, UC
Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, and quadric surfaces. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3A
Calculus I
5 units, 5 hours lecture (GR)
Pre-requisite: Math 2; or Math 1, and 50 or 52C
Acceptable for credit: CSU, UC
Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3B
Calculus II
5 units, 5 hours lecture (GR)
Pre-requisite: Math 3A
Acceptable for credit: CSU, UC
Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3C
Calculus III
5 units, 5 hours lecture (GR)
Pre-requisite: Math 3B
Acceptable for credit: CSU, UC
Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3D
Linear Algebra and Differential Equations
5 units, 5 hours lecture (GR)
Pre-requisite: Math 3B
Math 3D is equivalent to Math 3E plus 3F.
Not open for credit to students who have completed or are currently enrolled in Math 3E or 3F.
Acceptable for credit: CSU, UC
AA/AS area 4b; CSU area B4; IGETC area 2
MATH 13
Introduction to Statistics
4 units, 4 hours lecture (GR)
Pre-requisite: Math 203 or 211D
Acceptable for credit: CSU, UC
Introduction to theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables, binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variances. Regression and non-parametric methods. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 15
Mathematics for Liberal Arts Students
3 units, 3 hours lecture (GR)
Pre-requisite: Math 203 or 211D
Acceptable for credit: CSU, UC
Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00
AA/AS area 4b; CSU area B4

MATH 16A
Calculus for Business and Life/Social Sciences
3 units, 3 hours lecture (GR)
Pre-requisite: Math 1 or 2
Acceptable for credit: CSU, UC
Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 16B
Calculus for Business and Life/Social Sciences
3 units, 3 hours lecture (GR)
Pre-requisite: 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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 1701.00

MATH 50
Trigonometry
3 units, 3 hours lecture (GR)
Pre-requisite: Math 202, and 203 or 211D
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)
Pre-requisite: 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 203
Intermediate Algebra
4 units, 5 hours lecture (GR)
Pre-requisite: 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 201
Elementary Algebra
4 units, 5 hours lecture (GR)
Pre-requisite: 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)
Pre-requisite: 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 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 253
Pre-Algebra
3 units, 3 hours lecture (GR)
Recommended preparation: Math 250 or 251D or appropriate placement through multiple-measures assessment
Non-degree applicable
Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 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)
Pre-requisite: 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)
Pre-requisite: 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)
Clinical Medical Assisting: Certificate of Proficiency

The Medical Assisting Program was updated and revised in the fall of 2011 and 2013 to expand the program and include optional training in “front office” responsibilities. Currently the program offers a Certificate of Proficiency. The Certificate of Proficiency as a Clinical Medical Assistant will be offered upon successful completion of MEDAS 201A, MEDAS 201B, COUN 207C and COPED 470F. In the 2013/2014 Academic Year we are proposing to offer Certificates of Proficiency for both Clinical and Administrative MA’s with optional pathway for
earning an Associate Degree as a Medical Assistant which can articulate to Cal State Universities. Our graduates are also qualified for optional certification offered by the California Board of Medical Assistants.

Students complete the admission process by 1) submitting an application, 2) scoring 18 or higher on math and English CASAS assessment, and 3) interviewing with the Admissions Committee. See Additional Admission Requirements in Handbook and Syllabus.

The Courses Listed Must be Satisfactorily Completed per Syllabus and Handbook Criteria to attain the Certificate of Proficiency for Clinical Medical Assisting.

### 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>COPED 470F</td>
<td>Occupational Work Experience in Medical Assisting</td>
<td>2</td>
</tr>
<tr>
<td>COUN 207C</td>
<td>Career Exploration</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### MEDAS 201A

**Introduction to Medical Assisting**
5 units, 5 hours lecture (GR)
Pre-requisite: 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)
Pre-requisite: Health clearances: Physical examination, negative TB test results, and recent immunizations for diphtheria, tetanus, 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
Pre-requisite or co-requisite: 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 201C

**Medical Assisting: Office Administration**
5 units, 5 hours lecture (GR)
Pre-requisite: MEDAS 201A
Pre-requisite or co-requisite: MEDAS 201B
Recommended preparation: Hltoc 201, ENGL 201B or 1A, and Math 250
Introduction to medical office administration: Medical office reception, finances, medical informatics, insurance billing, and office 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 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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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 1A  
**Musicianship**  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm. 1004.00

MUSIC 1B  
**Musicianship**  
3 units, 3 hours lecture (GR or P/NP)  
Recommended preparation: Music 1A and 38A  
Acceptable for credit: CSU, UC  
Study of chord structures: Triads, seventh chords and their extensions; proper notation and function, theory of rhythmic design explored through the study of proper notation, manuscript considerations, and rhythmic drills, dictation, written and performance skills. 1004.00

MUSIC 9  
**Introduction to World Music**  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00  
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 10  
**Music Appreciation**  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00  
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 11  
**American Vernacular Music**  
3 units, 3 hours lecture (GR or P/NP)  
Acceptable for credit: CSU, UC  
Survey of all the vernacular forms of American music, including jazz, blues, folk, rock, rap, country, gospel, ragtime, blue grass and musical theater: Focus on the history and development of these various forms, the essentials of the music theory behind them, and how this musical synthesis reflects social issues in American society. 1004.00  
AA/AS area 3; 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 26
Choral Ensemble
1 unit, 1 hour lecture, 2 hours laboratory (GR or P/NP)
Pre-requisite: Ability to sing acceptably determined by instructor through audition; must be a member of a musical activity group. Acceptable for credit: CSU, UC
Course study under this section may be repeated three times for a maximum of 4 units. Small singing group for study and performance of unaccompanied song literature and the madrigal style of composition. Participation in public performances required. 1004.00

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 Course study under this section may be repeated three times for a maximum of 8 units. 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) Course study under this section may be repeated three times for a maximum of 5 units. Acceptable for credit: CSU See section on Independent Study. 1004.00

MUSIC 130
Elementary Piano Method I
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
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 lab (GR/PNP) Recommended Preparation: MUSIC 130 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 Lab (GR/PNP)  
Recommended Preparation: MUSIC 131  
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 Lab (GR/PNP)  
Recommended Preparation: MUSIC 132  
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 lab (GR/PNP)  
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 lab (GR/PNP)  
Recommended Preparation: MUSIC 134  
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 lab (GR/PNP)  
Recommended Preparation: MUSIC 135  
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 lab (GR/PNP)  
Recommended Preparation: MUSIC 136  
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, 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 or 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 Envs 76D. Not open for credit to students who have completed or are currently enrolled in Envs 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-H
American Indians and the Ecology of North America
The following courses are offered under this rubric.

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 Envs 78A. Not open for credit to students who have completed or are currently enrolled in Envs 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 Envs 78B. Not open for credit to students who have completed or are currently enrolled in Envs 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

NATURAL SCIENCES
The AS degree in Natural Sciences will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:
Dept/No. Title Units
Select courses from GE Area 1, Natural Science, for a minimum of 18 units:
Select at least one course from the following:
BIOL 1A General Biology (5)
CHEM 1A General Chemistry (5)
GEOG 1 Physical Geography (3)
PHYS 4A General Physics (5)
Select remaining units from the following:

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<thead>
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<th>Course Name</th>
<th>Units</th>
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<tr>
<td>ANTHR 1</td>
<td>Introduction to Physical Anthropology (3)</td>
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<tr>
<td>ASTR 1</td>
<td>Introduction to Astronomy (3)</td>
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<tr>
<td>ASTR 10</td>
<td>Descriptive Astronomy (3)</td>
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<td>BIOL 1A</td>
<td>General Biology (5)</td>
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<td>BIOL 3</td>
<td>Microbiology (5)</td>
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<td>BIOL 4</td>
<td>Human Physiology (5)</td>
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<td>BIOL 5</td>
<td>Botany (4)</td>
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<td>BIOL 9</td>
<td>Marine Biology (3)</td>
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<td>BIOL 10</td>
<td>Introduction to Biology (4)</td>
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<td>BIOL 13</td>
<td>Principles of Ecology (3)</td>
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<td>BIOL 15</td>
<td>Environmental Biology (3)</td>
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<td>BIOL 20A</td>
<td>Human Anatomy and Physiology (5)</td>
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<td>Human Anatomy and Physiology (5)</td>
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<tr>
<td>BIOL 23</td>
<td>Introduction to the Human Body (3)</td>
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<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology (4)</td>
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<td>BIOL 25</td>
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<td>BIOL 29</td>
<td>Biology of the Living World (4)</td>
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<td>BIOL 36</td>
<td>Human Genetics (4)</td>
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<td>CHEM 1B</td>
<td>General Chemistry (5)</td>
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<td>CHEM 12A</td>
<td>Organic Chemistry (5)</td>
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<td>Organic Chemistry (5)</td>
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<td>CHEM 30A</td>
<td>Introductory General Chemistry (4)</td>
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<td>CHEM 30B</td>
<td>Introductory Organic and Biochemistry (4)</td>
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<td>GEOG 1</td>
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<td>GEOL 12</td>
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<td>LANHT 1</td>
<td>Introduction to Landscape Horticulture with Lab (Day) (3)</td>
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<td>PHYS 2B</td>
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<td>PHYS 4C</td>
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<tr>
<td>PHYS 10</td>
<td>Introduction to Physics (4)</td>
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</table>

Total Required Units: 18

1 Biol 5 is the same as LANHT 15; maximum credit: one course.
NURSING
(NURS)

PROGRAM OUTCOMES

Outcome
Apply principles
Apply principles of teaching, learning, and homeostasis when in a care-giving relationship with patient, family, and staff members.

Provide nursing care
With appropriate supervision, develop and implement safe and skillful nursing care for a group of patients.

Health care team member
Participate effectively as a member of a health care team by applying their knowledge of the nursing process.

Professional Development
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.

Mapping
Institutional Learning Outcomes: COMMUNICATION, CRITICAL THINKING, CULTURAL AWARENESS

Institutional Learning Outcomes: COMMUNICATION, CRITICAL THINKING, CULTURAL AWARENESS, QUANTITATIVE REASONING

Institutional Learning Outcomes: COMMUNICATION, CRITICAL THINKING, CULTURAL AWARENESS

Institutional Learning Outcomes: CIVIC ENGAGEMENT AND ETHICS, COMMUNICATION, CRITICAL THINKING

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 AS degree in Nursing will be awarded upon satisfactory completion of the Group A Pre-requisite requirements, the Group B General Education/Graduation requirements, and the Group C Major course requirements.

Applications are accepted each year from December 1 – March 1 for the class admitted the following Fall semester. All applications with supporting data (all transcripts, etc.) must be received no later than March 1. Applications may be hand-delivered or mailed to the Merritt College Associate Degree Nursing Program. Nonresident foreign students must first be cleared for admission through the International Student Advisor’s Office. It is highly recommended that all students interested in the Nursing program see a counselor for guidance in preparation for the program and evaluation of pre-requisites prior to applying.

NO MATERIALS WILL BE ACCEPTED AFTER THE APPLICATION DEADLINE DATES. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE EVALUATED.
Students may apply for admission only once per year.

In order to apply for admission into the ADN Program, students must complete the admission pre-requisites (Group A courses). After completion of the Group A courses, students may apply to the ADN Program. Applications are evaluated to determine if the student is eligible to continue in the application process based upon the Chancellor’s Advisory Model Pre-requisites.

**Eligibility Requirements:**

1. The student must be a graduate of an accredited high school or have passed the GED test or equivalent.
2. All pre-requisite courses in Group A must be completed before applying for admission into the program.
3. Foreign transcripts must be submitted to an international education service for evaluation and official sealed results submitted with the application. Forms may be obtained from the Counseling Office.
4. Nonresident foreign students must see the International Student Advisor before applying.

**Admission Criteria Effective as of Fall 2008:**

The process by which students are admitted to the Associate Degree Nursing Program (ADN) changed for students applying for admission into the Program in Fall 2008 and subsequent terms. The Program adopted the Chancellor’s Advisory Model Pre-requisites for Enrollment in Associate Degree Nursing Program admission criteria. Students must complete all Group A pre-requisites 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 Pre-requisites for Enrollment in the Associate Degree Nursing Program (Group A courses).

**Application and Admission Process:**

The application and admission process consists of the following criteria:

1. All English coursework: 2.0 GPA or above is required.
2. Biology Core (anatomy, physiology, and microbiology): 2.5 GPA or above is required.
3. A formula approved by the State Chancellor’s Office computes each student’s cut score. A cut score of 80% or higher is required to meet eligibility requirements. Biology core repetitions adversely affect the overall score. All repeats, regardless of the grade (including a withdrawal “W” grade), are counted as a repetition.
4. Students who have met the minimum cut score (80%) must also pass a diagnostic assessment test, the TEAS Exam. Students who fail to achieve a passing score will be required to complete additional Pre-Nursing coursework prior to admission and enrollment in the Nursing program. Pre-Nursing coursework and clearance of diagnostic assessment deficiencies must be completed to become eligible for admission to the program.
5. A lottery is conducted that includes all students who show academic readiness by having received a passing score on the TEAS Exam. This lottery is used for selecting the students who will be admitted to and enrolled in the Nursing Program.

**Prior to Admission:**

All students selected for admission to the program must meet the following additional requirements:

1. A recent (within 6 months) physical examination certifying good physical health must be satisfactorily completed, at the student’s own expense. This includes proof of negative results of annual tuberculosis (TB) screening.
2. 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.
3. Criminal background check and drug screening.
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.

Course Requirements:

Group A – Pre-requisite Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOL 20A</td>
<td>Human Anatomy and Physiology (5) and</td>
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</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>
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<tr>
<td>BIOL 3</td>
<td>Microbiology</td>
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<tr>
<td>ENGL 1A</td>
<td>Composition and Reading</td>
<td>4</td>
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</tbody>
</table>

Total Required Pre-requisite Units: 19

Group B – General Education/Graduation Requirements:

Although Group B courses meet General Education (GE)/Graduation Requirements and can be completed prior to or after admission into the ADN Program, it is highly recommended that these courses be completed prior to admission into the program. Each Group B course must be completed with a grade of “C” or better (letter grade only) except for Ethnic Studies and Computer Literacy. “C-“ is not acceptable.

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
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<tr>
<td>ENGL 1B</td>
<td>Composition and Reading (4) or</td>
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<tr>
<td>ENGL 5*</td>
<td>Critical Thinking in Reading and Writing (3)</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 (3) or</td>
<td></td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology (3)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

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></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 Major Units: 42

Total Required Program Units: 81-82

*If Engl 5 is selected instead of Engl 1B, an additional Humanities area 3 course is required to satisfy GE requirements. The minimum GE-unit requirement for the Associate degree is 19 units; some of these requirements can be met by the Group A pre-requisite courses. Computer Literacy and Ethnic Studies are degree requirements that are not required by the BRN for licensure.
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)
Pre-requisite: 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
Co-requisite: 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 3B**
**Pediatric Nursing**
4 units, 2 hours lecture, 6 hours laboratory (GR)
Pre-requisite: Nurs 1 and 11 and 12
Pre-requisite or co-requisite: 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 3A**
**Perinatal Nursing**
4 units, 2 hours lecture, 6 hours laboratory (GR)
Pre-requisite: Nurs 1 and 11 and 12
Pre-requisite or co-requisite: Nurs 13
Acceptable for credit: CSU
Theory and guided practice in working with other 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 4A**
**Intermediate Medical-Surgical Nursing**
4 units, 2 hours lecture, 6 hours laboratory (GR)
Pre-requisite: Nurs 1 and 11 and 12
Pre-requisite or co-requisite: 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)
Pre-requisite: Nurs 1 and 11 and 12
Pre-requisite or co-requisite: 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)
Pre-requisite: Nurs 3A, 3B, 4A, 4B, and 14
Co-requisite: 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)
Co-requisite: 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)
Co-requisite: 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)
Pre-requisite: Math 201 or 210D or (204B)
Co-requisite: 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)
Pre-requisite: 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
CURRICULUM PATTERNS AND COURSES

NURS 14
Nutrition and Diet Therapy in Nursing
2 units, 2 hours lecture (GR)
Pre-requisite: Nurs 1
Acceptable for credit: CSU
Basic principles of human nutrition and fundamentals of diet therapy: Nutrients, their function and food sources, and problems of excess and deficiency; dietary guidelines for health promotion and disease prevention; screening for nutritional risk, assessment of dietary needs, care planning, modified needs of the life cycle, and dietary modifications for common and uncommon health conditions. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

NURS 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)
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)
Course study under this section may be repeated three times for a maximum of 5 units. 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 Co-requisite: 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 Co-requisite: 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
Co-requisite: Nurs or 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
Co-requisite: 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

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 requirements specified for that major. To qualify for the AS degree in Dietetic Technology, students must satisfactorily complete the Degree Major requirements. Some courses in this major also satisfy the General Education requirements.

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 e-mail account.

3. Pre-requisite 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 American Dietetic Association 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, e-mail, 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

The Dietary Manager program is designed for those who seek advancement into management positions in food service, especially in the healthcare environment. Completion of this program qualifies one for employment in a long-term healthcare facility as a Dietetic Service Supervisor (DSS designation, State of California Department of Public Health). It also qualifies the graduate to apply for certification with the national Dietary Managers Association as a Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP). A Certificate of Achievement in Dietary Manager (Dietetic Service Supervisor) will be awarded upon satisfactory completion of the Major course requirements.

Dietary Manager Program (DM) Outcomes
- Graduates will communicate with staff and clients in a professional and culturally sensitive manner.
- Graduates will be readily employed.
- Graduates will display effective dietary management skills.
- Graduates will synthesize the knowledge and skills to pass the national CDM exam.
- Graduates will provide and maintain the highest

CURRICULUM PATTERNS AND COURSES
level of personal ethical behavior.

- Graduates will utilize up to date, evidence-based practices in the field of dietary management.

### Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>3</td>
</tr>
<tr>
<td>NUTR 71C</td>
<td>Rotations in Supervised Practice, Level C (1-4)</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td></td>
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<tr>
<td>SOC 5</td>
<td>Minority Groups</td>
<td>3</td>
</tr>
<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>ENGL 1A²</td>
<td>Composition and Reading</td>
<td>4</td>
</tr>
<tr>
<td>HLTOC 201</td>
<td>Medical Terminology I</td>
<td>2</td>
</tr>
<tr>
<td>MATH 203³</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 1A</td>
<td>Introduction to General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Plus:</td>
<td>Computer Literacy (Area 4c) course</td>
<td>1</td>
</tr>
<tr>
<td>And:</td>
<td>Ethnic Studies (Area 5) course</td>
<td>3</td>
</tr>
<tr>
<td>And:</td>
<td>Humanities (Area 3) course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Degree Major Units:** 60-61

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 Nutrition and Dietetics Department to meet American Dietetic Association standards. Some of these courses also meet General Education requirements for the Associate degree. NOTE: Students who plan to sit for the American Dietetic Association (ADA) exam for Dietetic Technician Registered (DTR) certification must possess an Associate or higher degree before applying to take the exam.

² Eng 1A is required for transfer and for the Associate degree.

³ Math 203 or a more advanced Mathematics course is required for the Associate degree; Math 50 or higher is required for transfer.

### Recommended Sequence of Courses for Five Semesters: 1

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER (FIRST SEMESTER)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 10</td>
<td>Nutrition (4) or</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 28</td>
<td>Human Nutrition (3) or</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 31</td>
<td>Nutrition (4)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total:</strong></td>
<td><strong>3-4</strong></td>
</tr>
</tbody>
</table>

| FALL (SECOND SEMESTER)| | |
| BIOL 24 | Basic Human Anatomy and Physiology             | 4     |
| CIS 205 | Computer Literacy or                           | 1     |
|          | Other Area 4c course                           |       |
| HLTOC 201| Medical Terminology I                          | 2     |
| NUTR 12 | Nutrition and Disease                          | 3     |
| NUTR 30 | Sanitation and Safety                          | 2     |
| NUTR 322| Supervision and Training                       | 3     |
|          | **Semester Total:**                            | **15**|

| SPRING (THIRD SEMESTER)| | |
| ENGL 1A3 | Composition and Reading                        | 4     |
| MATH 2034 | Intermediate Algebra                           | 4     |
| NUTR 312 | Food-Production Systems                        | 3     |
| NUTR 70A | Seminar in Supervised Practice, Level A        | 2     |
| NUTR 71A | Rotations in Supervised Practice, Level A (1-4)| 2     |
|          | **Semester Total:**                            | **15**|
FALL (FOURTH SEMESTER)

ANTHR 3  Introduction to Social and Cultural Anthropology
or
SOC 1  Introduction to Sociology
or
SOC 5  Minority Groups 3
COMM 20  Interpersonal Communication Skills 3
NUTR 70B  Seminar in Supervised Practice, Level B 3
NUTR 71B  Rotations in Supervised Practice, Level B (1-4) 3
PSYCH 1A  Introduction to General Psychology 3
Semester Total: 15

SPRING (FIFTH SEMESTER)

NUTR 70C  Seminar in Supervised Practice, Level C 3
NUTR 71C  Rotations in Supervised Practice, Level C (1-4) 3
Plus:
Ethnic Studies (Area 5) course 3
Plus:
Humanities (Area 3) course 3
Semester Total: 12

Total Required Degree 60-61
Major Units:

Degree Major Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NUTR 10</td>
<td>Nutrition (4)</td>
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</tr>
<tr>
<td>BIOL 28</td>
<td>Human Nutrition (3)</td>
<td>3-4</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 31</td>
<td>Nutrition (4)</td>
<td></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>
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</tr>
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<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>
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<td>NUTR 70B</td>
<td>Seminar in Supervised Practice, Level B</td>
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</tr>
<tr>
<td>NUTR 70C</td>
<td>Seminar in Supervised Practice, Level C</td>
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</tr>
<tr>
<td>NUTR 71A</td>
<td>Rotations in Supervised Practice, Level A (1-4)</td>
<td></td>
</tr>
<tr>
<td>NUTR 71B</td>
<td>Rotations in Supervised Practice, Level B (1-4)</td>
<td></td>
</tr>
</tbody>
</table>

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 Nutr 32 is offered only in Fall semester; Nutr 31 is offered only in Spring semester.

3 Engl 1A is required for transfer and for the Associate degree.

4 Math 203 or a more advanced Mathematics course is required for the Associate degree; Math 50 or higher is required for transfer.

DIETETIC TECHNOLOGY

The Dietetic Technology program provides training for Dietetic Technicians, who work cooperatively with Registered Dietitians. The Dietetic Technician is certified by the American Dietetic Association to screen clients for nutritional risk, and assist in the nutrition care process, implementing and assisting in monitoring nutrition intervention, 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.

Dietetic Technology Program (DT) Outcomes

- Graduates will communicate with staff and clients in a professional and culturally sensitive manner.
- Graduates will be readily employed.
- Graduates will display effective clinical nutrition skills.
- Graduates will synthesize the knowledge and skills to pass the national DTR exam.
- Graduates will provide and maintain the highest level of personal ethical behavior.
- Graduates will utilize up to date, evidence-based practices in the field of dietetic technology.

MERRITT COLLEGE 2013-2015
NUTR 71C  Rotations in Supervised Practice, 3 Level C (1-4)
ANTHR 3  Introduction to Social and Cultural Anthropology
or
SOC 1  Introduction to Sociology
or
SOC 5  Minority Groups 3
BIOL 24  Basic Human Anatomy and Physiology 4
COMM 20  Interpersonal Communication Skills 3
ENGL 1A  Composition and Reading 4
HLTOC 201  Medical Terminology I 2
MATH 203  Intermediate Algebra 4
PSYCH 1A  Introduction to General Psychology 3
Plus:  Computer Literacy (Area 4c) course 1
And:  Ethnic Studies (Area 5) course 3
And:  Humanities (Area 3) course 3
Total Required Degree 60-61

Major Units:

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).

3 Math 203 or a more advanced Mathematics course is required for the Associate degree; Math 50 or higher is required for transfer.

Recommended Sequence of Courses for Five Semesters:

SUMMER (FIRST SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>NUTR 10</td>
<td>Nutrition (4)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 28</td>
<td>Human Nutrition (3)</td>
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<td>or</td>
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<tr>
<td>BIOL 31</td>
<td>Nutrition (4)</td>
<td>3-4</td>
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<tr>
<td>Semester Total:</td>
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FALL (SECOND SEMESTER)

<table>
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<tr>
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<tbody>
<tr>
<td>BIOL 24</td>
<td>Basic Human Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td>CIS 205</td>
<td>Computer Literacy or Other Area 4c course</td>
<td>1</td>
</tr>
<tr>
<td>HLTOC 201</td>
<td>Medical Terminology I</td>
<td>2</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 32</td>
<td>Supervision and Training</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total:</td>
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SPRING (THIRD SEMESTER)

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<thead>
<tr>
<th>Dept/No.</th>
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<tbody>
<tr>
<td>ENGL 1A</td>
<td>Composition and Reading</td>
<td>4</td>
</tr>
<tr>
<td>MATH 203</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 31</td>
<td>Food-Production Systems</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 70A</td>
<td>Seminar in Supervised Practice, Level A</td>
<td></td>
</tr>
<tr>
<td>NUTR 71A</td>
<td>Rotations in Supervised Practice, Level A (1-4)</td>
<td></td>
</tr>
<tr>
<td>Semester Total:</td>
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</table>

FALL (FOURTH SEMESTER)

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHR 3</td>
<td>Introduction to Social and Cultural Anthropology</td>
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<tr>
<td>or</td>
<td></td>
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</tr>
<tr>
<td>SOC 1</td>
<td>Introduction to Sociology</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 5</td>
<td>Minority Groups</td>
<td>3</td>
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<tr>
<td>COMM 20</td>
<td>Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 70B</td>
<td>Seminar in Supervised Practice, Level B</td>
<td></td>
</tr>
</tbody>
</table>

1 The courses listed meet course-content graduation requirements specified by the Nutrition and Dietetics Department to meet American Dietetic Association standards. Some of these courses also meet General Education requirements for the Associate degree. NOTE: Students who plan to sit for the American Dietetic Association (ADA) exam for Dietetic Technician Registered (DTR) certification must possess an Associate or higher degree before applying to take the exam.

2 Engl 1A is required for transfer and for the Associate degree.
NUTR 71B  Rotations in Supervised Practice, 3
Level B (1-4)

PSYCH 1A  Introduction to General Psychology  3

Semester Total:  15

SPRING (FIFTH SEMESTER)

NUTR 70C  Seminar in Supervised Practice, 3
Level C

NUTR 71C  Rotations in Supervised Practice, 3
Level C (1-4)

Plus:  Ethnic Studies (Area 5) course  3

And:  Humanities (Area 3) course  3

Semester Total:  12

Total Required Degree  60-61

Major Units:

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 Nutr 32 is offered only in Fall semester; Nutr 31 is offered only in Spring semester.

3 Engl 1A is required for transfer and for the Associate degree.

4 Math 203 or a more advanced Mathematics course is required for the Associate degree; Math 50 or higher is required for transfer.

PATHWAY II CERTIFICATE

The Merritt College Nutrition and Dietetics program is accredited by the American Dietetic Association/Commission on Accreditation of Dietetics Education (ADA/CADE). Program graduates are qualified to sit for the national ADA exam, and upon successful completion of the exam, they are qualified to use the designation of "Dietetic Technician Registered (DTR)." Those with a degree from another college or university in Nutrition and Dietetics or a related field may qualify for the Certificate of Proficiency and may step directly into the Supervised Practice internship portion of the program. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student’s transcript.

Students qualifying to apply for the Pathway II Certificate of Proficiency fall into one of the following three categories:

1. Graduates of an ADA/CADE-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 ADA exam.

2. Graduates of a non-ADA/CADE-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 ADA/CADE 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 ADA/CADE. For specific information, see website information at: www.eatright.org/students/getstarted/international/agencies.aspx. The student then proceeds as specified in #2 above.
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>2</td>
</tr>
<tr>
<td>NUTR 70C</td>
<td>Seminar in Supervised Practice, Level C</td>
<td>2</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: 14

NUTR 12

Nutrition and Disease
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Nutr 10 or (Facs 10) or Biol 28 or Biol 31
Formerly offered as Facs 12.
Acceptable for credit: CSU, UC (pending)
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 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 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)
Course study under this section may be repeated
three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study.  1306.00

NUTR 70A
Seminar in Supervised Practice, Level A
2 units, 2 hours lecture (GR or P/NP)
Pre-requisite: Nutr 10 or Biol 28 or Biol 31, and Nutr
12 and 30
Co-requisite: 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)
Pre-requisite: Nutr 70A
Co-requisite: 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)
Pre-requisite or co-requisite: Nutr 70B
Co-requisite: 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)  
Pre-requisite or co-requisite: Nutr 31 and 32  
Co-requisite: Nutr 70A  
Recommended preparation: Nutr 200A-B  
Acceptable for credit: CSU  
Course study under this section 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)  
Co-requisite: Nutr 70B  
Acceptable for credit: CSU  
Course study under this section 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)  
Co-requisite: Nutr 70C  
Acceptable for credit: CSU  
Course study under this section 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 study under this section 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)

There is a growing need for trained paralegals who know substantive law and administrative procedures required by the law and the court systems. The paralegal performs various legal tasks under the supervision of attorneys, including conducting legal research and drafting legal documents. Paralegals provide staff support for attorneys in a law office or in a legal setting. Many of these tasks are done by attorneys; however, under the law, they could be provided by paralegals under the supervision of an attorney.

The AA degree in Paralegal Studies will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the major course requirements.

Degree Major/Certificate of Achievement Requirements:

<table>
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<tr>
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<th>Units</th>
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<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) or</td>
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</tr>
<tr>
<td>ENGL 100*</td>
<td>College Composition and Reading (4)</td>
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MERRITT COLLEGE 2013-2015
Select a minimum of 11-12 units from the following:

**PARLG 4**  Law Office Management (2)
**PARLG 9**  Introduction to Tort Law (3)
**PARLG 10**  Family Law (3)
**PARLG 12**  Estate Planning and Probate Procedures (3)
**PARLG 15**  Criminal Law (3)
**PARLG 16**  Seminar in Paralegal Studies Internship (1)
**COPED 474A**  Occupational Work Experience in Paralegal Studies (1-4)**
**BUS 2**  Introduction to Business Law (3)

**Total Required Units:** 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 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: Parlg 1 and 6
Co-requisite: Coped 474A
Recommended preparation: Parlg 8 and 11
Acceptable for credit: CSU
Course study under this section may be repeated one time for a maximum of 2 units.

Study of the specific competencies required of the student in the Paralegal Studies Internship program: Assessment, development, practicum, and evaluation of individual skills in a paralegal setting. Course accompanies COPED 474A, Occupational Work Experience in Paralegal Studies, and provides students with the additional tools needed to have a successful and productive internship experience. 1402.00

PARLG 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)
Course study under this section may be repeated three times for a maximum of 5 units.
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

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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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 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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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)
Pre-requisite: 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, (L4)

PHYS 2B
General Physics
5 units, 4 hours lecture, 3 hours laboratory (GR)
Pre-requisite: 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, (L4)

PHYS 4A
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Pre-requisite or co-requisite: 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, (L4)

PHYS 4B
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Pre-requisite: 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, (L4)

PHYS 4C
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Pre-requisite: 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

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)
Pre-requisite: Math 50 or 52C
Co-requisite: 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)
Pre-requisite: Phys 20A
Co-requisite: 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)
Course study under this section may be repeated three times for a maximum of 5 units.
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

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

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 (pending)
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

POSCI 16
State and Local Government
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Survey of governmental institutions and politics in California and the San Francisco Bay Area: Development of public policy and current issues such as federalism, elections, taxation, land uses, and political parties. 2207.00
AA/AS area 2; CSU area D; CSU American Institutions, Group 3

POSCI 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

POSCI 49
Independent Study in Political Science
.5-5 units (GR or P/NP)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study. 2207.00

PSYCHOLOGY
(PSYCH)

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; CSU American Institutions, Group 3

PSYCH 1B
Introduction to General Psychology
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of PSYCH 1A: Psychological research methods and principles of behavior modification. 2001.00
AA/AS area 2; CSU area D; IGETC area 4

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
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 Hltd 27. Not open for credit to students who have completed or are currently enrolled in Biol 27 or Hltd 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; IGETC area 4

PSYCH 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  
Also offered as Envmt 19. Not open for credit to students who have completed or are currently enrolled in Envmt 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.  
2001.00  
AA/AS area 2; CSU area D; IGETC area 4

PSYCH 24  
**Abnormal Psychology**  
3 units, 3 hours lecture (GR)  
Pre-requisite: 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

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)  
Course study under this section may be repeated three times for a maximum of 5 units.  
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)**

**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.

Upon completion of the program, graduates 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 by taking appropriate histories, giving clear instructions, and providing information as needed.
- Exercise critical thinking and problem solving skills by adapting radiologic procedures 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.

The AS degree and the Certificate of Achievement in Radiologic Science will be awarded upon satisfactory completion of the Pre-requisite requirements, the General Education requirements, and the Major course 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 (www.cdph.ca.gov/programs/Pages/RadiologicHealthBranch.aspx).

**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 pre-requisite courses prior to application with a “C” grade or better for each course and an overall GPA of 2.5 or better (for pre-requisite courses only).
3. Pre-requisite 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.
8. Students must submit a valid CPR card from an American Heart Association Basic Life Support for the Healthcare Provider course.

B. Application Procedures (Between January 15 and April 15 every other year – even-numbered years):

After completion of the Pre-requisite 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 Department 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 Department 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 pre-requisite 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 Department 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 pre-requisite 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 Department. 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 Department, 12500 Campus Drive, Oakland, CA 94619. Incomplete application packets will not be considered.

C. Post-Admission Requirement:
CPR (Basic Life Support for the Health Care Provider) certification is to be kept current throughout the length of the program. Tuberculosis screening must also be kept current throughout the length of the program.

By the end of the first semester of the program, the student shall provide proof of current CPR (Basic Life Support for the Health Care Provider) certification, to be kept current throughout the length of the program. Tuberculosis screening must also be kept current throughout the length of the program.

Pre-requisite Requirements:

Students must have completed the four pre-requisite courses, with a grade of “C” or better on each course, before applying to the program. Additionally, the average GPA for the four pre-requisites courses must be at least 2.5. All pre-requisite 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 pre-requisite 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, e-mail, PowerPoint presentation software, and navigating the Internet. Students who are not proficient should see Item No. 1 below in Additional Recommended Preparation.

Additional Recommended Preparation:

The following specific coursework and experiences are recommended as preparation for the program.
While not required for enrollment, completing these courses prior to entering may increase the likelihood of successful program completion.

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 previous application years are given priority over more recent applicants. Detailed information regarding the status of the student selection process for a particular application period may be found on the program website [www.merritt.edu/degrees-majors/allied-health-programs/radiologic-science](http://www.merritt.edu/degrees-majors/allied-health-programs/radiologic-science) or obtained from the Radiologic Science Program office. This information will also be presented in the pre-requisite course, Radsc 1A, Survey of Radiologic Science.
RADSC 9D  Clinical Experience IV  
(24 hours per week)  
Semester Total: 15.5

SIXTH SEMESTER (SUMMER)
RADSC 10B  Seminar  
1.5  
RADSC 9E  Clinical Experience  
(36 hours per week)  
Semester Total: 7.5  

Total Required Major Units: 71

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)  
Pre-requisite: 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)  
Pre-requisite: 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, 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)  
Pre-requisite: 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)  
Pre-requisite: 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)  
Pre-requisite: Radsc 2B  
Co-requisite: 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)  
Pre-requisite: 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)  
Pre-requisite: 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)  
Pre-requisite: 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)  
Pre-requisite: 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)  
Pre-requisite: 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)  
Pre-requisite: 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)
Pre-requisite: Radsc 2C and 4A and 9C
Co-requisite: 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 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 7
Advanced Imaging Procedures
3 units, 3 hours lecture (GR)
Pre-requisite: 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 9B
Clinical Experience II
4 units, 24 hours laboratory/week for 12 weeks (Summer only) (GR)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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)
Pre-requisite: 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 8
Sectional Anatomy and Radiographic Pathology
4 units, 4 hours lecture (GR)
Pre-requisite: 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 9M
Mammographic Clinical Experience
4 units, 16 hours laboratory (GR or P/NP)
Pre-requisite: Radsc 12
Acceptable for credit: CSU
Clinical practicum in a breast-imaging department of an affiliated hospital. Students/radiographers are responsible for securing their own affiliated clinical site. 1225.00

RADSC 10A
Seminar
1.5 units, 1.5 hours lecture (GR)
Pre-requisite: 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

RADSC 10B
Seminar
1.5 units, 1.5 hours lecture (GR)
Pre-requisite: 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 11
Medical-Imaging Computer Applications
1 unit, 1.5 hours lecture, 2 hours laboratory for 9 weeks (GR)
Pre-requisite: CIS 200 or 205
Acceptable for credit: CSU
Technology applicable to specialized operation of computerized imaging equipment: Computerized tomography, digital imaging (graphics), digital subtraction radiography (DSA), magnetic resonance imaging (MRI), nuclear medicine, and ultrasound; hands-on applications of interactive/integrated software packages used to simulate job skills needed in a hospital clinical setting. 1225.00

RADSC 12
Mammography for Radiographers
2.5 units, 40 term hours lecture, 15 term hours laboratory (GR or P/NP)
Pre-requisite: Radsc 4A and 4B
Acceptable for credit: CSU
Preparation for state exam for Mammography Certification: History of mammography, image education and breast anatomy and physiology, positioning of the breast, positioning the breast with mammoplasties, technical factors in mammography, quality assurance and instrumentation, state and national accreditation standards, communication for the mammographer, breast cancer, image interpretation, medical-legal issues in mammography. 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)
Course study under this section may be repeated three times for a maximum of 5 units.
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)
Pre-requisite: 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)
Pre-requisite: 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)

The major in Real Estate 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 mort-gage brokers and bankers. In addition, the courses provide important information and training for professionals interested in investing in real estate including those in government working with real property. The AA degree in Real Estate will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the major course requirements.

Degree Major/Certificate of Achievement Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 2A</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 4A</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 5</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 6A</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 7A</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 9</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two courses (6 units) from the following:

- RLEST 4B  Advanced Legal Aspects of Real Estate (3)
- RLEST 6B  Advanced Real Estate Finance (3)
- RLEST 7B  Advanced Real Estate Appraisal (3)
- RLEST 8  Property Management (3)
- RLEST 10 Real Estate Mathematics (3)
- RLEST 11 Real Estate Escrow Procedures (3)
- RLEST 13 Real Estate Exchanges and Exchange Taxation (3)
- RLEST 14 Real Estate Investments (3)
- RLEST 20 Computer Applications in Real Estate (3)

Total Required Units:  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 4A
Legal Aspects of Real Estate

3 units, 3 hours lecture (GR or P/NP)
Pre-requisite or co-requisite: Rlest 2A
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 4B
Advanced Legal Aspects of Real Estate
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Rlese 4A
Acceptable for credit: CSU
Advanced 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)
Pre-requisite or co-requisite: Rlese 2A
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
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite or co-requisite: Rlese 2A
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
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite: Rlese 2A
Pre-requisite or co-requisite: Rlese 6A
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)
Pre-requisite: Rlese 2A
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 7B
Advanced Real Estate Appraisal
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite or co-requisite: Rlese 7A
Acceptable for credit: CSU
Advanced real estate appraisal: Study of methods and techniques used to determine value, marketability, and return on multi-family units and commercial and other investment properties. 0511.00

RLEST 8
Property Management
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite or co-requisite: Rlese 2A
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)
Pre-requisite or co-requisite: Rlese 2A
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)
Pre-requisite or co-requisite: Rlese 2A
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)
Pre-requisite or co-requisite: Rlest 2A
Acceptable for credit: CSU
Real estate escrow procedures: Procedures, techniques, and areas of responsibility in handling escrows. 0511.10

RLEST 13
Real Estate Exchanges and Exchange Taxation
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite or co-requisite: Rlest 2A
Acceptable for credit: CSU
Introduction to the theory, mechanics, and tax aspects of real estate exchanges: Balancing equities, contacts, and escrow procedures. 0511.00

RLEST 14
Real Estate Investments
3 units, 3 hours lecture (GR or P/NP)
Pre-requisite or co-requisite: Rlest 2A
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)
Recommended preparation: Rlest 2A
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)
Pre-requisite or co-requisite: Rlest 2A
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)
Course study under this section may be repeated three times for a maximum of 5 units.
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

RECREATION AND LEISURE SERVICES (RECSE)

RECSE 50
Introduction to Recreation and Leisure Services
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Nature, scope, and significance of recreation in the social and economic life of the American people: Definition, history, purpose, functions, organizational patterns, and interrelationships of group agencies and institutions which serve recreational needs of the community. 0836.00

CSU area E
**SOCIAL AND BEHAVIORAL SCIENCES (SOCSC)**

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. 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 societies and will allow students to evaluate how societies and social subgroups operate. Courses from Administration of Justice, Anthropology, Business, Child Development, Community Social Services, Communication and English, Economics, Education, Environmental Management and Environmental Studies, Ethnic Studies, Geography, Health Education, History, Human Services, Political Science, Psychology, and Sociology are acceptable.

The AA degree in Social and Behavioral Sciences will prepare students for majors at four-year institutions in the social sciences such as anthropology, history, psychology, sociology, or ethnic or cultural studies, among others.

The AA degree in Social and Behavioral Sciences 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.

The Social and Behavioral Sciences AA Degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis,” in this case, the Social and Behavioral Sciences. 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 CSUGE or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy and Ethnic Studies (see catalog for details).
• Complete 18 units in the “Area of Emphasis” 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.

SOCIAL AND BEHAVIORAL SCIENCES AA DEGREE

General Education CSUGE/IGETC: 37-39
(Minimum units necessary to meet CSUGE/IGETC Certification requirements)

Area of Emphasis: 18
• 18 units required from the Area of Emphasis: Social and Behavioral Sciences.*
• Courses selected can be used to also fulfill GE areas.
• All courses below transfer to CSU. Many courses are also transferable to UC.
*Also see the separate AA degrees offered in Humanities, and Natural Sciences at Merritt College.

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: 60

Degree Requirements:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>COMM:</td>
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<tr>
<td>ENGL:</td>
<td>38*</td>
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<tr>
<td>ENVST:</td>
<td>76A-D, 78A, 78B, 78B*</td>
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<tr>
<td>ENVMT:</td>
<td>12*</td>
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<tr>
<td>M/LAT:</td>
<td>6*, 12*, 19*, 23*</td>
</tr>
<tr>
<td>NATAM:</td>
<td>19*, 76A-D, 78A, 78B</td>
</tr>
</tbody>
</table>

Group 2:
Select at least two courses for a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHDEV:</td>
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<tr>
<td>COSER:</td>
<td>10, 24, 29*</td>
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<td>COUN:</td>
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<tr>
<td>ENVM:</td>
<td>19*</td>
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<td>HIST:</td>
<td>2A, 2B, 7A, 7B, 15, 19*</td>
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<td>HUSV:</td>
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<tr>
<td>PSYCH:</td>
<td>1, 2, 3, 4, 5*, 16</td>
</tr>
<tr>
<td>SOC:</td>
<td>1, 2, 3, 5*</td>
</tr>
</tbody>
</table>

Group 3:
Select at least two courses for a minimum of 6 units from the following:

<table>
<thead>
<tr>
<th>Dept/No.</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADJUS:</td>
<td>21, 22, 25, 63</td>
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<tr>
<td>BUS:</td>
<td>5, 52</td>
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<td>COMM:</td>
<td>6*, 10*, 18, 19, 22</td>
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<td>1, 2</td>
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</tr>
<tr>
<td>ENVMT:</td>
<td>2, 13, 15</td>
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<td>GEOG:</td>
<td>2</td>
</tr>
<tr>
<td>HLTED:</td>
<td>1, 6</td>
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</tbody>
</table>

Total Required Units: 18

1 AFRAM 19 is the same as ASAME 19, M/Lat 6, and NATAM 19; maximum credit: one course.
2 ENVMT 19 is the same as PSYCH 19; maximum credit: one course.
3 Envst 76A-D, 78A and 78B are the same as NATAM 76A-D, 78A and 78B, respectively; maximum credit: one course.
4 Each course must be taken for a minimum of 3 units to satisfy Area 2 requirements.
5 M/Lat 19 is the same as Hist 17; maximum credit: one course.
6 AFRAM 38 is the same as ENVMT 12; maximum credit: one course.
SOCIOLOGY
(SOC)

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

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

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

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)
Course study under this section may be repeated three times for a maximum of 5 units.
Acceptable for credit: CSU
See section on Independent Study.
2208.00

SPANISH
(SPAN)

The AA degree in Spanish will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:
Dept/No.
Title
Units
SPAN 1A  Elementary Spanish  5
SPAN 1B  Elementary Spanish  5
SPAN 2A*  Intermediate Spanish  5
SPAN 2B*  Intermediate Spanish  5
Total Required Units:  20

*Span 2A and 2B have been deactivated from Merritt's curriculum. These courses are available at College of Alameda, Laney and Berkeley City Colleges.
SPAN 1A
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Course is equivalent to two years of high school study.
Eligible for credit by examination.
Acceptable for credit: CSU, UC
Course is conducted in Spanish.
Study and practice in understanding, speaking, reading, and writing Spanish: Emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture. 1105.00
AA/AS area 3; CSU area C2; IGETC Language

SPAN 1B
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: Span 1A
Eligible for credit by examination.
Acceptable for credit: CSU, UC
Course is conducted in Spanish.
Continuation of SPAN 1A: Study and practice in understanding, speaking, reading, and writing Spanish with continuing emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture. 1105.00
AA/AS area 3; CSU area C2; IGETC Language

SPAN 22B
Spanish for Bilingual Speakers II
5 units, 5 hours lecture (GR or P/NP)
Pre-requisite: Span 22A
Acceptable for credit: CSU, UC
Course is conducted entirely in Spanish.
Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion, and composition. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3B

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 49
Independent Study in Spanish
.5-5 units (GR or P/NP)
Course study under this section may be repeated three times for a maximum of 5 units.
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
VOCATIONAL NURSING  
(V/NUR)

NOTE: This program is in abeyance and is currently not being offered.

The Vocational Nursing curriculum is designed to prepare the student to practice intelligent care at the bedside, to assist in the rehabilitation of the sick and the prevention of disease, and to prepare the student for his/her role in the community as a contributing citizen, according to the basic principles of health and nursing. The Vocational Nursing curriculum is accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. Graduates of this program are eligible to apply for the California state examination to become a Licensed Vocational Nurse (LVN).

The AS degree in Vocational Nursing will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the major course requirements.

Eligibility/Admission/Completion Requirements:

Admission to the Vocational Nursing program is by special application and evaluation of academic and personal qualifications. Completion of the program requires the student to maintain satisfactory performance (a 75% or better passing grade) in all Vocational Nursing courses and satisfactory performance in the clinical experience.

Program requirements are as follows:

1. Applicants must be high school graduates or the equivalent.
2. Health clearances (physical examination and negative TB test results) are required, and are to be submitted to the Vocational Nursing Department before the start of the program.
3. Applicants must satisfactorily complete the prerequisite courses, Biol 20A and 20B, or Biol 2 and 4, or the equivalent, with grade “C” or better before applying to the program.
4. All Vocational Nursing courses in each semester must be completed satisfactorily with a performance grade of 75% or better before a student can enroll in the succeeding semester.
5. The clinical experience, whereby the student is required to work directly with patients, is a significant part of the program. In the interest of patient safety, repeated unsatisfactory performance in the clinical experience will subject a student to dismissal from the program.

<table>
<thead>
<tr>
<th>Degree Major/Certificate of Achievement Requirements:</th>
<th>Dept/No.</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>V/NUR 214</td>
<td>Basic Medical-Surgical Nursing</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>V/NUR 215</td>
<td>Introduction to Pharmacology</td>
<td>1</td>
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<tr>
<td></td>
<td>V/NUR 216</td>
<td>Therapeutic Nutrition</td>
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<tr>
<td></td>
<td>V/NUR 217</td>
<td>Intermediate Medical-Surgical Nursing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V/NUR 218</td>
<td>Intermediate Pharmacology</td>
<td>2</td>
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<td></td>
<td>V/NUR 220</td>
<td>Maternal-Child Nursing</td>
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<td></td>
<td>V/NUR 219</td>
<td>Advanced Medical-Surgical Nursing</td>
<td>17</td>
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<tr>
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<td>Total Required Units:</td>
<td>50</td>
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</table>

The sequence of courses may be altered due to availability of clinical facilities. Students will be notified in advance.
V/NUR 214
Basic Medical-Surgical Nursing
15 units, 9 hours lecture, 18 hours laboratory (GR)
Pre-requisite: Biol 20A and Biol 20B, or Biol 2 and 4; and health clearances: physical examination, negative TB test results, and immunizations; and Hltd 11 or CPR certification
Recommended preparation: CIS 200 or 205 or equivalent, and Engl 1A, and Math 201
Theoretical framework for understanding the process of assessing and planning care of adult patients: Supervised application of the principles and practices of basic nursing care. 1230.20

V/NUR 215
Introduction to Pharmacology
1 unit, 1 hour lecture (GR)
Introduction to pharmacology: Mathematics of calculating medication dosages, apothecary and metric conversions, and principles and techniques of administering medications. 1230.20

V/NUR 216
Therapeutic Nutrition
1 unit, 1 hour lecture (GR)
Survey of dietary principles: Their application to selected medical conditions needing modification of normal dietary requirements. 1230.20

V/NUR 217
Intermediate Medical-Surgical Nursing
10 units, 7 hours lecture, 10 hours laboratory (GR)
Pre-requisite: V/Nur 214 and 215 and 216; and health clearance: negative TB test results
Common health problems of adults: Dietary therapy and medications; socioeconomic, psychological, and cultural factors related to patient care; and supervised application of the principles and practices of intermediate nursing care of adults in clinical settings. 1230.20

V/NUR 218
Intermediate Pharmacology
2 units, 2 hours lecture (GR)
Pre-requisite: V/Nur 215
Study of specific drugs: Drug categories, dosages, and actions; and related nursing implications. 1230.20

V/NUR 219
Advanced Medical-Surgical Nursing
17 units, 11 hours lecture, 18 hours laboratory (GR)
Pre-requisite: V/Nur 217 and 218; and health clearance: negative TB test results
Study of selected health problems of adults requiring specific advanced nursing-care measures: Related dietary therapy, medications, and patient knowledge of specific treatments; supervised application of the principles and practices of advanced nursing care of adults in clinical settings; emphasis on preparation for licensure and employment. 1230.20

V/NUR 220
Maternal-Child Nursing
4 units, 2 hours lecture, 8 hours laboratory (GR)
Pre-requisite: V/Nur 214 and 215 and 216
Principles of nursing care of patient during prenatal, labor, delivery, and postpartum periods: Observation or participation in obstetrics and care of the newborn in hospital settings; discussion of normal child growth and development, characteristics of the well child, and related socioeconomic, psychological and cultural factors; supervised observation/participation in facilities which provide care for children. 1230.20

V/NUR 248NA-TZ
Selected Topics in Vocational Nursing
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 1230.20
FACULTY

ALEXANDER, ALEXIS
Learning Resources
(Disability Services Program)
B.S., University of California, Los Angeles
M.S., San Francisco State University
M.Ed., National University, San Diego
Certificate, Rehabilitation Counselor
Certificate, Rehabilitation Technician

ALLEN, CJ ROSE
EOPS Counselor, EOPS Department
B.A., San Francisco State University
M.S., San Francisco State University

ALTMAN, HILARY
Communication
B.S., Cornell University
M.S., Cornell University
Ph.D., Northwestern University

AUGUSTIN, EVANGELINE
Nursing, A.D.
B.S., Andrews University
M.S., University of Hawaii
M.P.H., University of Hawaii

BARRIOS, DIANA
Nursing, A.D.
B.A., Stanford University
M.S.N., Samuel Merritt University

BLACK, ANITA
Business, Computer Information Systems
B.S., Northern Illinois University
M.S., Northern Illinois University

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DAO, MINH
Student Personnel Services Specialist, Student Services Office
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<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education/Training</th>
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<tr>
<td>DEBOSE, GAIL</td>
<td>Child Care Specialist, Children's Center</td>
<td>A.A., Merritt College</td>
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<tr>
<td>DE LA TORRE, SUSANA</td>
<td>Admissions and Records Specialist</td>
<td>A.A., Laney College</td>
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<tr>
<td>DICKERSON, CYNTHIA</td>
<td>Coordinator, Children's Center</td>
<td></td>
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<td>DILLARD, RANDY</td>
<td>Custodian, Custodial Department</td>
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<td>EALY, VINCENT</td>
<td>Custodian, Custodial Department</td>
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<td>ELLIS, RACHEL</td>
<td>Program Specialist/CARE, EOPS/CARE Office</td>
<td>B.A., California State University, East Bay</td>
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<td>GARCIA, LINDA</td>
<td>Staff Assistant/Business Services Office</td>
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<td>GARNER-FONG, MARY JANE</td>
<td>Academic Support Services Specialist, Office of Instruction</td>
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<td>HAMPTON, TONY</td>
<td>Network Support Services Specialist</td>
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<td>HARDING, STEFANIE</td>
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<td>A.A., Merritt College, B.A., California State University, Hayward</td>
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<tr>
<td>HERRERA, BERENISE</td>
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<tr>
<td>JAVAHERI, PATRICIA</td>
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<tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Years Active</th>
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<tbody>
<tr>
<td>John Anastasia</td>
<td>1983</td>
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<tr>
<td>Cecelia Arrington</td>
<td>2002</td>
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<tr>
<td>Cecilia Bamford</td>
<td>1988</td>
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<td>Raymond Barnett</td>
<td>1981</td>
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<tr>
<td>Manuel Barroca</td>
<td>1988</td>
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<td>Kathleen Bauer</td>
<td>2011</td>
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<td>Anne Beckes</td>
<td>2010</td>
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<td>Dawne Bernhardt</td>
<td>1988</td>
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<td>Karen Bougac</td>
<td>2010</td>
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<td>Carolyn (Cy) Bracy</td>
<td>2011</td>
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<tr>
<td>Thomas Branca</td>
<td>1991</td>
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<tr>
<td>Fred Brown, Jr.</td>
<td>1998</td>
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<tr>
<td>Margaret Carr</td>
<td>1991</td>
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<td>Robert Carr</td>
<td>1991</td>
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<td>Claire Chapin</td>
<td>2008</td>
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<td>Paul Chappelle</td>
<td>1982</td>
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<td>Robert Chin</td>
<td>1988</td>
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<td>Ann Crenshaw</td>
<td>1997</td>
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<td>Rose Crowley</td>
<td>2003</td>
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<td>Earnest Crutchfield</td>
<td>2003</td>
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<td>Julia Cunningham</td>
<td>1995</td>
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<td>Margaret DeCoursey</td>
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<td>Frances Dillingham</td>
<td>1983</td>
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<td>Alice Di Romano</td>
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<td>Donald Dye</td>
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<td>Michael Felzer</td>
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<td>Ronald Felzer</td>
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<td>Allan Fleischman</td>
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<td>Jeanne Flynn</td>
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<td>John Fujii</td>
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<td>Cathleen Gaffney</td>
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<td>Grover Garvin</td>
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<td>Tiffany Gin</td>
<td>2003</td>
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<td>Moni Gomes</td>
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<td>Helene Goodwin</td>
<td>1988</td>
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<td>Minda Graff</td>
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<td>Ronald Grant</td>
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<td>Mary Greer</td>
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<td>Lawrence Gurley</td>
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<td>Jacqueline Hairston</td>
<td>1988</td>
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<td>Luther Harris</td>
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<td>James Harvey</td>
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<td>James Hill</td>
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<td>Rose Hong</td>
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<td>Susan Houston</td>
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<td>Alden Huff</td>
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<td>Randolph Hunt</td>
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<td>Kenneth Hurst</td>
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<td>Wesley Ingram</td>
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<td>Jack Irvine</td>
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<td>Brian James</td>
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<td>Barbara Joans</td>
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<td>Siu-Man Joe</td>
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<td>Robert Johnson</td>
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<td>Stanley Kossen</td>
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D  Allied Health Programs, Academic Enhancement Center (Learning Center, Electronic Classroom, Tutorial, Math Lab, Computer Lab), Classrooms, Mailroom
E  Gymnasium, Classrooms
F  Locker Rooms, Faculty Offices
H  Landscape Horticulture
L  Adapted Computer Learning Center / DSPS, Anthropology Museum, Library / Learning Resources
P  Classroom, Computer Information Systems
Q  Administration (President’s Office, Vice President of Instruction), Business Services, Cashier’s Office, Production Center
R  Admissions and Records, Assessment, Bookstore, Career Center, Counseling, Disabled Students Programs and Services, EOPS, Financial Aid, Health Services, Puente Program, Safety and Police Services, Student Activities, Transfer Center, Veterans Affairs, Vice President of Students
SRH  Self-Reliant House (Environmental Management Program)
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